

BINGLEY TOWN COUNCIL



Myrtle Place, Bingley, BD16 2LF

Terms of Reference Changing Places Working Group

Membership – Up to 6 members

(To be elected annually at the Annual Meeting of the Council)

The Group shall consist of a minimum of three Councillors and ideally at least three members of the public.

The Chair of the Working Group is to be elected annually at the Annual Meeting of the Council.

The Chair of the Working Group will be a Bingley town councillor.

The quorum of the committee is three, with at least two councillors present.

Aims

To make recommendations to the council about the delivery of a changing places facility in Bingley.

Objectives:

1. To consult with interested parties.
2. To investigate and make recommendations to full council on funding options for the project.
3. To identify possible options and recommend to the full council a preferred compliant solution.
4. To develop and recommend to the full council a full business case for investment in a changing places facility.
5. To make recommendations to the full council to bring the finished building into service.
6. The Town Clerk is to provide administrative support to the Working Group.

Meetings:

The Town Clerk will call the Changing Places Working Group meetings with a minimum frequency of six weeks in the initial stages of the project. This frequency may vary as the project progresses. Members will be summoned to attend meetings which will be held in a meeting room in the parish. Public notice of the meetings shall be given in accordance with Schedule 12, para 10(2) of the Local Government Act 1972.

Documentation:

Minutes of all meetings will be recorded by the Town Clerk or another staff member and circulated at full council meetings. All resolutions and recommendations to the full council shall be recorded in the minutes of the meetings.

Accountability:

The Changing Places Working Group must not act ultra vires. As a working group of the council the Changing Places Working Group cannot make any decisions, only recommendations to the full council.

Scope:

In order to deliver a compliant “Changing Places Facility” the Changing Places Working Group shall recommend actions to the full council regarding the delivery of the facility taking into account wider comments from Bingley town councillors and results of consultations held.

The specific objectives of the Changing Places Working Group are:

1. To support the council in consultations with interested parties and prepare and recommend the final brief for the facility.
2. To develop a compliant solution to deliver a changing places facility.
3. To research and provide recommendations of options to ensure sufficient funding is available for the project.
4. To appraise all possible options and identify a preferred compliant solution.
5. To produce a full business case for approval by the full council.
6. To develop a specification for a changing places facility suitable for design and construction to be completed.
7. To investigate procurement options.
8. To make recommendations to the full council about delivering the solution.
9. To make recommendations to the full council to bring the finished building into service.

Review:

The Changing Places Working Group Terms of Reference are to be reviewed at the Annual Meeting of the Council.

Date of approval: 25th May 2021; **Date of next review:** May 2022.