

Ware Town Council

Councillor Representation and Diversity Working Group Terms of reference

The working group will be known as the Councillor representation and Diversity (R&D) and will be responsible to Ware Town Council (WTC)

Role and Purpose

The objectives of the R&D will be to carry out all necessary investigation and seek advice to allow it to put forward an impartial, comprehensive and feasible proposal with recommendations / options to the Council for the completion of the project.

To encourage greater diversity in Council membership as a representation of the population of the town. To ensure all parts of the community of Ware are represented at the council.

Once approved by WTC the group will have delegated authority for the delivery of the plan

At all times member of the R&D are guided towards achieving value for money.

Specific objectives:

1. To define diversity in the context to be applied within WTC.
2. To gather data on the current councillor cohorts understanding of the population of Ware and its needs based on our definition of diversity.
3. To gather data on the mix of the population of the needs of Ware based on our definition of diversity.
4. To provide Unconscious bias training to all councillors
5. Communication strategy update to meet the specific needs identified by the work of the project group.
6. Aim to provide a better understanding of the role of a councillor and the work of Ware Town Council.
7. To coordinate publicity and community engagement as required.

Membership

The working group will be known as the R&D Project group and will comprise of

Councillors K Taylor Moran, R Mowbray, A Zsibrita

Officers Terry Philpott, Town Clerk. Sean Higgins, RFO (as required), Sarah Fenton (as required)

The R&D Project group may recommend the appointment of new members as they see necessary but all such appointments will be subject to prior approval of the Council by majority vote at a formal meeting.

Roles and Responsibilities

The chairman of the group will be Kirsty Taylor Moran (following confirmation by WTC).

Terry Philpott, Town Clerk – Overall project coordination – meeting management

Sarah Fenton – Communication as required

Sean Higgins – RFO – Tender management – budgetary control and reporting

Meetings

All meetings will be chaired by Kirsty Taylor Moran, in the absence of the chair the group will appoint a chair for the meeting.

A meeting quorum will be three members of the project group.

Decisions will be made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, R&D chair makes final decision. Members of the project group may express views for consideration via email if they are not able to attend the meeting.

Meeting agendas and papers will be provided by Terry Philpott.

The meeting will generate an action log and decision log which will be circulated after the meeting.

Meetings will be held as required in person or via zoom. As much notice as possible will be provided however the nature of the project may require short notice meetings to allow the project to continue.

If required subgroup meetings will be arranged at a time convenient to subgroup members.

Where it is not possible to convene a meeting decisions may be made via email at the discretion of the Chair and Town Clerk.

Reporting timetable

- At each Full Council meeting based on the agreed WTC schedule
- Additional Full Council meetings may be requested when decisions are required outside the remit of the R&D Project Group terms of reference.

Public Communications

Public communications may be created by any members of R&D, however they must be approved by the Town Clerk /Communications Manager to ensure consistency of messaging.

Delegation of Authority

The Town Clerk will have the same level of authority as with other matters related to the running of the Council as defined in the scheme of delegation.

Procurement thresholds are in accordance with WTC policies.

Contracts may only be issued by The Clerks office, these to be in accordance with existing policies.

The project group may seek funding from sources that are deemed relevant to the project.

The R&D may make decisions of a non financial nature that do not materially change the intention and spirit of previously made decisions.

Revisions to the terms of reference

WTC may revise or amend these terms of reference at any time subject to the revisions being in writing and given to the chairman of the working group.

WTC will have the power to dissolve the R&D Project Group, or alter the structure of the membership at any time by majority vote at a formal meeting of the Council.

The R&D will remain in operation until such time as the project is complete and returned to day to day operational control of WTC.