



Brixham Town Council

Task and Finish Group Terms of Reference

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Written by	Tracy Hallett, Town Clerk

General

- In addition to the formal Committees, the Town Council has the option to form Task and Finish Groups. Each Task and Finish Group has its own Terms of Reference.
- Task and Finish 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.
- Task and Finish 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 Task and Finish 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.
- Task and Finish Groups should take into consideration the Town Councils Climate and Environment Policy

The Task and Finish 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 Task and Finish Group does not have delegated powers to spend money or apply for funding from external sources
- Each Task and Finish Group can submit a budget request to the Finance and General Purposes Committee in October each year for consideration
- The Town Clerk to have delegated powers to liaise with Chair of the relevant committee or any other Councillor that is part of that committee for quick decision making to ensure that opportunities relating to funding are not unnecessarily delayed. The results of which will be reported to the relevant Committee at the next opportunity.

Review

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

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Detailed Terms of reference for each Task and Finish Group are set up as per the content table below:

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Christmas Task and Finish Group

Membership

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

- Roles – the Task and Finish 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 the Community and Environment Committee
- The group 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 group will be referred to the Town Council for arbitration
- The 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 facilitate the Community and Environment Committee by

- Reviewing the mechanisms used for delivering in the past and identifying weaknesses in the process
- Identifying funding vehicles used for supporting the project
- Identifying the role played by the Business Improvement District in supporting the project
- Working with contractors appointed by the Council
- Working with community groups and organisations to enhance the project
- Evaluating the budget set by Council
- Distributing positive letters to businesses, encouraging active support for the project

Objectives

To enable partnership working to enhance the Christmas lights and event project that takes place in November each year, encouraging a more dynamic community event.

Meetings

The Task and Finish Group meetings will be held as and when needed.

Documentation

Notes of all meetings will be recorded by the administrator and circulated to the group and the Town Council office. Reports of recommendations and general information will also be issued to the Community and Environment Committee which will be recorded in the minutes of the meeting.

Accountability

The Policy Task and Finish Group is accountable to the Community and Environment Committee.

Scope

- Assist in the development and delivery of the Christmas project
- Develop effective strategies and a forward plan for delivering the Christmas 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 contractors who have been appointed by the Council so that best practice and successful strategies can be identified and adopted
- Consult with the local authority and other organisations to ensure that the Event 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

Dissolution

It is considered that this group will work continuously to enhance the Christmas event and lights each year. The group will be dissolved once its objectives have been attained or the Council chooses not to continue with this project.

Community Recovery Task and Finish Group

Membership

Membership to be made up of a maximum of five Town Councillors.

Aims

To facilitate the Community and Environment Committee by achieving the actions as set out in the Community Recovery Action List by

- Assessing the needs of the community
- Bringing forward completed Project Initiation Documents for consideration

Objectives

Ensure the Town Council's aims and objectives of the adopted Community Recovery Plan are achieved.

Meetings

The Task and Finish Group meetings will be held as and when needed.

Documentation

No meeting notes are required. However, members of the group will be required to complete the Project Initiation Document and where necessary, take the lead in the project.

Accountability

The Community Recovery Task and Finish Group is accountable to the Community and Environment Committee.

Scope

- To consider the Councils adopted Community Recovery action List
- To carry out research and provide the Committee with a completed Project Initiation Document
- To lead on the project and assist with monitoring the project until its fruition

Dissolution

This group will be dissolved by the Community and Environment Committee once the group and the Committee are satisfied that the Community Recovery Action List has been exhausted.

Policy Task and Finish Group

Membership

Membership to be made up of The Clerk or Deputy Clerk and two Town Councillors.

Aims

To facilitate the Finance and General Purposes 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 Task and Finish Group meetings will be held monthly or as and when needed.

Documentation

No meeting notes are required. However, the Clerk is responsible for producing the draft policy for the Finance and General Purposes Committee to consider.

Accountability

The Policy Task and Finish Group is accountable to the Finance and General Purposes 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, including but not limited to Standing Orders and the Financial Regulations

Dissolution

This group will be dissolved by Finance and General Purposes should it consider that the group is no longer required.

Town Emergency Task and Finish Group

Membership

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

- Roles – the Task and Finish 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 the Community and Environment Committee
- The group 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 group will be referred to the Town Council for arbitration
- The 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 expand on the Council's Flood Plan to include all an all-inclusive Town Emergency Plan for the Town Council to discuss and consider.

Objectives

To enable the Town Council to identify the immediate actions that should be considered during an emergency to assist the community until further assistance has been received.

Meetings

The administrator of the group will call the meetings as and when necessary in conjunction with the Chairperson.

Documentation

Notes of all meetings will be recorded by the administrator and circulated to the group and the Council office. Reports of recommendations and general information will also be issued to the Community and Environment Committee which will be recorded in the minutes of the meeting.

Accountability

The group is accountable to the Community and Environment Committee.

Scope

- Assist in the development and delivery of the Town Emergency Plan
- Develop effective strategies and a forward plan for delivering the Town Emergency Plan
- Carry out community consultations as / if required to progress the plan and to gain views and opinions on individual elements of the plan
- Consult with the local authority and other organisations to ensure that the 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

Dissolution

This group will be dissolved by the Community and Environment Committee once the group and the Committee are satisfied that the Town Emergency Plan is complete.

Town Hall Regeneration Task and Finish Group

Membership

Aims

Objectives

Meetings

Documentation

Accountability

Scope

Dissolution