

Armed Forces Working Group - Terms of Reference

1. Purpose and Remit of the Group

- a. To develop and monitor the commitments in the Armed Forces Community Covenant as they apply to Oadby & Wigston Borough Council.
- b. To consolidate and coordinate the Council's views and approach to any issues relating to celebration, commemoration or remembrance in respect of the Armed Forces
- c. To consider any other ad hoc issues that require direction in relation to military and any related ceremonial events.

2. Membership

- a. Members will be appointed to the Task Group at the Annual General Meeting each municipal year consisting solely of elected councillors
- b. The membership of the Board, wherever possible, will reflect the political representation of the Council as a whole.

3. Accountability and Duration

- a. As a minimum, the Lead Officer will meet with the Chairman of the Task Group at least one week prior to the Board meeting
- b. The Chairman of the Working Group is Councillor Lynda Eaton
- c. The Lead Officer is the Chief Executive.
- d. It is expected that the Task Group will exist for at least the 2014/15 municipal year
- e. The Task Group will report to Council at least twice each municipal year.
- f. The Task Group will cease when the outcomes have been completed.

4. Working Methods

- a. The agenda and supporting papers for meetings will normally be circulated electronically at least five clear days before the date of the meeting.
- b. These terms of reference will be reviewed, and if necessary, updated at least annually.
- c. The minutes of the meeting will be provided to the Chairman of the Task Group in a timely manner.

- d.** An action list will be drawn up following the meeting and provided to the Chairman with the minutes.

September 2014