

## Lancaster West Estate Refurbishment Programme Board

### Terms of Reference

**Chair** Cllr Sof McVeigh – Lead Member for Housing Management, Housing Safety & Building New Homes

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**Membership** Lead Council Member for Housing Management, Housing Safety & Building New Homes (Chair)

Cllr Kim Taylor-Smith – (Ex-Officio) Deputy Leader, Lead Member for Employment, Culture & Economy

Three Notting Dale Councillors:

- Cllr Marwan Elnaghi
- Cllr Claire Simmons
- Cllr Mona Ahmed

Nominated representation from the Lancaster West Residents Association:

- Chair: Abbas Dadou
- Vice Chair: Stewart Hall
- Secretary: Michelle Active
- Treasurer: David Ward
- Notting Dale Heat Board Member: Daniel Chin (Leaseholder)
- Notting Dale Heat Board Member: Susan Al Safadi

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**Attendance** All Lancaster West Estate residents are able to attend as observers.

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**Frequency** Quarterly

The Council established a programme board to oversee and provide scrutiny to the delivery of the refurbishment programme on Lancaster West, as a key objective of Grenfell recovery outlined in successive Council Plans. The board meets on a quarterly basis and scrutinises the following

- Levels of resident engagement and co-design
- Progress according to the commitment to deliver a 21<sup>st</sup> century model estate, as promised by all levels of government

- Progress towards carbon-neutrality by 2030
- Decisions concerning phasing, prioritisation and impact of delivery on residents

### **Responsibilities of the Chair**

- To ensure all meetings are open, effective and operate with good governance expectation
- To ensure that programme board can effectively challenge council officers on key performance issues
- To seek assurance on progress of the programme and scrutinise programme delivery
- To ensure the programme board is appropriately represented
- To ensure that meetings are strategic, and all programme board members feel included and can challenge council appropriately.

### **Members must**

- Remain objective and not bring personal issues into the board.
- Members must not share or disclose confidential information to anyone else outside of the board meeting.
- Participate in a respectful and collaborative way in meetings.

### **Observers**

- Current tenants of Lancaster West over the age of 16 can observe the meeting.
- Current leaseholders of Lancaster West over the age of 16 can observe the meeting.

All members and observers must adhere to the meeting code of conduct and any group member who breaches the code of conduct will be asked to leave the group.