

**Stansted G2
Informal Member Liaison Meeting**

Draft Terms of Reference

1. Purpose

1. To provide a forum to discuss and, where appropriate, develop a shared view on planning issues of common concern relating to the Air Transport White Paper's policy for Stansted Airport and BAA's G2 proposals
2. To consult the member authorities on joint work programmes
3. To coordinate the representation of the authorities at any planning inquiry.

The Group will not be a formal decision making-body and will not fetter the decision making processes of individual authorities. If individual authorities come to a different view from any collective position they will ensure that all the other authorities are duly notified.

Joint work will cover those areas where all the member authorities agree with the proposed activity. Essex County Council will act as the accountable body for commissioning work and it will make the final decision as to the procurement of work on behalf of the member authorities. If agreement cannot be reached, then an authority may progress that work independently if it is prepared to fund all the related costs.

The Group does not constitute a joint committee of the authorities.

The purpose of the Group, and whether it has a continuing role, will be reviewed following the close of the G2 inquiry, which may be up to the end of 2010.

2. Membership

Essex County Council
Hertfordshire County Council
East Hertfordshire District Council and
Uttlesford District Council.

By agreement of these four councils, membership may be extended to include other local authorities that commit to fund joint work programmes.

Representation at senior Member level will be encouraged at all meetings e.g. Leader, Portfolio Holder, or Committee Chairman. Each authority shall appoint 2 Members to the Group. Additional members can attend each meeting.

3. Chairman and Vice Chairman

A Chairman and Vice Chairman will be elected annually.

Each meeting will be Chaired by the elected Chairman, or the Vice Chairman in their absence. If neither the Chairman nor Vice Chairman is present, a Chairman for that meeting will be elected by those present.

4. Meetings

Meetings will be held normally on a quarterly cycle, but may need to be more frequent during critical phases.

5. Venues

The venue for meetings will be agreed between the authorities to facilitate effective conduct of business. The host authority will be responsible for organising the meeting room and refreshments and for drafting and circulating the draft minutes of the meeting.

6. Minutes

Draft minutes will be circulated to each authority for comments within 7 days of the meeting. The subsequently amended minutes of the previous meeting will be circulated with the agenda for the next meeting and will be discussed and agreed at the start of each meeting.

7. Officer support

Individual authorities will be expected to provide officer support to the Group and briefings for their own members. Essex County Council will nominate a lead officer to manage to the joint work programme.

Each authority will nominate a contact officer who will be responsible for the receipt and circulation of papers within their authority.

The lead officer will be responsible for:

- Setting dates for meetings (in liaison with Members) which must be agreed by each local authority at least 14 days in advance of the meeting.
- Organising venues.
- Drafting agendas (which will be circulated at least 7 days in advance of the meeting). If an individual authority wishes a specific item to be on the agenda they should notify the project manager at least 10 days in advance of the meeting.
- Ensuring action is taken to progress the joint work programme agreed at the Group.
- Reporting on progress to the Group, including expenditure.

8. Conduct at meetings

For a quorum there must be at least 6 accredited Members present with at least one member representing each local authority.

The Chairman will control the conduct of the meeting. The Chairman will use their discretion to ensure that meetings are conducted in an open, transparent and constructive manner and will act impartially in seeking all views and summarising the views of those present prior to any vote. No preference will be afforded to the views or opportunities to be heard of members over officers.

The ruling of the Chairman on any point of order shall be final.

The meetings will not be open to the public or press. All papers and minutes will be treated as confidential documents confined to the member authorities unless the meeting decides by a resolution that a specific issue (and associated papers) should be made public, subject to the requirements of the Freedom of Information Act and the Environmental Information Regulations. All parties will consult on any request received under Freedom of Information Act or Environmental Information Regulations, such consultation to take place between the Monitoring Officers of the member authorities.

9. Budget

The authorities will pool expenditure on joint work programmes. Costs will be shared according to the resources of the respective authorities. Shares will need to be consistent with specific budget provision or availability of reserves, as appropriate. The resource implications of aspects of potential cases with estimates of costs shall be subject of early reports to the Group.

10. Work programme

The Group will be asked to consider:

- Counsel's advice
- Appointment of consultants
- Priorities for expenditure
- Working arrangements with third parties including Stop Stansted Expansion.

11. Agreement of Terms of Reference

The terms of reference were agreed by each of the member authorities prior to the first meeting of the Group and will be reviewed by the Group as necessary. Any variation to the terms of reference will be ratified by the member authorities.