

**Strengthening Communities Task and Finish Working Group**  
**Draft Constitution and Terms of Reference**

**Purpose**

To assist the Community Services, Planning & Licensing and Finance & Corporate Services Committees in developing activities and clear outcomes which support the strengthening communities agenda.

**Constitution**

1. The Task and Finish Working Group (“T&FW Group”) shall consist of two Members from the Community Services Committee, two Members from the Planning and Licensing Committee and two Members from the Finance and Corporate Services Committee together with the Leader or Deputy Leader of the Council. The membership need not reflect the political balance of the Council.
2. The membership of the T&FW Group shall be appointed by the three parent committees and if necessary reviewed annually at their first meeting following the Statutory Annual Meeting of the Council.
3. The Parent Committees shall keep under review the constitution and membership of the T&FW Group.
4. Meetings of the T&FW Group will be called as and when the need arises and will be serviced by the Director of Customers & Community Directorate.
5. Notes will be taken at meetings of the T&FW Group and will be made available electronically to all Members of the Council. A summary of the deliberations following the exploration, consideration and review of matters requested, will be included in reports to Committee. Reports will follow each meeting of the group.
6. At the first meeting of the T&FW Group, Members of the group shall elect a Chairman and should also appoint a Vice-Chairman.
7. For the avoidance of any doubt, the obligation on Members to declare interests in terms of the Council’s Code of Conduct shall apply to meetings of the T&FW Group.

**Terms of Reference**

- 1.1 To explore, consider and review the following areas of work before reporting to the three parent committees: -
  - (a) There are a number of initiatives underway across the County aimed at harnessing the power of the voluntary sector and individuals to create more resilient communities. It is important that the Council is aware of these initiatives so that it can help to promote them and ensure that they are delivered in a joined up way. The first action of the proposed working group will be to gain a clear understanding of all such initiatives, their purpose and proposed activity within the Maldon District.
  - (b) Increasing demand for services accompanied by continually reducing resources means that it is more and more important that actions are focussed on areas of greatest need. The second piece of work will focus on the specific needs within the Maldon District to help us ensure

that we are clear on outcomes that we are seeking to deliver and are targeting our resources to deliver the maximum benefit. Initial work has identified a number of important local priorities including: social isolation, winter warmth, fuel poverty, trips and falls, obesity, housing for older people, mental health.

- (c) The District already benefits from a wealth of voluntary resource and community driven activity focussed on improving the lives of our residents, however it would be helpful to better understand that resource and to look at whether there are untapped opportunities. The third task for the group will be to understand the existing voluntary resource and consider whether there are opportunities for extending this.
- (d) It is recognised that there are a number of funding opportunities available to support a wide range of voluntary initiatives. The Group will look to see whether the District is aware of and capitalising on these opportunities.
- (e) A communication plan will be prepared to ensure that the conclusions arising from the groups work are properly communicated to interested stakeholders.

- 1.2 Following the completion of the five tasks identified above the Task and Finish Working Group will prepare a draft Strengthening Communities Strategy and Action Plan for consideration by Members through the Community Services, Planning & Licensing and Finance & Corporate Services Committees. Key consideration will be placed upon identifying measurable outputs arising from the work within the Action Plan.