



Adopted:
Next Review:

S106 Working Group - Terms of Reference

Membership

Members of the working party will be appointed by the Council and will consist of a minimum of 3 member of the Council.

With the authority of the Council the working group can co-opt members of the public who have specific knowledge/expertise on the subject to assist the working group.

The term of membership for a working group will be for a period of one year or to the next Annual meeting of the Council.

The annual meeting of the Council will re-confirm the working group's membership and terms of reference.

Leader

The leader will be appointed by the group. The leader will be the working party's main point of contact for Council staff, Council members and members of the public.

Powers

Working groups cannot make decisions on behalf of the Council and any recommendations made by working parties will be subject to approval by Council.

Responsibilities

The working group will consider improvement works to be included in the s106 audit for funds and projects. Defined projects will be costed and evidence provided to assist Colchester City Council with S106 Planning obligations by considering the demand or impacts generated by the development that need to be provided or mitigated.

The Working Group will liaise with the relevant officers at Colchester City Council, (Community Facilities, Leisure, Sport and recreation).

The working group will work with Colchester City Council officers to prepare spend released forms

Meetings

The working group will arrange its own meetings and schedule of work. The working group does not meet in public, therefore the Standing Order are not applicable, although the Code of Conduct still applies. The Town Clerk will be notified of any meeting with at least 2 working days' notice.

The quorum of the group shall be 2 Councillors, co-opted members will not count towards the quorum.

The working group will report formally to the Council.