



ANDOVER TOWN COUNCIL YOUTH ENGAGEMENT WORKING GROUP

TERMS OF REFERENCE

1. Purpose

The Youth Engagement Working Group ("the Working Group") is established by Andover Town Council to research, develop and evaluate opportunities to improve youth provision and engagement in Andover, and to make recommendations to the appropriate Council body. The Working Group will not liaise directly with young people; the views and needs of young people will be understood through engagement with schools, youth organisations and other partner bodies.

2. Status

The Working Group is an informal advisory body with no delegated powers or authority to make decisions on behalf of the Council. All decisions remain the responsibility of Full Council or the appropriate Committee.

3. Membership

- The Working Group shall comprise such elected Members of Andover Town Council as are appointed by the Council or volunteer to participate.
- The Chair may invite representatives of schools, youth organisations, Hampshire County Council, voluntary groups or other partner organisations to attend as non-voting participants where their knowledge would assist the Working Group.

4. Chair

- The Working Group shall appoint a Chair annually from amongst its Councillor members.
- The Chair is responsible for leading the work of the Working Group, including convening and facilitating meetings, setting agendas, coordinating engagement with partner organisations, ensuring outcomes are recorded, and reporting recommendations to the appropriate Council body.
- In the absence of the Chair, those present shall elect a Chair for the meeting.

5. Officer Support

A nominated Officer of the Council may provide administrative support to the Working Group if required, at the request of the Chair. Responsibility for the Working Group's activities, meetings and outputs rests with the Chair and its Councillor members, not with the Officer.

6. Meetings

- The Working Group shall meet as required, convened by the Chair.
- No formal quorum applies, but wherever possible a minimum of three Councillor members should be present.

7. Areas of Work

The Working Group shall:

- Review existing youth provision in the town and identify gaps and opportunities.
- Engage with schools, youth organisations and partner bodies to understand the needs, aspirations and concerns of young people.
- Research good practice, funding opportunities and potential partnerships.
- Consider the feasibility, costs, safeguarding and resource implications of proposals.
- Develop recommendations for consideration by the appropriate Council body.

8. Safeguarding

The Working Group will not engage directly with young people. Any activity involving young people arising from its recommendations will be delivered by the Council or partner organisations in accordance with the Council's safeguarding policies and all relevant legislation.

9. Reporting

The Chair shall report recommendations and updates to Full Council or the Community and Events Committee, as appropriate.

10. Review of Terms of Reference

These Terms of Reference shall be reviewed annually and any amendments submitted to Full Council for approval.

Responsible Body: Full Council / Community and Events Committee

Status: Advisory Working Group

Review Frequency: Annually

Officer Support: Administrative support only, if required