

Agreed **VALUES** that underpin the work of the Causeway Coast and Glens Community Engagement Platform:-

* True **representation** across the community and voluntary sector and areas of the Causeway Coast and Glens Borough
* Clear, open, timely two-way **communication**
* **Transparency** and **accountability** within and across the sectors
* **Collective voice** of the community and voluntary sector
* An **all-inclusive** model of effective decision making and efficient use of resources
* **Equality** in decision making and within Community Engagement Platform representation
* **Respectful** relationships

**TERMS OF REFERENCE**

**CAUSEWAY COAST AND GLENS**

**COMMUNITY ENGAGEMENT PLATFORM**

**1. NAME AND PURPOSE**

a.The name ofthe collaboration is the Causeway Coast and Glens Community Engagement Platform.

b. The purpose of the Platform is to provide a meaningful role of engagement between public service bodies and local community representatives working together to monitor services and influence decision making leading to improved quality service outcomes that reflect community values throughout the Borough. The Platform will be a main link for public service providers to engage widely and regularly across the whole of Causeway Coast and Glens area, to connect more voices to local decision-making bodies and provide a means for the voice of the community and voluntary sector to be expressed and heard.

c.The Platform will provide a means to enhance the quality and effectiveness of interaction between the community and voluntary sector and public service providers by building relationships, sharing expertise and skills, voicing the collective views of the sector and stream-lining consultations.

d.The Platform will provide and establish links between local community & voluntary organisations and the Causeway Coast and Glens Community Planning Strategic Partnership[[1]](#footnote-1) on matters relating to community engagement. The Platform will nominate two individuals on an annual basis, as representative roles of choice to sit on the Causeway Coast and Glens Community Planning Strategic Partnership as Support Partners for Community Planning. *(Recent work has had Community Planning Design Delivery Groups developing delivery/action plans to align with the long-term outcomes set out in the Causeway Coast and Glens Community Plan ‘A Better Future Together’. These cover short/medium/long term time frame - two to five year period - and initially aim to contribute to the shared outcomes in the Plan through increased partnership working and collaborative actions with added value. It is anticipated that the local community and voluntary sector will have a role to play across many of the 44 Actions contained within the first Delivery Plan – now available to download from website* [*https://www.causewaycoastandglens.gov.uk/council/community-planning/news*](https://www.causewaycoastandglens.gov.uk/council/community-planning/news) *.*

 *A longer-term goal for Community Planning is for joint planning and delivery of services for the Causeway Coast and Glens area.)*

e. The Platform will ensure that the Community Planning Strategic Partnership partners act on the value of appropriate community engagement in planning for and delivery of services. It will act as a means to strengthen democratic legitimacy and stimulate active citizenship –Community Engagement Platform participants will help strengthen and promote the work of Community Planning through their respective organisations or sphere of influence.

f. The Platform will provide a Borough wide platform for Community Development consultation and engagement to inform Council’s Community Support Plan and other initiatives.

g. There will be an emphasis on a two-way conduit of information with the community and voluntary sector able to influence public services on a collective basis with dissemination and consultative roles for participants back into their ‘communities of interest /geographical areas’.

**2. MEMBERSHIP**

a.Participation in the Platform is open to any individual organisational member of the community and voluntary sector of Causeway Coast and Glens, with discretion to limit attendance from each organisation if required. (Community and voluntary organisations across community development, social enterprise, networking, health, arts, environment, voluntary sports and social inclusion themes etc.)

b. Participants made up of representatives of the community and voluntary sector can self-select to become involved or be encouraged and supported to participate, both planned and on an ad hoc basis.

c. It will be necessary to ensure opportunities for full participation of Section 75 groups, hence need to target groups in addition to ongoing open call for participants.

d. Representatives of Causeway Coast and Glens Borough Council, Causeway Coast and Glens Community Planning Strategic Partners and other third parties may attend Platform meetings from time to time.

e. Community and voluntary representation as Support Partners for Causeway Coast and Glens Community Planning Strategic Partnership will be drawn from the membership of the Community Engagement Platform.

**3. MEETINGS**

a. The Community Engagement Platform will meet at least quarterly following an annual schedule. Meetings will alternate between day and evening and last for up to 1 ½ hours.

b. The meeting schedule mechanism will be revisited on an annual basis to ensure representation across the community and voluntary sector.

c. Community Engagement Platform meetings may be themed around topical issues, current consultations etc. Statutory agencies will be asked to inform, engage and input as relevant.

d. The Platform may, at its discretion and from time to time establish sub-groups which may be thematic or task-focussed as required. Terms of Reference for Subgroups /delegated powers will be agreed by the Community Engagement Platform and Subgroups will report directly to the Community Engagement Platform.

e. The Platform will meet in Council facilities across the Causeway Coast and Glens area. Practical arrangements for notifying meetings, recording and distribution of notes of meeting/actions, venue etc. will be carried out by Community Development / Community Planning Council staff (Platform Secretariat) in consultation with Co-chairs.

f. All meetings of the full Platform will be notified for open participation through existing Council Community Development/ Community Planning registers and other Community and Voluntary registers available. Additional promotion will occur within communities residing around chosen venue each time.

**4. ROLE AND UNDERTAKINGS**

a. The Causeway Coast and Glens Community Engagement Platform sets out the principles for developing working relationships between the community / voluntary and statutory sectors across Causeway Coast and Glens area.

b. The Causeway Coast and Glens Community Engagement Platform will function as outlined in these Terms of Reference and as agreed by participants. The Terms of Reference may be amended after consultation and agreement by the Platform participants.

c. The Platform will have a flat structure with two elected joint or Co-chairs to facilitate meetings and represent the community and voluntary sector on the Causeway Coast and Glens Community Planning Strategic Partnership, as Support Partners for Community Planning. The Community Engagement Platform will report to the Community Planning Strategic Partnership through the elected Co-chairs.

d. Co-chairs will be agreed by nomination and voted for by Community Engagement Platform participants – one vote per organisation attending the selection meeting. Sufficient notification of nomination of Community Engagement Platform Co-Chairs will be given to the community and voluntary sector through existing Council Community Development/ Community Planning registers and other Community and Voluntary registers available.

e. Co-chairs will hold the position for one year only but can stand for nomination again. Organisations can only hold the role of Co-chair for a maximum of two successive years.

f. Decisions of the Community Engagement Platform will be reached by consensus i.e. participants will be satisfied with the decision even though it may not be their first choice. Where a voting mechanism is required, prior notification will be sent out through existing Council Community Development/ Community Planning registers and other Community and Voluntary registers available and each community and voluntary organisation attending the voting meeting will have one vote.

g. The agenda for the following Community Engagement Platform meeting will be set at the close of each meeting by those in attendance. Additional topic items can be forwarded to the Co-chairs for consideration of inclusion, giving at least two weeks’ notice prior to the date set for the next meeting, where possible. Any Other Business will be identified at the beginning of each meeting.

h. The Community Engagement Platform will provide a means to reflect upon and consider the needs and aspirations of the community and voluntary sector, working together to help achieve outcomes of the Causeway Coast and Glens Community Plan.

i. The Community Engagement Platform will set a framework for effective consultation, representation and partnership working including agreeing definitions, shared values and joint and distinct undertakings.

j. The Community Engagement Platform will help strengthen relationships between the Community Planning Strategic Partnership and increase participants’ understanding of how the public and voluntary sectors work.

k. The Community Engagement Platform will help to improve communication, common understanding, trust and respect between the community and voluntary sector and public sector organisations of the Causeway Coast and Glens area.

**5. COMMITMENT TO THE TERMS OF REFERENCE**

a. Entering into this agreement does not constitute a legal partnership amongst members of the Causeway Coast and Glens Community Engagement Platform but participants will accept and agree to be bound by the principles set out in this terms of reference document and to act in the interests of all people living in in our community.

27/11/18

1. *The statutory partners of Council designated by legislation within the “Community Partners Order 2016” and forming the current participants in the Causeway Coast and Glens Community Planning Strategic Partnership alongside ten Elected Members of Causeway Coast and Glens Borough Council are as follows:-*

*Police Service for NI, Tourism NI , Education Authority for NI, Northern Health and Social Care Trust,  Western Health and Social Care Trust, Health and Social Care Board, Housing Executive NI, Public Health Agency, NI Fire and Rescue Service,  Invest NI,  Sport NI,  Libraries NI and the Council for Catholic Maintained Schools (CCMS).* [↑](#footnote-ref-1)