



## Coxhoe Parish Council: Youth Strategy Group Terms of Reference

### 1. **Premise**

The purpose of this committee is to ensure the Council can meet legislative requirements in relation to its own youth provision, to agree the direction of the Council's strategy towards youth provision and to provide direction to Officers.

### 2. **Membership**

The committee shall comprise of at least five councillors appointed at the Annual Council meeting or at a Council meeting. At the first meeting of the committee a Chair will be elected by the members and the proposed terms of reference noted. The terms of reference must be approved by full Council. All Councillors will receive the agenda and draft minutes for each meeting.

### 3. **Quorum**

A quorum will be three members.

### 4. **Meetings**

The committee should hold at least four meetings each year of which the dates and times will be agreed at the start of each financial year. Other further meetings will be convened on a needs basis.

### 5. **Conditions**

5.1 Due to the confidential nature of some items of business to be transacted it may be necessary to hold meetings (or parts thereof) in private in pursuance of Public Bodies (Admission to Meetings Act 1960 Section 1 as amended 2014 and by the Openness of Local Government Bodies Regulations 2014). This can be done at any point during the meeting. Staff will also be required to leave unless otherwise agreed by the Committee and if appropriate a Councillor will be nominated to record the discussion and any resolutions during this period.

5.2 Minutes to be an agenda item and presented for noting at the next meeting of the parish council.

5.3 The Committee may co-opt to fill temporary vacancies.

5.4 The Committee is empowered to invite specialist professional officers or advisers to attend meetings to provide guidance as to matters under discussion. If a cost is involved this will be financed under code 4810 of the Parish Council budget. The Clerk can approve this if required using delegated authority.

5.5 The Committee has powers delegated by full Council to make decisions in relation to its own youth provision and how the Council works with external partners.

5.6 Only members of the Committee may vote on agenda items. Staff will not be formal members of the committee and will not have any voting rights on this committee.

5.7 Non-Members of the Committee are subject to the same rules as Committee members regarding confidentiality and the requirements of the Code of Conduct.

5.8 The committee will comply with and have due regard to policies and guidance relating to Council matters, which include (but are not limited to):

- Standing Orders
- Financial Regulations
- Council Policies including the Member Officer Protocol
- Staff contracts which reference Terms and Conditions of Employment
- National Joint Council (NJC) 'Green Book' pertaining to employment of local authority staff.

**6. Restriction**

A member of the council will not sit as a member of the Youth Strategy Group if that member has a conflict of interest.

**7. The Committee's Responsibilities and Powers**

7.1 The committee will consider strategies and future direction for the committee and its responsibilities and appropriate actions.

7.2 The committee will guide how services are provided for children and young people in the parish.

**8. Delegation**

8.1 One Councillor should provide the Lead for youth provision and will liaise with the Clerk to enable decisions about the direction and operation of the provision as required; this Councillor will be agreed at a full Council meeting.

8.2 That Councillor will together with the Clerk, in accordance with Financial Regulations, discuss expenditure outside meetings up to the limits in Financial Regulations within agreed budgets under the Clerk's delegated authority. Such expenditure must be reported to the next full Council meeting.

The Terms of Reference were approved by Coxhoe Parish Council at the full Council meeting on 17 May 2021.