



# WORKING GROUP GUIDELINES

## GRAVEN HILL RESIDENTS ASSOCIATION

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Next Review Date TBD

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## Welcome to the Team!

The Committee for the Graven Hill Residents' Association (GHRA) is very grateful for your help and for volunteering to take part on this Working Group. Before you get started, there are a few simple guidelines that we need to make you aware of just to ensure that everyone is on the same page. This is especially the case for those about to serve on Working Groups without representation from the GHRA Committee.

The GHRA Committee supports Working Groups for a few reasons. In the first instance, it is a great way of getting other residents, like yourself, engaged and directly involved in certain matters affecting our community. Just as importantly though, it helps us ensure the best results for the community by recruiting valuable experience and expertise we might otherwise be missing out on. This pragmatic approach acknowledges that sometimes the best people for the job might not be a member of the GHRA or even one from within the Graven Hill community. Lastly, there is lots of work to do and from a practical perspective it may well be the case that Committee members are already overstretched by other efforts on other initiatives or Working Groups.

Working Groups are set up to be loosely coupled to the GHRA Committee, with the necessary empowerment to make their contribution without the need to be micro-managed by GHRA Committee members. Furthermore, those individuals may be also better positioned to take the lead in a Working Group they are participating in. This might be because of their experience, expertise or an existing relationship with a key stakeholder. This is not to say that Working Groups will not or should not have any representation from the GHRA and it is expected that Committee members will often be directly involved. However, this set of guidelines is designed so that this is not an overriding requirement.

In the same way that GHRA Committee members are accountable to the Community, you will no doubt appreciate it is important that any Working Group operates within an agreed framework and there is a set of expectations of those involved. Fundamentally, the approach here is to '*trust, but verify*' and can be briefly summarised as follows:

- The conduct of those participating in Working Groups will be held to the same standards required of Committee members serving on the GHRA and as outlined in its Constitution and Code of Conduct Policy. These documents can be found on the GHRA website.

- A Working Group may need to make material or significant decisions which may have a lasting effect on the community. Such decisions will only be made in conjunction with the GHRA Committee, ensuring there is sufficient and appropriate time for them to be reviewed in advance.
- All activities undertaken by the Working Group must be in pursuit of the explicit interests of the Graven Hill Community as endorsed by the GHRA Committee and no other interest or agenda, whether personal or professional.
- The Working Group must keep the GHRA Committee regularly informed of its progress, priorities and any risks and issues it faces. This includes minutes of meetings and documented outlines of relevant Proposals or Plans. The Working Group may also be asked to give in person updates at GHRA Committee meetings as appropriate. The GHRA will liaise with each Working Group to define the level of detail and regularity of the updates required.
- The Working Group should designate a 'Lead'. The primary responsibility of this role is to liaise directly with the GHRA Committee. Any further responsibilities of this role can be determined as each Working Group sees fit.
- Any approach or response to the media must be reviewed and approved in advance by the GHRA Committee.
- For the purposes of efficiency, membership of Working Groups should be kept to a minimum and guided by a value judgement as to what each person can contribute and commit to the group and its aims. Any changes to the membership of a Working Group should be discussed and/or approved by the GHRA Committee.

Due to the importance or sensitivity of certain issues and activities, on occasion it may be appropriate at a point in the life of the Working Group for the GHRA Committee to intervene and take the lead or take on its efforts entirely. In certain circumstances, it may even be deemed appropriate to disband the Working Group altogether. If any of these situations arise, out of respect for the contribution already made and in order not to appear to devalue anyone's efforts, clear and detailed reasoning will be provided as to why this was considered necessary.

With all that said, we look forward to working with you and simply ask now that you email us at [committee@gravenhillra.com](mailto:committee@gravenhillra.com) to confirm you have understood and agree to the guidelines outlined above. If you have any questions or concerns, please also let us know using the same email address.

Once again, thank you for stepping up and offering your time to help the community.

GHRA Committee (Signed on behalf of)