

Heart of Pitsea Local Steering Group

Terms of Reference

Purpose:

To support the work of the Big Local Officer, Community Development Officer and the community champions during the 'Getting Started' phase of the Big Local process.

Aims:

Steer the Big Local 'Getting Started' phase of the programme, monitoring its progress against the agreed action plan and budget spend

Specific Tasks:

- Preparation, development and delivery of a communications plan
- Collate and analyse the data from the Quality of Life survey to inform the production of a community profile
- Assist in the formulation and development of a community partnership
- Monitor the budget spend against the action plan
- Receive regular updates/position statements from the Big Local Officer and/or the Community Development Officer
- Monitor the delivery against the Project Initiation Documents/Action Plan to ensure milestones are met

Membership:

Melanie Aust	Big Local Representative
Suqie Banwait	Big Local Officer
Chris Evans	Basildon, Billericay and Wickford CVS
Tracey Parry	Youth & Community Engagement Co-ordinator
Grant Taylor	Community Development Officer
Sue Houghton	Community Champion
Paul Nagle	Community Champion
Peter Dickson	Community Champion
Jeffrey Porter	Community Champion
Keith Bobbin	Community Champion

Decision Making

The group shall work towards a consensus. If this is not possible then a decision will be taken based upon a majority of those present.

Meetings

The group will meet on a monthly basis and will be able to call adhoc meetings as required.

Governance

The group will have a rotational Chair from the Community Champions representatives.