

Task & Finish Groups: Draft Terms of Reference

- **Minimum of 5 Elected Members (One per Ward)**
- **2 Community Representatives (when appointed)**
- **Chair voted by Group**
- **Agree frequency of meetings in order to achieve its purpose**
- **Constituency Manager will undertake an advisory role and additional advisors may be appointed (including from partner agencies)**
- **Work will be carried out in a transparent, inclusive and timely manner**
- **Progress reported and recommendations made to Committee**