

**COMMUNITY COHESION PDG
TERMS OF REFERENCE
REVISED OCTOBER 2013**

1. Background

The Community Cohesion PDG (here after referred to as the Group) is one of a network of Priority Delivery Groups (PDGs) that report into the Slough Wellbeing Board (here after referred to as “the Board”).

The Group’s role is to guide the work of the Board by providing advice of the highest possible quality on issues relating to the delivery of the Board’s strategic civic responsibility and community cohesion objectives and priorities in Slough.

It is a forum for advice and has no decision making or executive powers.

It has access to the Board through its Chair, who is also a member of the Board. It has access to the Slough Borough Council’s senior management through the Head of Strategic Policy and Communications, who attends its meetings. It also maintains links (as appropriate) to each of the Board’s other thematic Priority Delivery Groups (currently health, skills, employment and enterprise, safer Slough, climate change and children and young people).

Membership of the Group should enable the Board to benefit from a broad range of experience and depth of knowledge of the sectors in which it operates; it also offers an informal local knowledge of Slough, channels of access to professional advice and a reasonable breadth and balance in terms of age, gender and ethnicity.

The Groups formation or disbandment is the responsibility of the Board.

2. Role of the Community Cohesion Priority Delivery Group (CCPDG)

The Group’s role is to deliver the Community Cohesion Strategy 2013 -15 which includes the Slough Wellbeing Strategy’s vision for Slough, that by 2028:

“....., people are proud to live in Slough where diversity is celebrated and where residents can enjoy fulfilling, prosperous and healthy lives”.

This vision of an integrated and cohesive community is based on **three foundations**:

- that people from different backgrounds have similar life opportunities,
- that people know their rights and responsibilities, and
- that people trust one another and trust local institutions to act fairly

and **three ways of living together**:

- a shared set of values and a common sense of belonging,
- a focus on what new and existing communities have in common, alongside a recognition of the value of diversity, and

- strong and positive relationships between people from different backgrounds.

The Group's Community Cohesion Strategy includes five priority areas or outcomes:

1. People feel a sense of pride and belonging
2. Better life opportunities for all
3. Diversity is valued
4. Positive relationships within and between communities
5. We all take responsibility

In delivering these outcomes the Group should aim to:

- Ensure that the Board is kept informed of major developments in the public, educational, economic and cultural life of Slough, particularly where they might have a significant impact on the borough's cohesiveness.
- Serve as a channel of professional advice within the areas of expertise represented on the Group, keeping the Board informed of major developments, offering fresh insights and identifying new opportunities.
- Bring to the attention of Board opportunities for activity within or on behalf of Slough that would achieve the Board's desired civic responsibility and community cohesion outcomes.
- Provide input to the Board's Wellbeing Strategy and help monitor the achievement of the strategy's objectives in relation to the borough's cohesiveness.
- Provide access to communities within Slough for whom the Board's work has relevance.
- Act as advocates and champions for the Board's civic responsibility and community cohesion work in Slough.

3. Accountability

The Group is accountable to the Board and Slough Borough Council.

Any recommendations made by the Group that fall outside its delegated powers will be submitted to Elected Members of the Council or Chief Officers for consideration and approval, as appropriate.

4. Appointment of the Chair and Vice Chair

Members are responsible for nominating a Chair and Vice Chair. The Chair and Vice Chair will be appointed for a period of one year - although sitting Chairs can be appointed for subsequent periods.

The appointment of Chairs will be via endorsement at the Board. All changes to the Chair and Vice Chair also need to be approved by the Board.

5. Role and responsibility of the Chair

The Chair, with support from the Vice Chair (see paragraph 6 below) and the Lead officer, is responsible for facilitating the effective functioning of the Group, by:

- Acting as the main link, 'critical friend' and sounding board for the Board on civic responsibility and community cohesion related issues.
- Allocating and directing actions and resources as appropriate to deliver the Group's work programme and the Board's civic responsibility and community cohesion objectives
- Reviewing the Group's performance against the Board's civic responsibility and community cohesion objectives, which are contained in the Group's Community Cohesion Strategy and accompanying action plan.
- Submitting formal reports to the Board on the Group's activities and achievements, as and when required.
- Reporting issues (on an exception basis) that have the most significant impact on the accomplishment of the Board's civic responsibility and community cohesion objectives to the Board for discussion and agreement on a way forward.
- Attending the Board to answer questions, as and when required.
- Ensuring that the Group works effectively with local partners and stakeholders to achieve the Board's civic and community cohesion objectives.
- Chairing the Groups meetings.
- Approving all of the Groups agendas.
- Calling extraordinary meetings (in accordance with the rules set out at section 12).
- Being responsible for ongoing business.
- Speaking up for the subject in matters of local and regional debate.

6. Role of Vice Chair

The Vice-Chair will:

- Carry out the Chair's duties in their absence (see paragraph 5 above).
- Provide support and assistance to the Chair in carrying out their responsibilities.
- Take on specific responsibilities from the Chair when required.
- Be open to approaches, where appropriate, from other members about the work or judgement of the Chair and discuss any issues arising with the Chair.

7. Membership

The Group's role is to provide reliable and consistent strategic advice and informed guidance to the Board (and others) on the achievement of its civic responsibility and community cohesion objectives. In this way the Board will benefit from members' ideas and perspectives in respect of their individual areas of expertise, which they might otherwise have missed.

In order to satisfy this role, the Group is currently comprised of representatives, from the following bodies:

- Police authority representative
- Local Authority representative(s)
- A voluntary and community sector representative
- A public health representative
- A business community representative
- A faith representative
- A young persons' representative
- A primary and secondary schools' representative
- A community safety representative
- A housing sector representative
- An equality and diversity representative

8. Members' roles and responsibilities

Members are expected to:

- Participate in two scheduled meetings a year.
- Act as advocates for the Board's work in relation to its civic responsibility and community cohesion objectives.
- Maximise every opportunity to challenge and influence others to think differently about their civic responsibilities and community cohesion obligations.
- Assist in the implementation, delivery and review of the Board's existing civic responsibility and community cohesion objectives, as contained in the Group's Community Cohesion Strategy and accompanying action plan.
- Utilise their networks, knowledge, skills and resources for the benefit of the Board (and others) in relation to the achievement of the Board's civic responsibility and community cohesion objectives.
- Assist in the future design and development of the Board's civic responsibility and community cohesion initiatives and interventions.
- Undertake any activities assigned to them by the Chair and Vice Chair.
- Attend meetings and events with other partners and stakeholders where appropriate.

9. Code of conduct

Members are expected to carry out their role and responsibilities in accordance with paragraph 8 above. The following members are also bound by the following codes of conduct:

- **Slough Borough Council Officers:** Local Code of Conduct for Employees
- **SVCS employees:**– the Voluntary sector Compact values and principles
- **Thames Valley Police (TVP) representatives:** TVP organisational aims and values

10. Attendance

Members are expected to participate in the two scheduled meetings held each year. A record of members' attendance at meetings will be kept by the Lead officer.

11. Frequency of meetings

The Chair shall convene at least two meetings of the Group per year. These meetings shall be open to any number of Group, but only one designated representative may vote.

At these meetings members will:

- a) monitor and advise the Group of their recent activity and achievements, and
- b) discuss any issues of current interest in relation to delivery of the Group's Community Cohesion Strategy and action plan in the next period of activity.

12. Extraordinary meetings

Extraordinary meetings may also be called to discuss any issue which requires the input of members that is too serious or urgent to wait until the next scheduled meeting.

Any member may convene an extraordinary meeting of the Group on obtaining the written support of at least [7] other members.

A summary of the issue should be sent to the Chair (via the Lead officer) for their approval to proceed. The summary must explain the background to the issue and the purpose of the meeting so that the Chair can decide whether the issue is sufficiently important enough to warrant discussion outside of the normal meeting timetable.

The extraordinary meeting shall normally be convened at a mutually convenient location and time within six weeks of the Chair's receipt of the request.

13. Agendas and discussion papers

The Lead officer will prepare all of the Group's agendas in liaison with the Chair and Vice Chair.

Discussion papers, reports etc will be prepared by members, with the support of the Lead officer, as and when required.

All discussion papers, reports etc must be submitted to the Lead officer for circulation a minimum of ten working days before any meeting is due to be held.

The Lead officer will circulate all papers to members a minimum of five working days before the meeting is due to be held.

14. Minutes

All meetings will be minuted by the Lead officer and the minutes will be distributed to members in advance of the next meeting.

All decisions made by, and actions agreed by the Group will be recorded in writing, in the minutes.

15. Decision making

All decisions taken by the Group will be consensual. If a consensus cannot be reached the Group will take a vote on the issue and it will be decided by a simple majority. In the event of a tied vote the Chair will cast the deciding vote.

A quorum of the Group will be one-third of the membership (i.e. 4) but must include the Chair or someone nominated on their behalf.

16. Performance reporting requirements

The Group will use the Board's Performance Monitoring Framework to measure its progress against the delivery of the Board's civic responsibility and community cohesion objectives, as contained in the Group's Community Cohesion Strategy and accompanying action plan.

17. Freedom of Information and Data Protection requirements

The Group is subject to the provisions of the Freedom of Information Act 2000 and the Data Protection Act 1988 as regards the public's rights of access to, and the holding of information by, public bodies.

18. Equalities

The Group will have regard to the Equalities Act 2010 and will undertake Equality Impact Assessments in relation to its activities, as and where appropriate.

19. Communication arrangements

A Communication Plan for the Group will be developed by the Group's communication officer.

The Communication Plan will be reviewed and updated (where necessary) as a minimum every six months.

20. Risk Management

The Lead officer will develop (and maintain) a Risk Register and Risk Management Plan on behalf of the Group in accordance with the council's corporate approach to risk.

The Risk Register and Management Plan will specify who is responsible for managing risk on behalf of the Group.

The Risk Register and Management Plan will be reviewed and updated (where necessary) as a minimum every six months.

21. Dispute Resolution

Should any member of Group have a complaint or conflict with another member, or a member of the Board, that they are unable to resolve, they will be expected to raise the issue with the following people and in the following order:

Stage 1: Chair of the Group

Stage 2: Chair of the Wellbeing Board

Where a complaint cannot be resolved to the complainant's satisfaction at stage 1, it will be progressed to stage 2.

22. Termination of membership

Any member may terminate their position on the Group at any time by formally writing to the Chair and detailing the reasons behind their decision to leave.

23. Changes to the Terms of Reference

The Group's terms of reference will be reviewed annually.

Any changes made to these terms of reference will require the approval of Board.

24. Exit Strategy

The Lead officer will develop (and maintain) an exit strategy on behalf of the Group in accordance with the council's corporate governance procedures.

The exit strategy will be reviewed and updated (where necessary) as a minimum once a year.

Dissolution of the Group will only occur if direction and/or guidance to this effect is given by the Board.