

**TERMS OF REFERENCE****Overview and Scrutiny Working Group: Review of the Council's Markets**

**Outcomes sought from the review:** The markets review is being established to support the Council in refining its strategic vision markets, taking into account that each of our markets are different. The aim is to produce a number of recommended actions to support that strategic vision, and the means through which those actions could be delivered.

**Background:** The Council operates 6 regular markets in Brandon, Bury St Edmunds, Clare, Haverhill, Mildenhall and Newmarket. The markets vary in size and form significantly according to their location.

The Council's markets are facilitated by a core team of council officers who have worked collectively across the area prior to the formation of West Suffolk Council.

In November 2020, the Overview and Scrutiny Committee agreed a work programme suggestion form to include a review of the Council's markets. This review has been delayed given the ongoing Coronavirus pandemic but is now coming forward. It is not believed there has been a formal member-led review of the strategic vision for the markets in the recent past.

**Work to be undertaken:** It is expected that the work will be undertaken in 3 stages:

<b>Stage</b>	<b>Work</b>
Purpose and Baseline (2 meetings)	The group will consider information about the current markets including success, frequency, trade, finances and operational issues. The group will be requested to define the need for the review to clarify the outcomes sought from it and critical success factors; and use that defined scope to inform the next stage of its work including the information / analysis it requires (being clear about what is in-scope and what is not).
Informing (2 meetings)	The group will consider the information it has requested and the future role of partners. Subject to a communications plan, this is likely to include engagement with stakeholders such as traders, customers and interested organisations (Town Councils, representative bodies such as the BIDs etc) to support the emerging recommendations

Concluding (2 meetings)	The group will reach their conclusions and put forward a prioritised action plan that takes due account of costs, risk and capacity
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**Timescale:** The timescale for the review is to be within 6 months.

**Governance:**

- The group will consist of 5 members, to be appointed from amongst the Overview and Scrutiny Committee based on member nominations.
- There shall be a quorum level of 3 for meetings.
- The Chair and Vice-Chair shall be appointed by the group from amongst its members
- There shall be a general desire to work towards a consensus on any decisions required from the group, but where this cannot be achieved voting shall be by a show of hands with the Chair having a casting vote

**Member expectations:** Members on the taskforce are expected to ensure they make every effort to attend meetings. Members should be mindful that the taskforce work is time-limited, and therefore they may be required to undertake a higher number of meetings than usual during the work of the taskforce.

Members should expect to:

- Actively participate in debates, meetings, workshops
- Be creative, supporting new ideas coming forward and being open minded to what can be achieved
- Seek to be realistic in terms of suggestions and cognisant of available budgets, resources and other competing priorities.
- Read and consider papers presented in advance of the meeting, and undertake research themselves to ensure they are well informed of the subject matter
- Use their experience, knowledge and insight but be mindful of the need to employ solutions across the whole of West Suffolk
- Be asked to lead on pieces of work alongside officers, where appropriate to do so
- Actively support any consultation / engagement undertaken by the taskforce, for example by attending consultation events, actively promoting the consultation and encouraging other members and communities to participate
- All taskforce members to support all agreed outcomes of the group

At all times when taking part in the taskforce's work, members will be subject to the West Suffolk Code of Conduct.

**Chair Expectations:** The Chair will be expected to:

- Maintain effective working relationships with key officers involved with the working group, discussing any arising concerns with lead officers and ensure work remains on track for delivery to the group
- Maintain an effective relationship with the Portfolio Holder(s), working alongside the lead officers to keep them informed on the work of the group and seeking their views of the acceptability of emerging proposals
- Maintain effective order at working group meetings, ensuring all members are actively engaged in the work of the group
- Acting as the spokesperson for the working group, presenting its proposals to the Overview and Scrutiny Committee and Cabinet as appropriate.

**Access to Information:** *The following would normally apply:* As a non decision-making body, the normal Access to Information Rules do not apply. Members may want to have a free and frank debate, in which they may test concepts and ideas and to share such information when it is in a formative state. These ideas may be subsequently discounted in entirety. Releasing information into the public domain could undermine the subsequent proposals and decisions of the taskforce and have the potential to damage the Council's reputation.

Papers should therefore (minutes, reports etc) should be treated as confidential unless it is stated / agreed otherwise, or the information is already in the public domain. Confidential information should not be shared with other parties, including other Councillors and outside organisations.

**Frequency, timing and location of meetings:** It is expected that the taskforce shall meet approximately 6 times throughout its duration. Meetings will be convened in accordance with the demands of the work and to accommodate the availability of members and stakeholders.

**Limitations:** As a Taskforce, the group does not have any delegated decision-making authority and any recommendations are to be put to the Overview and Scrutiny Committee for consideration, and to Cabinet for adoption.

**Resource support:** The following officers are expected to support the work of the Group:

- The Director of Operations, as the lead responsible officer for the delivery of the markets and other staff they nominate.
- The Director of Planning and Growth, as the lead responsible officer for supporting economic development and other staff they nominate.
- Officers from the policy and communications teams to support research and consultation.
- Officers from Democratic Services to support the administration of the group.