**TERMS OF REFERENCE**

**Name of group:** Brighouse and Rastrick Staying Well Steering Group

**Purpose of the group**

The purpose of the steering group is to support and guide the Staying Well Project; ensuring a community voice is heard.

To manage the dispersal of grants through the Staying Well Community Fund.

To share relevant community information and promote Staying Well in the wider community.

To regularly monitor and review the work of the Staying Well Project.

**Term**

This updated term of reference is effective from 3/7/19 until the Staying Well project comes to an end and can be reviewed at any time.

**Membership of the group**

Membership of the steering group will be made up of no more than 20 people and will ensure a good mix of people who live, work or volunteer in the local area.

Membership will be reviewed regularly.

Current membership is 15 members.

For any additional work sub groups may be formed to undertake that work and other members of the community may be invited to participate in these sub committees if appropriate.

**Structure of steering group**

It was agreed that Rachel Swaby would act as chair of the group, however this decision would be revisited and a new community chair could be elected.

Rachel Swaby will support the group in administering and minuting meetings.

If any member wishes to add an item for the meeting agenda they must inform Rachel Swaby.

Location of meetings will be at Space @ Field Lane or similar community venue in Brighouse or Rastrick.

It was discussed and agreed that all members of the group be allowed to vote on any related issues and members with an interest in issue must declare it before any vote is taken. Exception to this being ‘Staying Well/ Calderdale Council officers’ who will hold one vote between them.

**Group meetings**

Frequency of meetings will be 6 weeks although this will be reviewed regularly.

Members will be notified of meetings by email or phone a minimum of 2 weeks prior to the date unless there are extraordinary circumstances requiring a meeting in less than 2 weeks.

For a steering group meeting to take place there must be a quorum of 5 members.

**Accountability**

The Brighouse and Rastrick Staying Well steering group will be accountable to North Halifax Partnership in its role of Staying Well management across the Lower Valley.