

**CULTURE AND COMMUNITIES SELECT (OVERVIEW AND SCRUTINY)
COMMITTEE**

INCOME GENERATION TASK AND FINISH WORKING GROUP

TERMS OF REFERENCE

1. Role and Purpose of the Task and Finish Working Group

The Income Generation Task and Finish Working Group is a working group of the Culture and Communities Select (Overview and Scrutiny) Committee and is appointed in accordance with the Constitution of Hampshire County Council.

The Culture and Communities Select (Overview and Scrutiny) Committee has established a Task and Finish Working Group to work with Officers on examining income generation for those services within the Culture, Communities and Business Services Department, that lie within the remit of the Culture and Communities Select Committee in the context of the SP23 programme.

2. Membership

The Income Generation Task and Finish Working Group shall comprise up to five members of the Culture and Communities Select (Overview and Scrutiny) Committee appointed on a cross-Party basis by the Committee. The quorum of a Working Group meeting shall be three members. The Task and Finish Working Group shall appoint its own Chairman from amongst its membership.

3. Scope

The scope of the work of the Task and Finish Working Group will be to examine income generation of services within the Culture, Communities and Business Services Department which fall within the remit of the Culture and Communities Select Committee and in the context of the SP23 programme. This includes:

- sources of income,
- gross and net income position
- key risks
- future income projection and
- the Department's general approach to income generation

The Task and Finish Working Group shall report to the Culture and Communities Select Committee on a bi-annual basis to coincide with budget setting and reporting arrangements. The Task and Finish Working Group may make recommendations to the Select Committee within its remit.

The Task and Finish Working Group shall conclude following the completion of the SP23 programme.

4. Meeting arrangements

Meetings of the Task and Finish Working Group shall take place as required by agreement with the Chairman of the Task and Finish Working Group, normally between 4 and 6 times per year.

Meetings shall normally be held remotely via Teams, and be supported by officers from Culture, Communities and Business Services, Corporate Operations and Law and Governance as required.