

One Norbiton

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.. 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

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

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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 – 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.

Questions: What should the future CWG be called?

Is it the sovereign body of One Norbiton?

Constituents remain any residents, worker or studier who has completed application and rules form

It will appoint and agree membership and aims of sub committees. This may have an executive core but must have open meetings. Is the core and its Chair to be elected by wider sub group group or CWG –

BOARD

The Board of One Norbiton Company will handle financial affairs administration and long term planning of the organisation. This will be in accordance of the agreed overall Aims of One Norbiton. The Company must put forward Directors at an open AGM for endorsement and approval by public vote

The recruitment of the panel will be by random selection every year and it will accumulate greater numbers as time goes on. People will only cease to be panel members when the the move away from the area or resign or are expelled

The panel's opinion will be sought on the following:

Needs for services in the area

Monitoring changes in quality of life in the area

Resolving difficult or marginal decisions at CWG when requested to do so.

Discussion point: What criteria will need to be satisfied to trigger a panel request and how will data control/sharing be managed?