Draft Terms of Reference for the Norwich Over Wensum Administrative Committee

Norwich Over the Wensum (NOW) Neighbourhood Forum
The purpose of the Norwich Over the Wensum Neighbourhood Forum is:
to protect and enhance the inherent qualities of the Area and to promote and improve the cultural, creative, social, economic and environmental well-being of the Area.

The NOW Neighbourhood Forum Neighbourhood Plan
The Plan will set out a vision for the NOW area and will contain planning policies for the use and development of land.

Administrative Committee

Purpose
The primary purpose of the Norwich Over Wensum (NOW) Administrative Committee is to support the work of the Norwich Over Wensum Neighbourhood Forum (NOW NF) by providing a secretariat function. The Committee will be responsible for the administration and operation of the Forum.

The Administrative Committee was established in November 2021.

Powers
The Administrative Committee has no decision-making powers and exists solely to support the work of the Neighbourhood Forum.

The Neighbourhood Forum can delegate specific pieces of work to the Committee but must retain oversight of the Committee's work as it is the legally responsible body.

Objectives
The objectives of the Administrative Committee are:

- To undertake community engagement
- To communicate with the public, Norwich City Council and other stakeholders on behalf of NOW NF
- To help NOW NF prepare an evidence base for the Neighbourhood Plan
- To assist NOW NF to prepare the Neighbourhood Plan
- To liaise with consultants and help to prepare documents
- To organise meetings, consultations and other events in support of producing a neighbourhood plan
- To produce leaflets, posters, banners and any other promotional material to promote membership of the Forum or its work
- To maintain an official website for the Forum.

To fulfil its objectives the Forum may set up working groups. Working groups will be overseen by the Administrative Committee, but will be responsible to the Forum as the decision making body.

Administrative Committee Members

The Administrative Committee will comprise NOW Neighbourhood Forum Members and Supporters.
There will be a minimum of five people on the Committee but no more than twelve.
There will be at least four Forum members on the Committee at any one time.

Supporters, who do not need to live or work within the Neighbourhood Area but who have a material and ongoing interest in the area and are dedicated to the objectives and purpose of the Forum, may be co-opted onto the Administrative Committee.

The Committee will be appointed by the Forum at a General Meeting, but further committee members may be co-opted by the committee providing the total number of committee members does not exceed twelve. These appointments will be confirmed by the Forum at the next General Meeting.

Councillors for Mancroft Ward, in which Ward the Neighbourhood Area lies, will be invited to attend all Administrative Committee meetings, whether or not they are appointed to the Administrative Committee.

Chair
The Administrative Committee Chair will be voted in by the members of the Committee at the first meeting of each year.

Delegated responsibility
The NOW Neighbourhood Forum will delegate to the Administrative Committee the responsibility to spend funds in line with the forum's budget to undertake community engagement, publicity, liaison and communication functions. The Forum solely retains responsibility for setting budgets.

Frequency of meetings
Administrative Committee meetings will be held as needed to progress the work of the Forum, but at least six times a year.

Application of the Constitution
The committee, including those who are not Forum members, will act in accordance with the Neighbourhood Forum Constitution.

Review
This Terms of Reference will be reviewed on a bi-annual basis. Additional review may take place deemed necessary by the Forum if needed.

Minutes of meetings
A summary of the minutes of the Administrative Committee meetings shall be circulated to all members of the Neighbourhood Forum, and full minutes shall be available on request.