

Group Terms of Reference



West Devon
Borough
Council

Name of Group

Purpose of the Group - What is the main aim of the Group?

Objectives of the Group - What is the Group hoping to achieve? – Key Outputs

Membership and Governance

Who are the Members of the Group?

What are the roles and responsibilities of individual Members?

What arrangements are in place for bringing in replacement and/or additional Members?

How will declaration of interests be managed?

If voting is required, what voting arrangements are in place?

Which decisions will be referred to the parish/town council?

What procedures are in place for dealing with conflict resolution?

Reporting and Feedback

How will the Group share information with the community?

How will minutes of meetings and feedback from events/consultations be recorded and made available?

Resources and Finance

How will the project be funded?

Are any additional resources required?

Monitoring and review

How will the plan be monitored?