

Loughborough Town Deal Community Engagement and Consultation Group Terms of Reference

TERMS OF REFERENCE

The Loughborough Town Deal Community Engagement and Consultation Group is part of the Loughborough Town Deal Board (LTDB) governance structure and will be governed by the Loughborough Town Deal Board Terms of Reference.

OBJECTIVE:

To ensure there the community is engaged with the work and projects associated with the Loughborough Town Deal.

PURPOSE:

The purpose of the group is:

- to represent communities, organisations, businesses, and different sectors of the Loughborough community in relation to proposals put forward as part of the Loughborough Town Deal and in order to deliver the vision of the Loughborough Town Deal Board.
- to comment on ideas and proposals and generate ideas for consideration of the Board

As a reminder, the overarching vision of the Loughborough Town Deal is:

Loughborough will be a place for all ages with a vibrant town centre that provides opportunities for urban living, leisure and entertainment, as well as culture, employment and learning. Our diverse resident population and student community will enjoy urban spaces which are well connected and enhance the offer of the town making it inclusive and accessible for all

ROLES AND RESPONSIBILITIES:

The primary roles and responsibilities of the group are to:

- act as an advisory body to the Loughborough Town Deal Board on matters of community engagement and consultation
- be a route through which residents, businesses, community groups and others can channel opportunities, issues and concerns, with a view to solving problems together and/or preparing submissions for consideration by the Loughborough Town Deal Board
- work with residents, businesses, community groups, and others to ensure effective communication and engagement on matters related to the Loughborough Town Deal

- help influence decisions by making considered recommendations to the Loughborough Town Deal Board
- encourage good communication between partners and stakeholders to ensure there is openness and unity to help give projects the best chance of success

MEMBERSHIP:

The membership of the Loughborough Town Deal Community Engagement and Consultation Group will be representative of local communities and will not replicate the organisational representation on the Board.

The Loughborough Town Deal Community Engagement and Consultation Group will comprise representatives from a range of community stakeholders.

The Chair of the group will sit on the Loughborough Town Deal Board and will be responsible for ensuring that the work of the Board and community engagement group is co-ordinated.

Membership will be reviewed annually.

The group may invite additional people with specialist knowledge or expertise when appropriate.

The group will be supported by Charnwood Borough Council officers at relevant times as appropriate

MEETINGS:

Scheduled meetings to tie in with the programme of Loughborough Town Deal Board meetings, however extraordinary meetings can be called at any time if deemed appropriate.

Notes will be taken at each meeting and circulated no later than two weeks after the meeting has been held.

The Council will provide administrative support to the meetings.

Group members should be respectful and appreciative of the contribution that others make

If a group member persistently disregards the ruling of the Chair, or person presiding the meeting, by behaving improperly or offensively or deliberately obstructs business, the Chair, or person presiding the meeting, may move that the group member be not heard further. If seconded, a vote will be taken without discussion.

If a group member continues to behave improperly after such a motion is carried, the Chair, or person presiding the meeting, may move that either the group member leaves the meeting or that the meeting is adjourned for a specified period. If seconded, a vote will be taken without discussion.

DECISION MAKING:

As it is not formally constituted, the Community Engagement and Consultation Group will not have delegated powers therefore all recommendations from the group will require endorsement by the Board.

DECLARATIONS OF INTEREST:

Group members must inform the Chair if they have a financial or personal interest in any matter being considered by the group. The Chair will decide whether the interest disqualifies the member from the relevant discussion.