

# Communications Protocol / Charter Review / Memorandum of Understanding / SLA Task & Finish Group

## Terms of Reference

### Membership

Four Clerks came forward from the informal 'Chairs and Clerks' meetings to represent the Town & Community Councils on this task and finish group.

BCBC Officers will attend meetings as necessary to advise and assist discussion.

Name	Designation
	Town & Community Council Liaison Officer
	Democratic Services Manager
	Clerk: Coity Higher Community Council Garw Valley Community Council St. Brides Major Community Council
	Clerk: Pyle Community Council
	Clerk: Newcastle Higher Community Council
	Clerk: Maesteg Town Council

### Role of the Task & Finish Group:

The formation of the Communications Protocol / Charter Review / Memorandum of Understanding / SLA Task & Finish Group has been established as a direct response to:

- ✓ The recent appointment of the Town & Community Council Liaison Officer (T&CCLO).
- ✓ A request made through a single letter from 14 of the Town & Community Councils to formalize and standardize communication between BCBC and themselves.
- ✓ Recommendations in the 2025 the Welsh Parliament's Local Government and Housing Committee publication Role, governance and accountability of the community and town council sector, namely:

**Recommendation 5.** The Welsh Government should work with local government to explore mechanisms to enable the town and community council sector to access support from local authority monitoring officers and HR services. .... Page 29

**Recommendation 7.** The Welsh Government should engage with the town and community council sector to explore greater opportunities for clustering and to

encourage the sharing of good practice.

..... Page 40

**Recommendation 8.** The Welsh Government should support both tiers of local government to ensure a review of the model charter between principal and Page community councils can be undertaken.

..... Page 44

**Recommendation 10.** The Welsh Government should work with the WLGA and One Voice Wales to encourage local authorities to:

- provide IT support to town and community councils through service level agreements, and
- share facilities for use by town and community councils to hold hybrid meetings.

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..... Page 49

The task and finish group will provide an opportunity for the discussion of issues of common interest, identified by BCBC and the Town & Community Council representatives in order to provide strategic direction in respect of the Communications Protocol / Charter Review / Memorandum of Understanding / SLA.

Items of relevance are likely to be those which:

- ✓ Have direct impact on all, or a significant number of T&CCs
- ✓ Support an effective working partnership between the two tiers of local government
- ✓ Relate to the T&CC Charter / MoA / SLA
- ✓ Where a collective view from T&CC representatives would be helpful

Items that are not likely to be relevant include:

- ✓ Those that relate to a single, or small number of T&CCs
- ✓ Those for which other effective channels of communication exist (including issues that are already the subject of detailed consultation)

The Task & Finish Group is to:

- ✓ Ratify a Communications Protocol for recommendation to the T&CC Forum

- ✓ Review the Charter / Memorandum of Understanding / SLA for the T&CC for recommendation to the T&CC Forum

### **Reporting & Term of Appointment:**

The Task & Finish Group will report to the T&CC Forum.

The T&CCLO ensure that the T&CC Forum is updated on a regular basis regarding progress.

It is envisaged that the Task & Finish Group should be in a position to submit recommendations by TBC

The Task & Finish Group is to:

- ✓ Ratify a Communications Protocol for recommendation to the T&CC Forum on 3<sup>rd</sup> December 2025
- ✓ Review the Charter / Memorandum of Understanding / SLA for the T&CC for recommendation to the T&CC Forum on 13<sup>th</sup> April 2026

### **Conduct of Meetings**

The Task & Finish Group may delegate activities to individual members of the working group, provided that the extent of this delegation is made clear to the group members concerned and shown in the minutes of the meeting.

Minutes will be taken of any actions at each Task & Finish Group meeting by the T&CCLO, who will act as Secretary.

Draft minutes will be circulated to Group members within one week of each meeting.

The agenda for the next meeting will be set by the group at the end of the current meeting and prepared and circulated with the minutes to Group members.

### **Working arrangements**

The number of meetings, frequency and length of each meeting will be discussed at the first meeting on 17<sup>th</sup> December 2025 and will need to be flexible to accommodate the requirements of the work being undertaken and take consider the other commitments of the Clerks representing the T&CCs on the Task and Finish Group.