



Andover Town Council

To **approve** Terms of Reference for the Script Review Group.

Item
No.

17d

Produced for: Full Council

By: Town Clerk

Date of Report: 13 Feb 2024

Background:

The P & R Committee require that a Scripts Review Working Group is set up to consider if the content of the Mockumentaries episodes are appropriate to be considered as Council approved publications.

It is clear that Working Groups cannot make decisions on behalf of Council, as they are making decisions in open to everyone public meetings.

However, Full Council CAN delegate to one or more Councillors and/or an Officer to make a decision on a subject that has been brought up in a public meeting.

In order to progress the decisions on the script writing reviews, it is suggested by the Town Clerk, that a number of Councillors are delegated to make these decisions on behalf of Council. This works in the same way as a number of councillors can be delegated to for reviewing quotes and agreeing on a supplier.

Rather than treating this group as a traditional Working Group, this group can be described as a Delegated Group for a particular purpose.

This is suggested in order to progress the Mockumentary project without yet again referring back to Full Council. It is acknowledged that Councillors may disagree and wish to change the terms back to a traditional Working Group.

Proposal:

To **approve** the Terms of Reference (Delegation Conditions) for the Councillors in the Group.

OR if the above proposal fails;

To **approve** the Terms of Reference for the Working Group, (with revisions to be agreed in the meeting.)

ANDOVER TOWN COUNCIL SCRIPTS REVIEW **DELEGATION GROUP**



DRAFT TERMS OF REFERENCE (DELEGATION CONDITIONS)

Structure and Quorum:

The Delegation Group can comprise of an unlimited number of elected Andover Town Council members. No Chairman is required, all Councillors will vote equally.

Councillor members of the Delegation Group shall be approved by Full Council.

The Delegation Group will meet as and when the Town Clerk advises that it is necessary.

No legal quorum is required, although legislation does not allow one councillor to make a decision. At least 2 Andover Town Council members plus the Town Clerk should be present to jointly make a decision. If the number of Councillors is even, the Town Clerk will vote, if the number of Councillors is odd, the Town Clerk will not share the decision making. This avoids requiring a casting vote from any chairman.

It is helpful to also invite the Student or person responsible for the Scripts to any meeting in order that background and context and style of delivery can be explained if necessary.

Responsibility:

It is the responsibility of the Delegation Group to review the written scripts for each episode prior to filming starting.

The Councillors in the Delegation Group shall be delegated to jointly make decisions as to the suitability of the proposed episodes.

Script review guidelines

1. To ensure that no person with any protected characteristics may feel attacked, ridiculed or otherwise uncomfortable by any of the actions or language or images contained in the episode.
2. To ensure that no organisation or group of people mentioned in the episode, (including the Town Council) is shown in an unfavourable light.
3. To ensure that the episodes are written to enhance the reputations of all the organisations or groups referenced or alluded to.
4. To make recommendations to the script writers for amendments as appropriate to comply with the above points.
5. To limit interference in the script writing unless absolutely necessary.
6. If no compromise can be agreed with the script writers on a contentious part of a script, the Group *may* call an Extraordinary meeting for Council's decision.
7. The Group may decide if some content is thought completely unsuitable, to instruct that filming may take place at students / organisations risk, but that the Council will be recommended to refuse to give approval.
8. **The Working Group may co-opt additional non-councillor members, but these members cannot vote on script approvals.**