

MEMBER ADVISORY GROUP (Name to be confirmed)

TERMS OF REFERENCE

1. Meetings of the Group will be chaired by the Chair of the Authority or the Deputy Chair in their absence.
2. All Members are invited to attend meetings of the Group which will be arranged to take place on the rising of a meeting of the full Authority.
3. Following consultation with the Chief Executive and the Chair on content, an agenda for the meeting with any supporting information will be circulated by the Democratic and Legal Support Team five clear days before the meeting
4. The meeting will be divided into two parts as follows;

Part 1 will consider issues referred to the Group by the Chief Executive, the Strategic Leadership Team and/or Statutory Officers as follows:
 - (a) To consult with Members on the strategic management of the Authority.
 - (b) To consider issues at a strategic level prior to policy papers being considered by the Authority.
 - (c) To consider responses to strategic consultations, opportunities for engaging in strategic meetings or strategic publications ensuring best input by Members to this work.
 - (d) To advise on the communication of strategic matters to staff, Members and outside organisations.
 - (e) Executive action to be taken by the Chief Executive or by reference to a meeting of the Authority or a relevant Committee.
5. Part 2 will consider issues raised by Members. Officers will not attend or participate in Part 2 of meetings unless invited to do so by the Chair following consultation with the Chief Executive.
6. Any Member may make a request to the Chair for an item to be added to the Agenda for Part 2 of the meeting. To ensure an item is added the Chair should be approached at least 6 clear days before the meeting. In considering whether an item is added the Chair will have regard to the following guidance:
 - a) *Items suitable for a Part 2 discussion*
 - Feedback from a Member Representative on a strategic issue
 - Reporting on follow up action from a Member appointed by the Authority to an Outside Body
 - Suggestions on possible areas for Member Scrutiny
 - Proposals for a future Notice of Motion to a meeting of full Authority
 - Feedback from Member Working Groups
 - Feedback on National Parks England or National Parks UK initiatives
 - Feedback from Constituent Councils

b) Items not appropriate for a Part 2 discussion

- Individual Planning Applications and site specific proposals (eg not Enforcement, TROs, TPOs etc)
 - Decisions made by officers under delegated authority
 - Individual applications for grant aid or assistance
 - Revisiting decisions made by the Authority during the past 12 months
 - Complaints about employees or Members
7. The Chair' will make the final decision on whether an item is suitable for a Part 2 discussion.
 8. Where possible, in both Part 1 and Part 2 of the meetings Members should attempt to provide a steer through consensus. Where this is not possible guidance can be provided by voting using a show of hands.
 9. As the advisory group has no delegated authority to make decisions, any vote taken only provides an indication of the level of support from Members for or against a proposal under discussion. The vote is not binding on the Authority or its Officers and formal decisions will still be made in accordance with the delegations set out in Standing Orders.