

<b>Committee(s):</b>	<b>Date(s):</b>
Markets	8 May 2018
<b>Subject:</b> Establishment of the Reference Sub-Committee and Relocation of Markets Working Party	<b>Public</b>
<b>Report of:</b> Town Clerk	<b>For Decision</b>
<b>Report Author:</b> Antoinette Duhaney, Committee and Member Services Officer	

### Summary

The purpose of this report is to consider the appointment of your Reference Sub-Committee and Relocation of Markets Working Party for the ensuing year and to approve their composition and Terms of Reference.

### Recommendation(s)

Members are asked to:

- Appoint a Reference Sub-Committee for the 2019/20 and approve the Sub-Committee's composition and Terms of Reference; and
- Appoint a Relocation of Markets Working Party for the 2019/20 and approve the Working Party's composition and Terms of Reference.

### Main Report

#### Background

At its 23 January 2012 meeting, your Committee established a Reference Sub-Committee. This Sub-Committee meets on an *ad hoc* basis to consider matters referred to it by the Grand Committee, with the power to act where appropriate and where granted by the Committee. Each year, your Committee reappoints this Sub-Committee and is asked to reconfirm its Terms of Reference. Expressions of interest to serve for the coming year will have been sought by the Town Clerk in advance of the meeting and Members are also able to stand for the Sub-Committee at the meeting itself.

#### Reference Sub-Committee Composition and Terms of Reference

The Membership of your Sub-Committee comprises the Chairman and Deputy Chairman and up to eight other Members. The following Members were appointed to the Sub Committee for 2018/19.

- James Tumbridge (Chairman)
- John Chapman (Deputy Chairman)
- Peter Bennett

- Mark Bostock
- Michael Hudson
- Deputy Edward Lord
- Alderman Professor Michael Mainelli
- Wendy Mead
- Deputy Joyce Nash
- Stephen Quilter

The Terms of Reference as previously agreed by your Committee are as follows:

- A Reference Sub Committee shall be appointed, consisting of the Chairman and Deputy Chairman and 8 other Members; with power to act being given, if necessary, when any matter is referred to the Reference Sub Committee for consideration.*
- The quorum for the Reference Sub Committee to be 3 members.*

### **Relocation of Markets Working Party Composition and Terms of Reference**

At its meeting on 9<sup>th</sup> May 2018, your Committee established a Relocation of Markets Working Party. The following Members were appointed to the Working Party for 2018/19.

James Tumbridge (Chairman)  
 John Chapman (Deputy Chairman)  
 Peter Bennett  
 Mark Bostock  
 Michael Hudson  
 Deputy Edward Lord  
 Benjamin Murphy  
 Christopher Hayward (attending as representative of the Policy and Resources Committee)

Expressions of interest to serve for the coming year will have been sought by the Town Clerk in advance of the meeting and Members are also able to stand for the Sub-Committee at the meeting itself. The Terms of Reference of the working Party as previously agreed by your Committee are as follows:

- Monitor the progress of the programme of projects on behalf of the Markets Committees;
- Give political guidance on matters related to the requirements workstream. This will include:
  - reviewing the development of the specification for the site
  - providing advice and comment on the communications programme, especially interaction with the Market Tenants' Associations and traders
  - considering the effects of the programme on the current function of the markets

- Recommend the requirements to the Markets Committee as a final brief for inclusion in the Outline Business case prior to negotiation for and acquisition of the new consolidated site.

The Working Party will be chaired by the Chairman of the Markets Committee and will be regularly attended by:

- The Deputy Chairman of the Markets Committee
- 6 nominated Members of the Markets Committee
- Officers from the Programme Board as required

The Working Party will meet as required, with dates to coincide sensibly with developing deliverables related to the requirements. The Working Party will continue to support the programme as it moves into delivery.

### **Conclusion**

Your Committee is therefore asked to consider the appointment of a Reference Sub-Committee and Relocation of Markets Working Party for the year ensuing and approve their composition and Terms of Reference.

### **Contact:**

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