

POLICY AND RESOURCES COMMITTEE

Date: 08 January 2018

Venue: East Northamptonshire House, Cedar Drive, Thrapston

Time: 7.30pm

Present: Councillors: Richard Lewis (Chairman)
Glenvil Greenwood-Smith (Vice Chairman)
Steven North (Leader of the Council)

Tony Boto David Jenney
David Brackenbury Andy Mercer
Wendy Brackenbury Sarah Peacock
Helen Harrison

321. WELCOME

The Chairman welcomed Ben Smith, the new Democratic Services Manager, to his first meeting.

322. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Val Carter, Roger Glithero JP and Dudley Hughes JP.

323. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 4 December 2017 were approved and signed by the Chairman.

324. DECLARATIONS OF INTEREST

No declarations of interest were made.

325. QUESTIONS UNDER COUNCIL PROCEDURE RULE 10.3

No questions were submitted under Procedure Rule 10.3.

326. MINUTES OF SUB-COMMITTEES AND WORKING PARTIES

a) Personnel Sub-Committee – 4 December 2017

The minutes of the meeting of the Personnel Sub-Committee held on 4 December 2017 were received (see pages 350 to 352).

b) Housing Policy Working Party – 13 December 2017

The minutes of the meeting of the Housing Policy Working Party held on 13 December 2017 were received (see pages 353 to 356).

c) Finance Sub-Committee – 18 December 2017

The minutes of the meeting of the Finance Sub-Committee held on 18 December 2017 were received (see pages 357 to 362).

327. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES – NORTHAMPTONSHIRE POLICE AND CRIME PANEL

Councillor Gill Mercer presented a report on the work of the Northamptonshire Police and Crime Panel. Councillor Mercer explained that the expected impact on the Panel of more complaints was due to the Police and Crime Commissioner hearing complaints against the Police and the belief that this may lead to more complaints against him.

In response to a question from the Committee, Councillor Mercer advised that a decision on the future governance of the Fire and Rescue Service under the Police and Crime Commissioner was still awaited from the Home Office.

RESOLVED:

To note the report of the Northamptonshire Police and Crime Panel.

328. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

That the public and press be excluded from the meeting during consideration of the following item of business as it was likely that exempt information, as defined under paragraph 3 of Schedule 12A of the Local Government Act 1972, may be disclosed.

329. HOUSING OPTIONS CONTRACT

The Executive Director presented a report which set out the latest position in relation to the Housing Options Contract and sought agreement to re-tender the contract. The current Housing Options Contract, operated by Midland Heart Housing Association, would expire on 31 March 2019.

An audit of the Housing Options Service had been undertaken during Autumn 2017 and, with the exception of one procedural recommendation, the contract was considered to be working well and in accordance with legislation and the Council's policies and procedures.

The Housing Policy Working Party had considered initial options for the future of the service.

RESOLVED:

To defer the item to enable a further report on all of the options for re-procurement of the service to be brought to the Committee's meeting in March 2018.

(Reason: To enable the continued delivery of the service in an efficient and cost effective manner.)

Chairman



Personnel Sub-Committee

Minutes of a Meeting held on Monday 04 December 2017 at 6.30pm, East Northamptonshire House, Thrapston

Present: Councillors: Roger Glithero (Chairman)
Steven North (Leader of the Council)
Wendy Brackenbury
Sarah Peacock

Officers: David Oliver Chief Executive
Sharn Matthews Executive Director
Paul Bland Head of Planning Services
Aime Armstrong Human Resources Manager

1.0 APOLOGIES FOR ABSENCE

1.1 There were no apologies for absence.

2.0 MINUTES

2.1 The minutes of the meeting of the Personnel Sub-Committee held on 13 November 2017 were approved and signed by the Chairman.

3.0 DECLARATIONS OF INTEREST

3.1 No declarations of interest were made.

4.0 QUESTIONS UNDER PROCEDURE RULE 10.3

4.1 There were no questions submitted under Procedure Rule 10.3.

5.0 EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded from the meeting during consideration of the following item of business because exempt information, as defined under paragraphs 2 and 3 of Part 1 of Schedule 12A of the Local Government Act 1972, may be disclosed.

6.0 PLANNING ENFORCEMENT OFFICER

- 6.1 The Head of Planning Services presented a report which sought authority to make a current fixed term Planning Enforcement Officer role permanent.
- 6.2 The service currently had a part-time fixed term enforcement role to meet increased demand and to backfill a reduction in hours by another officer. There was a continued need for the current level of planning enforcement, and as the role was already within budget, it was now proposed to convert this role to a permanent post.

RESOLVED:

That the Planning Enforcement Officer post be made permanent and included in the 2018/19 budget.

(Reason: The post provides essential capacity within the Planning Enforcement Team, in line with recommendations of the Scrutiny Review of the Planning Enforcement function.)

7.0 PROPOSED BUILDING CONTROL RESTRUCTURE

- 7.1 The Head of Planning Services presented a report which sought authority to restructure the Building Control team in order to attract and retain suitably qualified and experienced staff to meet the need to work effectively within the competitive building control market.
- 7.2 At a recent meeting of the Sub-Committee, approval was given to start the recruitment process to replace two long-serving and experienced Building Control Surveyors who would be retiring over the next few months and the anticipation that Building Control Surveyors would be difficult to recruit.
- 7.3 The response to the recruitment exercise had been disappointing with only two applications received and it was now proposed to restructure the Building Control Team in order to make the job opportunities more attractive in the job market, and to maximise the opportunity for the Council to recruit the right staff.
- 7.4 The proposal was to restructure the team into two sections, still with a total of eight members, to operate under two Principal Building Control Surveyors and to advertise the following posts:
- One new Building Control Surveyor
 - One new Principal Building Control Surveyor

RESOLVED:

That the changes to the Building Control Team structure to enable the recruitment of one new Building Control Surveyor and one new Principal Building Control Surveyor be approved, subject to any additional costs being recovered via a review of hourly rates so that the service meets the statutory requirement to recover costs only.

(Reason: The Council and its customers will receive the maximum benefit from the option proposed because the Building Control Team will be in the position to recruit sufficiently qualified and experienced staff.)

8.0 DATA PROTECTION ROLE UNDER THE GENERAL DATA PROTECTION REGULATIONS

- 8.1 The Executive Director circulated a paper on the Council's responsibilities under the General Data Protection Regulations (GDPR), which would be introduced in May 2018 and would replace the Data Protection Act.
- 8.2 The Council would be required to appoint a Data Protection Officer who had the following role:
- Inform and advise the organisation on how to comply with GDPR including staff training
 - Monitor compliance with GDPR
 - Advise on Data Protection Impact Assessments
 - Cooperate with the ICO
 - Be allocated adequate resources to perform their tasks
 - Have access to personal data and processing operations
 - Be able and supported in maintaining his or her expert knowledge
- 8.3 The Council currently had an Information Governance Officer post which would overlap in some of the functions, and it was now being proposed to incorporate the role of Data Protection Officer into this post. If agreed in principle, officers would develop a job description and person specification and job evaluate the role. The proposal would be brought back to the Sub-Committee once it had gone through that process.

RESOLVED:

That the principle of incorporating the role of Data Protection Officer into the Information Governance Officer post be approved, and that a further report be brought to this sub-committee after job evaluation.

(Reason: To meet the Council's future legislative requirements.)

9.0 CHAIRMAN'S THANKS

- 9.1 The Chairman wished to place on record his thanks to all Members and officers for their help and support over the past 12 months.

Chairman



Housing Policy Working Party
DRAFT Minutes of meeting held on
Wednesday 13 December 2017 at 2pm
in the Kasen Room

Present

Councillors

Tony Boto (Chair)
Richard Lewis
Helen Harrison
Sarah Peacock

CllrTB
CllrRL
CllrHH
Cllr SP

Officers

Sharn Matthews, Executive Director (SM)
 Paul Bland, Head of Planning (PB)
 Carol Conway, Housing Strategy and Delivery Manager (CC)
 Aine Cooper, Housing Enabling Officer (AC)
 Richard Palmer, Planning Policy and Conservation Manager (RP)
 Louise Bagley, Housing Services Officer (LB)
 Chris Spong, Housing and Planning Policy Officer (CS)
 Jenny Walker, Environmental Protection Manager (JW)
 Andrew Longley, Joint Planning Unit (AL) *(Item 4.1)*

		ACTION
1.	Apologies	
	Apologies were received from Cllr Steven North.	
2.	Minutes of the previous meeting	
	The minutes of the previous meeting were agreed as a true record and signed by the Chairman.	
3.	Matters arising	
3.1	5.3 - The consultation response on 'Housing in the Right Places' had been submitted to CLG	
3.2	6.8 – Finance Sub-Committee recommended to Policy and Resources Committee that the Homelessness Prevention Fund be approved	
4.	Updates	
4.1	Tresham Garden Village	
	Andrew Longley provided an update on the current position of the project, particularly regarding the housing mix. The consultation on the draft masterplan will likely take place in February/March 2018, as there is still some work to complete on it, including the traffic modelling. There will be 1500 homes overall. A second tranche of capacity funding has been confirmed which will help drive the project forward.	
4.2	Housing Vision was commissioned to provide advice on the housing mix to create a balanced and mixed community. Their report would be made available to the Working Party. Main needs identified were for both families with young children, and later life/downsizing housing, for which	AL

	200 retirement units will be provided.	
4.3	The Right To Build (RTB) Task Force was commissioned to provide advice on the potential demand for Custom and Self Build (C&SB) housing. It is not clear what the current demand for C&SB is in the district and it is recommended that the ENC Right to Build Register is relaunched to ascertain this. A figure of 10% C&SB will be sought in the early phases of development, with an overall target figure of 17% to be achieved.	
4.4	A range of plot sizes and house types will be sought but with an emphasis on larger units. Bungalows are also included in both the affordable and open market housing. Viability testing will be undertaken on the proposed mix.	
4.4	Housing and Welfare Reform	
	<i>CllrRL declared a punitive interest in the empty homes additional council tax premium.</i>	
	CC gave an update on the aspects of the Autumn statement that will impact housing. Key measures for housing and welfare include: <ul style="list-style-type: none"> • Delivering net supply of homes to around 300,000 a year by the mid 2020s • Investing £44 billion of capital funding, loans and guarantees to support the housing market • Review of the gap between planning permissions and homes started • Consultation on barriers to providing longer tenancies in the private rented sector • Expanding the Homes and Communities Agency which will become Homes England • Allowing local authorities to impose a 100% additional council tax premium on empty homes • The voluntary right to buy pilot in the West Midlands is to go ahead. • Set up a taskforce to halve rough sleeping by 2022 and eliminate it totally by 2027 	
4.5	It was noted that the number of homes although much needed, is a difficult figure to achieve. The electricity grid locally is under intense pressure and this issue must be addressed. It is also recognised that the infrastructure must be in place to support these new developments.	
4.6	Universal credit will see changes, including removal of the seven day waiting period to receive it. It was noted that the universal credit rollout has been delayed until May 2018 in the District. The Local Housing Allowance cap for affordable housing will not now proceed.	
5	Housing Mix SPD – Key Policy Points	
5.1	RP gave an update on the key policy points arising from the Housing Vision Housing Mix Report. The report focussed on the whole district, but most of our delivery options are within the Tresham Village and Rushden East developments. The report recommends providing 50 additional larger homes per annum in the larger villages and small towns across the	

	<p>district.</p> <p>There is probably an opportunity to develop policy in relation to custom build. It was recognised that people often wish to have a spare room; and it was considered that there should be more focus on 2-3 bedroom properties as opposed to 1-2 bedrooms.</p>	
5.2	<p>An area of challenge to examine within the Housing Mix SPD is the exclusivity of larger homes in smaller villages. Concerns were raised as many villages have seen their shops/pubs and other facilities close and these villages need more affordable homes. The lack of facilities has meant these sites are not favoured for development.</p>	
5.3	<p>Comparisons were drawn between the Tresham Village and Rushden East developments. Concerns were raised that a balance should be achieved regarding the allocation of larger properties on these two sites. PB explained that the two sites were not comparable. Tresham would only be viable with the addition of larger homes and the village would be an exemplar for how to deliver schemes differently.</p>	
5.4	<p>The policy background is Policy 30 of the JCS. It was considered there was enough flexibility within the policy to introduce further policies in the Local Plan Part 2 and through a Supplementary Planning Document to enable larger properties to be built within the Rushden SUE or elsewhere within the district if required. However, the SPD would need to be backed up by evidence and be deliverable. It was agreed to take this forward to the next meeting on 7th February 2018 and that a draft framework for the SPD should be circulated for discussion</p>	RP
6	Housing Strategy 2018-23 first draft	
6.1	<p>CC presented the first draft of the Strategic Housing Plan, and invited Members to provide their feedback. The document also needs to incorporate both the homelessness and tenancy strategies. For the purposes of clarity, it was agreed that the Housing Mix SPD should refer to the Strategic Housing Plan for any background information.</p>	
6.2	<p>Discussion around adding social care, health and wellbeing to the Plan; this will be incorporated. It was suggested that the aspirations for the district are included in the foreword. Page 5 – re word to read as ‘activities in Town Centres’. The numbering of the housing priorities should be omitted so no one was considered more important than others. There was also a concern from members that we were in danger of over emphasising the number of 1-2 bedroom properties required being in conflict with the JCS requirement that 70% of properties should be in the 1-3 bedroom category. Members requested that these should be addressed in the next draft. Several other minor amendments to the document were also noted. CC to complete these and present a further draft at the next meeting on 7th February 2018, in preparation for its submission to P&R on 12th March.</p>	CC
7	Housing Options Audit and Procurement	
7.1	<p>Carol Conway provided an update on the audit, noting that only one recommendation was made regarding the need to ensure cases were</p>	

	documented better.	
7.2	The Housing Options contract will be due for renewal in April 2019 and work needs to begin to meet the timescale. A procurement timetable has been drawn up by Claire Ellis of Welland with the aim that the contract will be awarded in October 2018 to allow a lead in period before it is put in place.	
7.3	The option of a joint procurement was raised. Members unanimously agreed that the preferred option is to proceed separately. A stakeholder group including of a maximum of three relevant members will need to be appointed to represent the council in the conduct of this procurement. It was felt that Members should be drawn from this Working Party for the stakeholder group, subject to agreement from the Leader. These recommendations will be put forward to P&R for approval.	CC
8	Work Plan Update	
8.1	CC provided an update on the Work Programme. The Working Party noted the progress as follows: <ul style="list-style-type: none"> • The Housing Allocations Policy had now been implemented • Housing Mix SPD in progress • Homelessness Prevention Fund agreed by P&R • Housing and Homelessness Strategy in Progress • Housing Options Contract Procurement to commence early 2018 	
9	Risk Review	
9.1	Risk 5 regarding the LHA cap to be deleted and replaced with a new Risk regarding supported housing. Risk 6 regarding safety of accommodation to be incorporated into corporate risks Risk 7 regarding delivery of an appropriate housing mix will be considered at the next meeting.	CC CMT HPWP
10	AOB	
10.1	There was no other business raised.	
11	Next meetings – all 2pm in the Kasen Room	
	Wednesday, 7 th February 2018 Wednesday, 28 th March 2018 Wednesday, 9 th May 2018	
	<i>The meeting concluded at 16.12pm</i>	



Finance Sub-Committee

Minutes of a meeting held on Monday 18 December 2017 at 7.00pm, East Northamptonshire House, Thrapston

Present: Councillors: Steven North (Chairman)
David Brackenbury
Glenvil Greenwood-Smith
Richard Lewis

Councillor Peter Wathen attended the meeting as an observer.

Officers: David Oliver (Chief Executive)
Sharn Matthews (Executive Director)
Glenn Hammons (Chief Finance Officer)
Greg Macdonald (Head of Economic and Commercial Development)
Julia Smith (Head of Community and Customer Services)
Michelle Drewery (Finance Manager)

1.0 APOLOGIES FOR ABSENCE

1.1 Apologies for absence were received from Councillors Roger Glithero and David Jenney.

2.0 MINUTES

2.1 The minutes of the meeting of the Finance Sub-Committee held on 13 November 2017 were approved and signed by the Chairman.

3.0 DECLARATIONS OF INTEREST

3.1 No interests were declared.

4.0 QUESTIONS UNDER PROCEDURE RULE 10.3

4.1 There were no questions submitted under Procedure Rule 10.3.

5.0 DRAFT MEDIUM TERM FINANCIAL STRATEGY AND PLAN

5.1 The Finance Manager presented a report setting out the Council's Draft Medium Term Financial Strategy (MTFS) and Plan (MFTP) 2018/19 to 2021/22; outlining the Revenue Budget 2018/19, Capital Programme 2018/19 to 2027/28 and Treasury Management Strategy 2018/19. This refreshed the Medium Term Financial Strategy 2017/18 to 2020/21 approved by Council in March 2017.

5.2 The MTFS 2018/19 to 2021/22 had been formulated since the announcement of the Autumn Statement 2017 and the Provisional Local Government Finance Settlement would be announced the following day. Once the settlement had been received and evaluated, Members would be advised of any significant implications for the Draft MTFS.

RESOLVED: That

the report be noted specifically the:

- Draft Medium Term Financial Strategy (MTFS)
- Draft Revenue Budget 2018/19
- Draft Capital Programme for 2018/19-2027/28

(Reason: To ensure that the Council complies with its constitution in setting its Budget)

6.0 BUDGET MONITORING TO 31 OCTOBER 2017

6.1 The Finance Manager presented a report providing an overview on the forecast revenue position against the approved budgets for the period ended 31 October 2017, highlighting any significant under or overspending and identifying the impact on the year end position. The estimated outturn for services for the year was an underspend of approximately £119,000.

6.2 The savings to date on the vacancy factor were in line with expectations to achieve the full £200,000 included in the 2017/18 budget by the end of the financial year. This would be kept under review during the course of the financial year.

6.3 The estimated underspend had arisen mainly as a result of an increase in rental income of £234,000 offset by an increase in the expected deficit in relation to the Housing Benefit Subsidy.

6.4 Within the Earmarked Reserves there was provision for Monitoring Officer costs for investigations and legal advice relating to complaints made against District and Parish Councillors. There had been a steady increase in both the number of complaints received and those referred for investigation in recent years and the existing reserve was no longer adequate to meet these costs and additional provision was required. It was noted that these costs could not be recovered from Parish Councils in respect of complaints made against their Members.

RESOLVED: That

- i) the latest revenue, capital and reserves positions for 2017/18 be noted.

(Reason: This is for information / monitoring purposes)

- ii) the collection and write off performance for sundry debtors, local taxation and benefit overpayments as set out in Appendix 3 to the report be noted.

(Reason: This is for information / monitoring purposes)

- iii) a contribution to reserves of £25,000 from the forecast underspend for 2017/18 as well as further provision of £15,000 in 2018/19 as part of the MTFS in relation to investigation and other legal costs arising from complaints against Councillors, including Town and Parish Councillors, (set out in paragraph 2.31 of the report) be approved.

(Reason: To follow the formal process for approval of use of earmarked reserves)

- iv) the removal of £450,000 from the Approved Capital Programme in respect of the ICT transformation in recognition that the classification of costs being incurred are revenue costs be approved.

(Reason: To follow the formal process for approval of the amendment to the Capital Programme Budget for 2017/18)

- v) the transfer of £2,000 from the Development Pool into the Approved Capital Programme in respect of the additional refurbishment costs to the properties at Duck Street (paragraph 3.6 and 3.7 of the report) be approved.

(Reason: To follow the formal process for approval of the amendment to the Capital Programme Budget for 2017/18)

7.0 TREASURY MANAGEMENT REPORT TO 31 OCTOBER 2017

- 7.1 The Chief Finance Officer presented a report outlining the Treasury Management position for the period ended 31 October 2017.

RESOLVED:

That the Treasury Management performance for the period to 31 October 2017 in financial year 2017/18 be noted.

(Reason: In accordance with CIPFA guidance and best practice in Treasury Management).

8.0 FUTURE VISION FOR TWYWELL HILLS AND DALES

- 8.1 The Head of Community and Customer Services presented a report seeking the adoption of a vision and action plan, including funding, for the future management of the above site owned by the Council.
- 8.2 The Woodland Trust operated one part of the site on behalf of the Council on a 399 year lease which had commenced in 1997. The remainder of the site was managed between Rockingham Forest Trust under a management agreement for recreational and educational purposes and the Wildlife Trust. Following recent difficulties, the Wildlife Trust had served notice to quit and was not actively managing the site but currently overseeing the site for health and safety purposes only.
- 8.3 The Land Trust had been requested to identify future options for the management of Twywell Hills and Dales and a copy of the report produced was submitted.

- 8.4 The Land Trust had developed a costed management plan for the site outlining the funding they deemed necessary to manage the site effectively in the future and had recommended a statement of intent for the site for consideration. The options for the site and, following a review by officers, the funding required were also reported.
- 8.5 It was estimated that there was a need for £53,500 capital investment and £41,000 revenue required per year in the future. Taking into account the existing payment made, this would equate an increase of £24,538 per year. Provision for this had been made in the 2018/19 budget to be submitted to Council on 26 February 2018.
- 8.6 It was noted that funds were available from those previously approved for work at the site which would be sufficient to cover the cost of any works to the Site of Special Scientific Interest which needed to be carried out in the 2017/18 financial year.

RESOLVED: That

- i) the following vision statement for Twywell Hills and Dales be approved:

We would like Twywell Hills and Dales to be a valued resource for our communities and visitors that provide opportunities for people to bond with nature, undertake active recreation, and understand our heritage. We want people to connect with the Hills and Dales and as a result enhance the quality of life for both current and future generations.

- ii) the preferred option for the management of Twywell Hills and Dales is:

To identify one organisation willing to operate the site on a longer term lease arrangement, requiring a long term lease in excess of 100 years. This option required investment and a commitment to help fund the operating of the site and might also require a full procurement process to be undertaken, although this could be more successful in achieving the investment in the site and the vision as stated above.

- iii) it be noted that an increase in revenue funding of £25,000 will be included in the 2018/19 budget.

(Reason: To ensure the legal compliance with SSSI standards whilst providing open spaces to our community)

9.0 ASSET MANAGEMENT STRATEGY WORKING GROUP

- 9.1 The Sub-Committee was requested to approve Terms of Reference for the Working Group which had been established in February 2017.

The Working Group had held its first meeting on 30 November 2017 and the minutes of that meeting were submitted for receipt by the Sub-Committee.

RESOLVED: That

- i) The Terms of Reference for the Asset Management Strategy Working Group attached at Appendix 1 be approved.
- ii) the minutes of the meeting of the Asset Management Strategy Working Group held on 20 November 2017 be received.

10.0 EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded from the meeting during consideration of the following item of business because exempt information, as defined under paragraph 3 of Part 1 of Schedule 12a of the Local Government Act 1972, may be disclosed.

11.0 EAST NORTHANTS ENTERPRISE CENTRE

11.1 The Head of Economic and Commercial Development presented a report providing an update on progress on the East Northants Enterprise Centre project and seeking approval for funding as the basis for acquiring a site and procuring expertise to design the building to obtain planning permission.

RESOLVED TO RECOMMEND TO FULL COUNCIL: That

- i) £1.8 million be allocated from the Council's capital reserves for site acquisition and the procurement of professional services

RESOLVED: That

- i) the acquisition of the site and the procurement of professional services be approved.
- ii) it be noted that additional financial support in the region of £3 million will be required from the Council as match funding to secure the investment needed to deliver the Enterprise Centre, and that a further report will be brought to the Sub-Committee in due course.

(Reason: To drive forward the delivery of the Enterprise Centre to the next phase of development)

Chairman



Asset Management Strategy Working Party

Terms of Reference

Purpose

1. On 6th February 2017, the Finance Sub-Committee agreed to appoint three councillors to work with officers to review the Council's remaining property assets and report back to the Finance Sub-Committee on any proposed action to be taken forward.

Membership

2. The Working Party is appointed by the Finance Sub Committee and will comprise of:
 - Councillor Steven North
 - Councillor Richard Lewis
 - Councillor David Brackenbury
3. A chair and vice chair will be appointed at the first meeting
4. The Working Party will be supported by the Head of Economic and Commercial Development and the Facilities Manager with other offices being involved where relevant and as required.

Role

5. The Working Party will meet as and when necessary to:
 - Steer and assist officers in the review of current assets;
 - Work with officers to agree a revised Asset Management Strategy and any other associated policies such as, for example, on car parking
 - Invite individuals or representatives of other organisations, consultants, contractors or advisers to attend a particular meeting, if an item of relevance is to be discussed or where particular specialist input is needed;
 - Make recommendations to the Finance Sub Committee, for example, for the approval of the revised Asset Management Strategy
6. The Working Party is not able to agree the acquisition or disposal of any assets

Meetings

7. The business of the meeting shall be set out in an agenda and notified to members of the Working Party five working days in advance of the date of the meeting.
8. Items for inclusion on the agenda will be agreed with the Chair (or Vice-Chair in their absence) and should be submitted for consideration at least 7 days prior to the date of the meeting.
9. The minutes of the previous meeting shall be submitted for agreement at the start of every meeting.
10. Frequency of the meetings will be agreed at the first meeting of the group and reviewed on a meeting by meeting basis thereafter.

Members' Responsibilities

11. Councillors and officers must declare at the start of any meeting an interest in any matter for discussion in which they have a personal interest or involvement.

Voting

12. The Working Party will work towards securing mutual agreement on all aspects of the Asset Management Strategy, but should a vote be necessary each Councillor will have a single vote and decisions will be made on the show of hands. In the event of a tie in the number of votes, the Chairman will have a second, or casting, vote.

Terms of Reference approval and variation

13. This terms of reference will be considered and agreed at the first meeting and reviewed thereafter as required by Finance Sub Committee and approved by Policy and Resources Committee.