

## HSBWOT NP Governance Working Group Report

### Recommendations:

1. To **note** the report and discussion held on governance issues relating to the NP
2. To **discuss and agree** the recommendation in section 1 regarding working groups being quorate (1.3)
3. To **discuss and agree** the statement regarding the NP's ownership of all information relating to its operation (3.4)
4. To **agree** to Alan Preece being Chairman of the Environment Working Group (5.2)

**1.0** At its meeting held on 2<sup>nd</sup> August 2016, the following NP members were present:

**Governance Working Group members:** David Mayer, Helen Furber, Graham Donald. **Observers:** Alan Preece

### **1.0 Terms of Reference of Working Groups.**

1.1 The different ToR and membership practices of the various working groups were discussed. For example, the Well Being Group has a specific membership, based on ward rep membership, whereas the Transport and Environment Working Groups have a wider, more fluid membership and operate on consensus. Do we need the groups to be run the same way?

1.2 It was pointed out that all the groups work well in their own way and that their ToR (where they have one) and proceedings are all effective in doing what they need to be doing i.e. producing clear recommendations and project ideas.

1.3 It was agreed that the working groups, no matter how they operate, need to have elected reps present. The Governance Working Group **requests the NP to agree** that working groups should only be considered quorate if there are at least 2 W-o-T & Henleaze reps and 1 Stoke Bishop rep present at each meeting. This should be considered the minimum, and ideally the ratio should be 3 W-o-T & Henleaze and 2

from Stoke Bishop (except for the Governance Group, which should remain at the ratio of 2:1).

## **2.0 Working Group for Older People**

2.1 The new constitution is to be agreed in October at the Group's AGM.

2.2 There are three formal roles on this group due to its having a bank account (unlike all other working groups). The roles are: Chair, Secretary, and Treasurer. Two of these three posts must sign all cheques. The WGOP will provide a report on the new constitution at the December NP.

## **3.0 Neighbourhood Partnership information**

3.1 Inevitably, information gathered and retained by members of different working groups is held and stored by different people in different ways.

3.2 All information held by individuals relating to any aspect of the NP's work is owned by the NP.

3.3 In order to strengthen the NP's ownership of its information, the Governance Group recommends that a central repository be made available to hold all NP information. It was suggested that either a part of the website (not open to, or viewable by, the public) or a google (or equivalent) drop box, accessible only by those with a password, be set up to enable this. **Action:** Coordinator to investigate and report back.

3.4 To reinforce this decision, the **NP is requested to agree** that all members of the NP be subject to the following statement, which will be added to the NP's Terms of Reference:

*3.5 "Any contact lists, financial information, reports, agreements, policies, funds and equipment developed collected or stored on behalf of the NP, its forums, working groups or projects, are the property of the NP and must be protected and made available for use by the NP"*

## **4.0 Vice Chair's role**

4.1 As Vice Chair, Graham sought clarification on his role. It was agreed that the role is to take on certain tasks as agreed, work with the Chair for

the benefit of the NP, and Chair NP meetings and pre-meetings in the Chair's absence.

4.2 It was also agreed that the role is in large part informal and varied; the Coordinator and Neighbourhood Officer will provide information and seek decisions and views from the Chair and Vice Chair as and when the need arises. The Vice Chair has a specific role in agreeing (with the Chair) the agenda for NP meetings.

## **5.0 Chair of the Environment Working Group**

5.1 Alan Preece has kindly offered to chair the Environment Working Group. As the NP is aware, Alan has recently stepped down from his role as a Stoke Bishop NP Rep.

5.2 As per the changes to the NP's Terms of Reference agreed at the March NP, non-NP rep chairs of working groups have to be ratified by the NP. The **NP is requested to agree** to Alan Preece chairing the Environment Working Group.

## **6.0 Young people**

6.1 As the NP is aware, the NP has agreed substantial funds in support of children and young people's activities and welfare over the lifetime of the NP. Despite this, the NP has been unable to run a working group for young people.

6.2 There are no direct youth services delivered in this NP area by the central delivery organisation for youth work in Bristol – Bristol Youth Links. The vast bulk of youth services are targeted at deprived neighbourhoods. However, there are certain services that are available to all parts of Bristol. One of these is advice on what other provision is available and how to organise youth provision.

6.3 The Governance Working Group has requested that the Coordinator, using the contact list provided by Bristol Youth Links, contact all the groups in the NP area, seeking their thoughts and support for initiating a young people's working group. If possible, advice and assistance will be sought from Youth Links. **Action:** Neighbourhood Coordinator