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Chadderton
Pride in Place

Subgroup Governance Framework
– working draft 22.07.26

Purpose: To outline subgroup governance to be reviewed by the board

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Introduction

The Pride in Place Subgroups exist to support the Chadderton Pride in Place Board projects by developing an evidence base, identifying priorities, engaging stakeholders and making recommendations that contribute to the delivery of programme objectives.

Subgroups are advisory in nature and do not hold delegated decision-making authority. Any recommendations relating to investment, priorities or programme activity will be submitted to the Board for consideration and approval.

Subgroups should focus on identifying outcomes, priorities and evidence-led solutions rather than starting with predetermined projects or spending proposals. Their role is to help define the change that is required and then identify the most appropriate interventions to achieve it.

The subgroups provide a mechanism for engaging resident expertise and developing future board membership, as such, local resident/business subject expertise is highly encouraged and sought on the groups, over time.

Membership

Each subgroup will be led by a Board Member acting as Chair. Membership is by invite only and may include:

- Board Members;
- Council officers;
- Partner organisations;
- Subject matter experts;
- Local resident, businesses or stakeholders

Membership should remain flexible and may evolve as work progresses and priorities become clearer. Specialist advisers will participate only where their expertise adds value to the work being undertaken. Advisers may join or leave subgroup activity as required and will not be expected to remain involved once their specialist contribution has been completed.

The Member of Parliament will not be expected to commit to an individual subgroup. Instead, the MP will continue to engage with the wider programme and Board activity.

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Role of the Board Chair

The Chair of the Pride in Place Board will not be a standing member of any subgroup. Instead, the Chair will provide strategic oversight across all subgroups, ensuring:

- Consistency of approach;
- Equity and fairness in decision-making;
- Alignment with Board priorities;
- Avoidance of duplication between groups;
- Effective coordination across the wider programme.

The Chair will also represent the programme in discussions and engagement activity led nationally by the Ministry of Housing, Communities and Local Government (MHCLG), helping to ensure local activity remains aligned with national programme expectations.

Role of the Programme Team

The Programme Team will support each subgroup by:

- Providing project and programme management support;
- Arranging meetings and administration;
- Preparing agendas;
- Recording minutes and actions;
- Monitoring progress against agreed actions;
- Coordinating information and evidence gathering;
- Supporting communication between subgroups and the Board.

The Programme Team's role is to facilitate progress and ensure that agreed actions are delivered between meetings.

Elected Members in subgroups

Only elected members who are active members of the Chadderton Neighbourhood Board may attend subgroup meetings. Subgroups will be required to engage with wider elected members as part of their engagement work to support planning.

Meetings

Subgroups will determine their own meeting frequency based on the requirements of their agreed work programme. Subgroups should:

- Meet only as often as necessary;
- Operate for only as long as required to complete agreed tasks;
- Make use of virtual meetings where appropriate;

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Expected Outputs

Each subgroup will be expected to:

1. Establish a baseline understanding of the issue.
2. Identify evidence gaps and commission engagement.
3. Gather additional information where required.
4. Engage relevant stakeholders.
5. Define priorities and desired outcomes.
6. Develop recommendations and potential interventions.
7. Identify measures of success.
8. Report findings and recommendations to the Board.

Accountability and Reporting

Subgroup Chairs will provide regular progress updates to Board meetings. Each subgroup will maintain a simple record of:

- Key discussions;
- Decisions and recommendations;
- Agreed actions;
- Progress against objectives.

Recommendations should be evidence-based and clearly linked to the programme's strategic objectives.

Review Arrangements

Subgroups should retain enough flexibility to shape their own direction once established, particularly in relation to adviser input, evidence gathering and wider resident and community involvement. This is important in ensuring the groups can respond to emerging priorities and opportunities.

Subgroups will be reviewed periodically with the Board to ensure they remain relevant and effective.

The Board may:

- Establish new subgroups;
- Amend membership;
- Merge groups where appropriate;
- Pause activity;
- Close subgroups once objectives have been achieved.

This approach ensures that subgroup arrangements remain proportionate, flexible and responsive to changing priorities.

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