

CBHGT Stakeholder Group : Terms of Reference



Castle Bromwich
Historic Gardens

Role of Stakeholder Group

The Trustees and Staff at CBHGT value the expertise, interest and opinions of our partners, members and visitors.

The Stakeholder Group will offer a range of skills, knowledge, experience, and expertise which will act as a sounding board and forum.

The Stakeholder Group will have an advisory role. They will discuss a range of proposed developments, projects, and work within the Gardens.

The recommendations made by the Stakeholders Group will be taken to the full Board of Trustees for consideration and used to support and inform their decision making.

Membership of the Stakeholder Group

The membership of the Stakeholder Group will be by invitation.

We envisage that there will be a maximum of 12 members on the Stakeholder Group at any one time.

One Trustee and a member of the CBHGT Staff team will convene and attend Stakeholder Group meetings.

Representatives from the following organisations will be invited to join the Stakeholder Group

Founder Members of CBHGT

- Birmingham City Council
- Castle Bromwich Parish Council
- Richard, Lord Bradford
- Solihull Borough Metropolitan Council
- St Mary and St Margaret's Castle Bromwich Parochial Church Council
- The National Trust

We will also approach local organisations and partners who have worked with the Gardens in the past or who are interested in supporting the work of the Gardens going forward.

Examples of these organisations could include, but are not exclusive to, the following:

- Community/wildlife group (eg B37)
- Hodge Hill Arts Forum or similar
- Members and Volunteers from CBHGT
- Parent/teacher - local school

- Sustainability West Midlands/Green Tourism Group
- Warwickshire Wildlife Trust
- ‘Gardens of Birmingham’/ NGS

Stakeholder Meetings

We envisage that the Stakeholder Group will meet quarterly (proposed dates below)

An agenda will be circulated, and notes will be taken.

The CBHGT Trustee and Staff member will report back to the full Board at the next scheduled meeting of the Trustees.

Meetings will be a maximum of 2 hours. Wherever possible they will take place at the Gardens and will be as informal as possible. Refreshments will be provided.

Stakeholder Group Responsibilities

The role of the Stakeholder Group members is to share their knowledge, expertise and opinions to support the work of the CBHGT.

Members of the Stakeholder Group should make a commitment to attend the scheduled meetings or find another representative from their organisation to take their place if they are unable to attend.

Discussions and points raised at the meetings are shared in confidence. However, we recognise that Stakeholder Group members may wish to report back to their respective organisations.

Proposed meeting dates

Thursday 19 September 2024	5.30 - 7.30pm
Thursday 16 January 2025	5.30 - 7.30pm
Thursday 10 April 2025	5.30 - 7.30pm
Thursday 17 July 2025	5.30 - 7.30pm

Next Steps

If you, or your organisation would be interested in becoming a member of the CBHGT Stakeholder Group please email either -

Helen Johnson (Trustee) – hjohnson816@gmail.com

Glynis Powell (General Manager Castle Bromwich Hall Gardens) – genmanagercbhgt@gmail.com