



PORTREATH

PARISH COUNCIL

Terms of Reference (ToR)

Youth Engagement Working Group

Adopted: 2nd June 2025

Terms of Reference (ToR)

Youth Engagement Working Group

The Youth Engagement Working Group has been formed by Portreath Parish Council to strengthen connections between the council and the younger members of our community. Our aim is to listen to, involve, and empower local young people, ensuring their voices are heard and considered in matters that affect them.

This group will explore opportunities to support youth initiatives, identify local needs, and work collaboratively with schools, clubs, families, Portreath Improvements Committee and youth organisations. We will seek to encourage active participation, foster a sense of community pride, and create positive opportunities for young people within the parish.

While the working group holds no decision-making power, it will provide thoughtful recommendations and proposals to the full council. Through open communication and practical support, we hope to help shape a more inclusive and youth-friendly future for Portreath.

Together, we are committed to building meaningful engagement with the next generation of our parish.

1. Membership

The Working Group shall consist of a minimum of three representatives of the council, (councillors or officers) appointed by the council, with a maximum of ten persons including members of the community should their expertise be required.

The Term of Membership for a working group will be for a period of one year or to the next Annual meeting of the Full Council or time limited to the end of the project completion.

The Annual Meeting of the Council can re-confirm the working group's membership and terms of reference or appoint other elected members to serve for the forthcoming civic year.

2. Leader

A leader will be appointed for the working party by the Parish Council.

The leader will be the main point of contact for the Clerk to Council, Council members and members of the public, and must be a member of the Council, or an officer of the council unless otherwise agreed by the Full Council.

3. Powers

Working Groups cannot make decisions on behalf of the Parish Council and any recommendations made by working groups will be subject to approval by the Full Council or the relevant committee.

No funding or monies will be spent or committed without prior authorisation of the Full Council.

4. Responsibilities and Areas of Operation

• Listening and Representation

- Actively listen to the views, concerns, and aspirations of young people in the parish.
- Ensure youth perspectives are represented in council discussions and decision-making.

• Building Relationships

- Build and maintain positive relationships with local schools, youth clubs, sports groups, and community organisations.
- Encourage collaboration with parents, guardians, and youth workers.

• Encouraging Participation

- Promote opportunities for young people to get involved in community life, including volunteering, events, and consultations.
- Explore the potential for youth representatives or advisory panels.

• Identifying Needs and Opportunities

- Assess the needs and interests of young people through surveys, outreach, and dialogue.
- Identify gaps in provision and recommend initiatives or projects to support youth development and wellbeing.

- **Project Development**
 - Propose and support the development of youth-led or youth-focused activities, events, or facilities (e.g. workshops, drop-ins, youth space).
 - Work with external partners and funding bodies where appropriate.
- **Promoting Positive Engagement**
 - Encourage respect, inclusion, and intergenerational understanding within the community.
 - Recognise and celebrate young people's contributions and achievements.
- **Communications and Outreach**
 - Develop clear and accessible methods to communicate with young people, including through social media and local networks.
 - Share information about council initiatives relevant to youth audiences.
- **Reporting and Recommendations**
 - Provide regular updates and well-informed recommendations to the full Parish Council based on engagement and research.
 - Monitor the outcomes of youth initiatives and gather feedback for continuous improvement.
- **Safeguarding and Ethics**
 - Ensure that all activities involving young people adhere to safeguarding guidelines and promote a safe, respectful environment.
 - Maintain confidentiality and ethical standards in youth interactions.
- **Support Youth Voice in Planning**
 - Encourage youth input on local developments, recreational spaces, environmental issues, and community priorities.

The working group will arrange its own meetings and schedule of work at its inaugural meeting.

The leader of the working group, if unable to attend a meeting of the Full Council, will nominate another member of the working party to attend and deliver the progress report.

5. Meetings of Working Groups

A Working Party is not required to meet in public, therefore Standing Orders are not applicable, although the Code of Conduct and Councils' Financial regulations still applies to any councillor, community member or officer who is a member of the working party.

Formal agendas and Minutes are not required.

The quorum of the group shall be 3 members.

The working group shall report formally to each meeting of the Council with informal updates to Council members following each meeting.

The working group will report formally to the Full Council at its Annual Meeting if required and to the Annual Parish meeting.

Frequency of Meetings will be as required.

The continuing need for a working group will be reviewed by the Full Council at the next annual meeting of the council, unless otherwise specified.

6. Members Conduct

All members of council working groups are required to follow the councils code of conduct and be mindful of the councils' obligations under the Civility & Respect Pledge.

7. Review

Date	Recommendation/ Amendment/Changes	Approved by Full Council	Sign