

ECONOMIC DEVELOPMENT TASK GROUP

DRAFT TERMS OF REFERENCE

ADOPTED:



The Economic Regeneration Task Group was formed on 30 March 2009. The name of the task group was changed to the Economic Development Task Group on 6 April 2017.

Membership

The Economic Development Task Group shall comprise seven Members of the Council representing all Groups on the Council based on proportionality. The Elected Members to be appointed annually by the Overview and Scrutiny Committee in May. The Portfolio Holder for Promoting the Local Economy shall be an ex-officio member.

Members of the Task Group will be expected to gain the views of Councillors/ Officers/ other representatives with a view to reporting those views to the Task Group.

Members of the Task Group may also be charged with specific areas to research and report back on to the Task Group.

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

Substitutes may be appointed when necessary.

Chairman and Vice-Chairman

The election of Chairman and appointment of Vice-Chairman will take place annually at the first meeting of the Economic Development Task Group. The Chairman shall be a member of the opposition.

Remit

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.

- To review and monitor the current Economic Strategy of the Council.
- The Overview and Scrutiny Committee may refer matters to the task group for further scrutiny and consideration and vice versa.

Reporting

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

Meetings of the Economic Development Task Group

The Economic Development Task Group will be serviced by Democratic Services.

The Economic Development Task Group will have 2 regular scheduled meetings which will be held in private.

The Economic Development Task Group will have Agendas for, and Minutes of, its meetings. These will be made available to all Members of the Task Group on a confidential basis.

Terms of Reference and Meeting Management Protocol

Draft Minutes will be issued within five working days of a meeting of the Economic Development Task Group, which will be approved, or amended and approved, at the next meeting of the Economic Development Task Group.