

## **TERMS OF REFERENCE FOR MEMBER WORKING GROUPS**

### **1. Name**

*Valley Gardens Member Task & Finish Group*

### **2. Purpose**

This Task and Finish Group will offer members and key stakeholders the opportunity for engagement in, and oversight of the ongoing development and delivery of the Valley Gardens project (Phases 1 & 2 and 3).

The purpose of the group is to ensure Members have practical oversight between committees, while enabling interested stakeholders to have a tangible input into the discussions, and the associated recommendations on key tasks and issues associated with delivery of the project. The group itself will not make decisions; these will always be made at Environment, Transport & Sustainability Committee.

### **3. Status**

This Task and Finish Group will function as an advisory group reporting to the Environment, Transport & 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.

### **4. Areas of focus**

This Task and Finish Group will have particular areas of focus including:-

- Funding Agreements and allocations
- Remaining design/delivery matters for Phases 1&2 during its construction
- Continuing design development and subsequent construction matters for Phase 3
- Engagement and consultation

### **5. Reporting**

The group will report to the Environment, Transport & Sustainability Committee, with recommendations as necessary.

### **6. Membership**

Membership of the Working Group shall consist of three elected Members from the Environment, Transport & Sustainability Committee, one from each political party, following nominations by their Group Leaders, supported primarily by officers from the City Transport Division and Economy, Environment and Culture Directorate.

Substitutes for the above members of the group may attend as and when required.

This Task and Finish Group will have the ability to co-opt stakeholders onto the group and/or invite stakeholders to engage in specific thematic meetings, as appropriate. Stakeholder involvement and input into the group's meetings will be requested and agreed by Members in order to ensure that there is an appropriate level of representation of views, experience and knowledge to help inform the group's consideration of agendas at individual meetings. It is expected that stakeholder input could include representatives of community and road user groups, event organisers, transport operators and businesses.

## **7. Meetings and ways of working**

Meetings of this Task and Finish Group are scheduled to take place every month to support the stakeholder engagement process and to also inform the development of recommendations to be included in reports to the Environment, Transport & Sustainability Committee. An indicative timetable of the group's meeting dates and the associated Environment, Transport & Sustainability Committee [ETS] date is as follows:

- October 2019 (ETS 26 November 2019)
- November 2019 (ETS 21 January 2020)
- December 2019 (ETS 21 January 2020)
- January 2020 (ETS 17 March 2020)
- February 2020 (ETS 17 March 2020)

The timing and number of meetings will be dictated by the volume of business for the Task and Finish Group. The group will arrange thematic meetings in order to ensure that it addresses all relevant issues in a focused and manageable way.

Additional meetings of the group may be established as required. In order to be an effective body and play a significant role in expediting the remaining work for all three phases of Valley Gardens, the focus or agenda of the group's meetings will be planned and agreed in advance, especially to ensure that stakeholder involvement and a suitable venue can be arranged.

Agendas and meeting notes will also be prepared and circulated at least one week in advance of the meetings.

## **8. Review**

This is an ad hoc group established for a limited time, which is proposed to be for the duration of the development and delivery stages for all three phases of the project. This Task and Finish Group will be reviewed with stakeholders at regular intervals in order to maintain its purpose and effectiveness.