**Kirkby Plan for Neighbourhoods Board**

Safe and Happy Subgroup

**Terms of Reference**

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| Name | Kirkby Plan for Neighbourhoods Board – Safe and Happy Subgroup |
| Vision | To shape a safer and happier Kirkby by taking a collaborative positive, proactive and empowering approach to creating change. |
| Role | To undertake the role of developing projects and grant funding programmes for the Plan for Neighbourhoods Plan themes if Safety and Security. |
| Chair | Sarah Kirk |
| Vice Chair | Libby MacKenzie |
| Membership | Una Key, Ashfield Voluntary Action  Dianne Holmes, ATTFE  Tracey Bird, Active Notts  Sarah Kirk, Everyone Active  Carly McKinney, Violence Reduction Partnership  Libby MacKenzie, Nottinghamshire County Council  Pete Edwards, Independent Chair – Be Healthy, Be Happy Management Group and Discover Ashfield Health and Happiness Lead  Helen Passey – Children’s Society  Dan Howitt – Police & Crime Commissioners Officer |
| Supporting Officers | Andrea Stone - Wellbeing Manager  Wayne Bennett - Community Protection Officer  Dave Marriott – Green Space Manager  Sarah Vaughan – Wellbeing Officer  Hollie Maxwell-Smith – Discover Ashfield Lead  Helen Adair – Complex Care Worker  Melanie Wheelwright - Forward Planning & Economic Growth Team Manager  Emma Lindley – Housing Strategic Lead Officer  Helen Wright – Environment Enforcement Officer |
| Direction from | Kirkby Plan for Neighbourhoods Board |
| Direction to | Kirkby Plan for Neighbourhoods Board and Funding Subgroup |
| Communication to | Kirkby Plan for Neighbourhoods Board and Funding Subgroup |
| Meeting Frequency | As and when required |
| Decision Making | Whilst the aims of the subgroup are always to have a consensus in decision making, any items requiring a vote will be conducted in an open manner. In the event of a tied vote, the chair shall have one casting vote. |
| Quorate requirement | 1/3 of members |
| Minuted by | Ashfield District Council |

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| Responsibilities | 1. Build on the community engagement and understanding we have so far on what’s important to the residents of Kirkby and Annesley and strive towards strengthening this knowledge. 2. Work towards all organisations and groups within Kirkby and Annesley having equal opportunity to apply for funding through the Kirkby Plan for Neighbourhoods Fund. 3. Ensure all projects considered for funding demonstrate clearly how they will help Kirkby and/or Annesley become safer and happier, in a sustainable way, that engages residents and develops their opportunities, skills, confidence and pride in the area. 4. To recommend projects and programmes of work to the Kirkby Plan for Neighbourhoods Board Funding Subgroup. 5. To use positive and empowering language and behaviours and encourage all organisations/groups accessing the funding to do the same. 6. To encourage a collaborative approach between organisations/groups whenever appropriate. 7. To connect with other partnerships and funding opportunities in the area, to ensure a joined up and cohesive approach to safety and happiness in the Kirkby/Annesley area. |
| Approved Date: 11/10/24 | |
| Signed by Chair – Sarah J Kirk | |