

**Cranbrook
Town Council**



Terms of Reference

for:

Asset Delivery Working Group

Noticeboard Strategy Working Group

Policy Working Group

Safety Working Group

Asset Delivery Working Group

Terms of Reference

1. Work in partnership with other public, private and voluntary sector partners to facilitate/secure the delivery of community assets, facilities and services.
2. Agree with partners, including Devon County Council, East Devon District Council and the Consortium, the scope of the Town Council's role in the process of asset delivery.
3. Engage in the design and specification of infrastructure and facilities, with the aim of securing the highest quality possible and the most appropriate facilities for Cranbrook.
4. Monitor and support the delivery of Section 106 Agreements and assets.
5. Explore funding sources with potential to further fund higher specification facilities, including the potential for the Town Council to fund/part fund the delivery of assets.
6. Identify initial funding and feasibility of assets in respect of Town Council ownership or not.
7. Explore the suitability of existing Section 106 agreed facilities in line with the new expected growth of Cranbrook (see Masterplan).
8. Involvement where possible in the next Section 106 discussions relating to the future phases on Cranbrook.
9. The working group is not a Council committee and will refer to the Town Council for decisions.

Noticeboard Strategy Working Group

Terms of Reference

1. The working group is not a Council committee and will refer to the Town Council for decisions. It will communicate and inform the council of its findings through sub-committees if appropriate, and or to make recommendations to full council.
2. The group will meet as required, meetings will not be open to the public and agendas, reports and meetings notes will not be publicly available.
3. The group will review the value of noticeboards.
4. The group will review the current type of noticeboards, their purchase and installation costs and vulnerability as evidenced in various acts of vandalism.
5. The group will consider the existing network of noticeboards, potential relocation or expansion of the network into new or alternative locations.
6. Consider whether the noticeboards in the Country Park could/should identify the Country Park and if/how these could be made to look different from "Council" noticeboards.
7. Consider opportunities for sponsorship of noticeboards.
8. The group will consider the accessibility, content and ongoing management of the noticeboards.

The group does not concern itself with Council communications as a whole or the wider subject of community engagement but is to confine its review of the public noticeboards.

Policy Review Working Group

Terms of Reference

1. To review the Council's policies and procedures as documented in the Council's Publication Scheme and to make recommendations to the Town Council regarding any amendments necessary to those documents.
2. To consult with the Council's Finance & Personnel Committee whenever necessary in relation to the review of HR policies and procedures.
3. The Working Group will:
 - a) review the Council's policies and procedures as documented in the Council's Publication Scheme once in a Council period, i.e. every four years, or when a change in circumstances or legislation necessitate any amendments.
 - b) receive reports as and when a need arises at any time in relation to the Council's policies and procedures as documented in the Council's Publication Scheme.

For this purpose, the working group can meet in person, meet virtually or consult via email.

4. The working group is not a Council committee and will refer to the Town Council for decisions.

Safety Working Group

Terms of Reference

1. To review the Council's Risk Management Strategy and risk register, adding new risks where necessary and appropriate and to make recommendations to the Town Council.
2. To review health and safety policies and risk assessments and to make recommendations to the Town Council.
3. To review the Council's Emergency Plan and Business Continuity Plan and make recommendations to the Town Council.
4. The Working Group will:
 - a) review the Council's arrangements relating to risk management, fire safety, health and safety and emergency planning once in a Council period, i.e. every four years.
 - b) receive and produce reports as and when a need arises at any time in relation to risk management, fire safety, health and safety and/or emergency planning.
 - c) carry out an annual risk management audit with findings reported to the full Council annually.

For this purpose, the working group can meet in person, meet virtually or consult via email.

5. The working group is not a Council committee and will refer to the Town Council for decisions.