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TERMS OF REFERENCE – YOUTH COUNCIL WORKING GROUP

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1. NAME

1.1 This Working Group shall be called, “Youth Council Working Group” (The Group).

2. COMPOSITION

2.1 The Group shall be open to all councillors.

2.2 The group is open to any councillor who wishes to be a member with no number restriction.

3. CHAIR

3.1 The position of Group Lead will be held by a councillor and will be chosen by the Group. The position shall be reviewed annually following the Annual Meeting of Full Council.

3.2 The Lead shall be responsible for co-ordinating the Group and reporting progress to the Town Council, including submitting items for the agenda to the Chief Executive Officer in line with Standing Orders.

4. QUORUM

4.1 There is no quorum for meetings, as the Group is not a delegated (decision-making) body; however, a minimum of two councillors shall be present for any discussion to take place.

5. CONDUCT OF THE MEETING

5.1 As an undelegated Working Group, the provisions of the Public Bodies (Admission to Meetings) Act 1960 section 1 (1), The Openness of Local Government Bodies Regulations 2014 and Local Government Act 1972, Schedule 12, para 41(1) shall not apply. Any meetings held shall not be open to members of the Public or Press.

5.2 In accordance with paragraph 5.1, no formal agenda, nor minutes, are required of the meeting.

5.3 In consideration of paragraph 5.1, the Group is free to operate as it feels appropriate, which may include meeting face-to-face, meeting virtually, collaboration on email etc.

5.4 Any information shared that is commercially sensitive should be kept within the membership of the Group.

5.5 Any communications to be shared by the Group must go through the usual Town Council channels, via the Chief Executive Officer, and must comply with the Town Council communications and social media policies.

- 5.6 In carrying out the objectives above, the Group should give due regard to the Town Council's areas of operation, Strategy, Aims & Objectives and Annual Plan

6. AREA OF OPERATIONS

The Group is set up with the following objectives:

- 6.1 To determine the level of support, demand and feasibility for the establishment of a Youth Council, including engagement with young people and relevant stakeholders.
- 6.2 To undertake the work necessary to establish a Youth Council, subject to Council approval.
- 6.3 To develop and recommend an appropriate governance framework for the Youth Council, including structure, membership, terms of office and roles and responsibilities.
- 6.4 To identify and engage with key partners, including schools, youth organisations and community groups, to support the development of the Youth Council.
- 6.5 To develop and recommend arrangements for the recruitment and selection of Youth Council members, ensuring inclusivity and representation.
- 6.6 To define the purpose, remit and reporting arrangements of the Youth Council, including its relationship with the Town Council.
- 6.7 To identify and make recommendations on resource requirements, including budget, staffing and facilities.
- 6.8 To ensure appropriate safeguarding, governance and risk management arrangements are considered and implemented.
- 6.9 To develop proposals for induction, training and ongoing support for Youth Council members.
- 6.10 To prepare an implementation plan, including key milestones, for the establishment of the Youth Council.
- 6.11 To make recommendations to the Town Council on all matters relating to the establishment and operation of the Youth Council.

7. POWERS AND RESPONSIBILITIES

- 7.1 The Group does not possess delegated authority and therefore does not have the power to make decisions on behalf of the Town Council.
- 7.2 The Group shall report its findings, recommendations and progress to the Town Council.

8. HEALTH AND SAFETY

- 8.1 To satisfy itself that Health and Safety and governance procedures are being followed in relation to the Working Group's remit.

9. ENVIRONMENT

9.1 To give due consideration to environmental, conservation and climate change matters in carrying out the functions of the Working Group and in reaching all decisions.

10. EQUALITY AND DIVERSITY

10.1 To consider equality and diversity (race, gender, sexual orientation, marital status and disability), tackling disadvantage, reducing social exclusion, and supporting society's most vulnerable groups, in carrying out the functions of this Working Group.

11. FURTHER INFORMATION

11.1 The Working Group shall undertake reviews of Terms of Reference as and when appropriate and may make recommendations to Full Council regarding its own Terms of Reference.

11.2 The Town Council may not always be able to act on all advice offered and there is no formal obligation to do so.