

Sovereign Hill Partnership
Buckskin and South Ham Resident Led Group
Terms of Reference

1. Purpose of the Resident Led Group

The Resident Led Group (RLG) is a group of local residents who will work with Sovereign Hill Partnership (SHP) and project partners to help shape the future of Buckskin and South Ham.

The group will:

- Where possible influence regeneration proposals before decisions are made
- Provide resident insight and feedback on proposals
- Ask questions and seek clarification on plans
- Bring forward additional issues and questions raised by the community for consideration
- Represent and help ensure wider community views are considered
- Contribute to how engagement with residents is designed and delivered

The group plays an **influencing and advisory role**, not a decision-making role.

2. Governance Principles

- Early involvement (not post-decision consultation)
- Transparency about what can and cannot be influenced
- Constructive challenge and scrutiny
- Inclusive and respectful participation
- Clear communication: *“You said / We did / We couldn’t because...”*

3. Scope of Influence

The RLG will be involved in:

Strategy

- Strategy and regeneration priorities
- Input into engagement approaches
- Feedback on emerging plans and priorities

Delivery

- How proposals are implemented
- Design and use of homes, spaces and services within the scope of SHP
- Delivery approach, including the construction management plan

Monitoring

- Reviewing progress during the programme
- Reviewing what has been delivered works for the community
- Identifying what is working well and what could improve
- Inputting into the evaluation framework
- Monitoring and evaluation of outcomes

Knowledge and understanding

- Building understanding of planning, design and delivery
- Shaping topics the group wants to learn more about

We will always be clear about:

- What the group can influence
- What is fixed or constrained

4. Accountability

The RLG will operate within a clear accountability framework:

SHP and partners will:

- Provide clear, timely and transparent information
- Respond to questions and feedback
- A tracker of questions and responses will be maintained by the independent facilitator to ensure transparency and follow-up
- The RLG may request detailed information where appropriate, including:
 - Neighbourhood area proposals
 - Rehousing approaches
- The RLG may receive information on the approach to viability and programme constraints where relevant.

Members will:

- Represent the wider community, not individual interests
- Support a culture of scrutiny and constructive challenge

The RLG will act as:

- A scrutiny and challenge function
- A mechanism to hold the programme to account
- Not solely a forum for information sharing

5. Membership

- The group will consist of approximately **10–15 residents**
- BASH has two allocated spaces
- An extended group of up to 18 members may be maintained initially to allow for natural reductions due to resignations or drop out
- Members will reflect a mix of:
 - ages
 - tenures
 - backgrounds
 - neighbourhood areas within Buckskin and South Ham

The group will ongoingly review representation, including:

- youth representation
- underrepresented groups
- underrepresented neighbourhood areas
- The RLG will support communication with the wider community
- Members will be expected to sign the Code of Conduct

6. Roles and Responsibilities

RLG:

- Review and comment on emerging plans
- Act as a sounding board for proposals and policies
- Identify community priorities and concerns
- Monitor delivery and resident impact

- Support communication between project partners and the community

Resident members:

- Attend meetings and participate actively
- Represent a broad range of community views
- Prepare for meetings where needed
- Work constructively with others

Sovereign Hill Partnership:

- Provide clear and timely information
- Respond to questions and feedback
- Be transparent about decision-making
- Ensure that appropriate members of the project team attend meetings as required, including bringing in specialist expertise where needed.

Independent Facilitator:

- Independently facilitate the group
- Support all members to participate
- Provide training and guidance
- Ensure meetings are inclusive and constructive
- Accountability through neutral oversight

5. Resident Chair

A Resident Chair will be identified from within the group once it has been established.

- The group will appoint two Resident Chairs (Co-Chairs)
 - One Sovereign/social housing tenant representative
 - One non-tenant representative (e.g. homeowner/leaseholder)
- The Chair will be selected by the group, with support from their Independent Facilitator
- The Chair will serve for 12 months
- The role of the Chair is to:
 - Help ensure meetings are inclusive and well managed
 - Support balanced participation from all members

- Act as a link between the group and the facilitator where needed
- The Chair will be supported by NewmanFrancis and will not be expected to take on a formal or technical leadership role
- The role may be reviewed or rotated over time, depending on the preferences of the group

6. Meetings

- Meetings will usually take place **monthly**
- Sessions will last around **1.5 to 2 hours**
- Quorum will be 8 members, or 50% of active membership if membership reduces below 15
- Additional workshops or sessions may be arranged where needed
- Agendas and materials will be shared in advance
- Notes will be shared after meetings with actions followed up

7. Decision Making

The group will aim to:

- Discuss issues openly
- Understand different perspectives
- Work towards a shared view where possible Where views differ:
- All perspectives will be recorded
- Feedback will be shared with the project team

8. Confidentiality

Some information may be shared in confidence.

Where this applies:

- Members will be clearly informed
- Information should not be shared outside the group

9. Support and Training

Support will be provided to help members participate fully, including:

- Understanding the role and involvement of all stakeholders across the programme

- Training sessions
- Clear briefings
- Providing / allowing for the use of independent experts
- One-to-one support where needed

10. Review

These Terms of Reference will be reviewed yearly with the group to ensure they remain appropriate.