

One Norbiton Working Together Community Group

Terms of Reference

1. Overview

The One Norbiton Working Together Community Group ('the group') is part of the 'One Norbiton' Local Integrated Services (LIS) project (Appendix A) The Kingston LIS is targeted to the ward of Norbiton and has been approved by the Cabinet Office within the Coalition Government and endorsed by the Kingston Town Neighbourhood Committee and by the highest levels of the Kingston Strategic Partnership (KSP).

2. Purpose

To identify and implement solutions to the 'Quality of Life' issues that impact those who live, work and visit the ward of Norbiton and to highlight those individuals and groups who are disproportionately affected by such issues.

3. Aims and Objectives

To improve the lives of residents, workers and users of the facilities within Norbiton by addressing the 'Quality of Life' issues, and the activities related to LIS including the barriers that exist around access to services.

To effectively achieve the aims and objectives the group will:

- Decide what and how community research is to be conducted and establish the communities' needs and priorities.
- Influence the development and delivery of service plans that impact on the evidence based priority issues that exist within Norbiton.
- Effectively and efficiently allocate resources in addressing the priority issues.
- Develop community governance structures
- Ensure that the maximum benefit is gained for the area by pro-actively applying for any additional funding as and when opportunities arise.
- Address all other activities related to the LIS

4. Membership

The group is open to all resident community members and their co-opted members (non residents) who have a commitment to achieving the aims and objectives above by acting as a 'representative' for all of the people connected with Norbiton and through active participation at meetings of this group and with partners. A further commitment of spending at least four voluntary hours per month engaged in community based activity relevant to the aims and objectives of the group is also required. All members of the group have an equal voice and the group itself should be apolitical.

5. Roles and Responsibilities

5.1 To establish and develop a governance structure, including the setting up of sub groups, that can make decisions including the managing and agreeing any spending of budgets for commissioning of projects and services in Norbiton.

5.2 The group should set the outcomes related to any services, including establishing a monitoring and evaluation framework

5.3 To initially agree a process to elect a rotating Chair for each meeting.

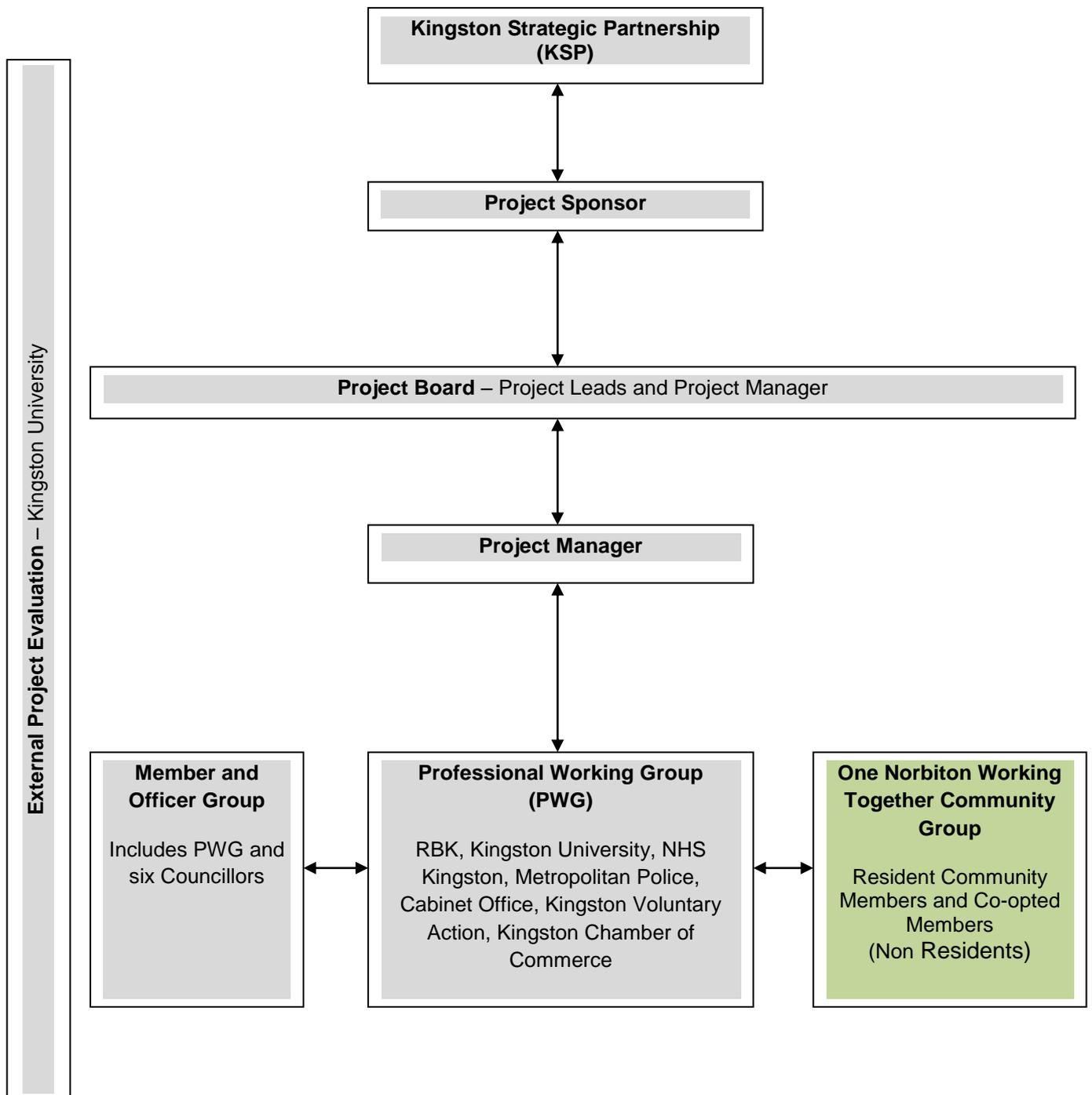
5.4 To initially agree a process for agenda setting and note taking.

5.5 All group members should aspire to abide by the 'Nolan Principles' (Appendix B)

6. Meetings and Decision Making

The group will hold at least six meetings per year. For decision making purposes at least seven members need to be present to constitute a quorum, this quorum will also be required should the 'Terms of Reference' need to be updated or amended. All members of the group will be informed and at least 14 days notice given prior to any meeting to discuss the proposed changes. There will be an annual review of the group.

Appendix A - Structure of 'One Norbiton Working Together' Local Integrated Services (LIS) Project



Appendix B – Nolan Principles

1. Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

2. Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organizations that might seek to influence them in the performance of their official duties.

3. Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

4. Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

5. Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands it.

6. Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

7. Leadership

Holders of public office should promote and support these principles by leadership and example.