

<b>Subject:</b>	<b>Member Task and Finish Groups' Terms of Reference</b>		
<b>Date of Meeting:</b>	<b>8 October 2019</b>		
<b>Report of:</b>	<b>Executive Director, Economy, Environment &amp; Culture</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Andrew Renaut</b>	<b>Tel: 01273 292477</b>
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<b>Ward(s) affected:</b>	<b>All Wards, in particular St Peter's &amp; North Laine and Hollingbury &amp; Stanmer</b>		

## **FOR GENERAL RELEASE**

### **1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 The decision to enable elected member working groups to be established following a review of the council's Constitution was made earlier this year. The principles put forward and agreed were considered by the cross party Constitutional Working Group and by the Leaders' Group. The outcomes were considered and agreed at Policy, Resources & Growth Committee on 11 July, and also at Full Council on 25 July.
- 1.2 In June this year, this committee agreed to establish member task and finish groups for three separate projects when considering reports about them. It also requested officers to bring a report to the next Committee meeting to agree the Terms of Reference for the task and finish member working groups.

### **2. RECOMMENDATIONS:**

- 2.1 That the Committee agree the draft Terms of Reference for the Valley Gardens Member Task and Finish Group, as set out in Appendix 1 of this report.
- 2.2 That the Committee agree the draft Terms of Reference for the Local Cycling and Walking Infrastructure Plan [LCWIP] Member Task and Finish Group, as set out in Appendix 2 of this report.
- 2.3 That the Committee agree the draft Terms of Reference for the Stanmer Park Restoration Project Member Task and Finish Group, as set out in Appendix 3 of this report.

### **3. CONTEXT/ BACKGROUND INFORMATION**

- 3.1 At Full Council in July this year, the principles agreed for governing elected member working groups are that they are established as either 'task and finish' or 'permanent' groups. Task and finish groups may be established on the following basis:-

- A cross-party member working group that is established by either a service committee or by Audit and Standards Committee will be known as a 'task and finish' group;
- They will be set up for 6 months with the possibility of an extension of up to a further 6 months;
- They will be expected to report back to the committee which established them on a regular basis;
- Their terms of reference will need to be agreed by the committee, using the Council's template;
- The task and finish groups should include the Chairs or Deputy Chairs of the relevant committee to ensure oversight and a strong link to that committee.

3.2 Member Task and Finish Groups for three projects were agreed to be established by this committee in June this year. The projects are:-

- Valley Gardens;
- the Local Cycling and Walking Infrastructure Plan [LCWIP]; and
- the Stanmer Park Restoration Project.

3.3 The recommendations specifically agreed for each project included:-

#### Valley Gardens

3.4 'Agree to urgently re-establish the cross-party member and stakeholder Valley Gardens working group as a task and finish group'.

#### Local Cycling and Walking Infrastructure Plan

3.5 'That the Committee agree the draft Local Cycling and Walking Infrastructure Plan Scoping Report attached as Appendix 2 to this report, with the proposed approach, governance and timescales duly updated to include the addition of an urgently constituted cross-party Member and Stakeholder Task and Finish Group which will offer members and key stakeholders earlier and stronger engagement in, and oversight of, the development of the LCWIP document'.

#### Stanmer Park Restoration Project

3.6 'Agree to re-establish the joint authority (cross-party) member working group with the South Downs National Park Authority, to also include key stakeholders in the Stanmer Park and Stanmer Park Home Farm complex restoration projects'.

3.7 For all three groups, it was also agreed that the purpose of each one will be reviewed with partners and stakeholders at regular intervals to ensure that they remain effective. The draft Terms of Reference for each project are attached at Appendices 1, 2 and 3 of this report, and have been developed using the council's template.

## **4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS**

4.1 The recommendations within section 2 of this report reflect the decisions made by this committee in June 2019. The Terms of Reference for each project's Member Task and Finish Group outline the way in which each group is expected to operate.

## **5. COMMUNITY ENGAGEMENT & CONSULTATION**

- 5.1 An initial meeting involving officers and councillors (the Chair of the ETS Committee (Labour), the opposition (Green) spokesperson and the Conservative Group spokesperson) has been held to assist in the development of the draft Terms of Reference. Members will be involved in the identification and invitation of stakeholders/community representatives to each group's meetings, which will include discussions with external organisations or bodies where appropriate, such as the city's Transport Partnership and the South Downs National Park Authority, for example. Stakeholders will be involved in regular reviews of the groups to ensure they remain effective.

## **6. CONCLUSION**

- 6.1 The recommendations proposed within this report will fulfil the request and decisions previously made by this committee to establish three project Task and Finish Groups for the Valley Gardens, Local Cycling and Walking Infrastructure Plan and Stanmer Park Restoration projects and develop their Terms of Reference. Approval of the groups' Terms of Reference will then enable the group's first meetings to be arranged.

## **7. FINANCIAL & OTHER IMPLICATIONS:**

### Financial Implications:

- 7.1 There are no expected financial implications associated with the establishment and operation of the member task and finish groups as it is anticipated that any costs associated with their operation will be managed within the existing revenue budgets of each respective service area within the Economy, Environment & Culture Directorate.

*Finance Officer Consulted: Steven Bedford*

*Date: 25/09/19*

### Legal Implications:

- 7.2 There are no legal implications associated with the draft Terms of Reference proposed within this report. The groups will be established in line with the principles agreed by Full Council in July 2019 and will report to the relevant Policy Committee(s), with recommendations as necessary. The draft Terms of Reference for each project have been completed using the council template agreed at Full Council in July 2019 and accord with the resolution of that Full Council for establishing member working groups.

*Lawyer Consulted: Stephanie Stammers*

*Date: 26/09/19*

### Equalities Implications:

- 7.3 An Equalities Impact Assessment has not been undertaken in association with establishing the draft Terms of Reference for the three projects. Full consideration will be given to equalities implications when making arrangements for group meetings.

#### Sustainability Implications:

- 7.4 There are no sustainability implications associated with the content and recommendations within this report.

#### **Any Other Significant Implications:**

#### Risk and Opportunity Management Implications:

- 7.5 Each individual project will have its own Risk Register and the establishment of each Task and Finish Group will provide the opportunity for greater member and stakeholder involvement in each respective project. They will also provide the opportunity to develop and establish areas of best practice and also test ways of working that can both inform the Terms of Reference and operation of future Member Working Groups and Task and Finish Groups.

#### Corporate / Citywide Implications:

- 7.6 Each of the three projects for which the Member Task and Finish Groups have been agreed by this committee is significant for the city and its residents, businesses and visitors.
- 7.7 There are no crime and disorder, public health implications associated with the content and recommendations within this report.

### **SUPPORTING DOCUMENTATION**

#### **Appendices:**

1. Member Task & Finish Group Terms of Reference for the Valley Gardens project
2. Member Task & Finish Group Terms of Reference for the Local Walking & Cycling Infrastructure Plan [LCWIP] project
3. Member Task & Finish Group Terms of Reference for the Stanmer Park Restoration project

#### **Documents in Members' Rooms**

1. None

#### **Background Documents**

1. Reports (agenda items 8, 14 and 17) to, and minutes of, Environment, Transport & Sustainability Committee – 26 June 2019
2. Report to Policy, Resources & Growth Committee (agenda item 18) – 11 July 2019
3. Report to Full Council (agenda item 22) – 25 July 2019