

The Glebe Community Activity Hub Steering Group

Terms of Reference

1 Purpose

The purpose of the '**The Glebe community activity hub steering group**' is to enable key partners, stakeholders and the community to work collaboratively to ensure that this proposed development delivers to the needs of St James C of E School and people living and using the facilities within Gloucester. The group should agree on the strategic direction of the project and provide a supportive critique to the emerging plans.

This group has been established by community representatives supported by Leanne Purnell as project manager.

2 Strategic objectives

- ❖ To agree on the overall 12 month project plan and support its implementation.
- ❖ To agree, and provide, proactive support to the project manager around identified actions to ensure that the project moves forward at an acceptable pace.
- ❖ Increased collaborative partnership across statutory, education and VCS sector to deliver on the planning of a facility around health and wellbeing.

3 Membership of the group

The group will be made up of the following:

- Active Gloucestershire – [REDACTED]
- Gloucester City Council – *Leanne Purnell*
- Gloucester City Council – *Ruth Saunders*
- Gloucester City Council Councillor – *Cllr Saj Patel (Chair)*
- St James C of E Junior School – [REDACTED]
- Barnwood Trust – [REDACTED]
- Kingfisher Church – [REDACTED]
- MY:UK & resident – [REDACTED]

As the project develops it may be that further members are invited to join the group which is to be agreed by the steering group.

4 Working methods

The work will be driven through the project manager with development of sub groups for particular topics. Where necessary, individuals from outside of this group will be included in sub groups to ensure the necessary expertise is

utilised. Access to The Glebe site is to be agreed with the Head of St James's School or [REDACTED] with prior notice and with at least one of them in attendance.

5 Frequency of meetings

The Group will normally meet four - six weekly. Members are expected to be available outside the meeting via email.

The project manager shall be responsible for arranging its administrative support, including:

- Agreement of agenda
- The collation and distribution of papers
- Ensuring the minutes are taken and a record of matters arising kept and issues carried forward
- Updating the project plan

Members of the Group will aim to achieve at least 75% attendance.

6 Sharing of information

Outside of meetings all members will have access to an ongoing project plan and project resources via a Google Drive link. The content of this is exclusively for group members and should not be shared without prior written permission from the project manager

Review date : March 2019