

**CHOICE FOR ANGUS 2021
SHORT LIFE WORKING GROUP
Terms of Reference**

1. PURPOSE

A short life working group (SLWG) will co-ordinate and ensure appropriate accountability and governance over the duration of the Participatory Budgeting (PB) fund which has been rolled over to be used in 2021/22. This group will work on an Angus wide basis to ensure proposals are transparent and meet the identified criteria.

The SLWG will identify a menu of projects for each locality in September/October 2021 with a finalised list to be presented to Angus Council at its meeting on the 4 November 2021. The proposed menu of projects will be drawn from proposals sought from Community Planning Partners; social enterprise companies; local businesses and council departments.

2. AIM

The aim of the SLWG is to ensure that we have a fair; inclusive and representative input when assessing and monitoring PB applications. The SLWG will retain an oversight of this PB process and influence the future of PB activities across Angus.

Objectives

- To agree Terms of Reference of SLWG
- To assess PB applications on set criteria
- To liaise with and support applicant to ensure proposals are robust and meet best value.
- To identify a menu of projects for each locality
- To report agreed menu of project to Angus Council committee meeting
- To ensure compliance with formal offer of agreement
- To influence future PB mainstreaming activities across Angus.

3. Criteria

The application criteria as agreed by the Policy and Resources Committee in report No 195/21 is as follows: -

- focus on addressing inequalities and aligned to recovery and renewal post Covid.
- be a project not already in the Council's plans – although projects that 'add value' to existing proposal would be eligible.
- not have revenue (ongoing) or design costs.
- be deliverable in time frame; and
- meet any legal requirements.

4. Membership

Kirriemuir CC
Carnoustie CC
Arbroath CC
Forfar CC
Newtyle CC
Dundee & Angus College
Interim Rural Steering Group
Interim Rural Steering Group
Interim Rural Steering Group
Kirrie Connections
New Solutions
Officers from Angus Council

5. Role and Remit

To implement above named objectives and to raise awareness of the PB activities, including the public voting process, which will be held in November 2021.

6. Meetings

The SLWG will be chaired by Helen Reid. The admin for the group will be undertaken by Dianne Brand.

Dates/times of meeting via Microsoft Teams

1 September 6.30pm – 8.00pm

8 September 6.30pm – 8.00pm

15; 22 & 29 September meetings were cancelled due to unforeseen circumstances

Additional meeting arranged for 13 October 2021

7. Reporting/Governance

The SLWG will report into Angus Council committee.

8. Amendment, Modification or Variation

This Terms of Reference may be amended, varied or modified by agreement of the SLWG.