

# YOUTH AND CHILDREN'S COUNCIL COMMITTEE

## Terms of Reference (Governance and Oversight Committee)

<b>Membership:</b>	5 Members
<b>Quorum:</b>	3

<b>1. Purpose of the Committee</b>
<p>To oversee, support and develop Mold Town Council's Youth Council arrangements, ensuring effective engagement with children and young people and enabling delivery of youth led initiatives within an agreed budget.</p> <p>This Committee is separate from Youth Council meetings and acts as the formal governance and liaison body between children/ young people and the Council.</p>
<b>2. Role and Responsibilities</b>
<p>The Committee shall:</p> <p><u>2.1 Youth Engagement Oversight</u></p> <ul style="list-style-type: none"><li>• Oversee the structure and operation of the Primary and Secondary Youth Councils</li><li>• Ensure effective engagement with local schools and youth representatives</li><li>• Support participation and inclusivity in youth engagement activities</li></ul> <p><u>2.2 Youth Council Liaison</u></p> <ul style="list-style-type: none"><li>• Receive feedback, reports and outcomes from Youth Council meetings</li><li>• Act as the formal link between Youth Councils and Full Council</li><li>• Ensure issues raised by young people are considered within Council decision making</li></ul> <p><u>2.3 Youth Led Projects</u></p> <ul style="list-style-type: none"><li>• Consider and support youth led initiatives and community projects</li><li>• Refer projects to appropriate Council Committees where required</li><li>• Monitor progress and outcomes of agreed initiatives</li></ul> <p><u>2.4 Budget Management</u></p> <ul style="list-style-type: none"><li>• Administer a delegated budget of £1,000 for youth related activities and initiatives</li><li>• Approve expenditure within budget and in accordance with Financial Regulations</li><li>• Ensure funding supports youth engagement, participation and community benefit</li></ul> <p><u>2.5 Policy and Development</u></p> <ul style="list-style-type: none"><li>• Recommend improvements to youth engagement approaches</li><li>• Support development of youth participation within Council policies and strategies</li></ul>
<b>3. Delegated Authority</b>
<ul style="list-style-type: none"><li>• The Committee may approve expenditure up to £1,000 within its allocated budget</li><li>• The Committee has not authority to commit the Council beyond this budget</li><li>• All policy, strategic or additional funding matters must be referred to Full Council</li></ul>
<b>4. Operational Framework</b>
<ul style="list-style-type: none"><li>• Youth Councils operate as advisory engagement groups</li><li>• The Committee does not direct or control youth discussions but facilitate outcomes</li><li>• The Town Clerk supports administration, coordination and safeguarding compliance</li><li>• All activities must comply with safeguarding and data protection requirements</li></ul>

<b>5. Safeguarding</b>
<ul style="list-style-type: none"> <li>All engagement with children and young people must comply with safeguarding legislation and Council policy.</li> <li>Appropriate supervision, consent and risk management must be in place at all times.</li> </ul>
<b>6. Reporting</b>
<p>The Committee shall report to Full Council on:</p> <ul style="list-style-type: none"> <li>Youth engagement activity</li> <li>Budget expenditure</li> <li>Key issues raised by young people</li> </ul> <p>Recommendations shall be referred to relevant Committees or Full Council as appropriate</p>
<b>7. Meetings</b>
<ul style="list-style-type: none"> <li>Meetings shall be held every month</li> <li>Additional meetings may be convened for urgent matters.</li> </ul>

### Meeting/ Governance Clarity (Member Reference Summary)

#### Governance Overview

<b>Area</b>	<b>Full Council</b>	<b>CDR Committee</b>	<b>Clerk/RFO</b>
Youth engagement strategy	Approve	Recommend	Support
Youth Council Structure	Approve	Oversee	Coordinate
Youth led projects	Approve (if beyond budget)	Approve within budget	Administer
Budget £1,000	Set	Spend	Administer
Policy Changes	Approve	Recommend	Advise
Safeguarding	Oversight	Ensure compliance	Implement
Reporting	Receive	Report	Prepare reports

**Adopted: 06.05.26**

**Review Date: 19.05.27**