

HOLLINSWOOD & RANDLAY PARISH COUNCIL

YOUTH PROVISION PARTNERSHIP

Terms of Reference

Elections and Set up of Committee:

The Full Council, at its Annual Meeting, shall elect Members to this Committee. Members will remain in post until the next Annual Meeting unless they cease to be a Member of the Parish Council during the year.

Membership will consist of a minimum of 5 Members with a Quorum of 3. If a vacancy exists, Council will include this on the next appropriate agenda.

The first meeting of the Committee shall elect a Chairman and Vice Chairman.

The first meeting will confirm its Terms of Reference for a four-year period.

The Committee shall act under the Standing Orders and Financial Regulations of the Council at all times.

Strategic Aim:

To lead on the provision of services specifically for younger people and those who are less able.

To deal with all matters relating to SNAC@HARP and Wednesday Wizards.

To propose to Human Resources or for consideration at Full Council, any aspects of provision for pre-school, after-school, holiday activities and special needs.

Activities:

To ensure the continued provision of an after-school club, which is free to attend on one night per week, during term time.

To consider, when appropriate, additional facilities and to support the staff in this provision.

To oversee the work of the SNAC@HARP Steering Group.

Ensure that the staffing level is appropriate for the work identified by the Parish Council through its annual Strategy.

To monitor Health & Safety at Work and Risk Assessments which are staff related.

Support Staff and Volunteers in personal training.

To monitor the youth and special needs provision within the Parish.

To liaise with partners to consider appropriate provision for pre-school, after-school, special needs and youth activities.

Method:

To work under the direction of the Clerk on all YPP related matters.

To support the Clerk to lead and direct staff and volunteers and enable them to provide appropriate support, activities and information for residents and visitors.

Roles and Responsibilities:

- To oversee the work of Wednesday Wizards and associated matters
- To oversee SNAC @ HARP and related staff, volunteer and activity matters.
- To provide activities throughout the year
- To continue to investigate funding opportunities to enhance our work in support of the young people of the Parish

Meetings

A minimum of three meetings per year agreed by the Committee with additional meetings as and when required.

To attend meetings of the Steering Group of SNAC @ HARP whenever possible.

Project meetings can be arranged as required.

Review

Any three members of this committee may call a meeting via the Clerk and include on the Agenda a proposal for any item within the Terms of Reference to be discussed.

SignedDate.....