

APPENDIX 5

Communities Board Terms of Reference

Communities Board Key Objectives are:

For the services included within the scope of the Communities Board, to:

- Minimise risks to business as usual activity, whilst ensuring that we do not undermine the solutions being developed for the new Council.
- Deliver service continuity solutions for all functions within scope of the Communities Board for vesting day, ensuring that there is no loss of service and that services continue to comply with legal and compliance requirements.
- Consider best practice elsewhere and develop plans for transformation post vesting day.
- Provide timely information to other programme boards to enable them to achieve their objectives where there are interdependencies.
- Interfacing through the Resources and PMO Communications functions as required, ensure that all key stakeholders for services within the scope of the Communities Board are engaged and informed regards service specific activities throughout the transition to the Buckinghamshire council; And that they are clear about the arrangements that will be in place for vesting day.
- Deliver the strategies required for Buckinghamshire Council within the scope of the Communities Board services, including a Localism Strategy and a Community Safety Strategy. Ensure that best practice expectations are followed appropriately to formally consult upon strategies ahead of decisions being made. Deliver Options Appraisals to identify options for Community Engagement, Local Access to services and Devolution of assets / services, encapsulating both the 'what' as well as 'when'. e.g. Day 1, 12 months, 24 months on from vesting day.

Communities Board Roles & Responsibilities:

- Propose and establish workstreams, both standing and task and finish, needed for the successful delivery of the agreed board portfolio of work that supports the overall programme delivery and ensure these are resourced as required.
- Ensure those workstream outcomes are developed to meet the needs of internal and external stakeholders and legislative requirements.
- Consider, advise and sign off all reports produced by the portfolio of Communities workstreams before being presented to the Chief Executives Implementation Group (CIG) and Shadow Executive.
- Make decisions based on robust officer reports and/or business cases to enable the delivery of the agreed board portfolio of work for which they have delegated authority.
- To manage and identify resourcing requirements to deliver the portfolio of work and agree these within the boards delegated authority or refer to the CIG for agreement.

- Receive regular highlight reports on the activity and progress of the Communities workstreams within the board portfolio including the management of dependencies, co-ordination of activity to avoid duplication.
- Consider and monitor Communities Board and workstream risks and/or issues and escalate these as appropriate to CIG.
- Liaise regularly with the other programme board co-chairs and programme management office to effectively monitor portfolio cross-cutting issues and dependencies, escalating where required to the CIG.
- Oversee the impacts on performance and resources during this transition period across the services within the scope of the Communities Board.

Key Stakeholders for the Communities programme Board (order of listing does not indicate any prioritisation)

County and District Members	<ul style="list-style-type: none"> ○ 202 Members across the five Councils ○ Portfolio holders ○ Shadow Executive
Officers	<ul style="list-style-type: none"> ○ Employees of the current councils within the service areas in scope ○ CIG ○ Other departments e.g. Public Health & Resources functions ○ Other workstreams within the programme with inter-dependencies
Service Users	<ul style="list-style-type: none"> ○ Residents (Adults) ○ Trade / Businesses (e.g. trade waste) ○ Schools (e.g. Waste collections)
Town and Parish Councils	<ul style="list-style-type: none"> ○ Bucks & Milton Keynes Association of Local Councils (BMKALC) ○ Aylesbury Vale Association of Local Councils (AVALC) ○ Wycombe District Association of Local Councils (WDALC) ○ Society of Local Town Clerks (Bucks Branch) ○ 169 town and parishes across the county ○ County Liaison meetings – quarterly via BALC ○ District Liaison meetings- held with clerks also quarterly
Volunteers & Voluntary and Community Sector	<ul style="list-style-type: none"> ○ Organisations with a community safety and /or community capacity building focussed agenda, that is in any part funded either from the Community Safety Grant, District Councils' funding or are commissioned to provide services by the County Council ○ Community Impact Bucks (CIB) ○ Clare Foundation ○ Citizens Advice Bureau ○ Neighbourhood watch coordinators ○ Street associations ○ Youth services.
BME Groups	<ul style="list-style-type: none"> ○ No representative organisations but channels such as multi-cultural centres.
Young People	<ul style="list-style-type: none"> ○ BCC Youth Service/bucks Youth Voice
Health	<ul style="list-style-type: none"> ○ Clinical Commissioning Group (CCG)

	<ul style="list-style-type: none"> ○ Bucks HealthCare Trust (BHT) ○ Oxford Health Trust ○ GPs – Medicas, FedBucks ○ Healthwatch Bucks ○ South Central Ambulance Service
Police	<ul style="list-style-type: none"> ○ Thames Valley Police ○ Thames Valley Police and Crime Commissioner
Other strategic partners	<ul style="list-style-type: none"> ○ Fire & Rescue Service ○ Housing Associations ○ National Probation Service ○ Community Rehabilitation Company ○ Safer Stronger Bucks partnership ○ MASH ○ Youth Offending Services ○ Museums ○ Cultural Partnership
Key Suppliers (including but not limited to those listed)	<ul style="list-style-type: none"> ○ Transport for Bucks ○ Theatre & Leisure Centre suppliers ○ Waste Collections and Disposal contractors ○ Public health and leisure operators ○ Green space contractors
Governmental functions / agencies	<ul style="list-style-type: none"> ○ MHCLG ○ Home Office
Regulatory & Compliance bodies	<ul style="list-style-type: none"> ○ Environment Agency ○ Health & Safety Executive

Meeting Frequency: The Community Board will meet fortnightly until 31st March 2020. Chairing and venue will alternate between the co-chairs.