

Community engagement panel

Terms of reference (draft)

Summary

The **Community Engagement Panel** supports the Council in the implementation of the engagement framework - Our Greenwich: Community Engagement Pledge and scrutinises the effectiveness of its action plan (www.royalgreenwich.gov.uk/community-engagement).

As a member of the Panel, you oversee and ensure change and improvement to community engagement delivered using the success indicators and outcomes being measured.

The panel will provide motivation, developing and challenging higher standards in community engagement across the Royal Borough of Greenwich.

Introduction

The purpose of the Royal Borough of Greenwich's Community Engagement Panel is to support the Council in the implementation of Our Greenwich: Community Engagement Pledge. This includes ensuring that the engagement framework is delivering robust, successful, and inclusive engagement for and with for example the community, including residents, wider stakeholders, the Voluntary and Community Sector.

The implementation of the Community Engagement Pledge will require borough-wide commitment, with the panel providing insight, challenge, and motivation to advocate for higher standards in community engagement across the borough.

The application of the framework is not restricted and is required for all types of engagement including, but not limited to the following:

- Liaising with local residents
- Engagement activities with community groups and organisations
- Community projects, programmes, service improvements,
- Consultations and decision making
- Policies and strategies



The Panel will oversee and ensure change and improvement to community engagement and for the council to deliver the Community Engagement Pledge using the agreed success indicators and outcomes measures. Understanding local resident and communities' perspectives, thoughts, and concerns, as well as asking for feedback and maintaining strong and constructive relationships, will lead to the sustainment of great delivery within the Royal Borough of Greenwich.

The Aims of the Panel:

- To **represent** community engagement **perspectives** through the voices of diverse communities, organisations and stakeholders within the Royal Borough of Greenwich.
- To enable **conversations, collaboration and understanding** around community engagement between the members of the panel and the council.
- To make sure the voices of the **community are heard** and influence the **councils' plans and decisions**.
- To enable the community and council to **work together** and **highlight best practice** and good work in community engagement.

Structure and Membership of the Panel

- The Community Engagement Panel consider the community of the borough to include those who have a connection to the borough including those who live, work, and study within the borough, as well as key stakeholders who operate within the borough from the Statutory, Private, and Voluntary and Community Sectors, as well as defined social groups with a shared identity (i.e. parents of school-aged children, people with a specific experience)
- The Panel will include Voluntary and Community Sector groups and organisations, residents, people who work or study within the borough, elected members; Council officers, as well as anyone who considers themselves to be a member of a local community within the Royal Borough of Greenwich
- It will be the decision of the panel to decide how they will operate any positions in the panel (e.g. chair, deputy chair and so on).
- If agreed to by the members, a properly elected or designated chair of the panel may want to choose or designate another member of the panel, as their deputy or representative if they cannot attend a meeting.



Composition of Panel Members

Sector Representative	Number of Representatives
Voluntary and Community Sector	6
Local Residents and Communities	5
Royal Borough of Greenwich Officers	5
Royal Borough of Greenwich Elected Members	3
Local Businesses and Employers	3
Statutory Sector Organisations including Anchor Institutions, Further and Higher Educational Institutions, and Non-Council Health Organisations	5
Youth Champions (16 to 24 Years Old)	3
Approximate total members	30

- The minimum number of attendees for one meeting to function is 8, excluding Council officers
- The Panel can decide and change the composition of the panel on an annual basis (from the first meeting)
- Panel members will have a two-year tenure after which their continuation on the Panel will be subject to Panel's agreement and submission of a reapplication
- If a Panel member wishes to step down, this is subject to 28 days of notice which should be submitted to the Panel and the council.

Code of Conduct

It shall be a condition of membership that members always conduct themselves in a reasonable manner at meetings or in premises used by the Panel. Any member may be excluded for breach of this condition.

At all meetings any offensive behaviour, including discriminatory or inflammatory remarks, shall not be permitted and shall constitute a breach of reasonable behaviour. Any member behaving in this manner can be told to leave by the Chair of that meeting (or deputy Chair as required).

- Panel members should model and promote reasonable behaviour in line with the council's General Code of Conduct.
- Panel members should not exploit or abuse their position.



- Panel members should follow the council's procedures relating to safeguarding, and policies relating to confidentiality, information sharing and information governance.
- Panel members should follow the council's procedures for reporting concerns about the behaviour of an individual without delay.
- Panel members should model examples of positive behaviour, respect and values.
- Panel members should not make inappropriate, sexual or abusive remarks and indulge in other dishonest practices.
- Panel members should listen to and respect the views of others' opinions and position.
- Panel members must incur any unauthorised expense in which the council is liable (e.g. cost for other services and expenses outside of the panel, over and above those allowed in standing order or by specific panel decision).
- If Panel member cannot attend their meeting, they can substitute their position to their peers representing their organisation, they must let the panel know in advance about who will replace them on that day.

Meetings

- The panel will decide the basis of the meetings, with no less than four meetings held per calendar year
- Meetings of the Panel will be open to all Panel members of local communities within the Borough and will be hosted by either the Council or a local organisation within the borough.
- The Panel will co-develop the agenda and speakers of meeting and gather insights on Community Engagement Pledge to discuss best practice and produce feedback to relevant stakeholders, including Council Members and residents, Royal Borough of Greenwich.
- An annual report will be produced, to promote and highlight the work of the panel, and share with a range of stakeholders within the borough.
- The council shall provide secretarial and administrative support for the panel, comprising arranging venues, circulating documentation, taking minutes, and other relevant tasks to ensure the successful delivery of the panel.



