

Terms of Reference and Membership **Wider South East Officer Working Group**

The Officer Working Group should serve the needs of the Wider South East Political Steering Group and the Wider South East Summit and in particular

1. Align its work programme to support and inform the Political Steering Group's priorities.
2. Schedule meetings to feed into preparation for the Political Steering Group and tailor agendas accordingly.
3. Be accountable to the Political Steering Group addressing actions identified but also propose key issues for discussion to the Political Steering Group;
4. Jointly support Political Steering Group and Summit meetings agenda and papers, and share drafting;
5. Work collaboratively to progress priorities agreed by the Political Steering Group and promote a shared understanding of technical work to support;
6. Identify resources and expertise and deliver strategic technical work that is required between meetings;
7. Enable effective strategic collaboration on plan making beyond the core Duty to Co-operate /Inform & Consult requirements as appropriate;
8. Disseminate meeting and work outputs as appropriate to Wider South East authorities and via Wider South East webpage;
9. If necessary, create sub-groups with appropriate expertise to investigate specific strategic issues further and/or to support thematically/geographically focused working groups.

Membership and Meetings

The East of England Local Government Association (EELGA) nominates eight senior officers representing the East of England, South East England Councils (SEEC) nominates up to ten senior officers representing the South East of England and the GLA and London Councils jointly nominate eight senior officers representing London. There should be an appropriate spread of officers geographically/across tiers of council. Group members will meet at least four times per year. For individual meetings members may delegate attendance, or where necessary invite partners, if specific expertise is required. The group will agree its chairmanship jointly, and agendas/paperwork and arising work will be jointly prepared and agreed.