

Economic Development Working Group

Terms of Reference

Adopted: [Month] [Year]

Introduction

The Economic Development Working Group (EDWG) shall report to the Overview and Scrutiny Committee. The terms of reference were last amended on 22 March 2021.

Significant changes to the Terms of Reference must be approved by the Overview and Scrutiny Committee. Minor changes may be made by the Monitoring Officer.

Role and Functions

The Group was established to promote a thriving and growing local economy in Woking, while ensuring that residents, community groups and businesses feature in a high-quality environment that continues to be an attractive and healthy place to live in, work in and visit.

The Group will also:

- Review and monitor the current Economic Strategy of the Council.
- Have oversight of other Town Centre development matters.

The Overview and Scrutiny Committee may refer matters to the Group for further scrutiny and consideration and vice versa.

Membership

The membership shall be decided by the Overview and Scrutiny Committee at its first meeting of the Municipal Year.

Membership shall comprise seven (7) Members of the Council based on proportionality.

Membership of the Group shall be as follows:

Seven (7) Borough Councillors.

If not appointed to the Group, the Portfolio Holder for Economic Development and Finance shall be an ex-officio Member.

Officers of the Council attending the meetings shall include, though not be limited to, the Strategic director of Place and Officers of the Business Liaison team. Officers attending shall not have the option to cast a vote at meetings.

Quorum

The quorum shall be no less than one quarter (minimum of two (2)) of the Borough Councillors appointed to the Group.

Chairman and Vice-Chairman (and election thereof)

The Chairman shall be a member of the opposition.

The election of the Chairman and Vice-Chairman shall take place at the first meeting of the municipal year.

If the Chairman is absent, the Vice-Chairman shall chair the meeting. If both are absent, then (if quorate) the meeting shall appoint a Chairman from those present for the duration of that meeting.

Recommendations of the Group

The Chairman shall be responsible for reporting on a regular basis to the Overview and Scrutiny Committee. Any proposals arising from the work of the Group shall need to be reported to the Council's Executive, normally following consideration by the Overview and Scrutiny Committee.

It is expected that the Group shall reach its recommendations through consensus. If consensus cannot be reached, a vote shall be held. Any Councillor appointed to the Group present at the meeting and elected to the Group may vote on recommendations.

Meetings of the Group

Meetings of the Group shall be held virtually and serviced by Democratic Services.

The Group shall normally have three (3) meetings per year beginning at 6:30pm. Ad hoc meetings may be arranged at the discretion of the Chairman.

Meetings of the Group shall be held in private. Any recommendations shall become public knowledge once at Committee.

All agenda items shall be forwarded to the Democratic Services Officer by eight (8) clear days prior to the next scheduled meeting.

The Group shall have agendas for, and minutes of, its meetings. The agenda and minutes shall be made available to all Members of the Council to access through mod.gov. As the Group is private all papers, including agendas, reports and minutes shall be treated as confidential.

Third parties may be invited to attend meetings with the consent of the Chairman and Lead Officer.