

North Huntingdon Cumulative Impacts Group

Proposed Committee Structure

Purpose

As the scope of the Working Group expands to address cumulative impacts across the North Huntingdon Growth Cluster, a formal committee structure is required to ensure shared responsibility, collaboration and continuity of leadership.

The intention is that committee roles are held by representatives from different Parish Councils and Residents' Associations to ensure:

- Workload is distributed fairly
- A broad range of views will inform decision-making
- The group reflects the diversity of communities affected
- Continuity is maintained

Committee Composition

The Committee shall be made up of nominated representatives from participating Parish Councils and Residents' Associations. Each participating Council and Association should nominate one primary representative and may nominate a substitute.

Proposed Roles

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| <u>Chair</u> | - provide strategic leadership and direction
- chair meetings and ensure orderly discussion
- act as primary spokesperson when agreed by the Committee
- ensure actions are progressed between meetings
- work with the Secretary to set agendas |
| <u>Vice Chair</u> | - support the Chair
- deputise when required
- assist in coordinating working priorities |
| <u>Secretary</u> | - coordinate meeting arrangements
- prepare and circulate agendas
- record and circulate minutes
- maintain membership records
- coordinate document circulation |
| <u>Communications</u> | - coordinate external messaging
- liaise with Parish Councils and Associations on updates
- manage shared communications when agreed |

- support preparation of consultation responses
- Policy Lead
 - coordinate evidence gathering
 - support development of position statements
 - liaise with technical advisers where appropriate
 - ensure consistency of narrative across issues
- Representatives
 - attend meetings regularly
 - represent their Parish Council or Association's views
 - report back to their Parish Council or Association
 - participate in agreed action

Elections

Committee roles will be filled through nomination and agreement at a scheduled meeting of participating Parish Councils and Residents' Associations.

Roles should ideally rotate periodically to maintain shared ownership.

Stakeholder Participation

Elected councillors, local residents, technical advisers and business representatives may be invited to attend meetings where relevant but will not hold voting rights or Committee roles.