

## **Terms of Reference for the Communities Working Group (CWG)**

**Agreed by CWG on 27 Jul 2021  
Approved by the Services Committee on 20 Sep 2021**

### **1. Purpose of Working Group:**

- 1.1. To discuss the strategic development of the communities service delivery
- 1.2. To discuss the management, budget and standards of the Council's communities services, in order to provide strategic direction to officers
- 1.3. To make recommendations to the Services Committee concerning these matters.

### **2. Membership:**

- 2.1. Members – Nominated by the Leader of the Council in consultation with the City Clerk.
- 2.2. Officer in routine attendance: City Clerk (CC) and Communities Manager (CM)
- 2.3. Other officers to be invited as necessary.
- 2.4. Substitutions are encouraged and quorum is to be 3

### **3. Meetings:**

- 3.1. As required –approximately 4 times per year
- 3.2. Meeting will be chaired by an elected member. A vice chairman will also be an elected member.
- 3.3. The CM will be the working group's secretary and will be supported an officer from within their team as note taker
- 3.4. Notes from the meeting will be circulated to all members.

### **4. Accountability:**

- 4.1. The CWG will work in accordance with the Council's Standing Order
- 4.2. In accordance with the SCC's Standing Order, any proposal put forth by CWG will be considered by the Services Committee
- 4.3. The Chairman of the CWG will make a verbal or written report to the Services Committee at each Services Committee meeting, at their discretion

4.4. The CWG has delegated responsibility from the Services Committee to discuss the management, budget and standards of SCC's Communities work area in order to provide strategic direction to officers including assessing Community Grant applications and making awards as agreed by members, and to oversee strategic development

**5. Issues to be considered by CWG to include (but not exclusively):**

- 5.1. Community Grant Applications
- 5.2. The Council's ambition for active communities, engagement and involvement
- 5.3. Consideration of future budgets and budget monitoring
- 5.4. Opportunities for working with volunteers, community groups and partner organisations
- 5.5. Any other issues raised by working group members relating to communities services