

# Schools Forum Working Group Guidelines

- The Schools Forum will be responsible for determining the terms of reference, duration and membership of any Working Group and these must be clearly set out when establishing any Working Group.
- Working Groups may only comprise members of the Forum (or their substitutes) and may be supported in an advisory capacity only by officers of the Council or member appointed bodies.
- Formal decisions cannot be made by the Working Group. All recommendations must be referred to the Forum for consideration and final decision.
- Working Groups can include wider representation and draw on professional experience as required.
- Working Groups will take place in person at the Sandwell Council House or as an online virtual meeting.
- There will be a maximum of four Working Groups per year and they shall not run simultaneously.
- Administrative support shall be determined on a case by case basis. Decisions and actions will be captured and circulated as necessary.
- Officer and expert support shall be provided as required.
- Chairs of Working Groups will as required produce reports and recommendations with the support of officers.