

COMMUNITY REPRESENTATION GROUP DRAFT TERMS OF REFERENCE

1. The governance proposals for the Parks Trust have been informed by the consultation and feedback sessions with the public and other key stakeholder groups. The idea for a Community Representation Group came from those consultation sessions.
2. Various parties have helped bring the Terms of Reference to this point:-
 - Allotment Working Group
 - Parks Forum
 - A range of community and third sector organisations facilitated by NCVS, including the Children and Young People Forum
3. The Community Representation Group is not a legal requirement but is being included in the legal structure as a means of engaging with the community.
4. The Community Representation Group will be a properly constituted committee of the Board of Trustees and the Terms of Reference will govern its remit and composition.
5. The aim of the Community Representation Group is to be fully representative and inclusive of all areas of the city and all relevant interests.
6. It will be for the Trustees to decide the final form of the Terms of Reference but the Council wants to present the Trustees with draft Terms of Reference that the Community has helped to develop and which are fit for purpose.
7. The remit of the Community Representation Group will be to make recommendations to the Board; co-ordinate community fundraising and the Board will have to consider any recommendations made by the group.

NEWCASTLE PARKS TRUST
COMMUNITY REPRESENTATION GROUP

Introduction

The Community Representation Group is not a legal requirement but is incorporated into the governance arrangements of the Trust as a means of engaging with the community.

The Community Representation Group is a properly constituted committee of the Board and the Terms of Reference set out below govern its remit and composition. Its establishment is enshrined in Article 22 of the Trust's Articles, giving it standing and importance in the governance of the Trust.

The aim of the Community Representation Group is to be fully representative and inclusive of all areas of the city and relevant interests. This ensures parity across the parks estate as well as openness, transparency and community involvement.

The recommendations of the Community Representation Group will be reported to the Board at each of its meetings via a standing item on the Board's agenda.

TERMS OF REFERENCE FOR THE COMMUNITY REPRESENTATION GROUP

The Community Representation Group is established as a committee of the Board in accordance with Article 22 of the Articles of the Newcastle Parks Trust.

1. REMIT OF THE COMMUNITY REPRESENTATION GROUP

1.1 The Community Representation Group's remit is to:

1.1.1 make recommendations to the Board in relation to the following issues:

- (a) the principles under which the Trust should use its resources fairly and equitably across all of its estate;
- (b) the most suitable ways to consult with the public on key decisions;
- (c) the principles under which technology should be used by the Trust to reach a broader range of residents cost effectively;
- (d) the ethical principles under which the Trust should authorise its wholly owned trading subsidiary to:
 - (i) undertake non-charitable activities within the parks in order to raise money for the Trust;
 - (ii) engage with commercial third parties who wish to use the parks; and
- (e) such other issues as are delegated to the Community Representation Group by the Board from time to time;

1.1.2 co-ordinate community fundraising for and on behalf of the Board; and

1.1.3 make representations to the Board of the views of the Friends of Groups.

1.2 The Board shall have regard to recommendations and representations made by the Community Representation Group when taking decisions for and on behalf of the Trust in relation to issues within the Community Representation Group's remit.

2. COMPOSITION

- 2.1 Individuals will be appointed to be members of the Community Representation Group by the Board and will comprise:
- 2.1.1 the Chair of the Community Representation Group, who will be a Trustee; and
 - 2.1.2 one Park Representative from the East of the City;
 - 2.1.3 one Park Representative from the West of the City;
 - 2.1.4 one Allotments Representative from the East of the City;
 - 2.1.5 one Allotments Representative from the West of the City; and
 - 2.1.6 up to seven other individuals who the Board consider from time to time to collectively represent the views of the community in which the Trust operates.
- 2.2 In making appointments to the Community Representation Group the Board will have regard to the need to have a suitable balance of individuals who represent a broad range of geographical areas of the City and those who are particularly interested in each of the Objects of the Trust;
- 2.3 The Board will use its reasonable endeavours to ensure that the Community Representation Group is gender balanced and comprises:
- 2.3.1 at least one young person under the age of 21;
 - 2.3.2 at least one person who has reached the statutory age of retirement or a person who works with older people;
 - 2.3.3 at least one person from the black, Asian or minority ethnic communities
 - 2.3.4 at least one person affected by an impairment or disability;
 - 2.3.5 at least one parent or guardian of a child or children, or person who works in early years provision; and
 - 2.3.6 at least a majority (if not more) of non-Trustee members.
- 2.4 The Board will use an open and transparent appointment process to make appointments to the Community Representation Group and may determine the length of each member's appointment.
- 2.5 Members of the Community Representation Group are able to be appointed as a Trustee by the Board provided they meet the selection criteria.

3. CONDUCT

- 3.1 The Community Representation Group will meet at such times and such locations as the Chair of the Community Representation Group determines. All meetings will be called upon reasonable notice and the agenda for the meeting provided in advance.
- 3.2 The Community Representation Group can make valid recommendations to the Board if there are at least five members present at a meeting, one of whom is the Chair of the Community Representation Group.
- 3.3 All members have one vote on all matters and decisions shall be taken by majority. Where there is an equal number of votes for and against a proposal the Chair of the Community Representation Group shall have a casting vote.

3.4 Where facilities allow members of the Community Representation Group may participate in meetings electronically provided they can understand, and be understood by, all attendees at the meeting.

4. ADMINISTRATION

4.1 A member of the Community Representation Group will take minutes of each meeting which shall be made available to the Board and the Chief Executive at least one week before being made available to the public in accordance with clause 4.2. Minutes must be signed by the Chair of the Community Representation Group as a correct record of discussion.

4.2 The agendas and minutes of the Community Representation Group will be made available to the public subject to the prior redaction or removal of any confidential items. Issues of confidentiality shall be determined by the Chair of the Community Representation Group.

4.3 The Board may remove a member of the Community Representation Group upon written notice.

4.4 These Terms of Reference may be amended from time to time by the Board. The amended Terms of Reference shall be circulated to members of the Community Representation Group.

5. DEFINITIONS

Allotments Representative	An individual appointed to represent the views of allotment holders [in a particular area of the City]
Articles	The articles of association of the Trust
Board	the board of trustees of the Trust
Community Representation Group	A committee of the Board of the Trust
Community Engagement Officer	The individual engaged by the Trust to engage with the communities who use the parks
East	[TBC]
Objects	The charitable purposes of the Trust as more particularly described in Article 4 of the Trust's Articles
Parks Representative	An individual appointed to represent the views of all individuals who use the parks [in a particular area of the City]
Terms of Reference	These terms of reference being the terms upon which the Community Representation Group must operate and function
Trust	The Newcastle Parks Trust
Trustee	A trustee of the Trust
West	[TBC]