

Terms of Reference and Code of Conduct WHAG

Western Harbour Advisory Group 2024-2025

Working Document - Terms of Reference and Code of Conduct

Thank you for being part of the Western Harbour Advisory Group (WHAG). We want the communications, activities and meetings undertaken through this group to be as helpful as possible to everyone in the group, to the networks you each represent to the Western Harbour project and to people in Bristol more widely.

Please find enclosed the WHAG Code of Conduct and Terms of Reference which set out how WHAG members will work together – please note this is a working document.

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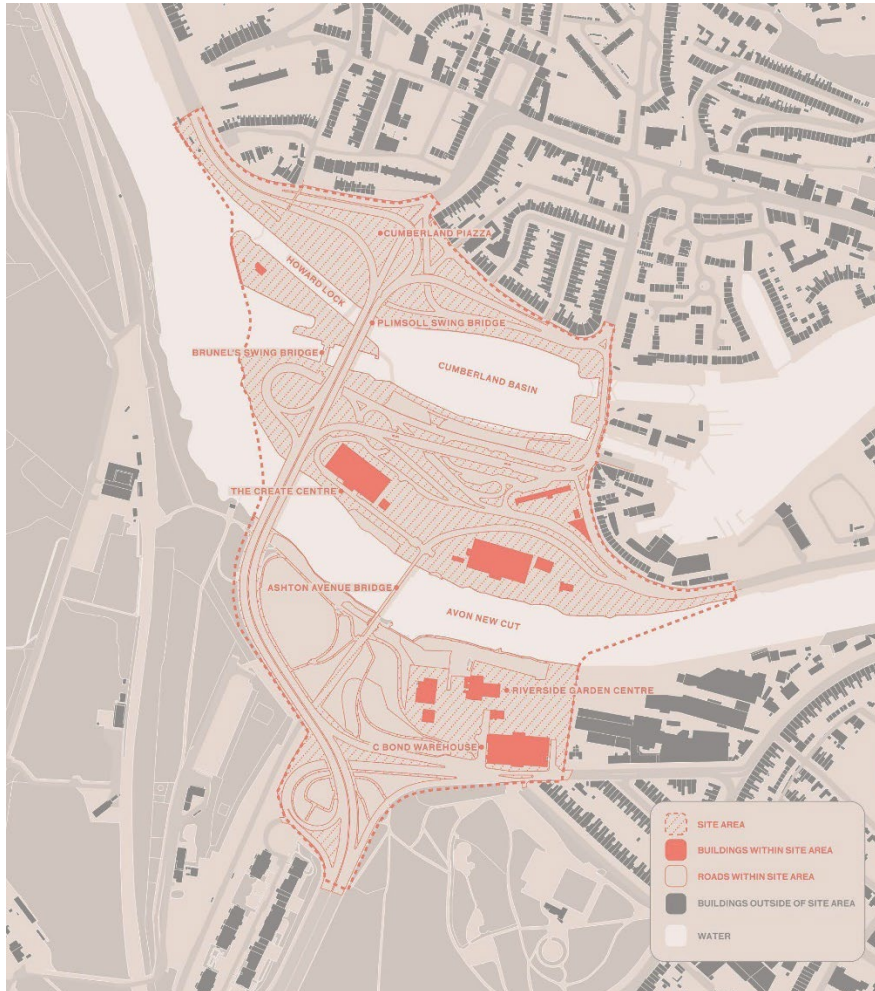
Appendix A

Working Document

WHAG Terms of Reference

What is the project?

Western Harbour is an [area](#) that extends from Hotwells to Greville Smyth Park and includes Cumberland Basin and the New Cut. As the city responds to a changing climate, aging infrastructure, the increasing threat of flooding and the need to provide quality, affordable places for people to live and work, Western Harbour presents an opportunity to shape a place that meets these challenges head on, building a new community, while valuing what makes this part of Bristol so special and unique.



The Western Harbour vision was developed through extensive community engagement and conversations throughout 2021-2022. Inspired by community feedback, the vision is a result of an extensive programme of public engagement carried out in the second half of 2021 and a six-week consultation that was open to the public in March 2022. It was endorsed by Bristol City Cabinet on 12 July 2022. It sets out key commitments that will guide the transformation of Western Harbour as it changes in the future.

Now as we move towards the masterplan, it's essential that we take this vision forward drawing on the wider communities perspectives and passions.

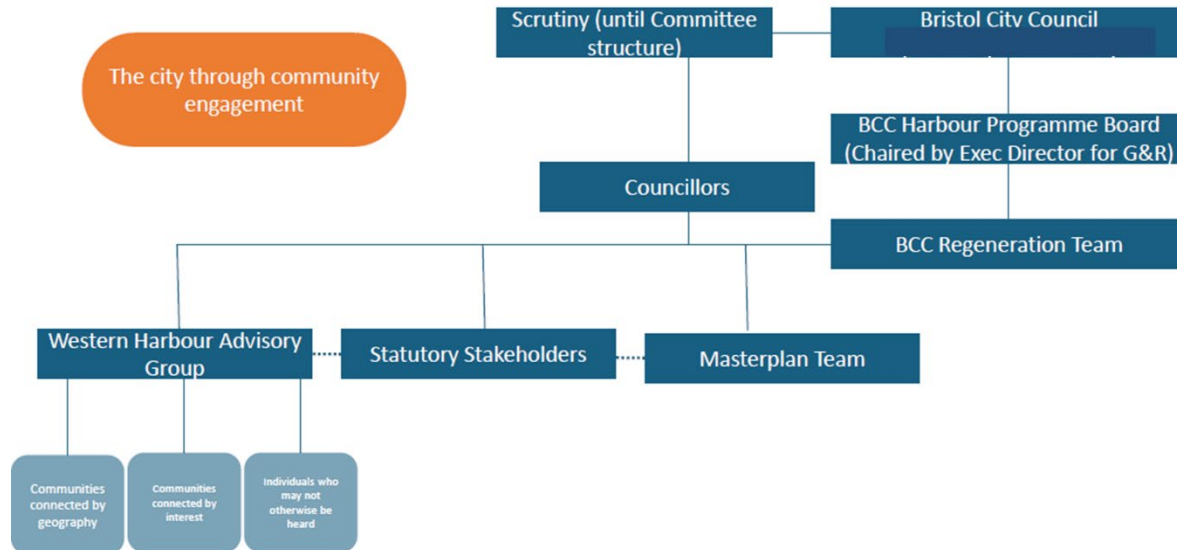
What does the group do?

WHAG will help to build on the [Western Harbour vision](#) approved by Bristol City Council, and bring

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community perspectives and ideas to this important part of the city as it evolves.

This group will be a key connection between the project and wider communities. The group will play a role in ensuring that the community is kept informed about the project and sharing wider community voices with the council and project team. Their input will sit alongside that of a range of other stakeholders including the wider city, statutory bodies (such as Historic England and Environment Agency), technical experts and councillors.



Although the WHAG is an important group, WHAG inputs will act as one part of lots of engagement that will take place with the community. As part of their role, WHAG members will be asked to comment on and influence the community engagement content and approach to help us shape an inclusive engagement strategy so that we can hear from a wide range of voices.

Members will also participate in additional briefings to gain an in-depth understanding of the factors which shape the emerging masterplan to ensure community engagement is focused on aspects where the community have most influence and interest.

The Community Scope of Influence will be used to clearly set out the degree of involvement and influence WHAG and the community will have on the various design elements of the Masterplan.

What is the Community Scope of Influence?

When using the term 'community' we mean all the different communities who have an interest in the site [area](#) now and in the future including businesses, residents, education groups, community groups, people travelling through or visiting. It is essential to set out clear parameters for engagement and the extent to which the community (including WHAG) can shape certain elements and have influence. This is a long-term project, of which the concept masterplan is one stage, and at different phases different considerations will come into focus. Defining the Community Scope of Influence also allows BCC and WHAG to focus efforts and resources into areas where the community can have the most impact at the right time in the project.

The Community Scope of Influence was discussed at the WHAG held on the 23rd May.

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Who makes up the group?

To make Western Harbour the best place it can be for the widest group of people, it's essential that we involve a broad chorus of voices and experiences. Following an open process 16 members were recruited to the current group by March 2024.

The members will remain in place throughout the development of the masterplan until March 2025. It is important that the group is diverse and inclusive and, where possible, is representative of Bristol's communities. This includes having a range of lived experiences and expertise to contribute to the group to help ensure the area is designed inclusively.

Up to 16 members will bring their community expertise to the project in relation to four key themes:

- Culture
- Community
- Environment
- Economy

With strong connections with the community that each member represents, they will champion their aspirations and solutions throughout the conversation. Members don't need to be a professional in these areas, just passionate and with strong community links.

Named representative members of the Group and their networks can be found in Appendix A.

Personal contact details of WHAG members will not be disclosed publicly by Bristol City Council. A central email address whag@harbourhopes.co.uk will be provided on the Harbour Hopes website as a way for the public to contact members of the group. Bristol City Council will be responsible for forwarding correspondence to the relevant WHAG members.

How will the group work?

Each session will be organised by Bristol City Council, with individual sessions facilitated by the masterplanning team and/ or a member of WHAG when appropriate.

Collectively we will review how the group is working together after 6 months to make sure it works constructively for all members and the project team.

If a group member cannot attend, one designated substitute will be allowed if named at least one week in advance. The substitute will be sent all group information and minutes. To ensure consistency across the meetings only one substitute will be designated per group member over the year.

If a member decides to leave the group they will not be replaced. At the 6-month review if the group identifies gaps within its membership a recruitment round may take place.

What can WHAG members expect?

- To be a valued member of the wider Western Harbour project team and help shape the future of Western Harbour in accordance with the Community Scope of Influence.
- To promote your area of interest and raise the profile of the communities you are connected with.
- An opportunity to exchange skills by learning from the group and the technical experts that will be working on the masterplan.
- A financial contribution for your time – we would like to offer living wage (£12 an hour) for attendance at the ten meetings. Members will be paid via the [open collective](#) platform.
- That any accessibility requirements are met, including contribution to travel expenses, childcare etc. to ensure that the sessions are inclusive and accessible.

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- For BCC to manage and administer the meetings.

In turn, what is expected of WHAG members?

- To attend ten sessions over the next twelve months
- To commit to this stage of the project which we expect will take place for one year.
- To share relevant information with your wider community and networks.
- To respect the WHAG Code of Conduct

What is the purpose of the group?

In line with the Community Scope of Influence, members of WHAG will work with Bristol City Council to:

- Champion, inspire and advocate for different elements of the Western Harbour vision
- Proactively bring ideas and community insight to the table
- Give a steer on the overall direction of the project, among other community and expert contributions
- Be a sounding board for the project as it moves forward
- Show a willingness to learn about the area and the existing community, the reasons for the project, and the considerations affecting it and emerging issues through the masterplanning process
- Spread the word about the Western Harbour project and wider community engagement opportunities.
- Share information with your wider community

How often will WHAG meet?

WHAG meetings will be held on weekday evenings during the masterplanning engagement, design and technical development phases, over approximately 12 months. The dates of the meetings can be viewed below:

- 23rd May
- 27th June
- 16th July
- 12th September
- 3rd October
- 7th November
- 5th December
- 23rd Jan '25
- 27th Feb '25
- 27th March '25

How long will WHAG members be involved for?

Members will be expected to sign up to one year of meetings, though, subject to funding, we would aspire for members to continue for longer to ensure continuity of knowledge as the project progresses. After one-year members will be asked if they wish to continue.

How will Bristol City Council communicate with WHAG?

Bristol City Council will issue agendas, notes and actions via email.

Members of WHAG can share relevant information with the project team at meetings and via email.

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Bristol City Council will oversee all external communications to engage citizens and partners in priorities agreed by the Group. Group members are encouraged to share communications and encourage engagement within their areas of influence.

How will we get information about the project?

A lot of the public information is on the Harbour Hopes website at: <https://harbourhopes.co.uk/index.php>
Further project information will be shared with the group by Bristol City Council throughout the process. Where possible materials viewed by the group will be shared online and publicly available.

Confidentiality

At times the Group will consider sensitive and/or confidential items, which shall remain so until agreed otherwise. Any confidential information shared or presented to the group must not be shared further unless agreed in writing.

How will the public know what happens at WHAG meetings?

There will be a meeting summary produced within one week of each meeting this will be structured as follows:

- We were presented with ...
- We considered ...
- We want to keep talking about...
- We want to talk to our communities about ...

We will also produce meeting notes that will be agreed at the subsequent meeting.

What if I have a complaint?

Bristol City Council has a formal complaints procedure which can be accessed here: <https://www.bristol.gov.uk/contact/complaints-and-feedback>

WHAG Code of Conduct

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On the 17th April 2024 we held our first session as a group to establish a **WHAG Code of Conduct**. We ask that all WHAG members agree to respect the Code of Conduct, to make the most of everyone's inputs and create a respectful, safe and welcoming culture.

We commit to mutual respect by:

- Actively listening and understanding various viewpoints
- Ensuring everyone has the opportunity to speak without interruption
- Embracing diverse perspectives and cultural differences
- Responding to other people's access needs to make sure the conversation is accessible and inclusive – for example, by putting up our hands when we speak so it is clear who is talking
- Valuing each other's backgrounds and privacy, we will not attribute comments to individuals, publish photographs of other members or what they have said in discussions, and being careful not to identify members, unless given express permission
- Seeking common ground and focusing discussions on ideas rather than individuals
- Understanding that all forms of discrimination, hate crime, bullying or harassment are unacceptable and may be reported

We will communicate with our communities by:

- Agreeing BCC publish our names and communities we represent on the Harbour Hopes website
- Having a central email for WHAG so that people can contact us – BCC will manage this email and forward to the relevant member(s)
- Publishing meeting notes on the Harbour Hopes website once they've been agreed by the group at the subsequent meeting.
- Using our expertise and experience to speak to people and connect in different ways to best keep our networks informed
- Having a public resource of the documents we read and access on the Harbour Hopes website (when these are not confidential)
- Representing not only our own personal opinions but opinions and contributions from our wider community

We will share and celebrate with each other as a group by:

- Contributing constructively to and attending WHAG meetings
- Participating as a group in external and wider community events when appropriate
- Sharing relevant information and updates with the team by responding to surveys, replying to emails and contributing at the meetings

We will learn and reflect by:

- Engaging with the content and materials shared at each meeting to develop our understanding of the project
- Reflecting on how the project can genuinely engage with the city, including with less heard from communities, by feeding back on the community engagement strategy
- Feeding back to the council on how to best 'listen' to the community so that the wider community can contribute to the project

We will navigate challenges by:

- Establishing clearly our level of influence via the Community Scope of Influence which sets out
 - Parts of the masterplan which the community can develop and deliver solutions with us.
 - Parts of the masterplan which the community can help shape alongside other factors. This includes commenting on decisions made throughout the process and helping to develop solutions where possible.

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- Parts of the masterplan which the community will be informed about but have little influence over.
- Striving to find consensus whilst accepting there will be different opinions
- Being informed by the project team about technical constraints
- Remaining flexible as the project evolves
- Declaring any personal or professional conflicts of interest

The Director of Economy of Place in consultation with the Head of Regeneration will be responsible for considering any issues arising from members' behaviour and any issues relating to matters covered in this Code of Conduct.

If a WHAG member is concerned about how they are being treated or how another member of the group is acting then they should address the Regeneration Manager via the hello@harbourhopes.co.uk email. They will deal with any issues sensitively and decide the best way to deal with any complaint including escalating to the appropriate party. The starting point will always be to speak to the individual or individuals concerned to try and resolve any difficulties. However, ultimately it is up to the Head of Regeneration to decide if someone can no longer be a member of the group because their behaviour has been unacceptable.- in line with the code of conduct and Bristol City Council's values and behaviours.

We hope you find being part of WHAG useful, inspirational and interesting and constructive.

We're so glad to have you on board.

Appendix A:

List of members and communities

Matt Donnelly	Young Bristol Sea Mills Boys' & Girls Club Broad Plain Boxing Club/England Boxing National Association of Boys' & Girls Clubs
Sandra Fryer	Chair of Bristol Civic Society Member Hotwells & Cliftonwood Community Association Chair of Governors Cotham School
Nicola Harris	Housing Festival Bristol Diocese
Paul Hassan	Partnership Development Manager for Ashley Community & Housing (ACH)- refugee integration specialist One City Homes & Communities Board. Harbour Festival Steering Committee 2024.
Richard Holden	Underfall Yard Trust - Trustee
Helen Johnson	Co-founder of the Spike Island Bristol Community Association.
Councillor Patrick McAllister	Ward member for Harbourside and Hotwells
Rachel McNally	Hotwells and Cliftonwood Community Association (HCCA) - Chair Clifton/Clifton Down / Hotwells & Harbourside Neighbourhood Forum - Co-Chair
Celia Phipps	Chair of Action Greater Bedminster Member of Friends of Greville Smyth Park
Steve Shaw	Director of Riverside Garden Centre
Gerry Swarbrick	Co-Chair of Clifton, Clifton Down, Hotwells & Harbourside Neighbourhood Forum. Founder of Clifton Neighbours
Matthew Symonds	Lead volunteer for Blooming Bedminster community growing project Secretary of South Bristol Gardening Club
Richard Walker	Nominated representative of Harbourheads Residents Group
Bella Warley	Skateable Spaces Development Officer at Skateboard GB.
Georgia Wigmore	Mature Architecture & Planning student at UWE