

## **Pike Close Residents' Steering Group**

### **Terms of Reference – Agreed 16.01.18**

#### **1. PURPOSE**

The Residents' Steering Group is established to ensure meaningful consultation and effective participation in decision-making between Riverside and its customers on all aspects of the proposed redevelopment of the Pike Close Estate.

The role of the Steering Group is to represent the interests of Riverside customers on the Pike Close Estate who are affected by the proposals for redevelopment and refurbishment.

The Steering Group is expected to make recommendations to Riverside and other organisations working on the Pike Close Estate, relating to the redevelopment proposals for the estate.

#### **2. STRUCTURE AND COMPOSITION OF THE RESIDENTS' STEERING GROUP**

The membership of the Residents' Steering Group will be from those Riverside customers volunteering as members from the blocks affected by the redevelopment and refurbishment proposals in July 2017. Members will be recruited every September through the time of redevelopment of Pike Close Estate. (Details of these blocks are specified in Section 5 of this document.)

Other representatives who can be invited to Residents' Steering Group Meetings in a non-voting capacity:

- Independent advisors as required
- Other local stakeholder bodies to be decided by the Steering Group
- Ward Councillors and officers from the Council
- Observers with an interest in the redevelopment plans, to be decided by the Steering Group

Members of the Steering Group shall elect from their own voting membership a Chair and a Vice Chair every year.

Steering Group members will be able to resign from the Group by giving a month's notice.

The Residents' Steering Group will be able to co-opt other Riverside customers to become members of the Group. Co-opted members will have the same rights and responsibilities as other members.

Members who choose to leave the Estate permanently will no longer be members of the Steering Group.

The Residents' Steering Group is a genuine partnership, with all members having equal rights. Votes will be taken on contentious issues or where consensus is not

achieved. In the case of an equality of votes, whether on a show of hands or on a ballot, the Chair of the meeting shall have a second or casting vote.

At every meeting of the Steering Group the Chair (or in his or her absence, the Vice Chair) shall preside. If neither the Chair nor Vice Chair is present within 15 minutes of the time appointed for the meeting, members present shall appoint one of their number to act as Chair, who will conduct the business of the meeting.

The quorum necessary for the transaction of the business of the Residents' Steering Group shall be four voting members of the Group.

The Steering Group may set up specific task and finish groups to ensure the delivery of the Riverside regeneration scheme and associated issues. These groups will report back to the main Steering Group.

### **3. RESPONSIBILITIES OF THE RESIDENTS' STEERING GROUP**

The Residents' Steering Group shall be responsible for:

- Representing the interests of Riverside customers on the Pike Close Estate who are affected by the redevelopment proposals.
- Representing the diversity of customers on the Pike Close Estate.
- Promoting equality in the work of the Steering Group and the redevelopment proposals.
- Work with Riverside and other stakeholders to implement the redevelopment plans for the Pike Close Estate.
- Work with Riverside to develop the Residents' Charter.
- Act as a formal consultation and stakeholder engagement group for Riverside, with the authority to make representations to Riverside on issues associated with the redevelopment programme.
- Comment on, contribute to the preparation of, and support the delivery of the physical redevelopment programme and help ensure Riverside meets its vision and strategic objectives.
- Make contact with relevant stakeholders who may be able to influence the refurbishment and redevelopment.
- Consider, comment on and make representations to Riverside staff and other bodies.
- Provide information for other Riverside customers on the work of the Residents' Steering Group and redevelopment proposals.
- In carrying out its functions, the Residents' Steering Group will have access to Riverside officers, staff of other organisations working on the Pike Close Estate, and other advisors throughout the regeneration programme. The Steering Group will be encouraged to comment upon, challenge, influence and shape the proposals prior to formal decisions being made. Riverside will make available, on request, background documents and information to help the consultation process.

Members of the Residents' Steering Group will be expected to:

- Attend meetings - if they have not attended three meetings without sending apologies, the Steering Group can end their membership.

- Read papers before each meeting.
- Represent the interests of Riverside customers from across the Pike Close Estate.
- Use their best endeavours to work together to enable the Steering Group to meet its responsibilities.
- Treat others at the meeting with respect, as set out in the Residents' Steering Group Code of Conduct.
- Promote equality and diversity on the estate.

#### **4. PROCEEDINGS AT MEETINGS**

##### **Notice of Meetings**

The Agenda and papers for discussion shall be circulated seven working days before a meeting, and only in matters of urgency shall papers be circulated with less notice.

Late items will be accepted at the discretion of the Chair, and shall only be matters that are urgent and could not be included in the Agenda.

Only members of the Residents' Steering Group will be able to vote at Steering Group Meetings. Meetings will be open to all Riverside customers from the Pike Close Estate to attend.

Other local residents and stakeholders with an interest in the redevelopment and refurbishment proposals may attend meetings as observers, subject to the approval of Residents' Steering Group members.

Where agreement cannot be reached on this point, it will be put to a vote of Steering Group members.

The Chair will be able to vote on resolutions of the Residents' Steering Group.

If the vote is tied, the Chair will have a second and casting vote. In the case of the post of Chair being jointly held, the joint Chairs must agree how to use the casting vote.

##### **Servicing of Meetings**

Servicing of meetings will be arranged by Riverside, which will include taking minutes, sending out papers to members, and circulating information to other relevant parties.

##### **Conduct of Meetings**

Agenda planning will be the responsibility of the Chair and the relevant Riverside lead officer.

A record will be maintained of the decisions of the Steering Group.

Decisions reached by the Group will be published on the Pike Close page of the Riverside website after minutes of the meeting have been approved.

Confidential business items will be clearly indicated on the agenda. No member shall disclose the content of, or discussions relating to, confidential business items.

Representations to the Steering Group, or the opportunity to address the meeting, will be considered, at the discretion of the Chair.

### **Frequency of Meetings**

The Residents' Steering Group will agree a timetable for meetings at the beginning of each year.

The Chair, after consultation with the Vice-Chair, may convene an urgent meeting outside the agreed schedule to discuss any urgent issues that cannot wait until the next meeting.

### **5. BLOCKS COVERED BY THE RESIDENTS' STEERING GROUP**

1-17 Mede House
1-48 Burnt Ash Heights
1-12 Wells House
1-15 Lavisham House

(Map)