

West Lindsey Markets Members Working Group

DRAFT Terms of Reference to be Approved by Prosperous Communities Committee

1 Background

The Chair of Prosperous Communities Committee has requested the establishment of a West Lindsey Markets Members Working Group to provide oversight of ongoing delivery of the West Lindsey Markets Action Plan and to develop new and further opportunities for the growth of this key element of our economic and community offering.

2 Purpose of the Working Group

- i) To keep under review the delivery of the approved West Lindsey Markets Action Plan
- ii) To provide biannual updates to Overview and Scrutiny on progress with delivery of the West Lindsey Markets Action Plan
- iii) To develop new ideas to support the delivery of the vision for West Lindsey Markets and their viability / offer.
- iv) To develop Members understanding of the strategic and operational work being undertaken by the Council to support the delivery of the vision for West Lindsey Markets
- v) To support officers in engaging with Town and Parish Councils to improve the West Lindsey Markets Offer across the District
- vi) To support the development of future trader, business, and community engagement

3 Membership of the Group, Chairmanship and Appointments

- 3.1 The West Lindsey Markets Members Working Group shall comprise 5 Members including the serving Chair of Prosperous Communities Committee.
- 3.2 The remaining Members of the Group shall be appointed by Prosperous Communities Committee with membership to be drawn from Prosperous Communities Committee, Corporate Policy and Resources Committee or Overview and Scrutiny Committee.
- 3.3 Membership will comprise of the Chair of Prosperous Communities Committee, 1 Opposition member and 1 other member.
- 3.4 Membership will ensure suitable representation from Gainsborough, Caistor

and Market Rasen.

- 3.5 The Chairman of the Working Group shall be the Chair of Prosperous Communities Committee.
- 3.6 For continuity purposes the Membership of the Group shall remain in place until the Action Plan is delivered at which point the requirement for the West Lindsey Markets Members Working Group will be reviewed.
- 3.7 The Group will be disbanded following submission of closure report to its parent committee / Full Council

4 Frequency of Meetings and Quorum

- 4.1 The quorum for a meeting shall be 3 Members.
- 4.2 The West Lindsey Markets Members Working Group shall meet every six weeks.
- 4.3 Meetings will be called with at least 14 days notice.
- 4.4 Where “4.4 Where an Elected Member fails to attend 2 consecutive meetings of the Working Group without having given due reason for their absence or apologies, the Chairman of the Working Group will have the ability to write to the parent Committee to express concerns regarding an individual’s behaviour. Such concerns will be considered at the Parent Committee Chairs Briefing and it will be in the Chairman’s Gift to determine whether a request is made to the parent Committee to revise the membership accordingly”.
Where non-attendance relates to the Chairman of a Working Group, the Working Group, as a whole, will have the same rights as set out above.
Regular in-quoracy will be reported to the relevant Parent Committee Chairman’s briefing.

5 Reporting Lines, Accountability and Milestones

- 5.1 The West Lindsey Markets Members Working Group is directly responsible to the Prosperous Communities Committee.
- 5.2 The West Lindsey Markets Members Working Group has no direct decision-making powers and will make recommendations to the Prosperous Communities Committee/ if required.
- 5.3 The Chair of the West Lindsey Markets Members Working Group, supported by officers will report to the Overview and Scrutiny Committee on a biannual basis.

6 Resources

- 6.1 The West Lindsey Markets Members Working Group does not have a supporting budget.
- 6.2 If budgets/ additional budgets are required they will be identified on recommendations made to the relevant Policy Committee.
- 6.2 Officers from the following Teams will support the West Lindsey Markets Members Working Group and provide, information, guidance and logistical support: -
- Operational Services
 - Commercial Services
 - Economic Development
- 6.3 Administrative support will be provided by the Corporate PA Team. Agendas will be set for each meeting and notes from each meeting will be retained.

7 Review

- 7.1 Following approval these Terms of Reference will be reviewed annually by the working group if the West Lindsey Markets Members Working Group is still operating.

Date/ Meeting – Document Approved -