

Terms of Reference: Members Working Group

Corporate Plan Working Group Terms of Reference and Rules

The Working Group within these terms of reference will consider matters relating to the formulation of the Council's Corporate Plan 2024.

1. Objectives

- To guide and provide strategic direction to the drawing up of the Council's Corporate Plan.
- To advise on how best to engage residents, businesses and stakeholders in the process.
- To consider the views of third parties to the Council's proposals.
- To keep councillors informed about progress on the development of the Plan.

2. Membership

Seven members composed as follows:

No of seats	Cons	Green	Labour	Lib Dem	Ind	TOTAL
7	1.00	2.00	2.00	1.00	1.00	7.00

The chairman of the Working Group will be the Leader of the Council. If the chairman is not present at any particular meeting a chairman shall be elected for that meeting.

The group will be supported by the Corporate Leadership Team and a Corporate Plan Officer Group.

3. Authority

The Working Group is advisory and has no decision making powers. Officers will make the views of the group known to both cabinet and the overview and scrutiny committee through the formal decision-making processes.

4. Accountability

The Working Group shall report to the Cabinet.

5. Methods of working

Members of the Working Group are expected to work co-operatively and come to conclusions that are agreed by the group.

Formal votes should therefore be rare with decision of the Working Group taken by general consent.

6. Meetings

The access to information procedure rules in the constitution do not apply. However, members should receive any papers for the meetings in sufficient time for them to prepare for the meeting. There is a presumption that papers will be distributed electronically.

Proper records of the deliberations of the Working Group will be kept.

Three members of the Working Group must be present for the meeting to proceed.

7. Frequency of Meetings

The frequency of meetings will be informed by the key stages in the development of the Corporate Plan.

8. Confidentially

Those present will keep the discussions of the Working Group confidential unless the Working Group decides otherwise. The relationship between the Working Group and the media should follow the council's communications protocol at all times.

9. Overview and Scrutiny

A Councillor who is on the Working Group shall not sit on the overview and scrutiny committee when it is scrutinising a decision made by the executive after receiving a report of the Working Group on which the Councillor sits.

11. Freedom of information / Environmental Information Regulations

The papers and notes/minutes of a Working Group will be the subject of the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 and will be documents that the public may have unless an exemption or exception applies.

12. Interests

Councillors should treat the Working Group as a formal meeting of the council for the purpose of the declarations of any interests and withdrawal from the meeting.