

Member Oversight Group - Draft Terms of Reference

1. Purpose

The purpose of the Member Oversight Group ('the Group') is to oversee the delivery of the Sustainability and Carbon Reduction Investment Fund. In particular, it shall be consulted by the Executive Director of Economy, Environment and Culture, the Group in relation to project approvals, in line with the SCRIF assessment criteria, and monitor projects in delivery.

2. Status

The Group shall be an advisory board to Environment, Transport and Sustainability Committee. The Group will not have subcommittee status and the political balance rules in section 15 of the Local Government and Housing Act 1989 will not apply. However, it is expected that the Board will be established on a cross party basis.

3. Areas of focus

- To have an oversight of the delivery of the city council's Sustainability and Carbon Reduction Investment Fund (SCRIF)
- To advise the Executive Director of Economy, Environment and Culture in relation to SCRIF project approvals in line with the SCRIF assessment criteria
- To review and monitor the performance of the portfolio of SCRIF projects
- To seek to maximise the value of the SCRIF funding to the council and the city, including through the leverage of additional funding and use of revolving funds where applicable
- To promote sustainability and carbon reduction projects in the city

4. Reporting

The decisions taken by the Executive Director Economy, Environment & Sustainability in consultation with the Group will be reported to the Environment, Transport & Sustainability Committee on a three-monthly basis. Reporting will include updates on SCRIF project approvals and projects in delivery. The frequency of reporting will be kept under review.

5. Membership

Membership of the Member Oversight Group shall consist of 3 elected Members: the Chair of Environment, Transport & Sustainability Committee and the two corresponding opposition group spokespersons. The Chair of Environment, Transport & Sustainability Committee will chair the meetings.

6. Meetings and papers

The Chair shall be responsible for convening meetings of the Board. The Agenda, with attached meeting papers will be distributed at least five working days prior to the meeting. Full copies of the minutes shall be provided following each meeting.

7. Review

These terms of reference may be reviewed and amended by the Policy, Resources & Growth Committee.

The Group is a 'task and finish' group as it is expected to have approved projects which involve spending the available funding within 6-12 months.