Oxford City Regeneration Steering Group
Revised Terms of Reference adopted 11th October 2010

Aim of the Steering Group

To bring together key organisations that have a positive contribution to make in meeting the regeneration challenges of Oxford City to enable the City to become a World Class City for Everyone. The way partners work together includes the principle of involving and enabling local people in shaping the programme and adding value to existing work.

Role of the Steering Group

1. To oversee the development and delivery of the Regeneration Framework for Oxford City generally, and in particular the social and economic regeneration aspects of the framework.
2. To identify innovative and effective projects aimed at breaking the cycle of deprivation and implement them.
3. To involve members of the public, local elected members, front line workers from statutory and voluntary organisations and other stakeholders in all aspects of the programme.
4. To ensure all projects are evaluated and reported and the learning from this work is disseminated.
5. To support the delivery of improved services on a multi agency basis in the target areas.
6. To ensure adequate and sustained resourcing of the programme by securing funding from partners and from external sources. Partner agencies can expect to move existing resources and seek new resources in order to take this work forward.
7. To resolve conflicts and barriers to the delivery of improved services.

Steering Group membership

Mel Barrett, Executive Director, Oxford City Council (Chair)
Cllr Antonia Bance, Lead Member for Social Inclusion and Regeneration
Nominee of Oxfordshire County Council
Superintendant Amanda Pearson, Area Commander, Thames Valley Police
Jackie Wilderspin, Assistant Director of Public Health, NHS Oxfordshire
Alison Baxter, Chief Executive OCVA
Jan Paine, Children, Young People and Families, Oxfordshire County Council
Richard Huggins, Assistant Dean, Social Sciences Faculty, Oxford Brookes University
Bianca Kerley, Regional Partnerships Manager, Job Centre Plus
Graham Stratford, Head of Service, Community Development and Housing
Val Johnson, Partnerships Manager, Oxford City Council
Richard Savage, Children Young People & Families, Oxfordshire County Council
Karen Warren, Social & Community Services, Oxfordshire County Council

Theme leaders

Joanne McKechnie, Public Health Practitioner, NHS Oxfordshire
Angela Cristofoli, Community and Neighbourhoods Manager
Jan Paine, Children, Young People and Families, Oxfordshire County Council
Richard Adams, Community Safety Manager, Oxford City Council
Paul Clark, Physical Regeneration Officer, Oxford City Council
Graham Stratford, Head of Service, Community Development and Housing
Bianca Kerley, Regional Partnerships Manager, Job Centre Plus
Dawn Pettis, Oxfordshire County Council
Mark Jaggard, Economic Development Manager, Oxford City Council

Other service leads as appropriate, for task and finish.

Role of Theme Leaders

To identify and engage all partners relevant to each strategy.

To develop and implement targeted interventions, projects and activities appropriate to each strategy based on evidence of effectiveness.

To co-ordinate all interventions, projects and activities across the whole theme, with the help of a sub-group from partner agencies.

To link and co-ordinate where appropriate the interventions, projects and activities of the theme with others from the other themes via the programme manager.

To identify and ensure that all communication, public involvement and community engagement of the theme is co-ordinated and part of a single whole Steering Group programme across all the themes via the Programme Manager

To report plans, progress and outcomes to the Oxford Steering Group

To contribute to a single monitoring and evaluation framework.

As a member of the Oxford Steering Group to support its activities.

Role of the Programme Manager

To co-ordinate and support the work of the theme leaders and record progress and good practice

To identify and ensure that all communication, public involvement and community engagement is co-ordinated, and part of a single whole Steering Group programme across all the themes.

To prepare and circulate reports to the Steering Group

To report progress and achievements at regular intervals to the Programme Management Group, Chief Executives' Group, local elected Members and other relevant bodies and partners as required

To ensure links to the wider programme over generic good practice, including sharing experiences with the parallel work in Banbury

Practical arrangements

- Oxford City Council will convene and chair the meetings
- Meetings will be held bi-monthly unless the Steering Group decide to change this arrangement
- Additional members will be sought from other organisations as appropriate to make the steering group fit for purpose
- As the programme rolls out to other localities the structures will expand in terms of more locality community fora and stakeholder groups
- The theme leads will meet separately at least every two months to ensure coordination of action plans and to consider details of process.

Wider Stakeholder Involvement

This is the responsibility of the work stream lead for public involvement and confidence. The principles adopted include:

- All work stream leads must plan public participation as a core part of their work. The work stream lead for public involvement (PI) and her team will act as a resource for advice, activity and specialist knowledge.
- Programme wide public involvement on behalf of all work streams is led by the PI work stream lead and the Programme Manager, under the direction of the steering group and with the input of other work stream leads.
- The steering group has agreed that all work should aim for the greatest possible level of public participation. (Refer to IASS Ladder of Participation)
- Public participation work must build on existing networks and fora in each of the neighbourhoods and not duplicate established structures, but can be innovative and developmental as appropriate.

Every effort will be made to ensure high quality two-way communication with all stakeholders, including local businesses and partner agencies

Structures

```
┌─────────────────────────────────────┐
│      Oxford Strategic Partnership     │
│   (Regeneration Theme Champion,       │
│        Jackie Wilderspin)             │
└─────────────────────────────────────┘
                    │
┌─────────────────────────────────────┐
│      Regeneration Steering Group      │
│         (Chair, Mel Barrett)          │
└─────────────────────────────────────┘
                    │
┌─────────────────────────────────────┐
│      Regeneration Officer Group       │
│      (Chair, Graham Stratford         │
│  Programme Manager, Andrew Maliphant) │
└─────────────────────────────────────┘
```

- Health and Well-Being (Jo McKechnie)
- Economic Development (Dawn Pettis, Mark Jaggard)
- Employment and Skills (Bianca Kerley)
- Public involvement and confidence (Angela Cristofoli)
- Children and Young People (Jan Paine, Richard Adams)
- Housing (Graham Stratford)
- Physical Environment (Paul Clark)