**Terms of Reference for GAPTC Working Group on English Devolution**

**1. Purpose**  
The purpose of the GAPTC Working Group on English Devolution is to:

* Stay informed about developments in national government policy on English devolution.
* Monitor county and district-level responses and policies.
* Track devolution-related initiatives in other counties and County Associations.
* Engage with county and district officers and councillors to ensure GAPTC and its members are actively involved in devolution discussions.
* Represent the concerns, needs, and aspirations of Gloucestershire’s town and parish councils, including parish meetings, to ensure they are prioritised in devolution processes.
* Act as a conduit for GAPTC members to provide input on devolution.
* Consider the potential impacts of parishing Cheltenham and Gloucester.

**2. Membership**

* The Working Group will comprise 8 to 10 members chosen from councillors or officers nominated by GAPTC member councils.
* Membership will aim to include a diverse representation of councils of different sizes and locations across Gloucestershire.
* Equal representation from each district is not mandatory but will be encouraged where possible.
* Members will include a mix of councillors and officers drawn from the GAPTC membership.

**3. Accountability**

* The Working Group will report to the GAPTC CEO.
* Regular updates will be given to the Executive Committee and shared with GAPTC members to ensure transparency.
* The Working Group will work closely with the GAPTC office to maintain two-way communication.

**4. Roles and Responsibilities**  
The Working Group will:

* Keep track of national government announcements, white papers, and policy updates.
* Liaise with NALC, who receive regular updates from MHCLG officials.
* Collate insights from counties outside Gloucestershire and other County Associations.
* Build relationships with Gloucestershire’s county and district councils, as well as relevant officers and councillors.
* Act as a conduit for GAPTC members to provide input on devolution.
* Ensure the voice of the community tier of government is heard at all levels of devolution discussions.
* Highlight issues specific to smaller councils and parish meetings.
* Assess and report on devolution developments within Gloucestershire.
* Consider and advise on the feasibility and impact of parishing Cheltenham and Gloucester.

**5. Meetings**

* The Working Group will meet quarterly or more frequently as required.
* Meetings will be conducted in person or online as appropriate.
* A quorum for meetings will be five members.

**6. Decision-Making**

* The Working Group’s role is advisory. Recommendations will be presented to the GAPTC CEO.

**7. Review**

* The Terms of Reference will be reviewed annually to ensure alignment with GAPTC’s strategic priorities and any changes in devolution policy.