

TERMS OF REFERENCE

Northern Devon Futures; Communities & Place Action Group

Vision

The Vision of the Northern Devon Futures Board (NDF) is that by 2050 Northern Devon is healthy, prosperous and sustainable, recognised for its aspiration, innovation, and ability to get things done. A place where all are able to succeed and no one is left behind.

Purpose

The NDF Board is founded on the belief that through working together organisations can achieve more in support of agendas that the partners share. This includes Northern Devon's economy, the places that people live, its health and its education.

To achieve the Vision of the NDF Board, a structure including six Action Groups has been convened to articulate challenges, identify opportunities and deliver solutions.

The Action Groups are:

- Children & Young People
- Economy, Innovation & Skills
- Health & Wellbeing
- Climate Emergency
- Communities & Place

These terms of reference relate to the Communities & Place Action Group – but the other Action Group terms of reference can be requested by emailing:

info@northerndevonfutures.org.uk

Objectives

- Develop a structure to gather intelligence from local stakeholders and residents to feed into the Northern Devon Futures board to help shape local responses to **housing** needs
- Champion the unique and important built and natural **environment** we live in by utilising our outstanding land and seascapes to our economic and social advantage
- Develop social cohesion by building thriving connected sustainable **communities**. By providing the right platforms to shape and deliver services, invest in meaningful volunteering programmes to engage and harness talent in all formats

The Action Group will have an advisory and delivery role and be accountable to the NDF Board. On occasion, the Action Group may commission works through an agreed accountable body where it sees this will advance the place setting in Northern Devon. The Action Group shall form a single point of contact for strategic matters concerning Communities & Place in Northern Devon. The Action Group can form task and finish working groups, where this will further an intervention and deliver results on a project basis.

The NDF Board and all Action Groups within that structure are informal partnerships and have no legal status.

Membership

The Action Group shall consist of no more than 20 members and shall appoint a chair and vice chair. There will also be an appointed Secretariat Lead. The term of tenure for all members shall be two years, when re-election shall take place. Nominations for chair and vice chair shall be put forward for vote by the Action Group members, with a majority outcome being carried.

A provision for co-opting members to the Action Group shall be agreed by the Chair if required. Named Action Group members can provide an approved deputy to attend on their behalf should they be unavailable for a meeting. The named representative must be provided in advance of the meeting where deputation is required if they wish to vote at the meeting.

If board members consistently fail to attend 3 meetings in a row their position will be reviewed by the Chair. It is important that key sectors are represented on the Board and consistent failure to attend meetings will lead to inequality of this representation.

From time to time, sub-groups or task-and-finish groups may be set up for a specific piece of work – additional members can be temporarily co-opted to these sub-groups where the appropriate skills are required.

A list of members is contained at Appendix A.

Meeting arrangements

Action Group meetings shall normally occur once a quarter. However, where pressing business requires more frequent/ad hoc meetings, these shall take place when appropriate, with suitable notice given. Where a sub-group or task-and-finish group has been set up, these shall meet when required for the set period until the work stream is completed.

An agenda shall be issued for an Action Group meeting 5 working days before the meeting is due to take place. Reports shall be emailed prior to the meeting where possible, or tabled at the meeting if necessary. Notes of the meetings shall be circulated no later than 10 working days after the meeting.

The Action Group shall require at least 8 voting members to be quorate, should decisions need to be taken.

Meetings can be held virtually or in-person, and can be agreed by the Action Group members, to aid the best attendance. In-person meetings will be held in the locality of Northern Devon.

Resources and budget

The Action Group representatives shall be in attendance on a voluntary capacity – or as part of their paid role within their own organisations. No expenses will be paid for duties carried out whilst representing the NDF Communities & Place Action Group or NDF Board.

Where possible, use of meeting rooms/refreshments and the provision of the secretariat functions shall be provided free of charge to the Board from within Board member organisations.

The Action Group may wish from time to time to seek external funding by way of grants or sponsorship to support key work activities. Any resources sought using the name of the NDF Communities & Place Action Group must have full NDF Board approval prior to submission/request.

Review

These Terms of Reference shall be formally approved at the first meeting of the Action Group. They shall be reviewed in two years when the re-election of the board takes place and a new membership is confirmed. Any associated developed action plans, strategies or work programmes for the Board shall also be subject to review.

Agreed and Adopted

Chair, NDF Communities & Place Action Group

Name: Marie Gould

Signed:

Date:

Appendix A – membership of the Communities & Place Action Group

(March 2024)

Marie Gould, NDVS (Chair 2023-2025) chief.officer@ndvs.org.uk

Dominie Dunbrook, NDC (Secretariat) dominie.dunbrook@northdevon.gov.uk

Cara Stobart, Devon Association of Local Councils cara@devonalc.org.uk

James Lander, One Northern Devon james.lander2@nhs.net

Matthew Collins, DCC Transport matthew.collins@devon.gov.uk

Insp Andy Wills, D&C Police andrew.wills@devonandcornwall.pnn.police.uk

Marc Rostock, North Devon Homes marc.rostock@ndh-ltd.co.uk

Beki Sharples, Taw Torridge Voluntary Services beki@ttvs.org.uk

Jenny Carey-Wood, AONB jenny.carey-wood@devon.gov.uk

Ana Lodge, Sunrise Diversity ana@sunrisediversity.org.uk

Jude Jeal, Libraries Unlimited jude.jeal@librariesunlimited.org.uk

Sean Kearney, Torrington District Council sean.kearney@torridge.gov.uk

Ruth McArthur, Exmoor National Park RMcArthur@exmoor-nationalpark.gov.uk

Ella McCann, BTC One Barnstaple ella.mccaan@barnstapletowncouncil.gov.uk

Roy Tomlinson, North Devon and Torrington Housing Crisis Group
roy.e.tomlinson@btinternet.com

Daphne Marston, Natural England Daphne.Marston@naturalengland.org.uk

Sarah Milton, Barnstaple Alliance Primary Care Network sarah.milton12@nhs.net