

TERMS OF REFERENCE

For the Sutton Coldfield Parish Council Steering Group

1. Proposed Role of the Sutton Coldfield Parish Council Steering Group:

- To engage with residents, community groups, citizens panel members, local businesses and other stakeholders on the emerging proposals for the Sutton Coldfield Parish Council.
- To begin to work up the aspirations for the future shape, purpose, role and priorities of the Sutton Coldfield Parish Council.
- To begin to work up the detailed aspirations for services within the schedule of statutory services town councils are eligible to manage.
- To begin to work up detailed aspirations for services within the schedule of statutory services town councils are not eligible to manage and would require best value consideration by the principal authority.
- To consider the Quality Standards and other criteria that is required in order for a parish council to exercise the General Power of Competence.
- To examine the transfer of assets and liabilities in relation to the above.
- To examine whether there is an aspiration to manage services directly or rather to become an enabling and commissioning town council with its precept and other resources.
- To look at the budget development in relation to the above,
- To consider the detailed governance arrangements and accountability arrangements and options for the town council.

- To act as a sounding board and consultative body on the initial and developing proposals underpinning the draft reorganisation order.
- To ensure a cohesive and inclusive approach amongst members and community stakeholders prior to the institution of the town council and election of town councillors.

2. Membership

The Sutton Coldfield Parish Council Steering Group, hereafter in this document called the Steering Group, will be made up of:-

- Two city councillors from each of the current four city wards that make up the Sutton Coldfield Constituency,
- In respect of the Sutton Vesey Ward, there shall be one city councillor from the Conservative party and one from the Labour party,
- Three representatives of the Town Council Referendum Group,
- Two community organisations from Sutton Coldfield to each nominate one representative; these representatives could be from a resident, citizen, or voluntary/ third sector organisation,
- One representative of the cross party Political Governance Review Group from outside of Sutton Coldfield.

Additional or replacement members of the Committee will be recruited /co-opted as and when needed.

3. Chairman and Vice Chair

The Steering Group will be chaired by the Chairman of the Sutton Coldfield District Committee. The Steering Group membership shall appoint a Vice Chair from the Community Representatives.

If the Chairman is unable to Chair or attend a meeting, then the Vice Chair will take the

Chair. If either is absent or unable to Chair then the Steering Group will elect a Chair for that meeting only.

4. Governance and Accountability

The Steering Group will report to the Birmingham City Council, cross-party, Political Governance Member Review Group. The political Governance Member Review Group has been charged by City Council to oversee the work to establish the Sutton Coldfield Parish Council.

The Political Governance Review Group will make recommendations in relation to the Sutton Coldfield Parish Council to the City Council's Business Management Committee which has delegated authority from City Council to approve the Reorganisation Order to formally establish the Sutton Coldfield Parish Council.

5. Meetings

Meetings of the Steering Group will be arranged and organised by the Neighbourhood Delivery Unit, who will also provide secretarial support to meetings. Meetings will be held at least monthly at a venue within the Sutton Coldfield Constituency.

For the Steering Group to be quorate and where it wishes to make a decision, it will require a minimum of five of its members present to include either the Chairman or the Vice-Chair. This is the quorum.

A special meeting can be called with the agreement of the Chairman with three days' notice, with the usual quorum of five members present.

There may be start and finish groups of the Steering Group established, as required.

6. Voting

It is presumed that the Steering Group will generally operate by consensus but in the event that a vote is necessary, the Chairman will have the casting vote or in their absence the Vice-Chair who is acting as the Chairman for the meeting.

7. Confidentiality

Agendas, minutes and reports will be available to members of the public, unless agenda items contain information that is considered confidential. This could include information that is commercially sensitive or proposals that are not yet confirmed – these items will be clearly marked ‘confidential’.

8. Conflicts of Interest

A ‘conflict of interest’ can be defined as any situation in which a member of the Steering Group’s personal interests, or interests which they owe to another body or partnership, and the interests of the Steering Group arise simultaneously or appear to clash.

A conflict of interest may arise if a member of the Steering Group or an organisation or partnership they are linked to could benefit or be disadvantaged by a decision of the Steering Group.

Members should declare at meetings of the Steering Group any potential conflict of interest. The meeting will decide whether any conflict of interest should require the member to leave the meeting for the duration of that agenda item or to prevent them from voting or contributing to the discussion. If a member leaves the room for part of a meeting, this will be recorded in the meeting minutes.

Members of the Steering Group may be involved in a wide range of other groups or organisations, and when making statements in public or to an organisation or partnership, should make clear which organisations they are representing.

9. Equality of Opportunity and Commitment to Diversity

The Steering Group will strive to ensure that in its own operation and in the way it influences services there will be equality of opportunity and commitment to diversity. Members of the Steering Group must treat each other and ensure that the Steering Group treats others with fairness and without prejudice or discrimination.

10. Protocol / Code of Conduct

All members will adhere to the agreed Protocol / Code of Conduct. If any member is found by a majority of the Steering Group to be in breach of the Code of Conduct they may be asked to leave the Steering Group.

11. Changes to Terms of Reference

Changes to the Terms of Reference will require agreement of 10 Sutton Coldfield Parish Council Steering Group members.

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