

APPENDIX 2

Formalisation of Governance Arrangements for the Newport East Community Builder Project

1. The project steering group will be more formally established to oversee the project's delivery. The group will have the following 'categories' of 'voting' membership:

- Local IWC Ward Member (The Chair)
- Local residents (5)
- Local community group, Pan Together (1)
- Local businesses (4)
- Barton Primary School headteacher
- Local church leader
- Local Newport and Carisbrooke Parish Councillor not on IWC (1)

Non-voting membership will include:

- Isle of Wight Council Commissioner
- Community Action Isle of Wight (the delivery agent)

The group will produce a term of reference to be agreed and ratified by HWB Board at its meeting in July 2019.

Vacancies for resident and business representatives shall be filled by application and ratification by the steering group. Other vacancies shall be filled by the bodies appointing to the group. All members of the group will be expected to act in accordance with the Nolan Principles of public life.

The steering group shall have the right to veto or exclude any person from membership of the steering group, by a simple majority vote.

2. The chairman shall be responsible for ensuring written quarterly progress reports are made to the Health and Wellbeing Board.
3. The steering group will meet every quarter– its purpose shall be to review the impact of the project to date and provide guidance to CAIW on the future activities to be delivered in support of the project outcomes. It will provide information, advice and guidance to the Isle of Wight Council in respect of the council's agreement with CAIW to inform the council's overall management of the agreement.
4. The steering group will be supported by an executive group, drawn from the steering group and designed to give more regular guidance to the delivery agent (CAIW) in providing the activities agreed with the steering group. The executive group, is not a decision making body, it will meet monthly and comprise:
 - The chairman (also the ward councillor)
 - Two community representatives
 - One of; a business representative or primary school head or church leader

- Isle of Wight Council Commissioner
 - CAIW (as the delivery agent)
5. The Chair will be responsible for arranging the dates, times and venues of the steering and executive groups in consultation with CAIW.
 6. The funding agreement between CAIW and the Isle of Wight Council will be varied to remove references to Newport and Carisbrooke Parish Council
 7. The objectives of the project will remain the same as in the original agreement between Isle of Wight Council and Community Action Isle of Wight (dated 10 April 2018) and set out below:
 - To recruit, induct, guide the implementation, and supervise the Community Builder.
 - To introduce the Place-standard tool to generate a baseline understanding of Newport Pan and Barton place, establish community priorities and track change.
 - To support the Community Builder in being able to identify people's aspirations for their community, and supporting people to identify community assets to help realise those aspirations through co-agreed activity.
 - To support the Community Builder in identifying local informal groups, associations and build relationships, encouraging collaboration between organisations across sectors and residents and local economic productivity.
 - To discover 'connectors' across the community, provide opportunities to come together to exchange learning, ideas, opportunities and support taking forward actions.
 - To support local connectors and act as a resource in bringing them together to form an ad hoc collective that helps to weave community activities and associations to promote and improve community inclusion, resilience and sustainability through increased capital.
 - To facilitate the development of appropriate sustainable citizen led action in relation to community building themes and already existing targets that protect, promote and improve individual health and wellbeing and reduce health inequalities.
 - To support stakeholders involvement in all appropriate phases of the Collaborative Stakeholder-driven Realist Evaluation of Asset-based Community Development.
 - To support communities in conversations about wider implementation of Asset-based Community Development across the Isle of Wight