

# **Terms of Reference for the 'NR Residents' Forum'**

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## **Background**

- The Regeneration Group (RG), which meets monthly, manages the Neighbourhood Renewal (NR) Fund and Strategy as well as other regeneration money.
- There are seven places on the RG for residents who are involved with neighbourhood-based partnerships that manage NR money\* (2 from the south, 2 from the centre/east, 2 from the north and 1 from Barton Hill).
- These Terms of Reference were drawn up following a meeting with residents held on 3 March 2005 and revised in line with the new Regeneration Group Terms of Reference and confirmed following a meeting with residents held on 13 December 2006.

## **Purpose**

Residents from neighbourhood-based partnerships across the city\* which manage an allocation of Neighbourhood Renewal (NR) funding, will meet regularly as an independent group to:

- Discuss items on the agenda for the forthcoming Regeneration Group (RG) to help inform the resident reps who are voting members of the RG. This will strengthen resident input into decision making at the RG.
- Discuss issues important to the residents and relevant to the work of the RG and be proactive in getting matters onto the agenda of the RG when necessary.
- Share information about the good work the different NR partnerships are doing.
- Support, encourage and share experience and knowledge.
- Gather information to take back to their local partnerships.
- Bring to the meeting views from their local partnerships and residents in their area.
- To monitor the LAA 'Narrowing the Gap' targets.

## **Membership**

Each of the neighbourhood-based partnerships that manage an allocation of NR funding\* are invited to select two residents to join the NR Resident's Forum (NRRF). One of these residents should be their resident rep to the RG. The existing NRRF members may if they wish indicate to the neighbourhood based partnership if the group believes a new member wishing to join the group is not eligible.

## **Meetings**

- The NRRF will meet every month
- If prior to an RG meeting the NRRF will be before the RG meeting but after the RG papers have been distributed.
- If the meeting is prior to an RG meeting the agenda will focus on the RG agenda.
- If there is no RG meeting that month the residents will decide the focus for the NRRF agenda.
- The group will usually meet at the Council House (because it is central) but occasionally will meet in other parts of the city to scrutinise LAA Neighbourhood Targets and Narrowing the Gap targets .

- Meetings will be for two hours.
- Refreshments will be provided appropriate to the time of day of the meeting.
- Meetings will focus mainly on the forthcoming RG papers but will also include some time for information share.
- Guest speakers and observers may attend the meetings with the agreement of its members.
- Residents may occasionally if they wish send substitutes to NRRF meetings if they are unable to attend.

### **The role of NR Resident's Forum members who are also the representatives to the RG**

- Attend monthly RG meetings.
- Receive RG papers and prepare for RG meetings (with support of Voscur worker and their own neighbourhood partnership).
- Regularly attend meetings of the NRRF or, when that isn't possible, read the notes from the NRRF meeting before going to the RG meeting.
- Take information back to their area and seek people's views.
- Be willing to learn and develop as a Rep.
- To ensure that the long term aim of narrowing the gap between deprived neighbourhoods and the rest of the city remains the focus of the Regeneration Group.

### **Facilitation and Support**

The NRRF is facilitated by Voscur's Development Manager – Partnerships on behalf of Bristol's NR Team. The facilitator will:

- Organise NRRF meetings and communicate with members.
- Take notes at meetings and send them to members.
- Carry out other administrative tasks associated with the groups.
- Ensure out-of-pocket expenses are reimbursed to residents (eg. travel costs) for attending NRRF meetings and meetings of the RG. *(This has been negotiated so that expenses can be claimed from the resident's Local Area Neighbourhood Renewal Partnership.)*
- Distribute a written briefing and summary of RG papers each month to members of NRRF (and make them available to other interested partners).
- Provide one-to-one support for members of the NRRF as required. (Support also comes from other residents on the NRRF).
- Provide opportunities for training and advice.
- Help reps fulfil any tasks (e.g. admin tasks) as part of their role as a member of the NRRF or RG.
- Any other potential support (e.g. visits) if funding becomes available.

\* Lawrence Weston NR Partnership, Southmead NR Partnership, Lockleaze NR Partnership, St. Pauls Unlimited Community Partnership, Easton and Lawrence Hill NR Partnership, Community at Heart, Knowle West NR Partnership, Hartcliffe & Withywood Community Partnership.