TENTERDEN TOWN COUNCIL - TERMS OF REFERENCE

Sub-Committee name:	Public Engagement Sub-committee
Standing Committee:	Internal Committee
Membership and appointment:	Membership is to comprise – (a) any Councillor appointed by the Internal Committee for the period of one year and (b) other Councillors and non-Councillors co-opted by the Sub-Committee for a period of up to one year The Sub-Committee must comprise no less than three Councillor members.
Chairing:	The Sub-Committee shall elect its own chairman for individual meetings on the basis of a vote by the majority of Sub-Committee members in attendance
Frequency of meetings: and quorum:	The Sub-Committee shall meet (a) as often as it deems appropriate to keep abreast of developments relating to its functions or (b) on the advice of the Standing Committee
Quorum:	Half of the voting members with a minimum of two councillors.
Record of meetings:	If no officer is present, a member of the Sub-Committee shall be appointed at each meeting of the Sub-Committee itself (by majority vote of the members of the Sub-Committee in attendance) to take the minutes of that meeting. Such minutes shall be made publicly available, unless (a) the information therein is of a commercially sensitive nature or (b) doing so would constitute a breach of data protection law Where the Sub-Committee is involved in meetings with third parties and no formal minutes are taken, a member of the Sub-Committee shall report to the Standing Committee on the discussion and the outcome of the meeting. The committee shall decide whether the whole or any part of any such report shall be treated as confidential
Reporting mechanism:	The Sub-Committee shall report to the Committee after each meeting in order to keep the Committee informed of progress, and also on request by the Committee. Such reports shall be publicly available unless the Committee or the Council decides otherwise under Standing Order 1C

Functions: The role of the Sub-Committee is to:
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