

Community Engagement Group

Terms or Reference

UPDATED Aug 2017

Purpose

- 1) To advise on the development and co-ordination of consultation and engagement activities conducted across the Public Services Board (PSB) and its partners including Newport City Council; acting as a 'critical friend' and also as an advisor to colleagues who engage with stakeholders associated with the PSB and its partners.
- 2) To ensure that sustainable development is an overriding principle of the group's activities. This means acting in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs. This means working in ways that take into account:
 - a. **Long term:** The importance of balancing short-term needs with the needs to safeguard the ability to also meet long-term needs.
 - b. **Prevention:** How acting to prevent problems occurring or getting worse may help public bodies meet their objectives.
 - c. **Integration:** Considering how the public body's well-being objectives may impact upon each of the well-being goals, on their other objectives, or on the objectives of other public bodies.
 - d. **Collaboration:** Acting in collaboration with any other person (or different parts of the body itself) that could help the body to meet its well-being objectives.
 - e. **Involvement:** The importance of involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area which the body serves.
- 3) The core aims of the group are to:
 - Co-ordinate consultation activity;
 - Communicate consultation and intelligence;
 - Contribute to a central data resource;
 - Share best practice;
 - Enable citizen's to participate; and
 - Effectively engage with the people, communities and groups we represent.

Responsibilities

- 4) Members are responsible for the following on behalf of the PSB:
- 5) To champion and encourage the use of engagement and consultation across their organisation to increase public involvement and participation.
- 6) To contribute to the development and implementation of a new Engagement Action Plan.
- 7) To provide the group with feedback about their current and planned consultation and engagement work to avoid duplication.

- 8) To share results / intelligence gained via their consultation and engagement activity with the group.
- 9) To feedback on relevant intelligence from the group to appropriate officers in their organisation.
- 10) To commit to developing and contributing to a single resource / data repository where all consultation and engagement activities across the partners can be stored and accessed easily.
- 11) To share knowledge of best practice and lessons learned.
- 12) To provide effective, appropriate and ethical opportunities for stakeholders to express their views.
- 13) To actively seek the views from those groups identified as 'seldom heard'.
- 14) To identify and reduce barriers that prevent engagement.
- 15) To raise awareness of the importance and benefits of involving stakeholders in decision making processes.
- 16) To adhere to the National Participation Standards when carrying out consultation and engagement practices.
- 17) To contribute to the development of the Local Assessment of Well-being.

Membership

- 18) Membership of the group will be made up of representatives from the statutory partners of the PSB and representatives of key partner organisations. Members must be the key contact for all consultation and engagement activity in their service area / organisation.
- 19) The current membership is as follows:
 - Huw Williams, Policy, Partnership & Involvement Team, Newport City Council (NCC) – Chair
 - Tracy Mckim, Policy, Partnership & Involvement Team, NCC
 - Lianne Saladino, Policy Partnership & Involvement Team, NCC
 - Ellie Mulligan, Scrutiny Team, NCC
 - Ann Culverwell, Children's Rights / Complaints, NCC
 - Kathryn Thomas, Community Connectors, NCC
 - Leah McDonald, Aneurin Bevan University Health Board (ABUHB)
 - Emma Davies, NRW
 - Emma Davies, South Wales Fire & Rescue Service (SWFRS)
 - Inspector Paul Davies Gwent Police
 - Maria Chapman, Police and Crime Commissioners Officer
 - Jonathan Conway, Newport City Homes
 - Jane Shatford, Gwent Association of Voluntary Organisations (GAVO)
 - Val Jackson, Engage Project, GAVO
 - Bablin Molik, Engage Project, Sight Cymru

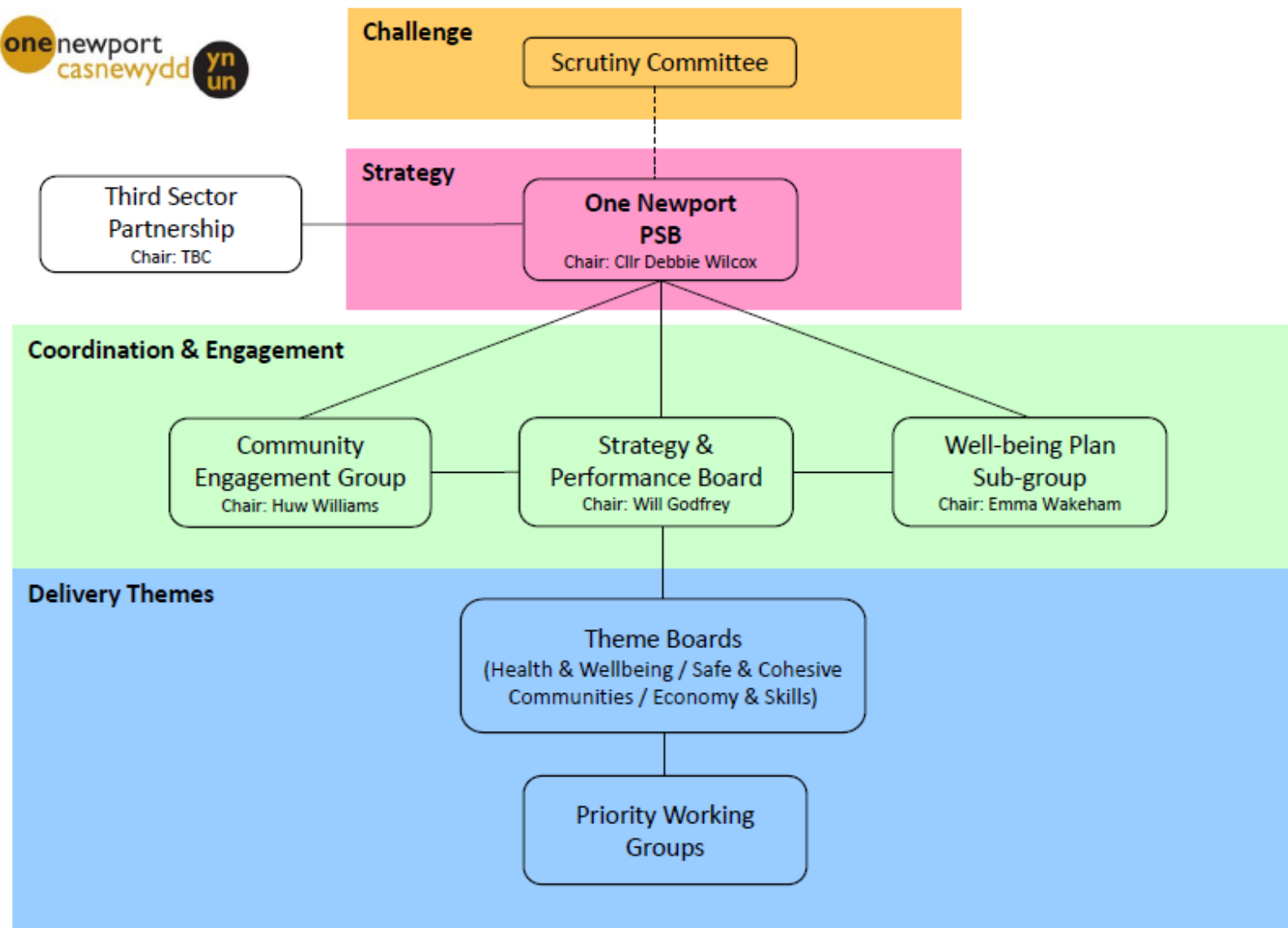
20) Membership should be reviewed on an annual basis.

Meetings

- 21) Meetings will take place on a quarterly basis or more frequent as required i.e. where significant engagement activity is planned. Substitutes are allowed at the chair's discretion, and should be empowered to make decisions for the individual they stand in for.
- 22) All members of the group should be empowered by their organisation to make decisions on behalf of that organisation. Decisions will be agreed by consensus amongst the full members. Where consensus cannot be reached a simple majority of those members present will be sufficient.
- 23) Any member of the group may request that an item be placed on the agenda of a forthcoming meeting.
- 24) Technical experts and guests (non-members) may be invited to meetings to advise on specific agenda items and/or issues.
- 25) There will be regular group email contacts to keep members up to date with new initiatives, consultation results, etc. Members may be contacted between meetings for advice should the need arise.
- 26) Sub-groups may be formed to work on specific issues as appropriate.

Support Arrangements

- 27) Support will be coordinated by the NCC Policy, Partnership & Involvement Team working with other group members. This support includes:
 - Provision of meeting agendas, minutes and papers, to be sent to all attendees at least one week prior to each meeting enabling the time available at meetings to be devoted to matters in which members input can make a difference.



July 2017