

North East Lincolnshire Engagement Steering Group

Terms of Reference

1. Purpose of the Group

In November 2019 the Union Board adopted the NEL Commitment 'Talking, Listening and Working Together' and community engagement strategy; and delegated authority to the Engagement Strategy Steering group to oversee implementation of the strategy and delivery plan.

2. Role

The role of the Steering group is to:

Champion - the adoption of the NEL Commitment as the way we do things in North East Lincolnshire

Lead - develop and promote a strategic and coherent approach for engaging local communities

Steer – provide direction to the NEL Union Board regarding public and stakeholder engagement activity and to ensure engagement is coordinated across Place

Advise – provide expertise, share good practice and explore innovation to support effective community engagement across NEL

Monitor – delivery of the action plan assessing progress against the measures identified in the Strategy

Inform – gather intelligence and insights from engagement with stakeholders and communities to identify concerns, priorities and opportunities

Challenge – plans, proposals or decisions that are not in keeping with the NEL Commitment (where appropriate)

3. Reporting Arrangements

The Community Engagement Steering group will report to the Union Leadership Team.

Minutes will be published on the Union website.

The steering group will prepare an annual evaluation report for the Union Board

4. Support

Administrative support will be provided by a member of the Leadership Support Team who will:

- Agree the agenda with the Chair
- Take minutes of the meetings, keeping an accurate record of attendance, key points of the discussion, matters arising and issues to be carried forward
- Maintain an on-going list of actions, specifying members responsible, due dates and keeping track of these actions

- Send out agendas and supporting papers to members five working days before the meeting
- Draft minutes to be provided within 10 working days for approval by the Chair prior to distribution

5. Core Membership

The core membership of the Group is as follows:

- Director for Communities
- CCG Engagement Lead
- CCG Community Lead for Communications and Engagement
- CCG Accord Steering Group representative
- NELC CSSU representative
- NELC Children and Families representative
- NELC Public Health representative
- Representative from VCSE sector support organisation
- NEL Healthwatch Manager
- NELC Communication/engagement lead

Other members may be co-opted/asked to attend for items relevant to their area of work/expertise.

In order to ensure full participation by the teams/organisations that make up the Steering group – where a core group member is unable to attend they must ensure that a suitably briefed and empowered substitute attends in their place.

The Group will appoint a Chair and Vice-Chair from the core membership annually. Member responsibilities are outlined in Appendix 1.

6. Quorum – For a meeting to be quorate five core members which must include at least one community member and one VCSE representative.

7. Working Together

Formal voting is not required by this steering group – the group will aim for consensus in decision making. The group will operate in accordance with the Place Partnership System mode of working.

8. Frequency - The Group will meet quarterly

9. Review - The terms of reference are to be reviewed annually.