

# WTC Health & Wellbeing Advisory Group: Terms of Reference – 2024/25

Adopted at Full Council on 15/5/2024 (WTC/FC/ACM/04/2425)

## 1. Objective

This Advisory Group is constituted 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 and to develop and/or promote initiatives or events that relate to improving physical and mental health within Whitchurch and environs.

**It is NOT a Standing Committee of the Council and, as such, holds no delegated powers. Therefore, strategic development and any decision in relation to Health & Social Care initiatives rests with Full Council, including whether it is within the scope of Policies and/or budget.**

## 2. Membership

Membership shall consist of five WTC Councillors and three other members – one of which must be a health & social care representative or professional (and two invited residents). A quorum is three members.

All members of the Advisory Group will have an equal vote, where necessary and the Chairman of the Committee will be appointed at the first Advisory Group Meeting of the Civic Year (who should be a member of the Advisory Group's parent Committee).

## 3. Areas of Responsibility

This Advisory Group may carry out research, investigations, and other initiatives to further WTC involvement in the Health and Social Care agenda insofar as the extent of Whitchurch Town Council responsibilities lie.

Any recommendations of the Advisory Group will be subject to the approval of the Council, suitably authorised Committees, or suitably authorised members of staff. The Advisory Group will be governed by the Town Council's Standing Orders, Financial Regulations and Code of Conduct. Councillors not on the Advisory Group are able to attend meetings and participate as permitted by the Chairman of the Advisory Group. The Group is free to call on external 'expertise' should it feel it necessary to fulfil its obligations.

## 4. Meetings

The Advisory Group Chairman may call meetings when considered necessary or when requested to do so by Full Council.

All meetings of the Advisory 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 its parent Committee and 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 Committee are to be reviewed annually.