

APPENDIX A DRAFT - Terms of Reference for the Small HiMO Article 4 Direction Member Working Group (scheduled to be approved by Cabinet on 17 October 2022)

Purpose of the Small HiMO Article 4 Direction Member Working Group

1. The overarching purpose for the Working Group is to consider measures that can be taken to support an Article 4 Direction across parts of the city
2. The purpose of the Working Group is to help inform the progress and drafting of an Article 4 Direction
3. The focus of the Working Group is on key issues to manage the stock of small HiMOs, not all detailed issues.
4. The Working Group will cease when the Article 4 Direction has been formally Adopted.

Functions of the Small HiMOs Article 4 Direction Member Working Group

5. The Working Group has no decision-making powers: its purpose is to aid greater understanding of issues, options and scheme development in relation to the preparation of an Article 4 Direction.
6. Where Actions relating to matters considered by this Working Group reasonably fall on officers to undertake (in accordance with delegations in the constitution), then the Working Group may steer officers in taking those actions. Where Actions require a decision to be taken at a Member level (such as via Full Council, Cabinet or a CMDN, in accordance with the constitution), then the Working Group may recommend to the appropriate decision taker what actions should be taken.
7. One Member from each Political Group will sit on the Working Group, plus the Cabinet Member and Assistant Cabinet Member, together with officer representation as appropriate. Substitutes are permitted. The Chair of the Working Group will be the Cabinet Member. Appropriate officers will attend meetings of the Working Group.
8. External attendees may be invited to the meeting, such as to present information or offer expert advice.
9. Meetings are not open to the public, but any report to the Cabinet or a Cabinet Member will be published on the website (once such matters arising are agreed by the Chair as an accurate record).
10. At the first meeting of the Working Group regularity, time, length, and location of future meetings agreed.
11. Agendas for the meeting will be sent to attendees at least 5 calendar days prior to each meeting of the Working Group.

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