

APPENDIX A

Members Working Group Local Government Reorganisation

DRAFT Terms of Reference

Purpose and Objectives

The purpose of the Members Working Group (MWG) is to consider the preparation of a business case and associated work-streams for the potential establishment of a unitary authority for Nottinghamshire. This reflects motion 3 agreed at Full Council on 12 July 2018.

This will include consideration of:

- source data and draft proposals required to develop the business case including configuration options; financial analysis; stakeholder engagement and public consultation
- the content of a report to a future meeting of Full Council setting out the business case
- the resources necessary to complete this work

Status

The MWG LGR is an advisory group with no formal decision making status.

Term

The MWG will cease following consideration of the Business Case by Full Council.

Membership

The membership of the MWG comprises nine elected members – five Conservative and Mansfield Independent Forum Group; three Labour Group; and one Ashfield Independent Group. Members of the working group who have been nominated by the respective Group Leaders are:

Cllr Kay Cutts MBE – Chair
Cllr Reg Adair
Cllr Richard Jackson
Cllr Chris Barnfather
Cllr Andy Sissons
Cllr Alan Rhodes
Cllr Kate Foale
Cllr Michael Payne
Cllr Jason Zadrozny

Substitution of the members listed are permitted by nomination through the respective Group Leaders.

The Working Group will be supported by the Chief Executive and relevant officers as appropriate.

Roles and Responsibilities

The membership of the working group will commit to:

- attending all meetings and if necessary nominating a substitute
- maintaining confidentiality of information provided
- maintaining at all times the focus on the agreed purpose of the working group

The members of the working group will be provided with professional information, including the identification of potential benefits, risks and issues, in advance of the meeting wherever possible.

Meetings

- Meetings will be chaired by the Leader of the Council
- A meeting quorum will be 3 members of the working group
- The aim will be to reach consensus on the Business Case prepared for consideration by Council. If a vote is required on any elements of the work this will be determined on a show of hands with the Chair having a casting vote.
- Meeting agendas and papers will be provided before the meeting
- Meetings will be held monthly or more frequently as required
- Summary notes and actions from the meeting will be taken

Amendment, Modification or Variation

These Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the Member Working Group.