

# COMMUNITY REPRESENTATION TASKFORCE

## Draft Terms of Reference

<b>Date</b>	Approved by the Community Representation Taskforce on xxx
<b>Duration</b>	These Terms of Reference will remain in place until the completion of the community project.
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• To contextualise the statue and oversee the installation of an Information Plaque to be situated outside Blackboy House;</li> <li>• To develop a community project for the commemoration of an individual, group of individuals or event suggested in the survey responses; and</li> <li>• To consider how the Anti-Slavery Arch, it's history and Stroud's involvement in the Transatlantic slave trade and the abolition of slavery can form part of the community project.</li> </ul> <p>The work of the Taskforce will be guided by the following principles:</p> <ul style="list-style-type: none"> <li>• The best interests of Stroud District communities and residents are acted on.</li> <li>• Equality and diversity are promoted.</li> <li>• The spirit of partnership is demonstrated by building good relationships with stakeholders.</li> </ul>
<b>Scope</b>	<p>The Community Representation Taskforce has the scope to:</p> <ul style="list-style-type: none"> <li>• Generate additional projects relevant to the community project, subject to the approval of the Council.</li> <li>• Approve expenditure within the Taskforce budget.</li> <li>• Make recommendations to Stroud District Council on future community projects.</li> </ul> <p>It does not have the scope to:</p> <ul style="list-style-type: none"> <li>• Approve work that would require additional support from Council officers.</li> <li>• Develop policies or strategies.</li> <li>• Approve expenditure over and above the Taskforce budget.</li> </ul>
<b>Reporting arrangements</b>	<ul style="list-style-type: none"> <li>• Minutes of the meetings must be maintained, and a copy should be provided to the Council's Corporate Policy and Governance team.</li> <li>• Updates on the objectives of the Taskforce should be provided to Stroud District Council's Strategic Director of Communities.</li> <li>• The Review Panel will be kept up to date with the progress of the Taskforce via the Council's Corporate Policy and Governance Team.</li> <li>• At the conclusion of the community project, the Taskforce should prepare a report for the Council.</li> </ul>
<b>Liaison and links</b>	<ul style="list-style-type: none"> <li>• Stroud District Council including Councillors and Officers</li> <li>• Stroud Town Council</li> <li>• Stroud Against Racism</li> <li>• Archway School</li> <li>• The Museum in the Park</li> <li>• The Review Panel</li> </ul> <p><b><i>This list is not exhaustive</i></b></p>

<p><b>Membership</b></p>	<ul style="list-style-type: none"> <li>• At least one member of the Review Panel</li> <li>• At least one Stroud District Councillor</li> <li>• Up to seven community representatives</li> </ul> <p>Members are appointed based on a personal basis, according to their personal knowledge, skills, or experience. Members must be over 18 and be resident in the Stroud District.</p> <p>The Taskforce has the discretion to invite other community representatives, local organisations or individuals to attend meetings as required.</p> <p>The time commitment will be approximately 40 hours work over a four-to-eight-month period.</p>
<p><b>Terms of Membership</b></p>	<p><b>Member term</b> The term shall be until the conclusion of the implementation of the community project.</p> <p><b>Chair</b> The Chair is to be decided at the first meeting of the Taskforce.</p> <p><b>Vacancies</b> If a position on the Taskforce becomes vacant, the Taskforce may appoint another community representative to fill the vacancy.</p>
<p><b>Meetings</b></p>	<p><b>Meeting frequency</b> Approximately once per month for four to eight months.</p> <p>Video conference meetings are encouraged, however if the Taskforce prefers to meet face-to-face, travel expenses can be claimed.</p>
<p><b>Decision Making</b></p>	<p>It is envisaged that overall, this will be by consensus. Upon occasion where a vote might be required, this will be by a show of hands of Taskforce members present.</p>
<p><b>Role of the Chair</b></p>	<ul style="list-style-type: none"> <li>• Provide leadership to ensure that the objectives of the Taskforce are being met.</li> <li>• Ensure that the voices of all members of the Taskforce are heard.</li> <li>• Be responsible for the content of the agenda (all Taskforce Members may submit agenda items to be included at the discretion of the Chair).</li> <li>• Keep an accurate action log.</li> <li>• Allocate roles and tasks to members of the Taskforce.</li> </ul>
<p><b>Role of Stroud District Council</b></p>	<ul style="list-style-type: none"> <li>• Oversee and authorise the Taskforce budget and procurement of goods and services.</li> <li>• Recruit and appoint community members to the Taskforce.</li> <li>• Provide administrative, policy and project support.</li> <li>• Ensure the work of the Taskforce is in line with the recommendations of the Review Panel.</li> </ul>
<p><b>Remuneration</b></p>	<p>Members of the Taskforce will be remunerated £800 each, to be paid across three instalments: 20% after the first meeting of the Taskforce; 35% once the design and content of the Information Plaque have been agreed; and 35% upon completion of the community project.</p> <p>Payment is not based on an hourly rate.</p>

## **Background**

In 2020, the Black Lives Matter Movement highlighted the ongoing racial injustice and discrimination experienced by people across the world and here in the UK, as well as bringing a renewed focus on the appropriateness of public commemorations of people and events from history, who and what they represent, and their relevance to today. In response to this, Stroud District Council was one of the first of many councils in the UK to commit to a review of monuments, buildings and street names in the district, to ensure they represent our area's inclusive values.

A Review Panel including community representatives, historians, academics, councillors, and officers of the Council was established to undertake the review and make recommendations.

The review, including a public consultation, launched in July 2021 and specifically sought views on the Blackboy Clock and Statue, an object made at the height of the Transatlantic slave trade, and Blackboy House, the building it is situated on. The review also asked for suggestions as to what else needed reviewing in the district, alongside what people think should be commemorated in the future.