



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.

Contents

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

Task and Finish Group	Page
Brixham Peninsula Neighbourhood Plan	BPNP
Christmas	Christmas
Community Recovery	Recovery
Policy	Policy
Town Emergency Plan	Emergency
Town Hall Regeneration	THR

Brixham Peninsula Neighbourhood Plan Task and Finish Group

Membership

- The Group will be made up of a good cross-section of the community.
- Efforts will be made to seek representation from under-represented sections of the community.
- Membership of the Group will be open to the public.
- All Town Councillors will automatically be members of the Group. However, the Town Council will appoint 2 Councillors to ensure a core number of Town Councillors attend meetings.
- The quorum will be a minimum of 5 members with a maximum of 2 Town Councillors be considered as part of the quorum.
- Ward Councillors are invited to join the group, but will not be considered as part of the quorum.
- The group will be open and inclusive, allowing those living or working in the peninsula area to apply to become 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.
- All small working groups must report back to the Group.
- The group will appoint two non-Councillor representatives to be co-opted to the Town Council's Planning and Regeneration Committee. The representatives to be from the Churston with Galmpton Ward and should have a sound knowledge of the neighbourhood plan and its policies.

Conduct

- It is expected that all Group members abide by the principles and practice of the Town Council's Code of Conduct including declarations of interest.
- Whilst Members as individuals will be accountable to their parent organisations, the Group as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations.
- The Group will achieve this through applying the following principles:
 - Be clear and open when their individual roles or interests are in conflict;
 - Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief; and
 - Actively promote equality of access and opportunity.

Aims

Brixham Town Council is the qualifying body and lead in Neighbourhood Planning for the Brixham Peninsula Neighbourhood Plan. As statutory consultees, the Town Council will continue to respond to planning applications within the plan area which will include two co-opted non-Councillor representatives from the Churston with Galmpton Ward on its Planning and Regeneration Committee.

The Group is to facilitate the Town Council as set out in the objectives below.

Objectives

1. To monitor and assess how effective the neighbourhood plan is. To produce an annual report for the Town Council that includes results of the following assessments:
 - How the policies are being applied to shape decisions on planning applications by Torbay Council
 - Whether projects and / or actions identified are being achieved
 - The level of monies raised through the Community Infrastructure Levy (CIL) and how these monies are used
 - Whether the plan aims are being achieved
 - Any changes to national and local policies
 - Any changes in the local area

2. Once the above has been completed, subject to approval from the Town Council, it may be necessary to revise the plan and its policies and the following steps should be taken prior to making recommendations to the Town Council:
 - Engage with the community and stakeholders to publicise the proposed revision and invite feedback on what is required.
 - Update the evidence base for the neighbourhood plan, identifying the most recent data and evidence available.
 - Recommendation on amendments to the Town Council should include:
 - Updated sections of the plan describing community and stakeholder engagement to recognise the work undertaken to revise the plan.
 - Update the evidence section of the plan to reflect the most recent data and update all references to national and local policy, if necessary.
 - Review the policies and revise them as necessary, including their supporting rationale and evidence.
 - Consider the need for site allocations (existing allocations survive) and / or Local Green Space designations.
 - Undertake an overall edit of the plan to ensure it reflects current circumstances.

3. To consider local or national consultations that affect the plan and to advise the Town Council of a recommended response. This should be carried out in good time to ensure the Town Council has sufficient opportunity to consider the advice and submit a formal representation.

4. The neighbourhood plan includes projects and actions that fall out outside of the scope of the National Planning Policy. The Group will be expected to assess the delivery of any projects or actions identified within the plan and where possible, bring forward proposals to the Town Council on the delivery by:
 - Developing and recommending options for the Town Council including the development and delivery of the successful proposal.
 - Developing effective strategies and a forward plan for delivering the project to support external funding applications.
 - Carrying out community consultations as / if required to progress the project and to gain views and opinions on individual elements of the project.

- Advise the Town Council on budgetary and funding opportunities recognising that it is the Town Council that has the responsibility for setting budgets, to enter into contracts and apply for funding opportunities.
5. Any grant funding will be held by the Town Council as allocated monies in their earmarked reserves. The Town Council will provide a financial breakdown for each group meeting of monies spent on work related to the plan and its projects.

Meetings

- Group meetings will take place monthly, one week prior to the Town Council's Planning and Regeneration Committee meetings.
- Where possible, all meetings should be held within the Peninsula area. The dates of future meetings will be made publicly available via the Town Council website and social media sites.
- The Group will elect a Chairperson, Vice Chairperson and Secretary annually from its membership.
- The Chairperson and Vice Chairperson will help facilitate discussion at meetings and ensure that the process is inclusive, fair and non-confrontational.
- The Chairperson and Vice Chairperson will not be a Town or Ward Councillor.
- The Secretary shall keep a record of meetings and circulate notes to Group members and the Town Council in a timely fashion. Minutes shall be made publicly available on the Town Council website.
- At least 7 clear days' notice of meetings shall be sent to members via email.
- Decisions made by the Group should normally be by consensus. Where a vote is required each member shall have one vote.
- A simple majority vote will be required to support any motion.
- The Chairperson shall have one casting vote.

Documentation

All group meetings will be recorded and copies sent to the Town Council for circulation to the Planning and Regeneration Committee and will be recorded in the minutes of the committee meeting.

Accountability

The group is accountable to the Planning and Regeneration Committee.

Scope

From time to time the Chairperson (or Vice Chairperson in their absence) may be asked to represent the Town Council at Torbay Planning Committees, meetings with developers, appeals, or any other meetings relating to the plan. Any representation will be following a corporate decision by the Town Council, taking into consideration the Neighbourhood plans and policies. The Chairperson will be expected to reflect the views of the Town Council at these meetings, referencing the plan and policies as supporting evidence.

These terms of reference have been taken from Locality guidance documents. It is recognised that these may change from time to time and it is expected that the Group will ensure that it follows up to date Locality guidance and advises the Town Council accordingly.

Dissolution

It is considered that this group will work continuously to monitor, review and recommend amendments to the plan and policies during the lifetime of the plan. The group will be dissolved once its objectives have been attained or the Council chooses not to continue with a Task and Finish Group.

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

Objectives

The T&F Group shall work to:

- Deliver the objects of the Town Hall 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 Committee informed of developments through regular reports to the Committee (see the Brixham Town Council's adopted Project Assessment and Progression Policy for report requirements).

Project Scope:

- Develop & recommend options for the Brixham Town Council regarding the long term viability of the Town Hall complex and assist in the development and delivery of the successful proposal.
- Develop effective strategies and a forward plan for delivering the regeneration project to support external funding applications including, but not limited to, the Heritage Lottery Fund
- 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 (subject to financial approval by the relevant committee)
- Consult with the local authority and other organisations to ensure that the Project Action Plan is as effective as possible
- Advise the Brixham Town Council on budgetary and funding opportunities
- To consult with professionals to ensure the Brixham Town Council is compliant with any VAT elements of the project (subject to financial approval by the relevant committee)
- recognising that it is the Brixham Town Council that has sole responsibility for setting budgets, to enter into contracts and apply for funding opportunities

The physical area covered by the project is all of the interior & exterior of all the Town Hall campus buildings. This includes on the Ground Floor area of the Building including Brixham Does Care shop & offices, Food Bank room, toilets, the Scala Hall, the link corridor committee and utility rooms.

The first floor includes BTC offices , meeting rooms and the Theatre including the mezzanine box office. Also included are the car park & external yard, the premises in the Old Police Houses and the exterior faces of the building.

Accountability:

- The T&F Group is accountable to the Town Hall Committee (from May 2021, this will change to the Finance and General Purposes Committee).
- The Committee can then refer the report to Full Council asking them to consider the recommendations arising from the review.

Meetings, Frequency and Quorum:

- The Task & Finish Group will appoint one for their number to be Group administrator, to call the meetings as and when necessary in conjunction with the Group. *(The Group has decided it does not wish to work with a formal Chair and Vice Chair. Individual members of the Group will lead on specific issues or elements of the project.)*
- Meetings will be held as soon as a quorum is confirmed and cancelled or postponed if it is apparent in advance that the meeting will not be quorate.
- The T&F Group shall be quorate if not less than 3 Brixham Town Councillor members are present.

Documentation:

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

Evidence:

The T&F 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 T&F Group does not have delegated powers to spend money or apply for funding from external sources
- The T&F Group can submit a budget request to the Finance and General Purposes Committee in October each year for consideration.
- The Town Clerk has existing delegated powers in relation to approving spend proposed by the Task & Finish Group to liaise with the Chairperson of the relevant committee or, if they are not available, 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 relevant committee meeting.

Climate and the Environment:

- In June 2019, Brixham Town Council declared a Climate Emergency. The T&F Group will consider the climate and environment impact on any recommendation to the Council, details of which must be evidenced in reports issued to the Council.

Dissolution

- Once the evidence has been gathered, the T&F Group will produce a report to be submitted to the relevant Committee outlining details of the review process, evidence gathered, options, conclusions and subsequent recommendations. The report must be in the format within the Council's adopted Project Assessment and Progression Policy

- The T&F Group will be dissolved once its objectives have been attained and/or when the Brixham Town Council consider its services are no longer required.
- Membership:
- The Town Hall Refurbishment Task & Finish group will be made up of a core group of 6 Brixham Town Councillors.
- T&F Groups are more informal than Committees and have the opportunity of either formally co-opting people from outside the Brixham Town Council who have the relevant skills for the task set by the Committee or by seeking evidence from them. Accordingly the Town Hall Refurbishment Task & Finish Group may invite any individual or group to join them, for all or such part of the project as seems appropriate, to discuss any issue, give evidence and make representations. The Task & Finish Group will seek participation in its deliberations from key stakeholders of the community, including Brixham Town Councillors and Town Hall tenants as well as users of the facilities at the Town Hall, youth groups, voluntary organisations & others.
- The Task & Finish Group will report progress / make recommendations to the relevant Committee meeting
- The Committee can then refer the report to Full Council asking them to consider the recommendations arising from the review.
- The administrator for the group will issue agendas and notes of the meetings for circulation to all group members
- The Task & Finish 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 Task & Finish Group.