

Loughborough Town Deal

Member Reference Group (MRG)

Terms of Reference

Membership

- One councillor from each ward within Loughborough as nominated by the relevant party groups.
- Constitution sets out the Chair of Member Reference Group will be the lead cabinet portfolio holder.
- Chair of the MRG will be a non-voting member of the Town Deal Board

Substitution

There will no right of substitution on this group. Where a member is unable to attend a meeting the Democratic Services Team should be notified.

Officer attendees

Town Deal Programme Manager
Others as invited for specific items

Overview

The Governance structure for the Town Deal Board provides for a Town Deal Member Reference Group (MRG) to engage Loughborough ward councillors and to support the Board in its agenda for preparing a Town Deal Investment Plan and in overseeing the delivery of projects.

Scope and responsibilities

The MRG is not a decision-making body but a forum for Loughborough councillors to gain a more detailed understanding of the Loughborough Town Deal Programme. It provides a means to broaden awareness and build consensus and to assist ward councillors in their representative role in the local community. The MRG may also make representations to the Town Deal Board on any issues relating to the Town Deal.

Responsibility for preparing the Town Deal falls to the Town Deal Board. However, approval of some decisions will remain with participating organisations and individuals including the Council and its executive. In these circumstances, members of the MRG should consider their position in the wider context of the Nolan principles, the Council's constitution and approved standards.

Professional Administrative Support

To be provided by Charnwood Borough Council

Frequency of Meetings

The MRG will meet every two months in the first instance. Once the Town Deal investment plan is in the delivery stage, the frequency will change, and meetings will be scheduled to tie in with the programme of Loughborough Town Deal Board meetings. The frequency of meetings can be varied at the discretion of the Chair of the Town Deal Board.

Notice of and invitations to meetings

At least five clear working days before a meeting, a copy of the agenda and associated papers will be sent to every member of the MRG. The agenda will give the date, time and place of each meeting and specify the business to be transacted and will be accompanied by such details as are available.

Sharing of Information

Some of the information provided to the Member Reference Group may be confidential and this should not be shared with those outside of the Council. Officers will ensure members are aware that documentation is confidential by marking it as such and will make it clear at the meetings if anything being discussed is of a confidential nature. Members are reminded that to disclose information given to them in confidence is a potential breach of the Members' Code of Conduct. If members are in any doubt about the nature of information provided through the Member Reference Group, advice should be sought from Democratic Services.