

Greater Cambridge Partnership Community Sounding Group

Terms of Reference

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1. Purpose

The Greater Cambridge Partnership Community Sounding Group (CSG) exists to:

- Provide non-party political feedback on issues and emerging policy for GCP.
- Be informed, discuss and sense-check the on-going Greater Cambridge Partnership programme and discrete projects.
- Act as key individuals to facilitate informed understanding of the GCP programme across a wider audience.
- Provide regular external challenge towards achieving continuous improvement to GCP processes and services, to the benefit of local communities.
- Where relevant, run a specific community-focussed programme on behalf of GCP.

2. Membership

- To support quality discussion, the CSG will normally consist of between 10 to 15 members but may draw on wider representation where considered appropriate.
- The CSG will be individual members of the public who may also be community leaders or members of Non-Governmental Organisations, or otherwise represent the views of traditionally under-represented groups from within the local community. Elected members, who have existing conduits, will not form part of the CSG.
- Where members represent an organisation, they may wish to nominate a deputy/deputies.
- CSG members will be selected to represent community feedback, from the tier one stakeholder list outlined below. It should be noted that, outside of the CSG, there are [ample opportunities](#) for individuals or groups to have their say and help shape the GCP programme.
- The GCP will always seek representative feedback, including through representative opinion research. The CSG is therefore not intended to be a wholly representative group but will encourage diversity and access to a range of community voices.
- The group does not need to achieve consensus, all views will be valued and considered.
- Membership of the CSG will be reviewed annually.
- Members will need to meet the expectations outlined in point 6 below, in order to continue their participation in the Sounding Board.
- The GCP Chief Executive Officer will have the final oversight of the CSG membership.

3. Facilitation

- The CSG will be chaired by an independent facilitator or nominated senior officer.

4. Meetings

- There will be a minimum of two, and a maximum of four, face to face CSG meetings each calendar year, with dates published in advance.
- Meetings will take place in Cambridge or venues in South Cambridgeshire, considered easily accessible by the group.

5. Administration

- Agenda, attendance and actions will be minuted.
- CSG membership, with meeting attendance, agenda and actions will be published at least every six months on the GCP website.

5. Relationship with governance

- The CSG is advisory and informal and does not form part of the GCP's governance structure.
- It is one of a number of engagement mechanisms designed to ensure a broad range of engagement and participation to shape the GCP programme.
- The facilitator and/or GCP executive officers will be responsible for sharing the CSG's progress and views to relevant project teams and governance groups, to help inform their work.

6. Expectations of CSG members

CSG members will be expected to:

- Provide creative and constructive feedback to support and strengthen the GCP programme.
- The CSG is intended to advise during the earlier stages of plans and policy which may lead to the sharing of ideas, data or hypothetical proposals not sufficiently developed for the public domain. On these occasions, all members will be expected to observe confidentiality and failure to do so may lead to release from CSG membership.
- It is the intention of GCP to encourage other ideas from the CSG which they may lead on as appropriate and with agreement.

7. What CSG members can expect from GCP

- A clear plan for CSG activity, updated and refreshed quarterly and produced in consultation with CSG members.
- Opportunities for face-to-face time with senior GCP, including the Chief Executive.
- Opportunities to help shape and inform the GCP's programme and projects.
- Support and input from the GCP's Head of Communications at each meeting.
- Support and input from a range of GCP staff, consultants and/or stakeholders where appropriate

8. Review of the CSG

- The GCP wants to make sure the engagement mechanisms we have are relevant and successful, with the view of delivering benefits to our local communities. We will review the CSG after its first year in operation, and on an annual basis thereafter.

Tier 1 Sounding Group stakeholder list

Audience
Residents – Cambridge & South Cambs
Employees/commuters <ul style="list-style-type: none">- Commuter-belt- Key workers
Students/Trainees
Employers <ul style="list-style-type: none">- SME- Public sector
NGOs <ul style="list-style-type: none">- Transport- Environment- Heritage- Other