

Terms of Reference for HELAA steering group
Final version after SG1 comments – circulated to group September 2014

1. To contribute to the completion of a robust, objective and credible HELAA study.
2. To share and pool information and intelligence.
3. To provide feedback to and sign off the Proposed Methodology including identifying what, if any, issues that may be of particular relevance to the Assessment should be investigated, in addition to the requirements set out in the NPPG
4. To consider the implications of the Assessment, including signing off the Assessment report, the core outputs and agreeing follow-up actions.
5. Should members of the Group/Panel be unable to agree on particular issues (i.e. methodologies and data sources used, the interpretation of findings and the sign-off of the Assessment) such differences or outstanding issues will be raised in the findings.
6. To oversee and agree the involvement and consultation of wider stakeholders for the Assessment.
7. Should a meeting prove necessary and an individual member not be able to attend a meeting, they may seek to identify a substitute from their organisation to take part.
8. Invitations to join the Group/Panel are made on the understanding that no commercial or other advantage will be sought and that their primary role is to represent their sector as a whole and not just the interests of their particular organisation/location. Group/Panel members are required to declare any interest they may have on a site when contributing towards its assessment.
9. Membership of the Group/Panel will be undertaken on a voluntary basis. The Council will not be liable for any expenses incurred during the Assessment process.
10. Any material circulated by email by AVDC between the group members and at all Steering Group Meetings is confidential and shall not be circulated or discussed outside of the organisations which are members of the Group