

Appendix 10 – draft Terms of Reference for the Action Plan Task and Finish Group

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1. The Action Plan Task and Finish Group (ACTFG) has been convened by FGPC to review Council's current Action Plan which runs out in 2021 (appendix 1).
2. Task and Finish Groups have no power to make decisions – they are formed to consider the relevant matter in detail and make recommendations to the relevant Committee or Full Council, whichever is appropriate.
3. Task and Finish Groups are more informal than Committees and have the opportunity of co-opting people from outside the Town Council who have the relevant skills for the task set by the Committee.
4. Once the evidence has been gathered, the Task and Finish Groups will produce a report to be submitted to FGPC outlining details of the review process, evidence gathered, conclusions and subsequent recommendations.
5. FGPC will then refer the report to Full Council with recommendations for consideration.
6. Task and Finish Groups should take into consideration the Town Councils policies and procedures.
7. The ACTFG can gather evidence through a variety of ways, such as:
 - written evidence,
 - oral evidence and interviews with external and internal witnesses,
 - visits to Council sites,
 - visiting other organisations - partners, user Groups, other councils
 - research,
 - public consultation via public meetings, focus groups, surveys, questionnaires, to seek views on and talk to people in the community of Ferndown.
8. Budget - a Task and Finish Group does not have delegated powers to spend money or apply for funding from external sources, however ACTFG can submit a budget request to FGPC for consideration.
9. Proposed ToR:
 - (i) Membership - made up of a minimum of five councillors and a maximum of 10, with representation across Full Council and all Committees and Working Groups.
 - (ii) Aims and scope – to identify and prioritise activities and objectives for Ferndown Town Council from May 2021 to the end of the forthcoming election term, May 2023, (this is not an exhaustive list and will identify projects to deliver that do not take into account of or consider services and responsibilities routinely delivered by the Town Council) and deliver a draft Action Plan to FGPC.
 - (iii) Meetings - the Task and Finish Group meetings will be held as and when needed.
 - (iv) Documentation - no meeting notes are required - members of the group will be required to take the lead on the project.
 - (v) Reporting - the Task and Finish Group will report to FGPC regularly.

- (vi) Dissolution – the Task and Finish Group will be dissolved by FGPC once the Group and FGPC are satisfied that the Action Plan is appropriate for recommendation to Full Council and the Group is no longer required.