

<b>Report to</b>	Democratic Services Committee
<b>Date of meeting</b>	12 March 2021
<b>Lead Officer</b>	Steve Price, Democratic Services Manager
<b>Report author</b>	Democratic Services Manager
<b>Title</b>	Member Area Group Terms of Reference

## **1. What is the report about?**

1.1. This report is about reviewing and updating the terms of reference for the Member Area Groups.

## **2. What is the reason for making this report?**

2.1. The Democratic Services Committee's views on the re-drafting of the terms of reference will assist in the process of updating the terms of reference and addressing any issues that the Committee considers requiring attention.

## **3. What are the Recommendations?**

3.1. That the Democratic Services Committee considers the draft Member Area Group terms of reference (appendix 1) and, subject to comments, endorses the draft for further consultation.

## **4. Report details**

4.1. The existing terms of reference for the Member Area Groups (MAGs) date from 2012 and need to be updated to reflect the many changes that have occurred over the years. This document is attached as appendix 2.

4.2. The existing terms of reference are relatively basic in their scope and are silent on many of the procedural questions that regularly arise and are difficult to

resolve without an agreed position. This lack of clarity can be responsible for disagreements in respect of the 'rules' and remits.

- 4.3. The draft terms of references seeks to provide updated, clear and acceptable positions on a range of procedural issues, and to improve clarity on the roles and remits of the MAGs that will assist members and officers as they participate in MAG meetings.
- 4.4. Appendix 3 shows the guidelines used for the MAG Chairs, Senior Leadership Team representatives and Committee Officers to support effective and efficient member area arrangements.

## **5. How does the decision contribute to the Corporate Priorities?**

- 5.1. There is no direct contribution to the corporate priorities.

## **6. What will it cost and how will it affect other services?**

- 6.1. There are no new costs or impacts on services from the draft terms of references.

## **7. What are the main conclusions of the Well-being Impact Assessment?**

- 7.1. The terms of reference are not a new initiative; this is a clarification exercise to support the existing Member Area Groups in an effective and efficient manner. A Well-being impact assessment is not required for this report.

## **8. What consultations have been carried out with Scrutiny and others?**

- 8.1. The Democratic Services Committee is the appropriate committee to consider matters applicable to all 6 of the Member Area Groups. Further consultation will be undertaken with members and the Senior Leadership Team.

## **9. Chief Finance Officer Statement**

- 9.1. A Chief Finance Officer Statement is not required for this report.

## **10. What risks are there and is there anything we can do to reduce them?**

10.1. The adoption of the draft terms of reference should not pose any risk to the operation of the Member Area Groups as it seeks to clarify and update terms and proceedings to reflect the current circumstances.

## **11. Power to make the decision**

11.1. This report is part of a consultation exercise and does not seek a formal decision.