



Buckden Parish Council

Buckden Integrated Hub and Youth Group

Type

Advisory Group

Membership

The Advisory Group will have a minimum of 2 Parish Councillors

The Chairman is selected/elected at the Annual Parish Council meeting or failing this at the first meeting of the Advisory Group after the Annual Parish meeting. The selection of Chair and membership of the group must be confirmed by the September Parish Council meeting.

Co-opted members of the public may be selected/elected throughout the year. Co-opted members shall be subject to approval by the full Parish Council.

One member of the AG will be nominated as the Climate Change Champion.

Quorum and Attendance

Other members of the Parish Council may attend by invitation of the advisory group and the group may allow other persons to attend to advise as required.

The quorum shall be 3 members of the AG, at least one of whom must be a Councillor.

Purpose

The advisory group will on behalf of the Parish Council provide advice, as required, on all matters concerning: the creation of an integrated Hub to support health and well being for the residents of the village

- Work with the Cambridgeshire and Peterborough Integrated Care system to support and co-ordinate current health and well being activities
- Work with the Cambridgeshire and Peterborough Integrated Care system to develop additional health and well being activities as required
- Work with the Cambridgeshire and Peterborough Integrated Care system, the Village Hall Trust and the Village Club to respond to the needs identified in the Youth Survey to develop additional health and well-being activities as required

In summary the Buckden Hub will

- Cover all age groups
- Share information that supports health and well being
- Work to minimise the gaps in provision
- Be the focal point for the communication with external agencies that would promote the agreed purposes of the group"



Authority

The Advisory Group has no decisions making powers.

Meeting arrangements

There will be a minimum of 3 meetings a year. One week's notice of the agenda must be given when convening a meeting. The Chairman will be responsible for calling the meetings and agreeing the process for the preparation of the minutes.

Reporting

Reports on the work of the group will be provided to the Parish Council on a regular basis and recommendations for action will be made as required.

Resources and budget

The Chairman of the Advisory Group will be a member of the Finance Advisory Group and will advise that Advisory Group on the budgetary requirements for the forthcoming year.

The Advisory Group will be responsible for administering the budget set and may through the Clerk spend up to a certain amount each financial year for individual items not requiring full Council approval, as per Financial Regulations.

Any proposals for expenditure that exceeds the budget set for the group must be taken to full Council.

For all major expenditure it is the normal practice for three quotes to be obtained and considered and a recommendation made to the whole Parish Council for their purchase. In certain circumstances where it is not practical or possible to obtain three quotes the Council may decide to go for one or two quotes only.

Review

The Terms of Reference will be reviewed annually, and if changes are required, taken to full Council.

Version Control

Date amended	Reason for version change	Amended by
August 2024 and October 24	Creation of Terms of Reference for new Hub Advisory Group	Created by Chair of CAG reviewed and revised by Hub AG