

WATERFRONT INQUIRY REVIEW GROUP

DRAFT TERMS OF REFERENCE

Membership

4 members from the Corporate Policy and Resources Committee

Members: - One member to be the Leader of the Council.

Attendance: - Members are not obliged to attend in person and may attend the meeting by electronic means via conference call or similar.

Officers in attendance: - Chief Executive, Deputy Chief Executive (s 151) and Group Head of Corporate Governance (Monitoring Officer) and any other officer from the assets or procurement team by invitation.

Responsibilities

Terms of Reference for investigation

To provide a timely response to the consultation request of the Chief Executive to exercise the delegation to finalise the terms of reference for the inquiry or any amendment thereto.

Appointment of Investigator

To provide a timely response to the consultation request of the Chief Executive to exercise the delegation to appoint the investigator (or any replacement thereof).

Progression of inquiry

To receive updates from officers on the progress of the inquiry and the next steps to be taken.

To act as a point of contact for discussions with officers on the facilitation of this inquiry.

To make recommendations to the Corporate Policy and Resources Committee on any matters requiring decisions which emerge during the investigation.

To report the outcome of the inquiry to the Corporate Policy and Resources Committee with recommendations for any actions (if any) resulting from that inquiry.

Frequency

Day-time meetings as required.

Decision and minutes

This review group has **no** formal decision-making powers.

Any matters which require a Councillor decision will require a report the Corporate Policy and Resources Committee for their decision.

Minutes will be taken and these minutes will be placed on the secure area of mod.gov for all councillors but are to remain confidential.

DRAFT