

Revised Terms of Reference

Yorke Drive Residents Panel

July 2019

1. Purpose of the Panel:

- To act as a consultative and advisory panel made up of residents of the Yorke Drive Estate providing a resident voice and focus during the regeneration of the Yorke Drive Estate and Lincoln Road Playing fields

2. Aims of the Panel:

- To support and promote meaningful engagement between residents, stakeholders and Newark and Sherwood District Council throughout the Yorke Drive Regeneration development and design process for the regeneration proposals.
- To support and promote effective communications between residents, stakeholders and the Council throughout the development and design process.
- To act as the Council's formal consultative and stakeholder engagement group during the development and design process, helping to ensure that residents are involved in shaping and influencing the Council's- regeneration proposals.
- To help identify local resident and community led initiatives linked to the regeneration proposals

3. Responsibilities of the Panel:

- To provide feedback and opinion, from a residents view, in relation to the proposed improvements to the estate and playing field.
- To act as informed advocates for the regeneration proposals.
- To work with the Council and its' contractors (the appointed development partner, architects and professional advisers) on aspects of the development and design process.
- To support the development and delivery of the Engagement and Communications Strategy for Yorke Drive and provide advice to the Council on how best to engage with the different residents living in the regeneration area.
- To act as a sounding board for the Council so it can gain further insight in to specific issues from a resident and stakeholder perspective.

4. Expectations of Panel Members:

- To regularly attend Panel meetings, workshops and events, where available to do so.
- To prepare for meetings by reading any information and considering any questions they may wish to ask.

- To uphold the Council's Equalities and Diversity Strategy and work in a fair, honest and transparent way.
- To foster a friendly and welcoming approach towards the wider resident population of Yorke Drive, encouraging feedback and involvement from neighbours and other stakeholders.
- To accept and respect that there will be differing opinions and views within the Panel and amongst the wider resident population.
- To abide by the adopted Code of Conduct for the Panel, attached to this Terms of Reference.

5. Panel Membership and Chairing

- Membership of the panel is on a voluntary basis with training and support available for all members to help them to have a positive experience as part of the Panel.
- The resident membership will be the majority membership, in accordance with the purpose of a Resident Panel.
- Every effort will be made to seek and develop membership from different areas of the Yorke Drive Estate where possible and for the Panel membership to reflect the make-up of the community in terms of protected characteristics.
- Opportunity will be provided for the panel to be chaired by a resident or residents (in the case of a co-chair or deputy chair) of Yorke Drive Estate, who will be supported by the Council.
The chair/co-chair/deputy chair positions will be offered to Panel members on an annual basis through an application and selection process.
- The Panel will be administered by the Council.

6. The membership of the panel will be drawn from:

- Residents (irrespective of tenure) who live on: Yorke Drive, Strawberry Hall Lane, Fenton Close, Rosewood Close, Beaumont Walk, Lincoln Road, Lincoln Court, Asman Court, Millennium Court, Stukeley Court and Parkinson Court.
- Those democratically elected representatives of resident interests e.g. local Ward or County Councillor or MP.
- *Non-members, other stakeholders, Council Officers, development and design staff and technical experts may from time to time be invited to participate when required.*

7. Accessibility

- Support will be provided to any resident who requires it, to enable their attendance and participation in the panel. This may include but is not limited to: translation of meeting papers to alternative language, the use of interpreters including British Sign Language, provision of papers in alternative font and format and tailored one to one support.
- To enable residents who are unable to physically attend meetings, on-line membership is available via e-mail at yorkedrive@nsdc.info . The views and opinions of on-line members will be taken into account as with any other member.

8. Accountability

- The work of the Panel will be reported back to the wider residents and stakeholders through the regular Yorke Drive Focus newsletter and Yorke Drive Focus pages on the Council's website. Updates will be provided through the Council's social media platforms.
- Minutes of Panel meetings will be published on the Council's website.

9. Panel Meetings:

- The Panel will aim to meet formally quarterly.
- The Panel meeting schedule will be set out for the year in advance.
- Meeting will be held at either The Bridge Community Centre or Beaumont Walk Community Centre.
- Agendas, minutes, papers and reports will be sent out a minimum of five working days before a meeting.
- The Panel will stick to the agreed agenda with individual housing management or service issues picked up outside the panel meeting.
- Other meetings, workshop or events may take place as necessary. All Panel members will be notified a minimum of seven days in advance of any meeting or event.
- Minutes of the meeting will be circulated within ten working days of the meeting taking place.
- The Panel will be serviced by the Council, who will organise the meetings/ events and support the chair.

- Items for consideration for the agenda will be agreed with the Chair and Council ten days prior to the meeting.

The format of meetings may vary and be traditional meetings, workshops, scheme visits, or training sessions.

10. Code of Conduct and Confidentiality

- The Panel shall work to an agreed Code of Conduct attached.
- Any confidential items will be identified as CONFIDENTIAL and members will not be allowed to take associated material away from the meeting.

11. Review:

- The Terms of Reference will be reviewed annually with the Council.
- The review mechanism will be discussed with the Panel Chair and agreed with the Council.
- The membership composition will be reviewed on an on-going basis, with specific focus on developing representation from across tenures and different property types. Continuous capacity building will be carried out.