

YOUTH SERVICES

TERMS OF REFERENCE

Meeting

1. The Youth Services Committee is constituted as a Committee of Frampton Cotterell Parish Council.
2. Up to Four Parish Councillors appointed annually at the Annual Meeting of the Parish Council as voting members. The quorum of the Committee shall be three members.
3. Only those appointed may vote at a meeting. In the case of an equal vote the Chair of the Committee shall have a second or casting vote.
4. 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.”*
5. 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 an interest then considers the interest to prejudicial, he/she must withdraw from the room during consideration of the agenda item to which the interest relates.
6. The Chairman and Vice Chairman of the Committee to be elected by the Committee at their first meeting after the Annual Council Meeting each year.
7. The Committee will normally meet no less than quarterly but more frequently if required. In accordance with FCPC. Standing Order 3 clear days’ notice will be given.
8. Terms of Reference of the Youth Services Committee will be reviewed regularly by the Youth Services Committee and will be approved by Full Council.

Purpose of the Committee to include Delegated power

- 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.
- 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.

Referred Business

- To consider items referred by the Full Council or Finance & Governance Committee

Admission of Public and Press

The Public and Press shall be admitted to all meetings. If required, they may be temporarily excluded by means of a special resolution as follows. In accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 “the Press and Public will 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.