

Agenda Item 6

BCR NP Working Groups - Terms of Reference

To be proposed for adoption at the NP meeting on 25 January 2016.

1. Role

- 1.1. The role of a Working Group (WG) is to help the Neighbourhood Partnership (NP) carry out some of its objectives, as set out in the Neighbourhood Partnership Plan.

2. Legitimacy

- 2.1. The name and remit of a WG must be approved by the NP, and be reconfirmed each year.
- 2.2. If it is ineffective or dysfunctional, a WG may be terminated, or its participants changed, by a vote of the NP at a formal NP meeting.
- 2.3. If anyone wishes to raise a grievance about the way a WG is operating, they should do so with the Neighbourhood Partnership Coordinator.

3. Participants

- 3.1. A WG may include as participants both members of the NP and other local residents and representatives of local groups.
- 3.2. A WG must include at least one participant who is a member of the NP and who is identified as the main contact between the WG and the NP.
- 3.3. A WG may take on new participants from the local community, but the NP retains discretion to approve or disapprove any WG participant.
- 3.4. WG participants are expected to attend most meetings of the WG. Participants who do not attend the WG meetings regularly may be asked to step down from the WG.
- 3.5. WG participants are expected to actively support the work of the group by taking on tasks between meetings.
- 3.6. WG participants are expected to behave with integrity and honesty, and not to indulge in personal attacks, harassment, bullying, or to make offensive or abusive comments.

4. Scope

- 4.1. The NP should give a WG responsibility for carrying out identified NP Plan action items.
- 4.2. To carry out their responsibilities, a WG may:
 - 4.2.1. take decisions on prioritising and planning projects, taking into account any views expressed on their approach by the NP;

- 4.2.2. design and carry out consultation activities, including gathering information from residents, using forums, public events and meetings, and by other forms of public consultation as they deem appropriate;
 - 4.2.3. work with Council Officers and statutory and voluntary organisations;
 - 4.2.4. manage and co-ordinate small projects, or work with and coordinate projects undertaken by the council or commercial organisations.
- 4.3. A WG must:
- 4.3.1. report progress regularly (at least every six months) to the NP, highlighting progress with respect to their identified NP Plan action items;
 - 4.3.2. refer significant choices, and any requests for spending, back to the NP (including the Neighbourhood Committee) for decisions;
 - 4.3.3. document their work on the BCRNP website.

5. Funding

- 5.1. At the start of a financial year, a WG will have a spending limit for that year set by the NP, based on an outline spending plan suggested by the WG. In exceptional circumstances, this limit may be revised by the NP during the year.
- 5.2. All significant spending incurred by a WG on behalf of the NP must be requested in advance by the WG and agreed by the Neighbourhood Committee, based on a detailed spending proposal submitted either at the beginning of, or during, the year. Any requested spending must not cause the WG's total spending limit for the year to be exceeded.
- 5.3. The Neighbourhood Partnership Coordinator has discretion to cover incidental WG expenses provided they would not cause the WG to exceed its total spending limit.

6. Meetings

- 6.1. A WG must meet regularly (at least quarterly) to plan and discuss areas of work.
- 6.2. Meeting times must be set to be accessible for participants and potential participants. Wider participation is to be encouraged by varying the days of the week and times of the day that meetings are held.
- 6.3. Meetings must be advertised to all participants at least 5 working days in advance.
- 6.4. Anyone who is not a regular participant may attend WG meetings at the discretion of the rest of the group.