

Ebury Bridge Community Futures Group (CFG): Terms of Reference

1. Background

Westminster City Council (WCC) has made it a priority to invest in the Ebury Bridge Estate. This exciting renewal project aims to improve the lives of existing residents and businesses through physical improvements and provide new affordable homes for current and future Ebury Bridge residents. The renewal should also see other benefits for residents such as employment and skills opportunities and new community resources.

As one of Westminster's oldest estates it is likely that work will need to be carried out over a number of years. A previous scheme, which received planning consent, proved to not be financially viable and the council needs to look again at proposals. To provide assurance a set of pledges with the community underpin the project;

- A right of return for residents is guaranteed for all secure tenants and resident leaseholders
- There will be a full replacement of all council homes
- In addition, 35% of any new homes provided will be affordable for social and intermediate rent
- Addressing overcrowding is a top priority
- Good local shopping that serves the local community is central
- Ebury Bridge will remain a council-owned estate

2. The Futures Group

Westminster City Council is committed to involving residents in the renewal project at Ebury Bridge. The Community Futures group is to be established to enter in to meaningful dialogue with Westminster City Council about the overall goals of the project. The group through its work-stream will build an active relationship with the project team and across the community and will disseminate key messages.

Throughout the project there will be a number of opportunities for the Community Futures Group to influence the project and provide recommendations on decisions. This may include design proposals, procurement of contracts and the vision for community space.

The Community Futures Group aims to influence the delivery of Ebury Bridge renewal and the Westminster City Council's (WCC) objectives. Group members may be required to sign a confidentiality agreement when discussing items with commercial sensitivity.

Aim

To represent all current, future and decanted Tenants, Leaseholders and Businesses in the progression of the renewal scheme at Ebury Bridge in a fair, democratic and reasonable way.

Objectives

The Community Futures Group will:

- Act as a sounding board for key decisions on the Ebury Bridge project.
- Ensure the pledges that underpin the project are met.
- Ensure the opinions and views of all residents are taken into account by teams involved in the project.
- Work with the project team to clarify concerns or queries expressed by residents of the estate.
- Work with and support the council to ensure that development decisions are taken in an open and transparent way.
- Carry out visits to other regeneration estates.
- Allocate funding to support local projects (when funding is made available).
- To explore all options for Renewal from complete refurbishment through to complete demolition, including options which combined the two.

The council will:

- Provide relevant capacity building training and identify key areas of work.
- Take the lead on arranging regular meetings of the group and carrying out the timely administration of the group.
- Agree a programme and methodology to support the aims of the Futures Group.
- Provide timely briefings and communication resources on key issues and deliverables to do with the renewal project and related issues to support residents on the Community Futures Group. Timely defined as
 - Meeting notes within 5 working days following the meeting
 - Agenda: At least 2 working days prior to the meeting
 - Decisions/Feedback: within 4 working days of the Risks, Assumptions, Issues and Dependencies (RAID) element being communicated by the group or workstream
- Identify translation, interpretation and accessibility needs
- Acknowledge all Risks, Assumptions, Issues and Dependencies (R.A.I.D) as highlighted by the group and its workstreams
- Provide visibility to the Project Plan and its milestones
- Provide an Impact Assessment - (Cost and Change) for all options that are proposed.
- Coordinate publicity to the community to support the process.

3. Membership

The Ebury Community Futures Group should represent both the tenure mix and the diversity of the estate. Using community profile data we will ensure that the group provides a voice for all stakeholders living or working on the Ebury Bridge Estate. To include:

- Secure Council Tenants - (either currently living in Ebury Bridge or temporarily rehoused elsewhere who have expressed an interest to return)
- Leaseholders
- Business owners
- Community Partners (from Youth clubs, gardening schemes), Faith groups and service providers.

It is anticipated that the group will have 12 members of which at least nine will be residents of the estate (either currently or temporarily rehoused elsewhere who have expressed an interest to return).

4. Chair

The Chair of the Community Futures Group will be appointed following an open and transparent recruitment process to select an independent individual with the appropriate skills, expertise and commitment. It is expected that a shortlist is presented to the group.

Over time and as the group develops, it is possible that the chair could be transferred to a member of the group. Until a permanent chair is appointed there will be a temporary chair for the first few meetings.

The Chair of the Community Futures Group is responsible for:

- approving the annual cycle of meetings, meeting agendas, chairing and facilitating meetings, monitoring decisions taken at meetings and ensuring they are implemented
- leading and mentoring other members to fulfil their responsibilities and enabling access to training/coaching/information to enhance the overall contribution of the board
- annually review in conjunction with the members the group's structure and role, ensuring agreed changes are implemented
- encouraging team working among members and encouraging them to identify and recruit new members as required through an open and transparent process
- creating a strong, profitable and fulfilling working relationship with WCC members and the Project Team through review and self-reflective evaluation of contributions and effectiveness of the Ebury Futures Group
- to acknowledge and investigate any breach of the code of conduct highlighted by any group members or other stakeholders.

5. Time Commitment

- Members shall serve for an initial period of two years from date of appointment. Vacancies can be filled as they arise, in line with the membership requirement.
- Membership can be renewed for a further two years.
- The group will meet every two months and members are expected to be available for these meetings. During the options appraisal period, meetings may be arranged more frequently to account for the level of work and involvement required.

6. Code of Conduct/Governance

All members of the Community Futures Group and its work-streams are expected to:

- Represent the interests of all residents and businesses affected by the Ebury Bridge estate renewal.
 - Put together a register of Community Futures Group members' interest.
 - At the start of each meeting any Community Futures Group member or Officer with an interest in particular topic on the agenda must declare it.
 - Attend meetings – members who have not attended three consecutive meetings without sending apologies risk losing their place on the Community Futures group.
 - To present fact based evidence in support of any claim, request or proposal or need and expect the same from any other interested party.
 - To ensure no breach of lease or tenancy is committed in any representations to the group.
 - To hold WCC to account by ensuring the group receives timely accurate updates of any meeting held in respect of the renewal. To include the communication of direct internet links to online documents, including those to official meetings.
 - Treat others with respect in meetings and expect the same in return from all stakeholders
 - Act objectively in a non-partisan manner.
 - Read papers before each meeting and provide input to documents and deliverables within 4 working days of issue of the document/deliverable.
 - To act as an advocate for the Group, it's Members and it's Aims & Objectives which could include participation in publicity, media and communications to fellow residents and the wider community.
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