



YOUTH SERVICES COMMITTEE TERMS OF REFERENCE

1. **Members**

A minimum of Five Parish Councillors to be appointed, including the chairman.

In line with Council standing order 4v *“may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer before the meeting that they are unable to attend.”*

2. **Quorum**

The quorum of the Committee shall be three Members.

3. **Voting**

Only the above may vote and participate at a meeting. In the case of an equal vote the Chairman shall have a second or casting vote.

4. **Interests**

If a Member has a personal interest as defined by the Code of Conduct adopted by the Parish Council then he/she shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.

N.B. If a Member who has declared an interest then considers the interest to be prejudicial, he/she must withdraw from the room during consideration of the agenda item to which the interest relates.

5. **Chairman**

The Chairman and Vice Chairman is to be elected annually by the Committee at their first Meeting after the Annual Council meeting.

6. **Minutes**

All Minutes shall be open for inspection by any Member of the Parish Council, and the public, if appropriate.



7. Admission of the Public and Press

The Public and Press may be admitted to these meetings as "In accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of ".the business about to be transacted". The Public and Press may also be excluded where disclosure of information may lead to identification of individuals and therefore breach the first data protection principle (fair, transparent and lawful processing): in such cases s40(2) of the FOI Act 2000 would apply.

8. Responsibilities

The Committee is responsible for the Youth Service Provisions, on behalf of the Frampton Cotterell Parish Council.

9. Procedures

At the first meeting following the Annual Council Meeting the Committee shall, before proceeding to any other business, elect a Chairman and Vice Chairman who shall hold office for one year. Meetings will be held on a needs basis, with a minimum of four per year.

11. Meeting Duration

The Youth Provision Committee meeting will be for a maximum of 2 hours, with any unfinished business being taken at the beginning of the next meeting. In exceptional circumstances the meeting may be extended with a vote taken by Members. As per Standing Orders.

13. DELEGATED POWERS

- i. The Committee will have delegated powers to act on behalf of the Council as defined in Section 14 Powers and Responsibilities.
- ii. The Committee's powers and responsibilities are agreed by full council in these Terms of Reference.

14. Powers & Responsibilities:

- i. To review youth provisions from 10 years to 17 years old, and make changes as required.
- ii. To agree and procure 3-year contracts of youth provisions.
- iii. Review contracts quarterly.



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iv. To allocate the Councils Youth Services budget for, and in, the interests of the Youth of Frampton Cotterell.

v. To allow non- member representations from Youth Providers for the current, or next, financial year.

vi. To recommend budgetary requirements to the Budget Working Group/Finance & Governance Committee for the coming financial year.

vii. To review health and safety, and youth safeguarding, from all current youth contracts.

viii. To facilitate the creation of a Youth Council on its own, or with surrounding Parish Councils.