

## **Falkirk Council Development Services**

### **Council HQ Accommodation Member/Officer Working Group Draft Terms of Reference**

#### **1. Purpose**

The purpose of the Group is to -

- i) consider development options for provision of office HQ and civic and town hall facilities.
- ii) consider preferred site option(s).
- iii) consider and evaluate financial viability and deliverability
- iv) facilitate recommendations on the above to the Executive.

#### **2. Representation/meetings**

The Group will comprise elected members and officers and will be chaired by the Leader of the Council/Portfolio Holder.

Meetings will be held monthly or as otherwise required.

The Group will consider reports from the Project Steering Group of senior officers.

#### **3. Governance**

The Group will not have formal decision making powers, but will assist in formulating recommendations to the Executive.

#### **4. Support**

The Member/Officer Working Group will be supported by the Project Steering Group of officers and by project management staff.