

HS2 Brookwood Cemetery Task & Finish Group

Terms of Reference

Adopted: [Month] [Year]

Introduction

The HS2 Brookwood Cemetery Task & Finish Group ('the Group') shall report to the Overview and Scrutiny Committee.

Significant changes to the Terms of Reference must be approved by the Overview and Scrutiny Committee. Minor changes may be made by the Monitoring Officer.

Role and Functions

The Group was established to:

- Understand the purpose of the funding provided.
- Determine the status of the funding that was provided through the HS2 scheme.
- Review what funding is required to support the HS2 reburials at the cemetery.
- Understand the obligations on the Council towards the HS2 reburials at the cemetery.
- Understand the treatment of these funds under S114 status, if applicable.
- Understand the steps taken to date to ensure that funding will be available for the full duration of the original period identified by HS2.
- Seek views and make recommendations on the sustainable running of the HS2 reburials at the cemetery.

Membership

The membership shall be decided by the Overview and Scrutiny Committee.

Membership of the Group shall be as follows:

[List membership.]

It is recommended that you do not use names, job titles, or list specific organisations unless necessary. This is to limit the need to amend the Terms of Reference].

Quorum

The quorum shall be [the number of Members determined by the Overview and Scrutiny Committee]

Chairman and Vice-Chairman (and election thereof)

The election of the Chairman and Vice-Chairman shall take place at the first meeting of the Group.

Recommendations of the Group

It is expected that the Group shall reach its recommendations through consensus.

Meetings of the Group

Formal meetings of the Group shall be held virtually and serviced by Democratic Services.

The Group shall have [n] meetings. Should the Group require more meetings a request must be submitted to the Overview and Scrutiny Committee.

Meetings of the Group shall be held in private. Any recommendations shall become public once at Committee.

As the Group is private all papers shall be treated as confidential.

Any Council Member may attend as an observer and may, with the consent of the Chairman, contribute to the Group.

Outcome

The Group shall be expected to report its outcomes to the Overview and Scrutiny Committee.