

Terms of Reference for the Business Work Group (BWG)

Agreed by BWG on 14 Jun 2021
Approved by the Services Committee on 20 Sep 2021

1. Purpose of Working Group:

- 1.1. To discuss the strategic development of the business service delivery which includes the Guildhall, Market and Events
- 1.2. To discuss the management, budget and standards of the Council's business services, in order to provide strategic direction to officers
- 1.3. To make recommendations to the Services Committee concerning these matters.

2. Membership:

- 2.1. Members – As nominated by the Leader of the Council.
- 2.2. Officers in routine attendance: City Clerk (CC), Business & Communications Manager (BM) and Events Officer
- 2.3. Other officers to be invited as necessary.

3. Meetings:

- 3.1. As required –approximately every 6 weeks.
- 3.2. Meeting will be chaired by an elected member. The vice chairman will also be elected member.
- 3.3. The BM will be the working group's secretary and will be supported by an officer within their team as note taker
- 3.4. Notes from the meeting will be circulated to all councillors.
- 3.5. Quorum is 3 members. Substitutions are encouraged.

4. Accountability:

- 4.1. The BWG will work in accordance with the Council's Standing Orders.
- 4.2. In accordance with the SCC's Standing Orders, any proposals put forth by the BWG will be considered by the Services Committee.
- 4.3. The Chairman of the BWG will make a verbal or written report to the Services Committee at each Services Committee meeting, at their discretion
- 4.4. The BWG has delegated responsibility from the Services Committee to discuss the management, budget and standards of the SCC's business services work area in order to provide strategic direction to officers, and to oversee SCC's business services strategic development