

<b>FCC BUILDING COMMUNITIES PROGRAMME BOARD MEETING</b> <b>Terms of Reference</b>
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- 1 The name of the group shall be the FCC Building Communities Programme Board (FCC BCPB)
- 2 The group shall meet as appropriate but no more than once every 12 weeks during the active delivery phase of the programme.
- 3 The Purpose of the Group is to support the process of implementing the programme and ensure that the programme projects are delivered on time within budget and inline with the following Wren/ FCC programme key aims: -

### **The Aim of the new Building Communities Programme**

The aim of the Building Communities Programme is to:

- help people to make their community areas better places to live in, now and in the future, by consulting with them and identifying, financing and delivering priority amenity projects that will enhance their overall quality of life;
- bring real improvements to communities and to the lives of people most in need. WREN will aim to target up to nine disadvantaged community areas in England, situated within a 10 mile radius of an eligible landfill site.

- 4 The Group shall undertake the following key tasks:
  - support the process of implementing the Programme and provide guidance to the officers involved on specific issues, including but not limited to, programme and financial monitoring; ensure that the interests of their organisation are protected;
  - ensure that the Partnership Projects are delivered ultimately in the best interests of both the principal parties;
  - report to the Board on the progress being made in implementing the Programme projects;
  - ensure that the marketing and communications plans are delivered inline with WREN/FCC requirements
- 5 The group will be made up of representatives from the following agencies: Members of the group are there to represent their organisation.
  - Nottingham City Councillors x 2, including one as Chair;
  - WREN x 2;
  - Nottingham City Council x 3, including:
    - Neighbourhood Locality Manager;
    - Head of Parks and Open Spaces;
    - the Programme Manager;
  - Community representatives x 2

- 6** The Chair of the Group will be Councillor Brian Grocock as an existing WREN Advisory Board member. In his absence, Councillor Dave Trimble will Chair in his position as Portfolio Holder responsible for Leisure and Culture.
- 7** The group shall have the power to co-opt additional members at any time for a specified or unspecified duration and purpose.
- 8** A minimum of 1 member from each organisation needs to be in attendance for the meeting to be deemed quorate
- 9** The secretariat role for the group will be undertaken by the Programme Manager.
- 10** The agenda and papers for the meeting shall be circulated not less than 7 days prior to the meeting. Minutes will be produced and circulated within 7 days of the meeting in draft form.
- 11** Members of the group who are unable to attend are able and encouraged to send a substitute.
- 12** Members may resign from the group, giving a minimum of one month's notice.