

Item 4 – Community Governance Review Working Party – Protocol

Overall Aim and Key Objective

To make proposals to the Regulatory Services Committee on the Community Governance Review.

Membership

Membership as agreed by Regulatory Services Committee: Councillors Trevett, Barber, Nelmes, Barnes and Wall

Affected Ward Councillors to be invited to meetings of the Working Party.

The Chairman of Regulatory Services Committee will also be invited to attend the working party. The Chief Executive and Heads of Service will attend and report to the working group as required.

Accountability

The working party is not a decision-making group and will report to the Regulatory Services Committee.

Protocol for involving other organisations / speaking at meetings

Members may wish to invite other organisations to the meetings e.g. the 4 Wards Campaign or Parish Councils, and allow guests to speak at meetings. Suggested protocol:

Meeting in two parts:

- First part of meeting (proposed as approximately 30 minutes) – all attendees sit at the table, invite them to speak / take part in discussions *and then*
- Ask all non-District Councillors to leave for Working Party Members to discuss and to put together decisions / recommendations, based on what they have heard.
- Any speakers usually to be limited to three minutes, but there will be flexibility on this.

Administration

The working party will meet as required.

Meetings will be supported by Committee Team.

Action notes only will be taken.

Agendas will be sent out 5 working days in advance.