

Durrington Town Council Youth Working Party - 2026

Terms of Reference

1. Establishment

The Youth Working Party is established by Full Council as an advisory working group.

The Working Party has no delegated decision-making powers and may only make recommendations to Full Council.

2. Purpose

The purpose of the Youth Working Party is to explore, develop and recommend initiatives that support positive provision and opportunities for children and young people within the community.

3. Aims and Objectives

The Youth Working Party shall:

- Look at ways in which the Council can provide positive activities and opportunities for children and young people within the community.
 - Build positive relationships with children and young people.
 - Enable and support other groups within the community to provide opportunities and activities for children and young people.
 - Consider and review funding applications relating to youth provision prior to submission to Full Council.
 - Make recommendations to Full Council on youth-related projects, partnerships and expenditure.
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4. Scope of Activity

The Working Party may:

- Research examples of good practice in youth provision.
- Engage with children, young people, parents, schools and community organisations to identify local needs.
- Explore partnership opportunities with local organisations and service providers.

- Identify potential funding sources and grant opportunities.
- Develop proposals, project outlines and indicative budgets for consideration by Full Council.

The Working Party may not:

- Commit Council funds.
 - Enter into contracts.
 - Make binding decisions on behalf of the Council.
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5. Safeguarding

The Working Party shall ensure that the welfare of children and young people is paramount in all its considerations and recommendations.

Specifically, the Working Party shall:

- Operate in accordance with the Council's adopted Safeguarding Policy and procedures.
 - Ensure that any activity, project or service recommended by the Working Party has appropriate safeguarding arrangements in place.
 - Ensure that any external organisation receiving Council funding for youth provision has appropriate safeguarding policies, safer recruitment practices and (where required) DBS checks in place.
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6. Equality, Diversity and Inclusion

The Working Party shall:

- Promote equality of opportunity for all children and young people.
 - Encourage inclusive and accessible activities.
 - Consider barriers to participation, including disability access, additional needs, financial hardship, transport and cultural factors.
 - Ensure recommendations reflect the needs of the wider community.
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7. Health and Safety

The Working Party shall:

- Ensure that recommended activities comply with relevant health and safety requirements.
 - Require appropriate risk assessments to be undertaken prior to implementation of youth activities.
 - Ensure adequate insurance arrangements are in place before activities commence.
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8. Financial Oversight

As an advisory body:

- All expenditure must be approved by Full Council.
 - Funding recommendations must include a clear outline of costs and intended outcomes.
 - Grant recommendations may include appropriate conditions, including monitoring, reporting and safeguarding compliance.
 - The Working Party may review the effectiveness of funded projects and report findings to Full Council.
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9. Membership

- Membership shall consist of the following councillors,
 - Cllrs Lock, Rennie, Eydmann, Smith, Wright, and Butler.
 - The number of members shall be determined by Full Council.
 - A Chair or Lead Member shall be appointed by the Working Party.
 - The Working Party may invite external representatives, youth representatives or subject specialists to attend meetings in an advisory (non-voting) capacity where appropriate.
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10. Meetings

- Meetings shall be held as required.

- Notes of meetings shall be recorded and reported to the next meeting of Full Council. Either the Clerk or Deputy Clerk will attend the meetings to assist on procedural points.
 - A quorum shall be three members
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11. Reporting and Review

- The Working Party shall report to Full Council.
- All recommendations require formal approval by Full Council before implementation.
- These Terms of Reference shall be reviewed annually.
- The Working Party shall continue until dissolved by Full Council.