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TERMS OF REFERENCE – EVENTS AND INNOVATIONS WORKING GROUP

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1. NAME

1.1 This Working Group shall be called, “Events and Innovations Working Group” (The Group).

2. COMPOSITION

2.1 The Group shall be open to councillors and staff representatives.

2.2 The group is open to any Councillor who wishes to be a member. There shall be a maximum of 6 standing councillor members. Other councillors may attend where they have ideas or suggestions they wish to put forwards. There shall be a maximum of 3 staff members at any time.

2.3 The Town Mayor (ex officio) and the Deputy Town Mayor (ex officio) shall be given first opportunity of membership, which they may decline.

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.

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 Town Clerk in line with Standing Orders.

4. QUORUM

4.1 There is no quorum for meetings as the Group is not a delegated (decision making) committee.

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 Town Clerk, 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 generate ideas for events, innovations and schemes, with the aim of improving public engagement, raising the profile of the Town Council, and providing tangible benefit to residents.
- 6.2 To investigate the requirements, constraints and resources for recommended activities.
- 6.3 To assist in the arrangements for events, innovations and schemes once agreed.
- 6.4 To identify resource requirements for proposed actions. This may include staff resource and financial resources.
- 6.5 To recommend any public engagement exercises that may be considered necessary or beneficial (see 5.5 above).
- 6.6 To consult with other Working Groups or Committees where relevant to the proposals.
- 6.7 To consider request from outside groups and organisations to partner in events and activities and subsequently make recommendations to the Town Council.
- 6.8 To maintain a calendar of events (Town Council run and supported) for inclusion on the Town Council website.
- 6.9 To make arrangements for councillor surgeries

7. POWERS AND RESPONSIBILITIES

- 7.1 Making recommendations to the Town Clerk for lower value events, schemes and innovations up to the value of £2,000. The Clerk is delegated by the Town Council to approve and commit up to £2,000 on such events, schemes and innovations. This delegation also applies to income for any charges that may apply to events.
- 7.2 Making recommendations to Council on events, schemes and innovations where the value is in excess of £2,000.
- 7.3 To forward plan for known upcoming large events or commemorations, making recommendations to the Town Clerk for consideration in the budget setting process.

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 be report to Full Council and to approve with that amendment.

11.2 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.

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