

Traveller, Gypsy and Roma Working Group (TGR Working Group)

Terms of Reference

Approved by: Gargrave Parish Council

Date approved: [4 March 2026] **Version:** 1.0

1. Purpose

The Traveller, Gypsy and Roma Working Group (TGRWG) is an advisory and liaison group established by Gargrave Parish Council to support and develop the Parish Council's Traveller, Gypsy and Roma (TGR) strategy and the TGR plan adopted in 2024.

The purpose of the Group is to:

- Assist the Parish Council by providing information, feedback and observations relating to visiting TGR communities;
- Engage with relevant bodies to promote good relations between residents and Travellers

The Group has no enforcement powers and does not act on behalf of statutory authorities including Gargrave Parish Council. Its role is advisory, supportive and communicative only.

2. Membership

Membership of the Working Group is open to:

- Gargrave Parish Councillors
- Members of the public who are appointed by the Parish Council.

The Group will consist of a minimum of four (4) and a maximum of eight (8) members.

Membership is ongoing, subject to regular review by the Parish Council. Members may resign at any time by notifying the Chair of the Working Group. The Parish Council reserves the right to remove or replace members where necessary.

3. Accountability and Reporting

The Working Group is accountable to Gargrave Parish Council.

The Group may make recommendations to the Parish Council but does not have delegated decision-making authority.

4. Chairing and Administration

- The Group will nominate a Chair from among its members;

- The Chair is responsible for convening meetings and ensuring the orderly conduct of business;
 - Secretariat support will be provided by the Parish Clerk or a nominated member of the Group;
 - A record of meetings and key actions will be maintained.
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5. Meetings

- The Group will meet approximately four to six (4–6) times per year, or as required;
- Meetings may be held in person or online, as agreed by the Group;
- Agenda items may be proposed by any member and will be informed by past experience and anticipated needs;
- Agendas and papers will normally be circulated by email in advance;
- Meetings will follow a structured agenda. Decisions, where required, will be made by consensus and recorded as recommendations.

Non-members will not normally be invited to meetings unless agreed by the Group and the Parish Council.

6. Communication and Information Sharing

- Day-to-day operational communication may take place via email or a messaging group (e.g. WhatsApp);
 - Messaging groups are for coordination only and will not be used for formal decision-making;
 - All communication relating to business of the working group should be emailed to the parish council through the Clerk.
 - The Clerk will call meetings and distribute papers by email.
 - Members must comply with data protection legislation and Parish Council policies when sharing information;
 - Any sensitive or personal data must be handled securely and shared only with authorised persons.
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7. Confidentiality and Data Protection

While most of the Group's work is expected to be non-confidential, members must:

- Treat any sensitive information responsibly;
 - Comply with GDPR and relevant data protection requirements;
 - Avoid recording or sharing personal data unnecessarily.
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8. Review of Terms of Reference

These Terms of Reference will be reviewed annually by Gargrave Parish Council to ensure they remain relevant, effective and compliant with legislation and best practice.

Adopted by Gargrave Parish Council on 4 March 2026