# Terms of Reference for Subgroups

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Rev** | **Date** | **Version** | **Description** | **Owner** | **Approver**  |
| 1 | January 2023 | Draft | Document created  | Rob Ward |  |
| 2 | February 2023 | Draft | Updated following Legal review | Rob Ward |  |
| 3 | April 2023 | Draft | Updated following Engagement & Communications Subgroup meeting  |  |  |

At a workshop on 11th January 2023, the South Copeland GDF Community Partnership agreed that subgroups are to be formed. This would enable specific tasks to be delegated outside of the Partnership meetings making the main meeting more efficient in its way of working.

This document presents overarching Terms of Reference for Subgroups - each individual Subgroup will agree its own theme-specific Terms of Reference, which will include scope, membership and ways of working. These are appended and should be read in conjunction with this overarching document.

These Subgroup Terms of Reference are not exhaustive. Where any issue is not explicitly covered by these Terms of Reference, the principles set out in the South Copeland Community Partnership agreement shall take precedence.

## Introduction

Subgroups have been set up by the Members of the CP in accordance with the South Copeland GDF Community Partnership Agreement (CPA) and Working with Communities Policy.

The South Copeland CPA shall apply to all members of subgroups (including but not limited to the obligations on Members’ conduct, declaration of interests, ways of working and information sharing).

## Purpose of this Document

These Terms of Reference set out the roles and responsibilities of Subgroup members and the procedures governing how the Subgroups shall operate on behalf of the Community Partnership.

## Role and Authority of the Subgroups

The independent authority of all Subgroups will be limited. The discretion of Chairs should be exercised to ensure that the Community Partnership is not exposed to risks. These risks include but are not limited to financial and reputational risks including issues of transparency and the credibility of the Community Partnership.

Decisions which commit the Partnership to expenditure or where there activities carry potential material risks of reputational damage or affect the public’s perception of the Partnership and its activities should be referred to the full partnership for discussion and approval.

Subgroups *are* enabled to make decisions on behalf of the Community Partnership in relation to the delivery of objectives agreed by the Community Partnership through the delivery/action plan and in the day to day allocation of tasks involved in the delivery of these objectives.

## Role of Members

Members of the subgroup will:

* Exercise skill and judgement in the work undertaken in the Subgroup.
* Bring local knowledge and perspective to the Subgroup.
* Seek to maximise the impact of the Subgroup to benefit the local community

(See additional appendices for specific Subgroup related activity)

## Reporting to the Community Partnership

The Chair of the Subgroup will regularly report to the Community Partnership on the progress of the Subgroup and the decisions and recommendations made.

Any actions arising from the Subgroup will be appropriately recorded for monitoring.

## Membership

The Subgroup members will be typically appointed from within the Community Partnership membership, however the Community Partnership may choose to appoint Subgroup members through an open application process or co- option in accordance with the Working with Communities Policy.

**Chair**

The Chair will be appointed from within each Subgroup membership, by the Subgroup members who have expressed an interest in the Subgroup Chair role.

The Chair will be accountable to the Subgroup and the Community Partnership for ensuring that the Subgroup conduct their activities in line with these Terms of Reference.

The Chair must at all times ensure that the work of the Subgroup is fair, unbiased and reflects the needs of the community and Community Partnership

**Appointment of Members**

Additional members may be invited to join the Subgroup by the Subgroup Chair at any time with the agreement of both the Subgroup and the Members of the Community Partnership.

When a new Subgroup Member joins, they will be supplied with relevant information by the Community Partnership, and they will familiarise themselves with the work of the Subgroup and progress made to date. New Subgroup members who are not CP members shall be taken through the CP onboarding process.

There is no set term for Subgroup membership, however a term may be specified by agreement upon appointment. Members are expected to actively contribute to meetings. Any member who misses three consecutive meetings may be requested to leave a Subgroup, at the discretion of the CP Chair.

## Decision-making

Decisions will normally be made through consensus between the Subgroup Members, however, where a consensual decision cannot be reached, an options paper will be taken to the a Community Partnership meeting for consideration.

## Declarations of Interest

All Subgroup Members are responsible for complying with the Declarations of Interest Procedure as set out in the Community Partnership Agreement. Declarations will be made to the Chair of the Subgroup and will be provided to the Chair of the Community Partnership. Where the Chair of the Subgroup is making a declaration, that will be provided to the Chair of the Community Partnership.

## Information

The Subgroup Members acknowledge that their role on the Subgroup may mean that in order to perform effectively they will have to receive confidential information or information covered by data protection legislation. In order to ensure confidentiality is maintained and data protection is complied with, Members may be required enter into information sharing agreements as necessary.

The Subgroup Members also acknowledge that the activities of the Subgroup may result in Freedom of Information Act 2000 and Environmental Information Regulations 2004 requests. The Subgroup members specifically acknowledge and agree to comply with the Community Partnership Agreement provisions regarding such matters.

Members of Subgroups should comply with the terms of the Community Partnership Agreement relating to sharing of information.

## Appendices

1. Community Engagement & Communications Subgroup Terms of Reference
2. Operations Subgroup Terms of Reference