

## **Spelthorne Design Code Task Group Terms of Reference**

### **1 The purpose of the Design Code Task Group (“the Task Group”) is to:**

- 1.1. The purpose of the Task Group is to assist in the development of new Design Codes for Spelthorne Borough Council in accordance with National Design Guide and the National Model Design Code guidance. The Task Group’s recommendations will be considered in the first instance by the Environment and Sustainability Committee.

### **2 The role of the Group is to:**

- 2.1. The role of the Task Group is to assist in the development of new Design Codes for Spelthorne Borough Council in accordance with National Design Guide and the National Model Design Code guidance. The Task Group will make recommendations to the Environment and Sustainability Committee.
- 2.2. Act in an advisory and consultative capacity for discussion of all Design Code matters.
- 2.3. Meet on a monthly basis with the Project Board to review and consider project progress. Task Group meetings will be held during business hours and be no longer than an hour.
- 2.4. Attend specific briefings with the Project Board before relevant committee meetings so that Group Members are able to champion the report/answer questions.
- 2.5. To be Involved in tender/interviews of potential consultants (exact role to be confirmed but likely to be including attending shortlist interviews and providing informal feedback. Members will not be involved in the technical scoring). Procurement will be in accordance with the Council’s Contract Standing Orders.
- 2.6. To champion the Design Code project with other Elected Members, residents groups and communities. This may include participating in a promotional material for the Project.

### **3 Membership**

- 3.1. The Design Code Task Group is to be a cross party task group, formed of at least four Members, but not more than 8, who do not necessarily need to be drawn from the E&S committee.
- 3.2. Political proportionality does not apply.
- 3.3. There will be a quorum of two Members at any meeting.

3.4. The Design Code Task Group will run for the length of the Spelthorne Design Code Project. When nominated or invited to join, Members of the Task Group will be encouraged to commit for the duration of the Project. This commitment ensures continuity, consistency and an audit trail of agreed recommendations . If a situation arises that means a Member of the Task Group can no longer fulfil their role, a change can be approved by the Chief Executive in consultation with the Chair and Vice Chair of the Environment and Sustainability Committee.

#### **4 Chair**

4.1. The Chair of the Group will be Councillor Tony Burrell.

#### **5. Meetings**

5.1. The meetings of the Task Group will be internal and confidential to the Council. At the discretion of the Chair of the Task Group, some of the meetings will be open to all members of the Council to attend, particularly those meetings to which outside speakers have been invited, to ensure wide engagement across the organisation.

#### **6. Decisions**

7.1. The Task Group has no executive decision-making powers over any matters. Decisions are made by the Environment and Sustainability Committee/Council as appropriate.

7.2. The Task Group should aim to deliver a consensual view to Environment and Sustainability Committee. Where this is not possible it should aim to report fairly on the divergent views of the group. Voting is not considered appropriate or necessary.

#### **5 Confidentiality**

8.1. Meetings are not open to the public and papers are confidential to enable free and open discussions on confidential matters before making recommendations.