

# **County Farms Estate Working Group**

## **Terms of Reference**

**September 2017**

### **1 Purpose**

- 1.1 The County Farms Estate Working Group (EWG) has been established as a sub-group of Commercial & Investments Committee (C&I) to review and update, where necessary, the stated objectives and policies of the Estate.
- 1.2 The duties of EWG are as follows:
  - Review briefing papers and reports produced by Officers and external consultants.
  - Review the new Estate objectives and policies agreed in principle by the then Assets & Investments Committee.
  - Debate and recommend proposed amendments to existing policies not previously agreed in principle, prior to their formal reporting to C&I.
  - Recommend proposed changes to C&I for formal approval.

### **2 Membership**

- 2.1 The EWG will consist of no fewer than four and no more than six Members representing a political balance in line with C&I Committee.
- 2.2 One Member will be designated as Chair/Lead Member.
- 2.3 Membership will be reviewed upon any changes to C&I Membership.
- 2.4 Membership will be approved by C&I Committee.

### **3 Arrangements for the Conduct of Business**

- 3.1 *Chairing the meetings:*  
The Lead Member will chair Working Group meetings, supported by the Lead Officer for the County Farms Estate.
- 3.2 *Quorum:*  
For the meetings to be quorate the following representatives are required to be present:
  - Chair or Vice Chair plus two Members
- 3.3 *Urgent matters arising between meetings:*  
Any urgent matters arising between meetings will be dealt with through email correspondence and when required, ad hoc meetings.  
Any non-urgent matters arising will likewise be dealt with through email and ad-hoc meetings or delayed until the next available meeting.

#### **4 Decision Making**

- 4.1 The Working Group will have the authority to shape and make decisions regarding the County Farms Estate's strategic objectives and policies as part of the review for the benefit of the Council and the Estate.
- 4.2 Where a decision cannot be reached, the Working Group will proceed by simple majority. The Group's Chair, or Vice Chair in the Chair's absence, shall have the final say in the event of a tied vote.
- 4.3 The Lead Officer, with the support of the Working Group, will be ultimately responsible for ensuring decisions are taken forward.

#### **5 Relationships and Reporting**

- 5.1 A report to the Committee setting out the proposed objectives and policies for the C&I's formal approval will be submitted for its meeting of 24<sup>th</sup> November 2017.

**Approved by:** C&I Committee

**Date:** 15 September 2017

## Appendix 1: Membership of the County Farms Estate Working Group

Working Group Members	
Name	Role
Cllr J Schumann	Chair
Cllr A Hay	Vice Chair
Cllr T Rogers	
Cllr L Nethsinga	