

Terms of Reference for Working Groups

ROLE OF THE WORKING GROUPS / RELATIONSHIP WITH THE STEERING GROUP

- Working Groups (WGs) will be set up by the North Hinksey Parish Neighbourhood Plan Steering Group throughout the Neighbourhood Plan process with identified remits and objectives.
- WGs will report back their findings on a regular basis to the Steering Group.
- The Steering Group will have the final decision on how these findings are incorporated into the Scoping Report, final Neighbourhood Plan and other associated documents, however this should be done in liaison with the WGs.
- Any WG responsible for actions involving community engagement must gain clearance from the Steering Group before implementing any proposed consultation plans.
- All expenditure by WGs must be approved beforehand by the Steering Group.

MEMBERSHIP OF THE WORKING GROUPS

Working Group may consist of any individuals volunteering for membership, without any input from either NHPC or the Steering Group, however the following rules apply:

- WGs will have a minimum of 3 and a maximum of 15 members.
- A majority of members of any WG must either live or work in the area under consideration.
- Members of the Steering Group may also be members of WGs.
- Individuals may be members of any number of WGs.

In the event of too many individuals wishing to be members of a specific WG then the Steering Group have the final say in the choice of members.

CHAIRMAN AND DEPUTY CHAIRMAN

All WGs must choose a Chair and Deputy Chair from amongst their number at their first meeting and inform the Steering Group of their choices. To encourage wider involvement individuals not on the Steering Group should be encouraged to stand for these positions in preference to members of the Steering Group.

The Chair (or in their absence the Deputy Chair) is responsible for chairing any meetings of that WG, for ensuring that any actions and findings are clearly documented, and for liaising with the Steering Group.

MEETINGS AND DECISION MAKING

The majority of the work carried out by WGs will occur outside of formal meetings in terms of gathering data and writing reports for submission to the Steering Group, however when decisions need to be made by the WG as a whole then meetings should be held operating under the following rules:

- Decisions made by the Group should normally be by consensus at group meetings. If this is not possible then decisions will be taken by vote, with each member present having one vote, and a simple majority will be required to support a decision.
- In the event of a tied vote the Chair (or in his absence the Deputy Chair) will have the casting vote.
- A minimum of three members must be present to enable decisions to be taken. The Chair, or in their absence the Deputy Chair shall have the casting vote.

CONFLICTS OF INTEREST

Steering Group members should declare an interest where there is a potential financial or pecuniary benefit to themselves, or their company / organisation arising from the decisions or recommendations of the group.

REVIEW OF THE GROUP

The decision to disband any WG once they have fulfilled their objectives, or for any other reason, will be taken by the Steering Group, who will then inform members of that WG of their decision.