

Terms of Reference of Theme Groups

COMMUNITY LEADERSHIP THEME GROUP

1. Name

- 1.1 The name of this Theme Group is the Aston Pride Delivery Partnership Community Leadership Theme Group (“CLTG”).

2. Powers

- 2.1 The CLTG is a Working Group formed by, and reporting to, the Aston Pride Delivery Partnership Board (the “Partnership Board”).
- 2.2 The CLTG has the following functions:
 - 2.2.1 To appraise, review, or evaluate matters within the remit of the CLTG, as set out at Para 8, or on any matter referred to it by the Partnership Board and to present their findings, along with any recommendations they consider appropriate, to the Partnership Board;
 - 2.2.2 The CLTG will operate within any powers properly delegated to it by the Partnership Board, by way of a minuted resolution at a quorate Partnership Board meeting, (subject to any approval of Government Office for the West Midlands or the Accountable Body, should that be required from time to time);
 - 2.2.3 The CLTG will have decision-making powers covering its proceedings, attendance, servicing, annual work programme, information and support needs and recommendations to the Partnership Board. It will also have a duty to ensure that its work is communicated to residents and stakeholders on a regular basis through appropriate channels;

3. Composition

- 3.1 The CLTG will consist of the following members, who will be entitled to vote at a meeting of the group:

- 3.1.1 The Partnership Board's Community Members for Community Leadership;
 - 3.1.2 The Partnership Board's Nominated Agency Member for Community Leadership;
 - 3.1.3 The [NDC funded] Community Leadership Theme Manager for Aston Pride.
- 3.2 The quorum for a CLTG will be three members of the group entitled to vote at such a meeting.
- 3.3 The CLTG will also seek to include other interested parties ("Additional Members"), including the following:
- 3.3.1 A senior representative of Birmingham City Council's Youth Service;
 - 3.3.2 A senior representative of Birmingham and Solihull Connexions Service;
 - 3.3.3 The [NDC funded] Communications Officer for Aston Pride.
- 3.4 Additional Members or their deputies may be identified to supplement and strengthen the initial membership subject to the Partnership Board's prior agreement to their appointment. These additional members will be entitled to take part in discussions of CLTG by agreement with the Chair, but may not vote.
- 3.5 Other persons may be asked to attend meetings of the CLTG from time to time for the purpose of servicing meetings, delivery of reports and information, provision of specialist advice or such other contribution as the CLTG may require. These persons will be permitted to address any meeting of CLTG with the permission of the Chair but will not be entitled to vote.
- 3.6 Meetings of the CLTG shall be open to all members of the Partnership. These members will not be entitled to vote, but may request that items be referred to the full Partnership Board before any decision is taken upon that item.

4. Chair

- 4.1 The Chair of the CLTG will be elected by members of CLTG from the Community Members appointed to this theme area, at the first meeting of the CLTG each financial year.

- 4.2 In the absence of the Chair, within fifteen minutes of the time appointed for the meeting, the members present and entitled to vote will select one of their number to chair that meeting.
- 4.3 The Chair will be offered support by the Partnership Board and the Delivery Team in fulfilling the role of Chair, and will agree to undertake such training and development opportunities as are offered from time to time.

5. Decision Making

- 5.1 Decisions shall be arrived at by consensus. Each Member will have one vote and all matters requiring a formal decision will be decided by a show of hands by those members present and entitled to vote.

6. Declaration of Interests

- 6.1 At every meeting of the CLTG Members must disclose any personal or pecuniary interest they have in any matter to be discussed at that meeting. (See Code of Conduct set out in Section 3 of the Governance Directory for further information.)

7. Conduct

- 7.1 Members of the CLTG agree to read and comply with the Code of Conduct as a condition of membership of the group.

8. Role and Tasks

- 8.1 The CLTG is to work on behalf of the Partnership with the following role and tasks:
 - 8.1.1 To promote active community involvement in the development and delivery of all Partnership strategies and activities, supporting this with appropriate training and by facilitating regular and frequent discussion of community involvement and related issues in the community and between the community and agencies;
 - 8.1.2 To develop, implement and regularly review a strategy to deliver community involvement and communications initiatives and activities that will achieve the High Level Outcomes set out in the Delivery Plan;

- 8.1.3 To support the work of other Theme Groups by developing strategies and working practices in the areas of community involvement, consultation, communications, equalities, etc;
- 8.1.4 To receive regular reports on expenditure and performance of the CLTG to ensure that relevant budgets are spent effectively and appropriately, and to monitor and review progress towards the achievement of the High Level Outcomes and the Community Involvement and Communications Strategy;
- 8.1.5 To oversee the budgets and approve proposals for expenditure within the Community Leadership Team and Communications Team projects;
- 8.1.6 To present reports and make formal recommendations to the Partnership Board on matters relating to community involvement and communications;
- 8.1.7 To develop a detailed understanding of the community involvement, communications and related issues in the NDC area, including an understanding of the key programmes, investment strategies, agencies, groups and individuals capable of influencing community involvement activities and strategies;
- 8.1.8 To develop a strategic approach to addressing the community involvement and related issues in the NDC area, setting priorities for action – including, as appropriate, community capacity-building and the reconfiguration of mainstream programmes – that will deliver change, and enhance and develop community involvement in the medium to long term;
- 8.1.9 To ensure that equality, diversity and anti-discrimination principles underpin the development and delivery of all Aston Pride activities, including carrying out Equality Impact Needs assessments as appropriate;
- 8.1.10 To drive the process of raising awareness locally about community involvement and related issues and what residents, traders, community groups and service providers can do to foster good community relations and involvement in activities in the Aston Pride area;
- 8.1.11 To raise awareness of Aston Pride NDC within the area and ensure that communication and publicity arrangements are appropriate and effective;

- 8.1.12 To act as the Editorial Group, for the Partnership, in respect of all corporate publicity material;
- 8.1.13 To consider and make recommendations on applications for NDC funding to deliver activities that will contribute to the achievement of the Partnership's High Level Outcomes;
- 8.1.14 To identify specific areas of work that need to be undertaken to address strategic priorities and to draw up briefs that may be used to commission such work;
- 8.1.15 To keep community involvement outcomes, targets, priorities and the progress of commissioned work under review, feeding into the Partnership's annual Delivery Plan cycle;
- 8.1.16 To ensure that a Learning Plan is developed and updated regularly and that appropriate training, development and support is provided for all Board Members;
- 8.1.17 To ensure that its work is communicated on a regular basis to residents and stakeholders through a variety of media including open meetings and workshops, targeted publicity and group contact, and through the Partnership's consultative arrangements.

9. Reporting Arrangements

- 9.1 The CLTG will report regularly on its work to the Partnership Board in such form and frequency as the Partnership Board requires, but at least four times a year.
- 9.2 In any event the minutes of CLTG meetings will be submitted to the next meeting of the Partnership Board, for information.

10. Servicing and Arrangements for Meetings

- 10.1 The CLTG will draw up an annual programme of meetings, at its first meeting each financial year, clearly setting out its servicing, note-taking and reporting arrangements.

11. Dissolution

- 11.1 The Partnership Board may at the request of the CLTG or at its own volition resolve to dissolve the CLTG should it feel it desirable to do so.