

# **Hub Advisory Groups**

## **Terms of Reference – Draft**

### **1. Background**

The Council is to establish 8 Hub Advisory Groups that will focus on the following 'A Plan for West Devon' thematic areas:

- **Resources:**  
*(Financial Planning and Accounts; Council Tax; IT systems (including performance management reporting); Commissioning; Internal Audit; Invest to Earn; Human Resources; and General Data Protection Regulations GDPR).*
- **Economy:**  
*(Links with businesses; links with farming; Grants; Devon Recovery Plan; Town Centre support; Broadband; Assets; Commercial Property; and Business Rates).*
- **People and Communities:**  
*(Localities Service; Links with Community Groups and Police; Community Grants; Car Parks; Parks; Gardens and Play Spaces; Events; and Dogs).*
- **Housing and Benefits:**  
*(Community Housing; Affordable Housing; Housing Benefits; Links with Housing Associations; Homelessness; Housing Advice; Housing Grants and Loans)*
- **Public Health and Wellbeing:**  
*(Leisure Centres; Environmental Health Service Delivery; Local Track and Trace; Pest Control, Food Hygiene; Links to NHS and surgeries)*
- **Natural Environment:**  
*(Joint Local Plan (Natural Environment); Links with Dartmoor National Park and Tamar Valley AONB; Waste and Recycling Collection Contract; Fly tipping; Climate Change and Biodiversity Strategy and Action Plan; Active Travel; and Trees)*
- **Built Environment and Planning:**  
*(Joint Local Plan (Built Environment); Placemaking; Planning; Neighbourhood Planning; Street Naming; Licensing and Enforcement; Heritage; Links with World Heritage Site; and Land Charges and Searches)*
- **Communications and Accessibility:**  
*(Internal and External Communications; Call Centre; Public Relations; Council Website; Accessibility to Services; and Freedom of Information)*

## 2. Membership

\*\*\*The membership of the Advisory Groups will be confirmed at the Council Meeting to be held on 15 July 2021. It is envisaged that the Groups will be politically balanced and will comprise of either 7 or 8 Members and that all Members will serve on at least two Advisory Groups\*\*\*

Each Advisory Group will be chaired by the relevant lead Hub Committee Member and supported by the relevant senior responsible lead officer.

Whilst a decision for Council, it is envisaged that Member appointments to Outside Bodies; Governance Boards and Panels that relate to a specific thematic area will generally be made from within the membership of the relevant Advisory Group.

## 3. Role and Function

The primary role and function of each Advisory Group will be to:

- advise and support the lead Hub Committee Member with the **delivery** of targets within the adopted 'A Plan for West Devon (3 year focus)'; and
- **look forward and horizon scan** in order to identify future issues and challenges that relate to the thematic area, generate new ideas and solutions and to plan ahead over the longer-term (for the plan period to 2043).

## 4. Out of Scope

The following are out of the scope of each Advisory Group:

- the delivery of targets relating to other thematic areas within the adopted 'A Plan for West Devon';
- consideration of any Task and Finish Group Review that has arisen through the Overview and Scrutiny function; and
- any regulatory matters (e.g. specific planning and/or licensing applications).

## 5. Governance Arrangements

Each Advisory Group has no formal decision-making powers and is accountable to the Hub Committee.

The Hub Committee will receive regular progress updates from each Advisory Group.

The Quorum of each Advisory Group will be 4, one of which must be the lead Hub Committee Member (Group Chairman).

Appointments will be made by Council and reviewed annually.

On occasions where a vote is required, the Chairman (lead Member) will be entitled to a second (casting) vote.

There will be no provision for Substitute Members and only those appointed Advisory Group Members will be entitled to vote.

## **6. Meeting and Working Practices**

Each Advisory Group will meet three times in a Municipal Year and meetings will be held remotely (over Teams).

Any Member of the Council may attend a meeting of an Advisory Group and, at the discretion of the Chairman, may take part in the deliberations.

Meetings will not be open to the public and will not be live streamed.

Meetings will be scheduled to align with the formal reporting timetable to meetings of the Hub Committee.

Following a meeting, brief action notes will be produced to a common format.