



Proposed Sub Committees

1. Purpose of this document

This document sets out a proposed model for establishing subcommittees that sit beneath the Neighbourhood Board. The aim is to create a clear, practical structure that enables detailed work to move forward between Board meetings, while keeping accountability, decision-making and strategic oversight with the full Neighbourhood Board.

The proposed subcommittees would provide focused capacity around key areas of delivery, engagement and assurance. They would not replace the Board or make major strategic decisions independently; instead, they would develop recommendations, test ideas, oversee assigned workstreams and report back formally to the Board.

2. Why establish subcommittees?

A Neighbourhood Board is expected to bring together local partners, community voices and the accountable body to shape priorities and oversee delivery. As the work develops, the Board will need to cover a wide range of topics including community engagement, project development, funding decisions, monitoring, communications and risk. It is unlikely that every issue can be explored in sufficient detail during full Board meetings alone.

Subcommittees provide a way to distribute work sensibly. They allow smaller groups of Board members and invited advisers to focus on specific areas, carry out preparatory work, review evidence and bring clear proposals back to the Board. This should make Board meetings more strategic, better informed and more efficient.

3. Proposed subcommittee model

It is proposed that four standing subcommittees are established initially. The Board may choose to amend these, combine them or create time-limited task and finish groups as the programme develops.

Subcommittee	Primary purpose	Typical areas of focus
Grants	Asses grant applications, liaise with applicants to gather information as needed	Budget monitoring, value for money, risk, conflicts of interest and governance compliance.

Subcommittee	Primary purpose	Typical areas of focus
Community Engagement – young people	Ensure local young people are meaningfully involved and kept informed.	Engagement plan, stakeholder mapping, resident feedback, communications, accessibility and inclusion.
Community Engagement – older people	Ensure local older people are meaningfully involved and kept informed.	Engagement plan, stakeholder mapping, resident feedback, communications, accessibility and inclusion.
Community Engagement – ethnic and cultural minority groups	Ensure local people from ethnic and / or cultural minority groups are meaningfully involved and kept informed.	Engagement plan, stakeholder mapping, resident feedback, communications, accessibility and inclusion.

4. Relationship with the Neighbourhood Board

Each subcommittee would sit formally underneath the Neighbourhood Board. Subcommittees would be advisory and delivery-focused unless the Board agrees a specific delegated authority in writing.

Decision-making

Subcommittees may make recommendations, develop options and identify preferred approaches. Final approval should remain with the Neighbourhood Board.

Reporting

Each subcommittee should provide a short written or verbal update to every scheduled Board meeting. The update should summarise work completed, decisions requested, risks or issues, community feedback received and any matters requiring escalation.

5. Membership and attendance

Membership should be drawn primarily from Neighbourhood Board members, with the option to invite officers, community representatives, delivery partners or technical advisers where their input would add value. Invited participants may support discussion and provide expertise, but voting rights should be limited to agreed subcommittee members unless the Board decides otherwise.

- Each subcommittee should have a named chair.

- Membership should reflect the skills, experience and local knowledge needed for the subcommittee remit:
- The Grants Committee will be chaired by the NB Chair and members will be nominated by the Chair and formal minutes will be kept by the Governance Officer.
- The three Community Engagement Committees will be chaired by a NB member and membership will include the Community Connector. All members of the NB are welcome to attend as they wish. Notes will be kept by a nominated attendee.
- Conflicts of interest should be declared at the start of each meeting and recorded.
- Attendance should be monitored so the Board can ensure each subcommittee remains active and representative.

6. Suggested operating arrangements

Area	Proposed approach
Meeting frequency	Monthly during set-up and active planning periods, moving to bi-monthly or as required once workstreams are established.
Administration	Brief notes should be kept for each meeting, including attendees, declarations of interest, actions, recommendations and escalations.
Quorum	Each subcommittee should have a minimum attendance requirement agreed.
Transparency	Key updates should be reported to the Board and, where appropriate, reflected in public communications so residents can see how work is progressing.
Escalation	Issues relating to budget, risk, reputational impact, delivery failure or significant community concern should be escalated promptly to the Board chair and accountable body.