



## Health & Wellbeing WORKING GROUP: Terms of Reference 2022-23 (Adopted at Full Council 17/11/2022)

### 1. Objective

To research, liaise and collaborate with local health and authority partners across the Health & Social Care System to ensure adequate health care facilities that relate to the growth of the town or the specific needs of Whitchurch residents.

To develop and/or promote initiatives or events that relate to improving physical and mental health within Whitchurch and environs.

### 2. Membership

Membership shall consist of five WTC Councillors and a quorum shall consist of three members.

Non-councillors can be co-opted into the Working Group, with reference to the Proper Officer.

All members of the Working Group will have an equal vote, where necessary.

The Chairman of the Group will be appointed at the first meeting.

### 3. Areas of Responsibility

The group may carry out research, investigations, and other initiatives to further WTC involvement in the Health and Social Care agenda.

The group cannot make decisions (written or verbal) on behalf of the Council and any recommendations of the Working Group will be subject to the approval by the Council, suitably authorised Committees, or suitably authorised members of staff.

The Working Group will be governed by the Town Council's Standing Orders, Financial Regulations and Code of Conduct.

Councillors not on the Working Group are able to attend meetings and participate as permitted by the Chairman of the Working Group.

### 4. Meetings

The appointed Chairman may call Working Group meetings when considered necessary.

All meetings of the Working Group will be minuted by a member.

Council Officers will be kept informed of the schedule of meeting and a copy of all reports and minutes should be forwarded to the Proper Officer for information. The minutes will be presented to Full Council and form part of the minutes of the Council meeting at which they are presented.

### 5. Review

The terms of reference of the Advisory Group are to be reviewed annually.