

TERMS OF REFERENCE – YOUTH WORKING GROUP

These terms of reference should be read in conjunction with Thornbury Town Council Standing Orders.

1. NAME

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

2. COMPOSITION

2.1 The group is open to any Councillor who wishes to be a member. There shall be 6 standing councillor members. Other councillors may attend if they have ideas or suggestions they wish to put forwards.

2.2 The Clerk shall be a member and other Officers may be invited to join where expertise is required.

2.3 The manager of the youth provision at Krunch (the Town Councils contracted provider) should be invited to join meetings as appropriate.

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 in conjunction with the Clerk.

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. Therefore meetings will not be administratively serviced by an Officer, although a member may choose to take informal notes 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 outside of the Town Council must go through the usual Town Council channels, via the Town Clerk, and must comply with the Town Council communications and social media policies.

6. AREA OF OPERATIONS

The Group is set up with the following objectives:

- 6.1 To review the current level and scope of formal youth provision within Thornbury, including but not limited to Thornbury Town Council funded youth service provision.
- 6.2 To review the current youth facilities (capital) within Thornbury.
- 6.3 To consider the contract arrangements for Thornbury Town Council youth provision, and in particular to consider the desirability of joining the South Gloucestershire Council Youth Activities Officer procurement (contract start date 1 April 2024).
- 6.4 To review the current youth service delivery venues/options in Thornbury and consider future requirements and improvements.
- 6.5 To recommend any public engagement exercises that may be considered necessary or beneficial (see 5.5 above).
- 6.6 To engage and consult with subject matter experts as necessary in fact finding and developing ideas and proposals.
- 6.7 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.
- 6.8 To engage with Krunch in developing proposals.

7. POWERS AND RESPONSIBILITIES

- 7.1 The Working Group has no delegated authority, so has no power to make decisions or representations on behalf of the council.
- 7.2 To make a recommendation to the Full Council on the future Thornbury Town Council youth services contract structure/procurement method, particularly considering the opportunity presented by the South Gloucestershire Council Youth Activities Officer procurement. This must be reported to the Full Council meeting on 11 July 2024.
- 7.3 To make recommendations to Full Council on the level and scope of youth services Thornbury Town Council should commission from 1 April 2024 and beyond. This must be reported to Full Council at its meeting on 14 November 2023 for consideration.
- 7.4 To make recommendations to feed into the Town Council's capital strategy development in regard to facilities for young people in Thornbury.

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.

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 by the Group and there is no formal obligation to do so.