

Housing Infrastructure Fund (HIF) Working Group

Terms of Reference

Adopted: [Month] [Year]

Introduction

The HIF Working Group shall report to the Overview & Scrutiny Committee. The terms of reference were first adopted 30 July 2020 at Council (when it was originally named the HIF Oversight Panel) and last amended 23 June 2022 at Council to reflect the Council's decision to create a working group of the Overview & Scrutiny Committee, named the HIF Working Group.

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 Working Group was established to;

To oversee the governance and implementation of the Housing Infrastructure Fund (HIF) project ("Project"). The Project comprises three key elements;

- (i) Acquisition and demolition of the Island site;
- (ii) Widening and improvements to the A320 highway, and
- (iii) Replacement of the Victoria Arch bridge.

To oversee Project communications.

To receive updates on the Project.

To note and monitor progress of the Project, through the receipt of programme reports, against key milestone dates, budget and key risks.

To note and monitor progress of the Day Aggregates site relocation.

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

Membership

The membership shall be decided by Overview & Scrutiny Committee at the start of the municipal year.

Membership of the Working Group shall comprise eight (8) Members of the Council representing all Groups on the Council based on proportionality, including the Portfolio Holder for Key Projects.

Members of the Working Group shall be expected to gain the views of Councillors/ Officers/ Portfolio Holder / External Advisors and other representatives with a view to reporting those views to the Working Group.

Members of the Working Group may also be charged with specific areas to research and report back to the Working Group. Any investigation requiring funding would normally be expected to be part of the existing O&S budget. Offsite visits shall be ad hoc. Requests for additional funds for the purpose would be submitted to the Portfolio Holder.

Members of the Working Group may be expected to present proposals to the Overview and Scrutiny Committee and, where necessary, prepare written reports.

Membership of the Working Group shall be as follows:

Quorum

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

It is expected that the Working Group shall reach its recommendations through consensus.

If consensus cannot be reached, a vote shall be held. Any Councillor elected to the Group present at the meeting and elected to the Working Group may vote on recommendations.

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

Meetings of the Working Group

Meetings of the Working Group shall be held virtually and start at 6.00pm.

The Working Group shall be serviced by Democratic Services.

The Working Group shall meet as required.

Meetings of the Working Group shall be held in private to allow the greatest possible freedom. 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 Working 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 ModGov. As the Working Group is private all papers, including agenda, reports and minutes shall be treated as confidential.

Any Council Member may attend as an observer and may, with the consent of the Chairman, contribute to the Working Group.

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