Working Group Overview - *Steering Group*

Aim

Ensuring the growth and sustainability of LocalGov Drupal

Domain (area of authority)

[Clear definition of the remit, area of authority, assumed responsibilities and activities]

- **Coordination / Oversight / Risk management**

- Bid for more **funding**

- Oversee the **governance** structure of LocalGov Drupal

  - Support the initiation of **working groups**

  - Facilitate conflict resolution.

- Make **decisions on the direction** of funded work

- **Product**:

  - Report to the **Product Group** on decisions and news

  - Ensure the product is viable

  - Evaluate suitability of product enhancements for the distro from councils

- **Technical**:

  - Report to the **Technical Group** on decisions and news

  - Take advice from the **Technical Group**

- Help with **onboarding** new councils

- **Delegate work** where possible.

- Ensure we have **sustainable** resources

- Ensure that our culture is **open and transparent** and our people are **happy**.

- **Business planning** for future sustainability.

People and Roles

Members:

- **Colin Stenning (Bracknell Forest Council)**
- **Tom Steel (Croydon Council)**
- **Kate Hurr (Cumbria County Council)**
- **Melanie Read (Waltham Forest Council)**
- **Andy Broomfield(Brighton & Hove)**
- **Will Callaghan (Cumbria County Council)**
- **Finn Lewis (Agile Collective)**
- **Maria Young (Agile Collective)**
- **Aaron Hirtenstein**
- Tim Hunt [Consultant] (DCR / Communications)
- Michael Wignall [Consultant] (DCR / Communications)

Leader: Will Callaghan

Facilitator:

Note-taker:

Notes on roles: roles rotate every three months or thereabouts (to be decided)

Leader pays attention to the aim and domain (operations) of the working group and its members, reports to wider team as needed

Facilitator facilitates working group meetings, pays attention to equivalence during meetings, prepares agenda for working group meetings

Note-taker makes sure meeting notes are taken, supports planning of agenda, keeps track of all documents of the circle and ensures they are stored logically

Meeting schedule

Monday 16th August 12pm, then every two weeks (for now).

Communications

Slack channel:

Documents: Drive

Task management