

# **West Suffolk Joint Growth Steering Group: Terms of Reference**

## **Terms of Reference**

1. To advise the Cabinets of Forest Heath District Council (FHDC) and St Edmundsbury Borough Council (SEBC) on:
  - (a) creating the conditions to encourage and support sustainable growth across the whole of the West Suffolk area;
  - (b) common planning policy affecting both districts; and
  - (c) monitoring the delivery of the West Suffolk Six Point Plan for Jobs and Growth.
2. The Steering Group comprises 12 Members, six from each Council. The Chairmanship and Vice-Chairmanship will rotate annually between the two Councils.
3. Membership of the Steering Group to be politically balanced, and each Council must ensure that its Development Control Committee and planning policy bodies (the Local Development Framework Working Group in the case of FHDC and the Sustainable Development Working Party in the case of SEBC) are represented, alongside Members of the two Cabinets.
4. Two Substitute Members be appointed to each 'side' of the Group in accordance with the political balance of each authority.
5. The quorum of the Steering Group be specifically defined as three Councillors from each Council (six in total).
6. The Group is given the flexibility to directly co-opt up to two voting or non-voting external representatives to its membership, in such a manner as it sees fit.
7. Meetings will be governed by normal Access to Information rules (The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012) in both Councils.
8. Frequency of meetings would initially be quarterly, but this be reviewed in the light of workload.

Version approved by SEBC's Cabinet: 11 February 2014 (minute 95 refers)

Version approved by FHDC's Cabinet: 18 February 2014 (minute 897 refers)