



Somerton Regeneration Steering Group
Terms of Reference
Incorporates amendments made following the steering group meeting 3rd
November 2021

Members of the steering group are required to sign up to the agreed Terms of Reference. Any attendees will be required to abide by the code of conduct.

AIMS AND OBJECTIVES

The aim of the Resident Steering Group is to work with Newport City Homes (NCH) to ensure the best possible outcome for the community throughout the process of looking at regeneration and refurbishment.

The Resident Steering Group is primarily a consultative body for Somerton.

To achieve this aim, the Resident Steering Group will work with the various partners as required, to consider information on the following particular issues:

- Overall process and timescales
- Surveys of homes
- Masterplan and design activity
- Community consultation and communications
- Re-housing process
- Housing need
- Issues relating to the refurbishment option

On receipt of this information the Resident Steering Group's role is to:

- Share your views and consider the views of others
- Encourage and support further resident involvement from the community
- Raise issues that residents feel needed to be considered throughout the process.

NCH, residents and project partners will work in a spirit of cooperation and partnership.

VIEWS

The group's role is outlined above. The group will feed back comments and views to NCH and project partners through discussion. However, the membership of the group is diverse and a range of views may exist. It is reasonable to expect multiple views, and the purpose of feeding back to project partners is that all views (both majority and minority) can be heard and be taken into consideration.

MEMBERSHIP OF THE GROUP

- Membership will be primarily open to all residents on the Somerton estate, including NCH tenants and private homeowners directly affected by proposed works
- Local Councillors
- Other stakeholders such as shop owners and school staff may attend meetings and take part in discussion on relevant subject matters
- The optimal number of group members to allow detailed discussion is around 15 however the number of people who are committed to being part of the group will not be restricted (subject to the corona virus risk assessment)
- Chairperson: the chairperson will be expected to keep the group on time and discussions in line with the agenda. The chair person will be the lead NCH officer until residents agree otherwise.

Members Duties and Attributes

Members are expected:

- To be committed to the process of looking at the best approach for the Somerton community
- To attend all Group meetings
- To send apologies if they cannot attend a meeting
- To prepare for meetings by reading any papers
- To participate in meetings through discussion
- To observe the code of conduct (outlined below)

Group Meetings

- Meetings will generally be held monthly from 5.30pm until 6.50pm with dates agreed in advance
- Members may consider scheduling additional meetings if necessary
- Meetings may be held online or face to face

Role of NCH

NCH will support the Resident Steering group by:

- Providing early, clear, open and honest communication and information to residents
- The Board will be informed of the views of the steering group in relation to the regeneration plans for Somerton through reports at appropriate times

- In consultation with members at the previous meeting, preparing an agenda for group meetings.
- Taking minutes of group meetings.
- Making minutes publicly available online (and as hard copy if requested) once agreed with the group
- Provide a venue for meetings or if needed, access to a computer if held online
- In consultation with members, arranging for the attendance of appropriate organisations and officers to Group meetings e.g. other project partners, representatives from appropriate departments within NCH.
- In consultation with members, arranging for extra support to the group e.g. facilitation of special sessions, training etc.

Minutes

- Minutes are to be agreed with the group before being made available publically
- NCH commits to preparing the draft minutes within 7 days (or sooner if possible)
- Residents are asked to respond to NCH with any comments or amendments within 7 days
- NCH will then amend and make the minutes public within 7 days (or sooner if possible)

Communication

- NCH and residents will share information by email with all those who have regular email access
- residents are to inform NCH if they would only like information to be shared through the post/ hard copy
- residents are asked to not pass on any information unless specifically asked otherwise; this is because information to be shared with the group is for discussion between the group

EQUAL OPPORTUNITIES & DIVERSITY

The resident steering group shall uphold equal opportunities and value the diversity of the community. The group will work for good relations amongst all residents, specifically prohibiting any conduct which discriminates or harasses on the grounds of race, gender, age, sexuality, disability and religion.

CODE OF CONDUCT

- All members will be respectful
- The group will treat each other with respect and courtesy
- All opinions will be listened to and considered by the group
- Any verbal or physical abuse, including sexist, racist or homophobic behaviour will not be tolerated, and any member in breach of this may be asked to leave the meeting and/or the Resident Steering Group

- Members are actively encouraged to share information from meetings with the wider community, unless this information has been deemed confidential
- Members are expected to present information to the community accurately and fairly, in person and online

Speaking at meetings

- All members should be able to contribute and listen in meetings.
- Members should be careful not to dominate the discussion.
- Speakers should stick to the subject matter in hand and not stray from the point.
- The person speaking should not be interrupted and only one person shall speak at a time.
- The person speaking should be considerate of time and allowing others to share their views.

Online meeting etiquette

- Keep your microphone muted whilst others are speaking
- Raise your hand if you have a question
- Use the chat function for any written questions or queries
- Any participants not following the code of conduct may be removed from the meeting.

Representation

- Personal gain and declarations of interest – clearly all members are part of the local community and therefore have an interest. However, members should think about not using personal interests to influence decisions.
- Members are considering the wider interests of the Somerton community
- Residents should not speak on behalf of the group without consulting the group

Social Media

- Ensure correct information is relayed
- Misleading or false information spreading may lead to removal from the group.
- No scaremongering – ensure messages are clear and not open to interpretation.
- Always keep your audience in mind
- Respect other opinions, even if they are different to yours.
- Encourage the community to contact NCH directly with any concerns
- Do not share your own or anyone else's personal details, such as address, phone number, or email- any personal details required should be emailed to an NCH officer, by the individual themselves or a representative who has their permission.

CONFIDENTIALITY

- There may on occasions be items of confidential business. Such items and information should not leave the group and be discussed externally.
- It will be the duty of NCH to advise members where confidentiality should be applied, and the duty of members to clarify with project partners where they are unsure.
- Should confidential information be shared outside of the group, the member may be removed from attending further meetings and membership of the group may be revoked with the agreement of Resident Steering Group members
- Do not share your own or anyone else's personal details, such as address, phone number, or email within the wider group- any personal details required should be emailed to an NCH officer, by the individual themselves or a representative who has their permission.

REGULATION OF THE GROUP

Should problems arise they should be dealt with informally wherever possible.

The Group may direct that an NCH Officer may terminate membership where a member has not attended either three times in succession (without apology) or has not attended four or more meetings in any 12 month period.

If the code of conduct is breached, then initially the member will be verbally warned by a NCH Officer and could be asked to leave the meeting. If inappropriate behaviour continues, with agreement or direction from the steering group, an NCH Officer may terminate membership.

Members should deal with such problems through group discussion and reaching consensus view wherever possible. However, where a vote is required in order to regulate the group or a member's actions, this should be done by a simple show of hands.

AGREEMENT

I agree to these Terms of Reference:

NAME

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SIGNED

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DATE

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