

Foreshore Public Conveniences Working Group – Terms of Reference

1. Purpose

The Foreshore Public Conveniences Working Group (“the Working Group”) is established by the Council to provide oversight, review, and informed recommendations in relation to the management, maintenance, and improvement of the Council’s foreshore public conveniences.

The purpose of the Working Group is to support the Council in ensuring that these facilities are maintained to an appropriate standard, are fit for purpose, and represent an effective and sustainable asset for the community.

The Working Group is advisory in nature and shall not make decisions on behalf of the Council except where specific delegated authority has been granted. All recommendations shall be referred to the Asset Management **Committee or Full Council for consideration and approval.**

2. Responsibilities

The Working Group shall:

- Review existing arrangements relating to the facilities, including leases, licences, and management agreements with relevant parties
 - Examine the layout and configuration of the facilities, including consideration of underutilised areas
 - Assess the suitability, durability, and maintenance implications of fixtures and fittings
 - Consider issues relating to anti-social behaviour, misuse, and rough sleeping, and identify mitigation measures
 - Review usage levels and ongoing maintenance costs
 - Explore opportunities for income generation, cost recovery, or external funding
 - Identify and recommend improvements to ensure the facilities remain fit for purpose and deliver value to the community
 - Report findings and make recommendations to the Asset Management Committee or Full Council
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3. Membership

The membership of the Working Group shall be determined by Full Council.

- The Working Group shall comprise up to 4 councillors
 - The Chair of the Council shall be an ex officio member
 - The Clerk and the Operations & Facilities Officer shall act in an advisory capacity to the Working Group
 - Relevant stakeholders (including the Lifeboat, Harbour Master, and EBC) may be invited to attend meetings as required but shall not be members of the Working Group
 - The Working Group may, with the approval of the Asset Management Committee or Full Council, co-opt individuals with relevant expertise for specific purposes
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4. Delegated Powers

The Working Group shall have no delegated decision-making powers unless expressly granted by resolution of the Council.

- The Working Group may consider matters within its remit and formulate recommendations
 - Any delegated authority must be clearly defined by the Council and recorded in the minutes
 - Any actions taken under delegated authority shall be reported to the next meeting of the Asset Management Committee or Full Council
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5. Meetings

- The Working Group shall meet as required, at the discretion of the Chair
 - Meetings may be held in person or by remote means where appropriate
 - The Working Group is not a committee of the Council for the purposes of statutory notice requirements; therefore, formal agendas are not required
 - Notes of meetings shall be recorded by the Clerk (or nominated officer) and reported to the Asset Management Committee or Full Council
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6. Decision Making

- The Working Group shall operate on an advisory basis only
 - Recommendations shall be agreed by those present and submitted to the Asset Management Committee or Full Council
 - Where delegated authority applies, decisions must be made collectively and within the scope of that authority
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7. Confidentiality

Members of the Working Group shall observe confidentiality in respect of all non-public, commercially sensitive, or exempt information.

- Information designated as confidential shall not be disclosed outside of the Working Group or Council processes
 - All confidential matters shall be handled in accordance with statutory requirements and the Council's Standing Orders
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8. Reporting

- The Working Group shall report to the Asset Management Committee or Full Council as appropriate
 - Recommendations shall be clearly minuted and formally presented for consideration
 - Progress updates may be provided as required
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9. Review

These Terms of Reference shall be reviewed annually by the Council, or earlier if required, to ensure compliance with Standing Orders and continued relevance to Council priorities.
