

Terms of reference of the Brighton and Hove ChangeUp Business Management Group

1. Purpose

To oversee the implementation of the local Infrastructure Development Plan and co-ordinate and oversee the Hubs.

2. Authority

The Group has overall authority for the effective delivery of the Plan and for monitoring . The BMG also has authority for membership of the hubs.

3. Accountability

The BMG is accountable to the wider Consortium. The consortium currently consists of the membership of the CVSF and funders.

4. Membership of the Group

- a) Two representatives elected from each hub - one should represent generalist agencies and one communities of interest. No organisation will have more than one representative across the hubs.
- b) Two representatives appointed by the Brighton and Hove funders' group
- c) Two representatives elected from front line agencies by the members of CVSF. In the absence of any candidates for election, The BMG to have the power to put forward up to two candidates for co-option, with voting powers.
- d) 1 representative from the Accountable Body. (note: the accountable body can also have a hub rep – this is the only time an organisation can have two reps)
- e) Non-voting co-optees as agreed by the other members.

Members of the group may nominate one named deputy to attend in their absence. The deputy should be fully briefed by the member. The deputy will be entitled to vote.

5. Expectations of members

Members are expected to represent their electoral constituency rather than their own organisation or their own specific community of interest. They are expected to report back to their constituency and consult with it as appropriate. They should participate in any structures such as working groups which the BMG may set up. They should represent the group externally as agreed.

6. Chair

The chair shall be elected annually from amongst the members of the BMG. The primary functions of the chair are to set the agenda for group meetings in consultation with the project manager and to chair or to make arrangements for chairing of the meetings.

7. Servicing and support

The project manager will arrange for BMG meetings to be serviced and will provide support to the chair and members, but has no vote.

8. Frequency of meetings

Meetings will be held at least quarterly.

9. Quorum

The quorum shall be five voting members of whom at least one will be from each hub.

10. Decision making

The group will aim to make decisions by consensus. However, if an issue remains unresolved by the end of the meeting, the decision may be made by majority vote.

In exceptional circumstances where, for example, a decision is required before the next scheduled meeting, decisions may be made by email. In such circumstances, the chair will coordinate the process. The decision will be made by a majority vote of those voting by the deadline set by the chair. Any decisions made in this way should be confirmed at the next meeting.

11. Management of resources

The BMG will be responsible for approving the workplan of the project manager. It will decide how money designated for ChangeUp should be spent. It will co-ordinate funding bids.

12. Communication

The BMG will be committed to open working and transparency, will communicate regularly with the ChangeUp consortium, and will hold an annual meeting open to the ChangeUp consortium members to report on progress. Minutes of the BMG meetings will be published on the CVSF website. The BMG will establish communication mechanisms with the national hubs and with neighbouring consortia.

13. Review

The structure will be reviewed after 12 months.