

# Brixham Town Council

## Working Group Terms of Reference



**Adopted:** 09.08.18  
**Review History:** 18.10.18

## **General**

- In addition to the formal Committees, the Town Council has the option to form working groups. Each Working Group has its own Terms and Conditions.
- Working Groups have **no power** to make decisions but will consider the relevant matters in detail and update / make recommendations to the Town Council where appropriate.
- Working Groups are more informal than Committees and have the opportunity of co-opting people from outside the Town Council who have the relevant skills for the task set by the Committee.
- Once the evidence has been gathered, the Working Groups will produce a report to be submitted to the relevant Committee outlining details of the review process, evidence gathered, conclusions and subsequent recommendations.
- The Committee can then refer the report to Full Council asking them to consider the recommendations arising from the review.

The Working Group can gather evidence through a variety of ways, such as:

- written evidence
- oral evidence and interviews with external and internal witnesses
- site visits
- visiting other organisations - partners, user groups, other councils
- research
- holding public meetings to seek views on an issue
- talking to people who are affected by the issue

## **Budget**

- A Working Group does not have delegated powers to spend money or apply for funding from external sources
- Each Working Group can submit a budget request to the Finance and General Purposes Committee in October each year for consideration

## **Review**

These terms of reference are to be reviewed annually at the Annual Council meeting.

Detailed Terms of reference for each working group are below:

## **Allotment Working Group**

### **Membership**

Membership to be made up of The Clerk or Deputy Clerk or Administrative Assistant, two Town Councillors and a representative from each Town Council allotment site.

### **Aims**

To facilitate the Finance and General Purposes Committee by reviewing the management of the allotments and reporting back to the Committee any recommendations for changes to

- The management of the allotments
- The allotment agreement
- The annual charges

### Objectives

Ensure the Town Council is managing the allotments and every plot is fully utilised.

### Meetings

The Clerk will call Working Group meetings as and when required but any meeting should be held at least two weeks prior to the Finance and General Purposes Committee meeting. All meetings to be held in the Town Council offices.

### Documentation

No meeting notes are required. However, the Clerk is responsible for producing recommendations in time for the Finance and General Purposes Committee.

### Accountability

The Policy Working Group is accountable to the Finance and General Purposes Committee.

### Scope

- To prepare and maintain a full list of agreed materials that can be used on plots
- To consider waste management arrangements
- To review the allotment agreements
- To review the current annual charges

## **Brixham Peninsula Neighbourhood Forum**

### Membership

The BPNF will be made up of a good cross-section of the community, including Town Councillors

- Roles – the working group will elect a Chairperson and Vice Chairperson and together they will help facilitate discussion at meetings and ensure that the process is inclusive, fair and non-confrontational
- The Chairperson or Vice Chairperson will report progress / make recommendations to Full Council
- The BPNF is expected to elect an administrator to issue agendas and notes of the meetings for circulation to all group members
- All members are expected to take an active role in the process
- Any dispute within the BPNF will be referred to the Town Council for arbitration
- The BPNF may establish smaller Working Groups to undertake work if required
- Each small Working Group will have a lead person who will liaise closely with the Chairperson

### Aims

The main purpose of the BPNF is to oversee the preparation of the Neighbourhood Plan in order that these will then progress to Independent Examination, a successful community referendum and ultimately be adopted by Torbay Council to become planning policy.

The BPNF will engage the local community to ensure that the Plan is truly representative of the ambitions of peninsula. The BPNF will maximise support for the approach taken in the

Neighbourhood Plan by ensuring high levels of community engagement throughout the plan-making process.

#### Objectives, Meetings and Documentation

Brixham Peninsula Neighbourhood Forum is a subsidiary of the Town Council. Details of their objectives, meetings and documentation will be in accordance to the Forum's adopted Constitution as agreed by the Town Council.

#### Finance

- All grants and funding will be applied for and held by the Town Council, who will ring-fence the funds for Neighbourhood Development Plan work.
- The forum can only spend money held in the ring-fenced funds which is subject to notifying the Town Council of any planned expenditure before it is incurred.
- Forum members and volunteers may claim back any previously agreed expenditure incurred during any Neighbourhood Plan related work. Any claims will be taken from the ring-fenced funds.

#### Accountability

The Brixham Peninsula Neighbourhood Forum is accountable to Full Council.

#### Dissolution

The forum will be dissolved once its objectives have been attained and/or when at least (two thirds) of its members and the Town Council consider its services are no longer required.

At the time of dissolution, the Town Council will co-opt steering group members who are outside of the Parish Boundary, but within the Peninsula Boundary to the Planning and Regeneration Committee to ensure that all cross section of the peninsula have an opportunity to comment on any planning applications within the peninsula boundary.

#### **Policy Working Group**

#### Membership

Membership to be made up of The Clerk or Deputy Clerk and two Town Council representatives

#### Aims

To facilitate the Evaluation Committee by reviewing

- the adopted policies and reporting back to the Committee any recommendations for changes
- policy requirements and recommending new policies

#### Objectives

Ensure the Town Council is compliant with all its policy requirements.

#### Meetings

The Clerk will call Working Group meetings two weeks prior to the Evaluation Committee meeting. All meetings to be held in the Town Council offices.

### Documentation

No meeting notes are required. However, the Clerk is responsible for producing the draft policy in time for the Evaluation Committee.

### Accountability

The Policy Working Group is accountable to the Evaluation Committee.

### Scope

- To prepare and maintain a full list of adopted policies with an agreed review date
- To work with South West Councils for all employment policies
- To consider and draft new policies, where required
- To review existing adopted policies

## **Town Hall Regeneration Working Group**

### Membership

The working group will be made up of key stakeholders of the community, including Town Councillors and Town Hall tenants

- Roles – the working group will elect a Chairperson and Vice Chairperson and together they will help facilitate discussion at Working Group meetings and ensure that the process is inclusive, fair and non-confrontational
- The Chairperson or Vice Chairperson will report progress / make recommendations to the relevant Committee meeting
- The administrator for the group will issue agendas and notes of the meetings for circulation to all group members
- All members are expected to take an active role in the process
- Any dispute within the Working Group will be referred to the Town Council for arbitration
- The Working Group may establish smaller Working Groups to undertake work if required
- Each small Working Group will have a lead person who will liaise closely with the Chairperson

### Aims

To consider the regeneration of the Town Hall complex to provide a sustainable building for future community use

### Objectives

The working group shall work to:

- Deliver the objects of the Town Hall Sub Committee insofar as it addresses bringing about improvements to the Town Hall and seeking to secure a sustainable future
- To engage with the needs and identify and reflect the views of the key stakeholders interests by engaging with them and keeping them informed of developments
- Be realistic in what can be achieved
- Keep the Town Hall Sub Committee informed of developments through regular reports to the Committee

### Meetings

The Clerk will call the meetings as and when necessary in conjunction with the Chairperson. All meetings to be held in the Town Council offices.

### Documentation

Notes of all meetings will be recorded by the Clerk and circulated to the group. Reports of recommendations and general information will also be issued to the Town Hall Sub Committee which will be recorded in the minutes of the meeting.

### Accountability

The Working Group is accountable to the Town Hall Sub Committee.

### Scope

- Assist in the development and delivery of the regeneration project
- Develop effective strategies and a forward plan for delivering the regeneration project to support external funding applications
- Carry out community consultations as / if required to progress the project and to gain views and opinions on individual elements of the project
- Consult with architects and consultants who have carried forward similar projects so that best practice and successful strategies can be identified and adopted
- Consult with the local authority and other organisations to ensure that the Action Plan is as effective as possible
- Advise the Town Council on budgetary and funding opportunities recognising that it is the Town Council that has sole responsibility for setting budgets, to enter into contracts and apply for funding opportunities
- To consult with professionals to ensure the Town Council is compliant with any VAT elements of the project
- The Town Clerk to have delegated powers to liaise with Chair of the Town Hall Sub Committee or any other Councillor that is part of the committee for quick decision making to ensure that opportunities relating to funding and the development of the plans are not unnecessarily delayed. The results of which will be reported to the next available Town Hall Sub Committee meeting.

### Dissolution

The Working Group will be dissolved once its objectives have been attained and/or when at least (two thirds) of its members and the Town Council consider its services are no longer required.