Part 2 - Responsibility for functions

c. working groups

CONTENTS

Paragraph

The Council will, from time to time, appoint working groups – some of these will look at a specific matter then will no longer need to meet, others will be 'standing' groups. The Council currently has three standing working groups.

1.   Asset & Regeneration Strategy Group

1.1   The Asset & Regeneration Strategy Group will consist of seven members appointed by Council. The group will be politically balanced and will include the Executive member for Regeneration, Asset Management and Growth. Meetings will be held approximately quarterly and will be informal and not open to the public. Meetings will be conducted in accordance with the council procedure rules contained within this constitution, where applicable.

1.2   Its functions include, but are not limited to:

- Considering matters relating to land and property in which HBBC has an interest
- Considering and challenging acquisition and disposal of assets
- Considering and challenging any of the above in relation to HRA sites. There are separate delegations in relation to acquisitions under the HRA investment plan
- Reviewing the Asset Management Plan including the acquisition and disposal strategies
- Overseeing key regeneration projects within the borough and ensuring co-ordination where appropriate
- Making recommendations to Executive or Council on any of the above as necessary.

2.   Member Development Group

2.1   The Member Development Group will consist of seven members appointed by Council. Meetings will be held approximately quarterly and will be informal and not open to the public. Meetings will be conducted in accordance with the council procedure rules contained within this constitution, where applicable.

2.2   The functions of the Member Development Group include, but are not limited to:

Member Development
- Ensuring member development is part of the day to day business of the authority;
- Ensuring member and officer support for Member development at all levels;
- Ensuring that all members are trained to a level at least appropriate to that required by their roles and responsibilities, as outlined in their role descriptions;
- Raising awareness of member development;

- Ensuring effective training is provided to a high level, whilst achieving value for money;
- Ensuring evaluation processes are in place to assess the value for money of training and to quantify improvements achieved both for the authority and the individual councillor;
- Seeking, promoting and taking advantage of opportunities to work and develop in partnership across the tiers of local government, with other community groups and with other authorities, sub-regionally, regionally or nationally;
- Guiding the process of assessing members' development needs and arranging and delivering of the resulting training programme;
- Monitoring the member development budget and make decisions on the use of that budget.

Promoting democracy
- Developing programme for prospective councillor events and the preparation of information for prospective councillors
- Supporting work to promote democracy and the work of the council within the community (for example in schools, businesses and community groups) and encouraging attendance at community events.

Member support
- Representing all councillors on matters regarding member information, support and wellbeing;
- Ensuring the support provided meets the changing needs of members;
- Ensuring provision of adequate facilities for members to operate effectively;
- Making recommendations for the provision of and support for members' ICT solutions and encouraging its use.

3.   Planning Policy Member Working Group

3.1   The Planning Policy Member Working Group will be comprised of members of the Planning Committee, the Leader of the Council and the Executive members for development services and for regeneration. Meetings will be chaired by the chairman of the Planning Committee. Other members may be invited by the Chairman.

3.2   The primary functions of the Planning Policy Member Working Group are:

- To consider draft evidence base documents relating to the preparation and development of new Local Plan policy
- To consider draft Local Plan documents prior to consideration at the relevant formal decision making body
- To provide informal feedback on those draft documents to guide officers in formulating formal proposals
- To consider and keep abreast of the initial three stages of Neighbourhood Development Plans undertaken by communities across the borough. These initial stages are:
    1. The identification and designation of a Neighbourhood Area
    2. Assistance with evidence gathering, consultation and publicity
    3. Assistance submission of the Plan
- To consider and keep informed of relevant work undertaken by the major projects team as required.

3.3   The Planning Policy Member Working Group is an informal working group. It has no formal delegated decision-making powers; however its advice and recommendations will be taken into account fully by the Head of Planning and Development in exercising his delegated authority in relation to the areas of responsibility listed in paragraph 3.2.

3.4   Meetings will generally be held six-weekly but additional meetings may be arranged as required.

3.5   Meetings will be informal and as such will not be open to the public and press.

3.6   Documentation for the meeting will be circulated to members on a confidential basis. All members will receive these via email with a paper copy available in the Members' Room.

3.7   Any papers, presentations or discussions held at these meetings are confidential and should not be shared outside of the meeting.