



## TERMS OF REFERENCE

| <b>Committee</b>                     | <b>Youth Working Committee</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <b>Date of review/approval:</b>      | 18/09/2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Membership</b>                    | 8 members. The Chair of the Committee will be appointed or re-appointed at the first Committee Meeting after the Annual Meeting of the Town Council.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Quorum</b>                        | 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Meeting frequency</b>             | The Committee will meet on the third Thursday evening every month.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Secretariat</b>                   | Committee Clerk                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>FUNCTION OF COMMITTEE</b>         | <b>DELEGATION OF FUNCTIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 1. Purpose of Committee              | <ul style="list-style-type: none"> <li>Is established to lead, coordinate, and implement youth centred projects, activities, and advocacy efforts within the parish of Emersons Green. To ensure the youth perspectives are integrated into the organisation's work and that young people are actively engaged in shaping the future.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 2. Scope and Objectives of Committee | <ul style="list-style-type: none"> <li>Conduct needs assessments, surveys, and consultations with young people.</li> <li>Plan and execute youth development projects and outreach initiatives.</li> <li>Collaborate with external partners, stakeholders, and community groups.</li> <li>Provide feedback on youth related policies, strategies, and services.</li> <li>Support communication and visibility efforts around youth involvement.</li> <li>Identify issues impacting youth and propose actionable solutions.</li> <li>Develop and implement youth focused programmes, campaigns, and events.</li> <li>Support strategic planning related to youth engagement.</li> <li>Build youth leadership, innovation, and collaboration.</li> <li>Strengthen youth participation in organisational or community decision making.</li> </ul> |
| 3. Procurement and contract award    | To request and consider quotes and obtain best value contracts with all contractors necessary to meet the needs of the Town Council (in line with procurement provisions of the Emersons Green Town Council Financial Regulations).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 4. Health and Safety                 | To satisfy itself that Health and Safety and governance procedures are being followed in relation to the Youth Working Committee remit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 5. Events                            | To clarify the objectives of hosting events (e.g. youth engagement, skills development, community outreach, advocacy).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 6. Environmental                     | To give due consideration to environmental, conservation, and climate matters in reaching all decisions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 7. Equality and Diversity            | To consider equality and diversity (race, gender, sexual orientation, marital status, and disability), tackling disadvantage, reducing social exclusion, and supporting society's most vulnerable groups, in carrying out the functions of this Committee.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |