



**TERMS OF REFERENCE  
COMMITTEES, SUB-COMMITTEES, STEERING GROUPS AND LIAISON  
GROUPS.**



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# 1. FINANCE AND COMMUNITY RESOURCES COMMITTEE

## 1. Objective

To manage the Council's financial resources and to debate and recommend strategy and action on policy and operational matters concerned with the Council's finances, financial controls, management of budgets, contracts, and investments.

## 2. Membership

The committee shall comprise 9 members in total.

- 7 members to be elected at the Annual Meeting of the Town Council.
- 2 ex-officio members: the Mayor and Deputy Mayor

## 3. Chair

3.1. To be elected annually at the Annual Meeting of the Town Council.

3.2. In the event of the Chair resigning mid-term, an interim Chair will be elected at the next meeting of Finance Committee and shall hold office until their resignation or until the next Annual Meeting of the Town.

## 4. Vice Chair

To be elected annually at the first committee meeting following the Annual meeting of the Town Council or at the first meeting following the resignation of the Vice-Chair.

## 5. Quorum

The quorum of the committee shall be 4 Town Council members.

## 6. In attendance

The RFO and/or a delegated member of staff may be requested to attend any meeting.

## 7. Meetings

Meetings will usually be held every two months , with a schedule of dates to be agreed by Full Council. (Meeting dates will normally be a Tuesday but may differ.) Additional meetings can be called if required.

## 8. Public participation

Meetings are normally open to the public in accordance with the Council's standing orders.

## 9. Minutes

- Minutes of all meetings will be recorded by an Officer and circulated to all members of the committee and to all Full Council members.
- All resolutions and recommendations made to Full Council shall be recorded in the minutes of the appropriate meeting.

## 10. Accountability and Scope

The Committee has delegated powers to act on behalf of the Council in relation to the defined terms of reference only; any recommendations outside the Committee's terms of reference shall be made to Full Council.

## 11. Delegated Authority

- To approve contracts, within budget, relating to any works required under the Facilities Management Plans, Corporate Plans, Marina Business Plan or a decision previously agreed at Full Council up to the value of £75,000.
- The Committee is delegated with the power to agree new items of expenditure up to a financial limit of £50,000 in association with the Proper Officer.
- The Committee shall maintain the register of Council assets and should receive an annual report on the register from the internal auditor.
- The Committee shall ensure that the internal audit is carried out in accordance with Financial Regulations.
- To review and agree the Council's banking and investment arrangements.
- The Committee shall ensure that contracts are administered correctly and efficiently by the named officer (Tenders for Council work, goods or services shall be approved by Council resolution. Tenders for Agency Services, to be undertaken by Council, are to be approved by Council resolution).
- To prepare budgets and recommend precepts to Full Council for approval in line with the Council's standing orders.
- To consider and approve virements up to the value of £25,000 and recommend virements in excess of £25,000 to Full Council.
- To ensure adequate financial controls are in place to utilise and protect the Council's finances and assets – to include insurance of buildings and property and maintenance of asset register.
- To review and recommend amendments to the Council's Financial Regulations annually and to ensure that the Council is observing the regulations.

- To monitor and effect compliance with laid down internal and external audit and other financial procedures, regulations, and statutes.
- To monitor and where appropriate recommend purchase of all capital items not previously agreed within other committees' budgets.
- To make provision for future agreed capital projects.
- To monitor the Council's financial risk assessments and recommend changes where necessary.
- To establish and recommend a clear policy for The Council's grant administration.
- To oversee proposals for commercial acquisitions and recommend to Full Council
- To approve grant awards over £5,000 referred to the committee from the Finance sub-committee up to the value of £10,000.
- To have oversight of the Marina Liaison Group and consider any recommendations made.
- To establish a Finance Sub Committee.

## 12. Delegation to Officers

- The Clerk and/or RFO have delegated authority to settle any invoice due by the Council. Before payment of accounts is made the Council's Officer responsible must be satisfied that the goods have been received or works undertaken, are in accordance with the specification, that the account is correctly made out and that the relevant expenditure has been properly incurred. A list of all payments made will be presented at the next Finance Committee meeting for noting.
- The Clerk has the authority to purchase routine goods and services for the running of the Council to the sum of £25,000.
- The RFO (or authorised assistant) shall make arrangements to pay salaries and wages to all employees of the Council.
- Following an annual risk assessment, the RFO shall affect all insurances and negotiate all claims on the Council's insurers. The RFO shall report any loss liability or damage, or any event likely to lead to a claim to the Council or the appropriate Committee at the next available meeting.
- All appropriate members and employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council, or duly delegated committee.
- The RFO shall prepare risk management policy statements in respect of all activities of the Council. When considering any new activity, the Council shall consider, and if thought appropriate adopt, a draft risk management policy for that activity.

- The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

The Finance and Community Resources Committee's Terms of Reference are to be reviewed annually at the Council's Annual General Meeting.

## **2. FINANCE SUB-COMMITTEE**

### **1. PURPOSE AND OBJECTIVES:**

- i. To receive, review and consider grant applications from external organisations and recommend to the Finance Committee.
- ii. To develop strategies for commercial acquisitions for the Town Council.
- iii. To monitor and review the Ryde Marina Business Plan and make amendments if necessary.
- iv. To liaise with the Ryde Marina User Group on behalf of the Council
- v. To manage any other projects delegated by the parent committee.

### **2. MEMBERSHIP:**

- i. Four RTC Councillors from the Finance Committee.
- ii. Responsible Financial Officer
- iii. Clerk/Deputy Clerk
- iv. Operations Manager

Mayor and Deputy Mayor are ex-officio members. External parties, including members of the public, can be invited to attend a meeting if specialist input is required.

### **3. CHAIR:**

- i. To be elected annually by the parent committee at the first meeting following the Council's annual meeting in May.
- ii. The Chair shall be a RTC Councillor.

#### 4. MEETING FREQUENCY & QUORUM:

- i. Meetings will be held Bi-monthly or more frequently if required.
- ii. The Quorum will be three members, of which two must be Ryde Town Councillors.

#### 5. DELEGATED AUTHORITY:

- i. The committee has permission to commission experts, surveys and consultants up to the value of £2,500 per annum.
- ii. To have oversight for the Marina Business Plan and make any amendments that the sub-committee deem necessary to ensure viability of the project. All amendments should be reported to the next meeting of the Finance Committee.

### **3. COMMUNITY PLANNING COMMITTEE**

#### 1. Objective

The committee will manage all planning and neighbourhood activities including regeneration, public realm, environment, and issues regarding open spaces. These activities include responding to planning and licensing applications as a statutory consultee and leading on planning and infrastructure related policies on behalf of the Council.

#### 2. Membership

The committee shall comprise a maximum of nine (9) members, including seven (7) members elected at the Annual Meeting of the Town Council, the Mayor and the Deputy Mayor (as ex officio). It is preferable but not essential that all wards be represented in the membership.

#### 3. Chair/Vice Chair

The Chair shall be elected at the Annual Meeting of the Town Council. The Vice-Chair shall be elected annually at the first committee meeting following the Annual Meeting of the Town Council.

#### 4. Quorum

The quorum of the committee shall be 4 Town Council members.

#### 5. In attendance

The Community Officer (or appointed deputy) and another delegated member of staff should attend any meeting.

#### 6. Meetings

Meetings shall normally be held every three (3) weeks, in accordance with a schedule to be agreed at the Annual Meeting of the Town Council. Additional meeting can be called to consider major planning applications.

The Community Planning Officer shall 'call' the meeting and summon members to attend in accordance with the Council's Standing Orders no later than three (3) clear working days prior to the scheduled date of the meeting. The three (3) clear days should not include the day of publishing the papers or the day of the meeting.

#### 7. Public Participation

Meetings are normally open to the public in accordance with the Council's Standing Orders although the exclusion of public and press can be agreed

should it be deemed to be in the Town Councils best interest.

## 8. Minutes

Minutes of all meetings will be recorded by an Officer and circulated to all members of the committee and to Full Council members.

All resolutions and recommendations made to Full Council shall be recorded in the minutes of the appropriate meeting.

## 9. Accountability and Scope

The Committee has delegated authority to act on behalf of the Council in relation to the defined terms of reference only; any recommendations outside of the committee's terms of reference shall be made to Full Council.

## 10. Delegated Authority

- The Committee will act to consider and comment upon all planning applications and planning issues that may affect the town and make recommendations to the Local Planning authority.
- The Committee will monitor and review the delivery of contracts relating to all projects which are not referred to the proposed Operations and Resource Management Group or managed by the finance committee. These projects will include Open Spaces and Public Realm including St Thomas Rest Garden, the Allotments, Eastern Gardens, various planting and watering contracts, waste bins, beach cleaning and Christmas lighting. This is not an exhaustive list and in addition, this committee will be responsible for the management of poor performance and cancellation of contracts if necessary.
- The Committee has the authority to make virements between various contracts as it finds appropriate to a maximum value of £5,000.
- The Committee will act to consider and comment upon licensing and highway matters that may affect the town and make recommendations to the relevant authority.
- The Committee will act to consider and comment upon regeneration projects that may affect the town and make recommendations to the IWC's regeneration directorate.
- The committee will advise, implement and review development plans for the town, including the Ryde Place Plan and the Position Statement.
- The committee will develop and implement all infrastructure related

policies and plans.

- The committee will comment on any Highways or infrastructure proposals referred to it by the IW Council or other appointed authority or body.
- The committee will consider, comment on and, where appropriate, assist in the implementation of any actual or proposed projects affecting the town that may be initiated or proposed by the Isle of Wight Council's Regeneration Directorate or the Ryde Regeneration Working Group.
- The committee will consider and comment on any other relevant plans or project proposals initiated or proposed by the Isle of Wight Council or other relevant authorities.
- The committee will consider and evaluate requests for funding from the Public Realm Budget, to approve requests of a value under £20,000 and to refer requests over £20,000 for approval by Full Council.
- The Committee will provide a strategic oversight of the Town Councils Public realm.
- The Committee may establish additional sub-committees and working groups in accordance with the Council's Standing Orders.
- The Committee, in consultation with the RFO, can agree any expenditure for remedial works to any Council facility or asset up to the value of £20,000.
- Consideration of any procurement matters delegated to the Committee by Full Council.

## 12. Delegated Authority Officers:

- The Committee may delegate powers to make decisions on non-controversial planning applications to the Community Planning Officer in consultation with the Chair and Vice-Chair.
- The Committee may delegate powers to the Community Planning Officer in consultation with the Chair and Vice-Chair to make decisions on any matter in times of emergency or when it is not possible for the Committee to meet in the normal way to evaluate planning matter.
- The Committee may delegate powers to the Community Planning Officer, in consultation with the RFO, to agree any expenditure with regard to urgent repairs or to rectify any Health and Safety issues or to ensure continued provision of service up to the value of £10,000.
- The Committee may delegate powers to the Community Planning Officer to approve contracts for minor works up to the value of £5,000.

- The day to day management of the allotment site, including the issuing and termination of tenancy agreements.
- The day to day management of the Skatepark, including revising opening and closing times, security arrangements and closures on the grounds of health and safety.
- To take any immediate action required to ensure the Health and Safety of staff, contractors, or members of the public at any of the Council's facilities.

The Community Planning Committee's Terms of Reference are to be reviewed annually at the Council's Annual General Meeting.

## 4. DEVELOPMENT STRATEGY SUB-COMMITTEE

### 1. Objectives

- i. To monitor, review and implement Ryde Town Council's Place Plan, Position Statement and Public Realm Strategy.
- ii. To develop a strategy for bringing forward for consideration various improvement and regeneration projects within the Ryde area.

In order to demonstrate that these plans and strategic documents are fit for purpose the committee should ensure the following:

- i. The maintenance of an up to date list of projects identified in the annex to the Public Realm Strategy.
- ii. The conformity of these plans and strategic documents to the current local or external regulatory framework. Should it become necessary, appropriate revisions and additions should be made.
- iii. The regular monitoring, implementation and reviewing of these plans and strategic documents.
- iv. That each project delivers value for money in terms of community benefit.

In order to aid with the identification and delivery of projects, the committee should consider the following:

- i. That possible sources of outside funding for projects have been sought.
- ii. That Ryde Town Council is the appropriate provider of the proposed project.
- iii. That Ryde Town Council has the resources to carry out the proposed project.
- iv. That appropriate planning permission and building regulations have been obtained.
- v. That appropriate guarantees and permissions regarding projects on third party land have been obtained.

### 2. Operating parameters

1. Projects should, in the first instance, be referred to the Town Council's Community Planning Committee. Projects with a value of less than £20,000 should be assessed for approval by the Community Planning Committee. Projects with a value of more than £20,000 should be referred by the Council's Community Planning Committee to Full Council for approval.

### 3. Membership

- i. Chair and Vice-Chair of the Community Planning Committee
- ii. Three RTC councillors
- iii. Community Planning Officer
- iv. Committees and Place Plan Coordinator
- v. Isle of Wight Council representative

The Mayor and Deputy Mayor are ex-officio members and other members, including members of the public, may be co-opted as required to discuss specific issues.

### 4. Meetings

Meeting agendas should include standing items including, greening issues, public realm and the development of strategic planning documents.

### 5. Governance

The sub-committee reports to the Community Planning Committee.

### 6. Election of Chair

The Chair will normally be the Chair of the Community Planning Committee. If the chair is unavailable this will revert to the Vice-chair. If neither are available a chair may be elected at the beginning of each meeting.

### 7. Quorum

Three committee members, including at least two Ryde Town Councillors.

### 8. Meeting Frequency

Bi Monthly or more frequently if required. Dates of future meetings to be set at the preceding meeting.

## **5. OPERATIONS AND RESOURCES MANAGEMENT GROUP**

### **OBJECTIVES**

The Group shall comprise of the Chairs of the Council committees and the Network Ryde and Community Development steering groups. with the aim to manage Human Resources on behalf of the Town council as well as provide strategic and operational support to officers where needed for urgent matters or those that fall outside of the cope of other committees.

1. To manage HR issues on behalf on Full Council.
2. To have oversight of Health and Safety policy and ensure compliance with legislation.
3. To foster collaborative working practices by providing ready consultative support to Council officers.
4. Facilitate full and frank discussion around important and sensitive issues.
5. Be responsive to exigencies at very short notice ensuring that Council is well placed to deal effectively with situations as they arise.
6. Determine an up to the minute understanding of matters and to formulate informed papers and recommendations for consideration by Standing Committees and Full Council.
7. Support Officers to make operational decisions where required.

### **MEETING FREQUENCY**

1. Meetings will be held monthly within working hours with additional meetings called as needed.
2. Meetings shall be held in private and confidential notes taken.

### **MEMBERSHIP**

The Group will be chaired by the Mayor and the Deputy Mayor will be appointed as Vice Chair.

Mayor

Deputy Mayor

Chair of Community Planning Committee

Chair of Finance and Community Resources Committee

Chair of Community Development Steering Group

Chair of Network Ryde Steering Group

If members are unable to attend they may only request that the Deputy Chair of the committee they represent attends as a substitute in their place.

## QUORUM

3 members of the committee.

## HUMAN RESOURCES MANAGEMENT

1. Implement any changes to ensure the Council is compliant with its statutory obligations (eg employment, health and safety, etc); the Terms & Conditions of Service as laid down by the National Joint Council (NJC “Green Book”); and, recommended by National Association of Local Councils (NALC) and/or Society of Local Council Clerks (SLCC).
2. Ensure that the Clerk and Senior Officers undertake annual staff appraisals for all staff.
3. Ensure the Mayor and Deputy Mayor carry out the Town Clerk’s annual appraisal.
4. Agree performance related pay awards, manage the payroll provision contract.
5. In consultation with the Town Council’s HR provider manage the Council’s disciplinary, grievance, grading, and appeal procedures.
6. Ensure all committee members have appropriate training (e.g. employment law, Hearing Panel, etc).
7. Review and implement all employment policies, with a duty to consult with staff on an ongoing basis regarding policy implementation and changes.
8. Delegated authority to the Mayor to issue press statements regarding staffing matters on behalf of the full council in line with the Council’s Press and Media policy.
9. The Operations and Resources Management Group have delegated power to manage long term sickness and incidents at work in line with the council’s current Attendance Management Policy.
10. Be responsible for all aspects of the recruitment of the Town Clerk.
11. To approve any non-contractual staff benefits or incentives that fall outside of the scope of the NJC Green Book and manage the associated procurement and contracts.
12. Ensuring that confidentiality is maintained over all staffing matters under the Data Protection Act 1998 and the Code of Conduct by all members of the council.
13. Management of the Town Council’s HR Services contract.

## DISCIPLINARY AND GRIEVANCE PROCEDURES

The Operations and Resources Management Group shall ensure that the Council:

1. Has a Disciplinary and Grievance Policy.
2. That this policy is in line with the ACAS Code of Conduct and the NJC Green Book.
3. That this policy is made available to all employees.
4. That this policy is followed in all disciplinary and grievance cases.

## DISCIPLINARY AND GRIEVANCE MANAGEMENT.

Full Council delegates the authority to the Operations and Resources Management Group to undertake the management of disciplinary and grievance cases. Advice from the Council's HR service provider **must** be sought, and documented, before any disciplinary action is taken.

The GPHR Group may:

1. Manage stage 3 and 4 of the Council's Disciplinary Procedures.
2. Appoint members to a Hearing Panel. The panel where possible, should be made up of three members of mixed gender from within the group.
3. Appoint members to and Appeal Panel.
4. Undertake Disciplinary Hearings on behalf of the council.

## DELEGATED AUTHORITY TO CLERK/ DEPUTY CLERK

1. The Town Clerk shall be responsible for the recruitment of other roles as agreed and approved in the staffing structure approved by the panel.
2. To appoint temporary or seasonal staff as required to cover sickness, maternity, seasonal variations or if the need arises.
3. To supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
4. In consultation with the Town Council's HR service provider, manage staff performance/attendance issues in line with the Council's policies.
5. In consultation with the Town Council's HR service provider, manage staff discipline issues, at stage 1 and 2 of the Town Council's Disciplinary and Grievance Procedures.

## OPERATIONS/ SRATEGY

Full Council empowers the Operations and Resources Management Group to develop solutions to operational issues that arise with Council facilities or projects. The group can meet at very short notice and when an urgent decision is required.

Skate Park	Beach Accessibility
Community Events	Lifeguard and Beach Safety Service
Play areas	RTC owned buildings
Climate and Bio-diversity	Approval of projects to be submitted to the Town Board.
Honours awards	

Any RTC project that doesn't fall under the scope of another committee

## STRATEGY

1. To assist officers with strategic decisions relating RTC owned assets.
2. To ensure that the effect on Climate and Bio-diversity are key considerations in Council decision making.
3. To agree priority projects for submission to the Town Board.

## DELEGATED AUTHORITY TO CLERK/ OFFICERS

1. Day to day operational management of projects in line with agreed delegated spend limits.
2. To act in the case of emergency to ensure the health and safety of employees, the general public or council owned property incurring costs up to their delegated spend limit.



## TERMS OF REFERENCE

### 6. NETWORK RYDE **STEERING GROUP**

#### 1. Objective

- To provide guidance and support to Network Ryde in all aspects of the service

#### 3. Membership of Committee

- 8 members to make up the **Steering Group** - 3 RTC Councillors, 2 young people and 3 representatives from External Agencies who have an interest in the wellbeing of young people and the development of Network Ryde.
- Mayor and Deputy Ex-Officio
- Chair to be elected at the first **Steering Group** meeting and then at the first meeting following the Annual Meeting of the Council thereafter.
- **Chair must be an RTC Councillor.**

#### 4. Meeting Frequency

- To meet quarterly with additional meetings if required

#### 5. Accountability and Scope

The **Steering Group** has delegated powers to act on behalf of the Council in relation to the defined terms of reference only; any recommendations outside the Steering Group's terms of reference shall be made to Full Council.

#### 4. Delegated Authority

- Monitoring, reviewing, and approving all policies relating to Network Ryde
- Monitoring, reviewing and approving Network Ryde's 5 year Strategy Plan
- Monitoring and reviewing Network Ryde's Services
- To consult with young people and listen to their ideas and views.

- Be committed to the future of Network Ryde by sharing professional support and networks.
- To be a critical friend to Network Ryde.
- To review the use of Former Ryde Youth Centre monies and monitor expenditure of this fund<sup>i</sup>.

## 7. Delegated Authority to Officers

### Youth Work Manager

- Day to day management of Network Ryde, curriculum development, provision of service and staff and working with other agencies.
- Management of Network Ryde's budget in consultation with RFO and in line with strategic management plan and procurement practices.
- Provide **the Steering Group** with reports covering all agreed aspects
- To manage the recruitment of staff in line with approved strategy plan
- To represent Network Ryde at networking events
- Identify and pursue grant funding for development of Network Ryde
- To develop and manage a training plan for Network Ryde staff team
- To ensure Network Ryde policies are up to date and reflective of any changes in Government Legislation and good practice.
- Delegation of tasks to other members of the Youth Work Team where appropriate.
- Former Youth Centre Funds – to have delegated authority to approve expenditure of up to £250 if the need is considered urgent <sup>i</sup>.

<sup>1</sup> In accordance with the stipulations outlined in the letter from the former Ryde Youth Action Group dated 10<sup>th</sup> May 2018.

## TERMS OF REFERENCE

### 7. COMMUNITY DEVELOPMENT **STEERING GROUP**

#### 1. OBJECTIVE

- To provide strategic guidance and support to the Ryde Community Development Officer in all aspects of the service, reporting to the Town Council
- To develop and have strategic oversight of the Town Council's Community Development Strategy

#### 2. MEMBERSHIP OF COMMUNITY DEVELOPMENT **STEERING GROUP**

- 10 Members to make up this Community Development **Steering Group**
  - 4 Ryde Town Councillors
  - 1 Ryde Town Council Staff Member
  - 1 Network Ryde Staff Member
  - 4 members from other community organisations to be recommended to this group by at least 2 members of the Ryde Community Forum
  - Mayor and Deputy Mayor (Ex-Officio)

#### 3. CHAIR

- To be elected at the Community Development **Steering Group** meeting following the Annual Meeting of the Council **and that the Chair must be an RTC Councillor**

#### 4. MEETING FREQUENCY

- To meet quarterly with additional meetings if required

#### 5. QUORUM

- The quorum will be 3 including 1 RTC councillor and 1 member of staff either from RTC or Network Ryde

### 6. ACCOUNTABILITY AND SCOPE

- The Community Development **Steering Group** has delegated powers to act on behalf of the Council in relation to the defined terms of reference only; any recommendations outside the **Steering Groups** terms of reference shall be made to the Operations and Resource Management Group or Full Council (whichever is appropriate).
- The Community Development **Steering Group** will develop the 5-year Community Development Strategy, feeding into the development and implementation of the Corporate and Place plan for approval by the Operations and Resource Management Group.

## 7. DELEGATED AUTHORITY

- Monitoring, reviewing and approving all policies relating to the role of the Ryde Community Development Officer.
- Monitoring, reviewing and approving the Ryde Community Development Officer's job description.
- Monitoring and reviewing Ryde Community Development Service provision.
- To consult with service users and listen to their ideas and views through the work of the Community Development Officer.
- Monitoring and reviewing Ryde Community Service Provision.
- Be committed to future Ryde community development professional support and networks.
- To work with the Community Development Officer to agree, adopt, further develop and evaluate Key Performance Indicators
- To be a critical friend to the Ryde Community Development Officer.
- To receive monitoring reports on budget, targets and outcomes (linked to agreed KPI's) at each meeting.
- The Community Development Officer has delegated power to spend up to £2,000. Any sum over this amount must be agreed by the Operations and Resource Management Group or Full Council (whichever is appropriate) on recommendation of the Community Development Steering Group.

These terms of reference will be reviewed annually.

## 8. ALLOTMENT LIAISON GROUP

### OBJECTIVES

1. The ALG will provide a vehicle for the sharing of information and good practice between Allotment holders and the Town Council to ensure the good and effective day-to-day management of allotment sites in the town.
2. To respond to consultations regarding any changes to allotment tenancy agreements.
3. The ALG will advise and make recommendations to the Town Council in developing policies and procedures.
4. The ALG will be consulted regarding plans for any improvements or major maintenance requirements on allotment sites.
5. The ALG will work to research and explore options and make recommendations to improve the provision of allotment gardening in the town.
6. The ALG will work to promote the benefits of allotment gardening.
7. The ALG will be supported by the Town Council to ensure high standards of dignity and respect, free from discrimination, victimisation, and harassment, whilst recognising, respecting and valuing differences.
8. The ALG will liaise with the Council to support more sustainable allotment gardening, considering biodiversity and climate change.
9. The ALG will share good practice on environmental issues with plot holders across the town.

### MEMBERSHIP:

1. Two representatives from each site, nominated by the seven Allotment Associations.
2. Four Town Councillors.
3. Officer(s) with responsibility for Allotments.
4. Representatives from outside the ALG can be invited to attend a meeting if external input is required.

### CHAIR

Meetings will be chaired by a Councillor elected each year at the meeting following the Annual Council meeting.

### MEETINGS

The ALG shall meet at least twice a year but can meet more often if required.



## 9. RYDE MARINA LIAISON GROUP

### 1. OBJECTIVES

Ryde Marina Liaison Group's objectives are as follows:

- Create a positive working relationship between berth holders and marina operators.
- Make available detailed information to berth holders and stake holders so that they will be able to pass on accurate information to the Ryde boating community.
- Give berth holders and marina users a chance to express their views on what is happening in and around the harbour and consult on the formation of future plans.
- Give Ryde Town Council the opportunity to address concerns raised by berth holders.
- Help promote Ryde Marina to the wider community.

### 2. MEMBERSHIP

9 members to include the following:

- The Community Planning Officer
- Ryde Town Council's Operations Manager or his deputy
- 2 Councillors.
- 5 members of public drawn from berth holders and stakeholders.

### 3. VOTING RIGHTS

- Votes can be taken from all members to give advisory recommendations to the Finance sub Committee.
- Votes cannot be taken unless there is at least 1 Ryde Town Councillor and 1 berth holder or stakeholder present.

### 4. QUORUM

A minimum of 4 liaison group members are required to be quorate.

### 5. MEETINGS

Meetings will be held when required to suit the needs of the business.

## 10. RYDE REGENERATION WORKING GROUP

### PURPOSE OF GROUP

The Ryde Regeneration Working Group is born out of a need to communicate and co-ordinate the efforts of the public, private and community sectors in Ryde to improve the economic, social and environmental condition of the town.

The launch of an Island regeneration programme with an emphasis on “area regeneration” , the formation of a new Island planning strategy, the publication of a town “ position statement” and the increased business and community engagement this has stimulated demands a forum within which priorities can be discussed and determined , collective skills and resources can mobilised and above all, agreed Methods of communication with the businesses and community of the town can be developed and serviced with common messaging agreed by members of the working group.

### MEMBERSHIP

Membership will keep under collective review to ensure the group is representative of the interests of a cross section of the business and resident community and civil society in the town.

#### **Initial membership will be drawn from the following**

Ryde Business Association – 2 seats

Ryde Town Council – 2 seats

Isle of Wight Council – 2 seats Ryde Society – 2 seats

### OBJECTIVES

The group's objectives relate to its main purpose to co-ordinate and communicate progress towards improving economic, social and environmental wellbeing in Ryde.

Visioning – development of shared vision for the town as a whole and specific areas within it contributing to the overall vision. This would involve a critique of any existing or previous vision documentation followed by a work strand to review and update if agreed that work was required.

**Action plan** – development of a shared action plan containing regeneration projects linked to the vision, addressing evidenced needs from qualitative and quantitative data, and ideally attracting practical and/or financial support from the member organisations.

Project board- Acting as project board for Ryde regeneration projects where requested to do by project sponsors.

**Funding bid development and support** – provide advice and support to member organisations

and local groups in developing bids for funding.

Communication plan and resourcing – develop and collectively resource a shared communications plan to ensure all registered stakeholders and the wider population are informed and have an opportunity to become involved in the Ryde regeneration action plan. Review and monitoring - to provide a review and monitoring function for projects and the overall plan.

## **GOVERNANCE**

Main working group to meet bi monthly and consider regeneration project development, progress, proposals, resourcing – agreed projects attract group sponsorship and lead organisations commit to update the group in return for attracting support.

Draft minutes will be raised and circulated to the 8 committee members within 10 working days and returned with any amendments within 10 working days.

Individual members undertake to not to publish their own unauthorised minutes or promote their personal views of the issues or process via social media or other methods whilst the working group is active. The chair may seek removal of a member doing so. Notes to council and civic groups need to be authorised by the Chair and Chris Ashman before circulating.

Individual members undertake not to disclose to any third Group information discussed/shared during meetings when the group has been expressly requested not to. No casual observers are allowed at the RRWG meetings and will be politely asked to leave. Committee Members will reply to enquiries on related matters from fellow committee members with 10 working days.

Invited guest speakers to leave the meetings after presenting their agenda item - unless agreed by the meeting.

In the event a committee member is unable to attend a nominated representative from their organisation may attend. Each group to have at least one agreed deputy.

Continued absence by any member may result in a request for removal from the working group and a replacement nominated.

Members undertake to behave in a polite and seemly manner at all times during meetings, whether held face to face or remotely.

The meetings will be recorded and these recordings will form the basis of the Minutes and transcribed by the rotating secretariat. They will be an accurate representation of the meeting.

The Terms of Reference will be reviewed annually.

Members to update on individual organisations responses to requests for support and resources for project implementation.

Project groups with defined project management leads to be sponsored by the RRWG and receive bi monthly reports.

RRWG retain the right to withdraw sponsorship status should projects not maintain agreed timelines and direction.

Chair rotates between member organisations every 12 months and this group also provides the vice chair. The secretariat support alternates every 6 months between IOWC and Ryde Town council.

### MEMBERS RESPONSIBILITIES

Members should at all times have regard to the purpose of the working group.

Members should be kept fully updated by email between bi-monthly meetings of any significant meetings undertaken by committee members relating to projects on the watch list. Any information provided by or to members that is commercially sensitive or for other good reason confidential will be treated as such by all members.

It will be taken as read that the 8 core committee members contributions to the working group fairly represent the views of their parent organisations, rather than their own personal views or interests.

**Approved by RRWG Committee - 14th September 2020. Amended 21 July 2021**