



## **Cross Party Working Group - Terms of Reference and Ways of Working**

### **1. Context:**

The Working Group first met on 2 March 2018. At that meeting the Group considered and agreed the terms of reference attached at Appendix 1. Reflecting on the first 12 months work it is timely to revisit them in the context of planning for the 2019/20 municipal year.

By way of a reminder the original proposal explained that the working group should be a strategic body whose role should principally be to:

- Prioritise and commission work;
- Comment on, and inform, work as it develops;
- Receive high level reporting in the context of the progress of the wider programme. The working group will need to be reassured of progress and be mindful of where there are programme issues or risks that need to be discussed and resolved if possible;

The terms of reference were drafted in this context. They also contain a series of principles which are intended to continue the ways of working that were adopted by the Democracy Commission, and were agreed by Council in terms of the next steps.

### **2. Recommendation:**

The working group is asked to comment on and thereafter sign off the terms of reference attached at Appendix 1.

Carl Whistlecraft  
Head of Democracy  
August 2019

**Appendix 1****Cross Party Working Group – Terms of Reference****Membership:**

Councillors Cooper, Yusra Hussain, Munro, Scott, Simpson, Taylor and Watson

**Draft Terms of Reference**

- To provide a councillor steer and have oversight of the planning and delivery of the Commission's recommendations (as appropriate)
- To inform, and as appropriate lead and champion, specific strands of work both inside and outside the Council;
- To undertake or commission pilot work in order to test and prototype, from a councillor perspective, before wider roll out and implementation;
- To be a conduit between the Working Group and respective political groups in order to inform work as it develops;
- To work in a way that is consistent with the principles adopted by the Commission:
  - Everything starts with the citizen
  - Working in the open
  - Having a partnership approach
  - Evidence led

**Frequency of Meetings:**

The Working Group will meet every 6 weeks.

**Ways of Working:**

- All meetings of the Working Group will take place in public and will be webcast unless the business under consideration determines otherwise;
- Meetings will provide an opportunity for the following:
  - Prioritise recommendations and subsequent areas of work from a councillor perspective;
  - Commission specific activity to progress recommendations;
  - Receive an overview of progress in delivering the Commission's recommendations and an opportunity to raise any project or programme issues and risks;