

## **Corporate Projects Task and Finish Working Group**

### **Draft Constitution and Terms of Reference**

#### **Constitution**

1. The Corporate Projects Task and Finish Working Group ("CPT&FWG") shall consist of two members from each of the following Committees, Planning & Licencing, Community Services and Finance & Corporate Services. The membership need not reflect the political balance of the Council.
2. The membership of the CPT&FWG shall be appointed by the Council.
3. The Council shall keep under review the constitution and membership of the CPT&FW Group.
4. Meetings of the CPT&FWG will be called as and when the need arises, and will be supported by the Corporate Leadership Team and other Officers as required.
5. Notes will be taken at meetings of the CPT&FWG and will be made available electronically to all Members of the Council. A summary of the deliberations following the exploration, consideration and review of matters requested, will be included in regular update reports to the Council.
6. At the first meeting of the CPT&FWG, Members of the Group shall elect a Chairman and Vice-Chairman.
7. For the avoidance of any doubt, the obligation on Members to declare interests in terms of the Council's Code of Conduct shall apply to meetings of the CPT&FWG.
8. The CPT&FWG is a working group of the Council and will report to the Council as and when required.
9. That the quorum of meetings of the CPT&FWG shall be at least four Members.
10. If any Member finds themselves unable to attend on a regular basis the Working Group reserves the right to replace that Member.

#### **Terms of Reference**

- 1 To assist the Council in reviewing projects identified to help deliver the Council's corporate goals making recommendations to the Council for projects to be included on a project list.
- 2 To consider projects which would benefit from development work in preparation for a future bid opportunity arising.