

## **Draft Terms of Reference**

### **Member Policy Development Working Group – Asset Development Programme**

**Introduction:** The Council is setting up two Member Policy Development Working Groups, jointly commissioned by Cabinet and by Scrutiny Committee to support and identify the Council's vision, objectives and key priorities in a small number of key areas. The findings and recommendations of the working groups will inform the development of the Council's Corporate Strategy for 2024-2028. Whilst each group will be formed on a similar basis, these terms of reference apply to the Asset Development Programme Member Working Group.

**Purpose:** To identify the Council's vision, objectives and key priorities in relation to its Asset Development Programme and to make recommendations to Cabinet and Scrutiny for inclusion in the Council's Corporate Plan.

**Membership:** This is a Cross Party Working Group and would have a politically balanced membership of 10 Members appointed by the Group Leaders in the first instance with non-aligned members invited to participate. The membership would be comprised as follows: 4 x Conservative, 3 x Independent, 2 x Labour, 1 x Non-Aligned. The Working Group will be chaired by the Portfolio Holder for Corporate Finance, Property and Resources, and it is anticipated that there will be at least one member from Scrutiny Committee on the working Group. The Working Group SLT Lead Officer will be the Director for Growth & Regeneration, Pranali Parikh, and will be supported by Officers from across the Council.

**Frequency of Meetings:** This is a three-month, time limited, task and finish group which will be required to make findings and recommendations to Scrutiny and then Cabinet which will then feed into the Corporate Plan development cycle. It is intended that the Group's meetings will take place during July – September 2023 and will be informal and workshop based. As these sessions are informal, there will be no formal minutes taken. Any presentations used will be shared with all members.

#### **Scope and Methodology:**

##### **Workshop 1: Scene Setting**

A presentation to Members followed by Group discussion to provide information on the current state of key assets, work undertaken so far to create a sound evidence base. The purpose of the workshop to review, discuss and affirm a set of

parameters, principles and key success criteria for the development of the Council's assets. Some Site Visits may be identified during this session if required.

**Workshop 2: Analysis of options appraisals** (following site visits),

A presentation to Members on a range of options considered and implications of each option. The purpose of the session will be to discuss the information and agree a shortlist for detailed analysis and consideration at the next stage.

**Workshop 3: Delivery mechanism and proposal for Cabinet**

A presentation to Members on detailed analysis of deliverability, financial and legal implications, economic and community impact and potential delivery mechanism for the preferred option. The purpose of the session will be to discuss the impact and implications of the shortlist and seek to establish a firm consensus on the preferred option, which can then be presented as part of the State of Melton debate on 20 September 2023 before final recommendations being presented to the Cabinet/Scrutiny for consideration in October/November 2023.

**Confidentiality:** Members are reminded of the need to be aware of their duty of confidentiality at all times in relation to any commercially sensitive information that they may be provided with in the course of their membership of this Working Group.