

Rural Stirling Housing Association

Template for Working or Task & Finish Group Remit

Name of Working Group	
Date Established by the Board	(include reference to relevant Minute)
Membership: Board Members Staff Other members (e.g. tenant representatives, advisers)	
Chair	
Reporting Arrangements	
Principal Adviser	
Final Report Date	(Date of Board meeting for presentation of final report)
Date Working Group Dissolved	(include reference to relevant Minute)

Remit

Specify the purpose of the working or task group (e.g. to take forward a specific development including consultation with community representatives; to consider a proposal to establish a specific service; to review RSHA's (allocations) policy, make recommendations for change to the Board and oversee consultation with tenants and stakeholders.

Outputs

Specify the expected output(s) e.g. periodic reports on the progress of a scheme, recommendations for change to design, composition of a proposed development; feasibility report for new service with proposals; draft (allocations) policy and proposed consultations arrangements, consultation report and final draft policy recommended for consideration and approval.

Budget

Specify whether, or not, there is a specific budget to support the group.