



**communities first cymunedau yn gyntaf**

## **GRB Line Managers**

### **Terms of Reference**

The GRB line managers meetings will be accountable to the OAPB via a Strategic Management sub group [please see communication strategy chart]

The purpose of the group will be to provide an effective communication mechanism between Communities First grant recipient bodies and employing agents in Newport. The meeting will comprise of line managers for all operational Communities First Officers including, youth, sports, community development and nurture to enable communication and issue resolution through effective partnership working. The remit of the group will include;

- Financial and Human Resource harmonization
- Development and maintenance of a C1st Induction
- Recruitment
- To make recommendations and proposals to the strategic group.
- Joint planning
- Communication between employing agents and grant recipients city wide.
- Quality assurance
- Sustainability of the Communities First programme in Newport.

Each representative will be responsible for cascading information and guidance throughout their respective organizations as well as representing local and specialist issues on behalf of their team. One representative will be responsible for communicating relevant information and discussion points at a strategic level in the first instance to the OAPB strategic management group, if necessary the Overarching Coordinator will agenda issues for wider discussion at the OAPB.

Meetings will be held on a monthly basis. This will be reviewed at the end of year one. This evaluation will take place at the Over Arching Partnership AGM thus enabling feedback from project partners and local partnership boards.

### **Membership**

- One representative from GAVO – Senior C1st Development Officer
- One representative from Youth Service – Youth Service Manager
- One representative from Sports Development – Sports Development Manager

- One representative from NCC Community Development – Community Development Coordinator
- One representative from Duffryn Community Link - Director (link to strategic group)
- One representative from the Overarching Partnership Board – the OAPB Coordinator

If members do not attend three consecutive meetings, absence will be reported to the strategic group.

Members should deputize their role if they are unable to attend to maintain continuity and representation.