

HS2 BROOKWOOD CEMETERY FUNDING TERMS OF REFERENCE

Executive Summary

At its meeting on 11 September 2023 the Committee agreed to form a Task & Finish Group on the subject of HS2 Brookwood Cemetery Funding.

Officers were instructed to draft Terms of Reference for the Committee's consideration and these may be found at Appendix 1.

The submitter of the scrutiny topic proposal was consulted to provide more information as to the purpose of the Group.

Recommendations

The Committee is requested to:

RESOLVE That

- (i) the general role and function of the Task and Finish Group be agreed, including those aims as set out in the Terms of Reference;
- (ii) the membership of the Task and Finish Group be agreed;
- (iii) the level of Officer resourcing to be requested be agreed;
- (iv) the number of meetings of the Task and Finish Group be agreed; and
- (v) the date that the Task and Finish Group is to report back to the Committee be agreed.

The Committee has the authority to determine the recommendation(s) set out above.

Background Papers: None.

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HS2 Brookwood Cemetery Funding Terms of Reference

1.0 Introduction

- 1.1 At Appendix 1 may be found the draft Terms of Reference for the proposed Task & Finish Group on HS2 Brookwood Cemetery Funding ('the Group').
- 1.2 For the Group to meet the Committee is requested to agree several items:
 - the scope of the Group, i.e. the 'general role and function'
 - the Membership of the Group
 - officer resourcing
 - number of meetings of the Group
 - date by which the Group is to report back to the Committee.

2.0 General Role and Function

- 2.1 The Committee is requested to agree the general role and function of the Group.
- 2.2 For expediency, the submitter of the scrutiny topic was asked to expand on the intentions of the Group and these be included in the draft Terms of Reference.

3.0 Membership

- 3.1 It is recommended that Members with an interest in the topic and knowledge of finance be selected for the Group.
- 3.2 The Membership need not be contained to members of the Overview and Scrutiny Committee.

4.0 Officer Resourcing

- 4.1 The Committee may consider it appropriate to request Officer resourcing for the Group.
- 4.2 A member of Democratic Services will be available to help organise the meetings and submission of the final report to Committee.

5.0 Meetings

- 5.1 The Committee is requested to consider an appropriate number of meetings for the Group to sit if it is so minded.

6.0 End Date

- 6.1 The Committee is requested to consider a date by which the Group should report back to it any findings.

7.0 Corporate Strategy

- 7.1 The Task & Finish Group contributes to the 'Engaged Communities' strand by scrutinising an area of the Council's funding.

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8.0 Implications

Finance and Risk

8.1 No budget has been provided for the Group.

Equalities and Human Resources

8.2 The Task and Finish Group will require some level of Officer resourcing.

8.3 There are no known equalities implications from this report.

Legal

8.4 There are no known legal implications from this report.

9.0 Engagement and Consultation

9.1 The submitter of the scrutiny topic proposal has been consulted on the report.

REPORT ENDS