

TERMS OF REFERENCE

Overview and Scrutiny Task and Finish Group Transport and Infrastructure Review

Outcomes sought from the review: For the Overview and Scrutiny Committee to make evidenced based recommendations to the Cabinet on ways to get upstream in influencing future local plans by understanding what we as a district can do to assist Suffolk County Council, NHS and other partners, which would not complicate the local plans process in any way.

That there would be joined up thinking as to where new schools or school expansion, hospitals, GP surgeries so a working partnership would be in place. Where required new roads to enable development and to ease congestion on the roads as well as lobbying Government for funding.

Background: The background to the review is set out in more detail in the Scoping and Key Lines of Enquiry Document.

Work to be undertaken: The work to be undertaken is set out in more detail in the Scoping and Key Lines of Enquiry Document.

Timescale: The timescale for the review is set out in more detail in the Scoping and Key Lines of Enquiry Document.

Governance:

- The group will consist of up to 7 members to be appointed from the membership of the Overview and Scrutiny Committee.
- 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 of the group are expected to ensure they make every effort to attend meetings. Members should be mindful that the review is time-limited, and therefore they may be required to undertake a higher number of meetings than usual during the review. 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 group, for example by attending consultation events, actively promoting the consultation and encouraging other members and communities to participate.
- All members of the group to support all agreed outcomes of the review.

At all times when taking part in the review, 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 group 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: Meetings will be convened in accordance with the demands of the work and to accommodate the availability of members and stakeholders.

Limitations: As a task and finish group, 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 Planning and Growth, as the lead responsible officer and other staff they may nominate.
- Service Manager for Planning and Strategy
- Officers from Democratic Services to support the administration of the group.
- Small budget to be made available to invite experts (Planning Advisory Service)