

Appendix Two

Neighbourhood Governance Board

TERMS OF REFERENCE

April 2012

This document has been approved by:

Name	Date	Version
BHCC Strategic Leadership Board		
Cabinet Member for Communities & Community Safety or Chair: Policy & Resources Committee ??		

1. Role and function

1.1 The Neighbourhood Governance Project Board (NGPB) is a cross-council body comprised of senior managers from across the authority. Partners from other agencies will be included where appropriate however responsibility rests with the council. The role of the NGPB is to provide overall direction and management to the piloting and creation of new neighbourhood governance structures and mechanisms and to ensure that these are aligned with wider programme and other corporate and partnership priorities. Key responsibilities can be summarised as follows:

- To shape, lead and implement cross council approaches to neighbourhood governance for the two pilot areas and potentially for full roll-out across the city.
- To establish the necessary implementation and learning groups, examine resource requirements (budgetary and staffing) and ensure that these are released or redirected as necessary.
- To consider emerging national policy and guidance and translate these into actions.
- To monitor progress and agree new actions arising from emerging learning points receiving regular reports from the Project Manager.
- To sign-off major decisions and agree any changes to the project.
- To provide a professional view and steer and/or seek specialist advice, where appropriate.
- To provide assurance at key project milestones that activities and/or outputs have been successfully delivered to the required quality.
- To identify, monitor and take steps to ameliorate project risks.
- To ensure effective communication, engagement and dissemination of information within the project, the council and to partner organisations.

2. Reporting lines

2.1 The NGPB reports to the council's Strategic Leadership Board and Policy & Resources Committee.

3. Purpose and remit

3.1 The purpose of the NGPB is to provide effective leadership for the development and implementation of new forms of neighbourhood governance making changes to existing decision making and service provision as necessary. Key areas of focus will include:

1. Localism: developing a cross-council response to the legislation and government guidance in order that residents receive a clear seamless response and resources are deployed effectively.

2. Participatory Budgeting: identifying and allocating resources for the pilot areas to use in participatory budgeting exercises in order to test approaches, mechanisms and processes.
3. Cross-service front line working: improving joint working and communication of front-line staff with a solution focused approach

3. Membership

- 3.1 The NGPB comprises the following members:
 - Abraham Ghebre-Ghiorghis, Head of Legal & Democratic Services
 - David Murray, Strategic Director, Communities (Chair)
 - Nick Hibberd, Head of Housing & Social Inclusion
 - Nigel Manvell, Head of Financial Services
 - Martin Randall, Head of Planning & Public Protection
 - Mary Evans, Commissioner - Communities & Equality
 - Peter Wilkinson, Lead Commissioner - Public Health
 - Richard Butcher Tuset, Head of Policy & Performance
 - Sam Warren, Community Engagement Co-ordinator (Project Manager)
 - Steve Barton, Lead Commissioning – Children, Youth & Families
- 3.2 Additional staff members and partners may be asked to join and / or report into the group, to provide specialist knowledge and skills as required.
- 3.3 All group members will follow the ground rules below:
 - Committing to and prioritising the project.
 - Observing the sensitivities associated with the project and, as necessary, maintaining the confidentiality of information.
 - Working openly and transparently with fellow group members, operating in an environment of respect and co-operation.

4. Frequency of meetings

- 4.1 NGPB meetings are to be held **6-weekly** during the planning and implementation of the pilots. However, on an on-going basis, the frequency of these meetings is to be reviewed and increased or decreased as required.

5. Administration

- 5.1 NGPB meetings are to be arranged and minuted by the Communities & Equality team. Minutes are to be circulated within five days of each meeting.

- 5.2 The BHCC Project Manager will prepare agendas and collate papers, for the approval of the Chair.
- 5.3 Group members are to forward meeting papers to Thalia Liebig a minimum of three working days in advance of the meeting. Agendas and papers are then to be circulated a minimum of two working days in advance of the meeting.

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