

**NEIGHBOURHOOD ACTION TEAMS (X 6)**

1. Membership

All Borough Councillors with all or part of their ward in the relevant Neighbourhood Action Team area as follows:-

Bedwell & Pin Green  
Broadwater (Longmeadow & Roebuck)  
Chells & Manor  
Old Town, Symonds Green & Woodfield  
St. Nicholas & Martins Wood  
Shephall, Bandle Hill & Poplars

2. Quorum for each Committee - 3

3. Terms of Reference as appropriate for each Neighbourhood Action Team (Area Committees of the Council)

3.1 To consider matters raised by the relevant Neighbourhood Forum and decide on appropriate action including -

- a. Authorising expenditure from the Team's budget, including match funding with the discretionary budget from the Highways Joint Member Panel (any expenditure authorised to be in accordance with Council's policies and procedures)
- b. Amending the Neighbourhood Action Plan
- c. Consultation with Partners, Community Groups and other outside agencies to best address matters raised;
- d. Service requests to Council Officers;
- e. making grants to local voluntary organisations and community groups, subject to the approved grant procedures;
- f. making arrangements for the provision of information about local services and other information to people in the area;

3.2 To monitor local service delivery and considering the outcome of such monitoring and advising the Executive and Scrutiny Overview Committee as appropriate;

3.3 To monitor the progress of the Neighbourhood Action Plans against targets/outcomes set.

## **APPENDIX I**

- 3.4 To consider matters raised by Ward Members in relation to issues in the Area.
- 3.5 To consider matters raised by Partners, Community Groups and other outside agencies in relation to the area.
- 3.6 Where appropriate, refer matters raised to the Stevenage Partnership (So Stevenage).