

Grace Mary to Lion Farm Big Local Partnership

Terms of Reference

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The purpose of these Terms of Reference is to establish and govern the operations of a partnership of people and organisations with an interest in improving the quality of life for the people who live in the area of Grace Mary to Lion Farm (attached as Appendix 3).

1. Name of the Partnership Board

The name of the Partnership is 'The Grace Mary to Lion Farm (GM2LF) Big Local Partnership Board', hereafter referred to as the Partnership Board.

2. Purpose of the Partnership Board

The overarching aim of the Partnership Board is to develop the Big Local Programme so that the local community has a leading role in directing the £1million investment, over the 10 years, towards the things that are most important and achieves the Big Local outcomes:

- Communities will be better able to identify local needs and take action in response to them
- People will have increased skills and confidence, so that they continue to identify and respond to needs in the future
- The community will make a difference to the needs it prioritises
- People will feel that their area is an even better place to live

3. The Responsibilities of the Partnership Board

The Partnership Board is the overarching body that is responsible for:

- (1) Establishing a shared vision which extends from the range of opinions and views collected across the area
- (2) Creating, implementing and overseeing the delivery of the Big Local Plan
- (3) Agreeing priorities, projects and initiatives for funding to address issues and achieving the outcomes of the Big Local Plan
- (4) Setting up tasks sub-groups or working-groups to achieve specific outcomes.
- (5) Collecting evidence, showing how the Big Local Plan is progressing and assessing impact
- (6) Reviewing the Partnership and Big Local Plan and its effectiveness annually
- (7) Promoting Big Local and ensuring a widespread awareness and understanding of the programme throughout the area
- (8) Engaging with a diverse range of people in the area, in a thoughtful, continuous and inclusive way
- (9) Engaging with voluntary, community and social enterprise sector organisations, public and private organisations operating in and out of the area to identify opportunities and links for the benefit of the area
- (10) Seeking resources for the benefit of the Big Local additional to those provided by the Big Local programme and where consistent with our purpose.
- (11) Making arrangements for the allocation of funds or grants received by the Partnership Board for the express purpose of partnership activity, in order to advance the delivery of the GM2LF vision and plan.

- (12) Approving arrangements for the management and administration of the Partnership Board, including overseeing relations with the Local Trusted Organisation.
- (13) Investing and maintaining links with the Local Trust and across the Big Local programme.
- (14) Ensuring all work and activities carried out are in accordance with the Values and General Principles of Conduct set out in Appendix 1 and 2.

4. Powers of the Partnership Board

- (1) The power to amend these terms of reference, subject to an Annual General Meeting (AGM) having given 21 days notice detailing the amendment.
- (2) The Partnership Board may exercise powers necessary to do all such lawful things as are necessary for the achievement of its purpose and responsibilities.

5. Big Local Pride

- (1) Big Local Pride is the Forum to which the Partnership Board reports on its progress towards the agreed vision for GM2LF Big Local and provides the link to the wider community of Grace Mary to Lion Farm.
- (2) Membership of the Forum shall be open to anyone who lives, works or volunteers within the area and has an interest in the outcomes of the partnership.
- (3) There will be a minimum of 15 members as described above, including members of the Partnership Board, present for the Forum to be quorate and those aged 16 and over will be entitled to one vote each.
- (4) The Forum shall meet at least annually at the Annual General Meeting (AGM) organised by the Partnership Board and conducted by the chair of the Board. Each AGM shall be held within 16 months of the previous AGM.
- (5) Forum meetings will be encouraged to make recommendations to the Board on:
 - (a) Partnership Board membership
 - (b) Future priorities for inclusion in the Big Local Plan
 - (c) Any other issues relating to the Partnership Board, notified in advance, in writing, to the Board
- (6) Notice of the AGM will be given at least 21 days in advance, publicised at least on the GM2LF website.
- (7) The AGM will receive a report from the Board on progress made towards the vision and towards the delivery of the Partnership Plan. This will include a financial statement of money received and spent.

- (8) Other open public meetings will be called as and when determined necessary by the Partnership Board.

6. Membership of the Partnership Board

- (1) The aim is to achieve a membership of the Partnership Board that reflects the population profile of the area and which involves key organisations that are providing services in the area. Any proposal for the inclusion of new Partnership Board members will be considered in light of achieving this aim.
- (2) There is no payment as a Partnership Board member, however reimbursement of necessary expenses will be considered subject to circumstances.
- (3) Voting Members
 - (a) Voting membership of the Partnership Board will be open to individuals aged 16 and over who either live (residents), work or volunteer within the area and share the purpose of the Partnership.
 - (b) There will be a maximum of 18 voting members.
 - (c) Resident members must make up to at least 51% of the board members at any one time.
 - (d) The Partnership Board may co-opt members to fill vacancies before the AGM but the individual must stand for election at the next AGM.
 - (e) Voting membership will be reviewed and elected at each AGM or at an Forum Meeting called for that purpose.
 - (f) Nominations for membership will be taken in writing at least 7 days in advance of the Forum Meeting. A short written outline of reasons for standing will be submitted by each candidate seeking election.
 - (g) Voting will take place by a show of hands, unless for reasons determined by the Chair, a ballot paper is drawn up. Election of members requires a minimum of 15 members present who are eligible to vote.
 - (h) Any member standing down or completing their term of office may put themselves forward for re-election.
 - (i) The Partnership Board will draw up a rota so that each year a minimum of 3 members stand down. Any member standing down or completing their term of office may be invited to re-stand for election.
- (4) Non-Voting Members
 - (a) There may be up to 8 non-voting Partnership Board members invited from individuals who may not live, work or volunteer in the area but have skills of

value to GM2LF Big Local or have roles with other organisations providing services or support outside of the area.

- (b) 6 of the 8 non-voting members may be co-opted by the Partnership Board to bring in additional expertise and or skills to support the vision and strategic direction of GM2LF Big Local.
 - (c) The other 2 non-voting members are offices of the Partnership Board for:
 - i. Local Trusted Organisation nominee
 - ii. Big Local Representative
 - (d) All non-voting members have a right to participate in discussion in an advisory capacity but are not entitled to vote.
 - (e) As and when appropriate other individuals may be invited to attend Partnership Board meetings in an advisory or observatory capacity. These individuals are not entitled to vote.
 - (f) All non-voting membership places to be allocated by the Partnership at their discretion.
 - (g) At regular intervals the partnership will review its non-voting membership, to ensure inclusivity and fair representation across the area and in line with achieving the partnership's aim and purpose.
- (5) Members (Voting and non-voting) will be invited to submit an application form to the Partnership who will assess their eligibility.
 - (6) Members (voting and non-voting) will be made aware of their responsibilities, the values, general code of conduct, conflicts of interest and confidentiality.

7. Charing and Honorary Officers

- (1) Members of the Partnership Board shall elect from the voting members of the Board a Chair and may also appoint a Vice Chair, Secretary other such Partnership Board officer posts as they see fit.
- (2) The maximum term for the Chair or other officer posts appointed will be 2 years, on standing down these members may put themselves forward for re-election. The Chair and other officer posts may be removed by a majority vote of the Partnership Board at any time.
- (3) The Chair will undertake to:
 - (a) Chair partnership meetings in sympathy with the Values and General Principles of Conduct (Appendix 1 and 2).
 - (b) Chair Partnership Board meetings in order to progress the formation, delivery and review of Partnership plans and agreed business.

- (c) Ensure that all members are encouraged and enabled to make contributions
- (d) Have a casting vote in meetings in the event of a vote being tied

8. Removal of Partnership Board Members

- (1) A member (Voting) of the partnership shall cease to hold office if he or she:
 - (a) Is absent without good cause from 3 consecutive Partnership Board meetings, without tendering apologies and the Partnership resolve that he or she shall cease to hold office for this reason
 - (b) Notifies the partnership board that he or she wish to retire
- (2) The Partnership Board can, if there is good reason to do so, terminate the membership of a Partnership Board member provided they are allowed to explain to the Board why their membership should not be terminated before a final decision is taken.

9. Partnership Meetings

- (1) Partnership Board meetings will be held as deemed necessary to discharge the duties of the Partnership and this is expected to be at least 4 in each year.
- (2) Decisions will be made by consensus where possible. Where the Chair deems consensus to be unachievable within a reasonable time frame, a vote will be cast by eligible members and will be binding provided that the meeting is quorate. The Chair shall have the casting vote or defer the decision to another meeting, at their discretion.
- (3) The quorum for all meetings shall be 5 voting members and 51% of those present and entitled to vote must be residents of the Grace Mary to Lion Farm area.
- (4) If a decision is required between meetings then an email will be sent by the Chair to see if a decision can be reached. In this instance, a majority of Partnership Board members are required to participate for the vote to be quorate, and decisions are carried by a majority of those voting. If this is not possible or appropriate then an ad-hoc meeting will be called.
- (5) Any member may suggest agenda items to the Chair who will produce the meeting agenda.
- (6) Minutes of meetings will be taken detailing decisions made and actions taken.
- (7) Notes of the previous meeting will be circulated prior to the next Partnership Board meeting. In the spirit of transparency, meeting notes that have been accepted at a subsequent meeting will be deemed to be in the public domain. Sensitive content may be redacted before being made public, with the Partnership Board's agreement.

- (8) Working groups may be appointed by the Partnership Board who will determine its membership and the work it undertakes.

9. Conduct

- (1) All meetings shall be conducted with regard to accepted good practice and particularly the principles of openness, fairness and parity of esteem. All members (voting and non-voting) will be expected to sign their agreement to the General Principles of Conduct (attached as Appendix 2).
- (2) The ruling of the Chair will be final.
- (3) A Partnership Board member who does not comply with the agreement in these Terms of Reference or notice may have their membership reviewed by the Board and terminated.

10. Declarations of Interest

- (1) A member must declare an interest if he or she has a direct or indirect personal or financial interest in the matter under discussion.
- (2) An interest must be declared at the beginning of the relevant meeting or as soon as the member is aware they have an interest. Interest must be declared clearly so that all members are aware of the interest and how it arises.
- (3) Members should take no part in an item where they or any close associate might otherwise gain an unfair advantage. In such cases it will be for the member to withdraw from the room.

11. Finances

- (1) The Partnership Board must make arrangements for the monitoring and allocation of funds received.
- (2) The Partnership shall identify suitably and experienced Locally Trusted Organisation (s) in accordance with Local Trust procedures.
- (3) The Partnership shall agree with the Locally Trusted Organisation the criteria for receiving income and making payments to meet approved income and expenditure plans.
- (4) The Partnership Board must oversee management and identify a Local Trusted Organisation, who will be responsible for holding and administering the funds of the Big Local programme.

12. Circulation of Information

- (1) A programme of dates for meetings shall be drawn up annually, so far as possible.

- (2) Agendas will be sent to Partnership Board members 5 working days in advance of each meeting, although failure to meet this requirement will not invalidate the meeting. Agendas and papers will be sent by e-mail unless requested otherwise.
- (3) Minutes will be circulated within 14 days of the meeting.
- (4) Copies of minutes and reports once accepted will be published and available in the public domain and published on the GM2LF Big Local website.

13. Alterations to the Terms of Reference

- (1) The Partnership Board have the power to amend these terms of reference, subject to an Annual General Meeting giving at least 21 days notice and detailing the amendment.

These terms of reference were reviewed on.....in accordance with the Partnership Board’s responsibility to review annually.

Signed on behalf of Grace Mary to Lion Farm Big Local Partnership

Name:

Role:

Signature:

Date:

Name:

Role:

Signature:

Date:

Name:

Role:

Signature

Appendix 1: Our values aligned with Big Local

- We are committed to quality and excellence in everything that we do.
- We will support residents and people locally in improving their own communities. We know that communities which face problems contain the people who will create the solutions.
- We actively share knowledge and skills, encouraging learning and cooperation. We collaborate with others to build the best possible solutions to the challenges we face together.
- We are responsible, open and accountable. We will be honest and transparent in all our dealings. We will collect, share and review evidence of our progress and be open to advice and criticism.
- We believe in social responsibility. We want our work to have a positive impact on people locally, the area and the environment, now and for future generations.
- We are committed to equality and promote diversity. We seek to overcome all forms of discrimination and prejudice so that everyone can participate in, contribute to and benefit from Big Local on an equal basis, whatever their background, ethnicity or beliefs.
- We will be innovative and embrace change, approaching problems proactively and creatively.
- We are enthusiastic, energetic, positive and proud of Big Local, and will bring these qualities to all our activities.
- We value learning, and commit to a collective process of continual review, evaluation and learning in order to continually improve our actions, responsibilities and outcomes.
- We will support collectively made decisions.

Appendix 2: General Principles of Conduct

As a member of the partnership I agree to abide by our area's Big Local values.

Additionally, I agree that:

- Everything the partnership does will be able to stand the test of scrutiny by the public, charity regulators, community members, stakeholders, funders and the courts.
- Integrity, respect and honesty will be the hallmarks of all conduct when dealing with others within the partnership and equally when dealing with individuals and institutions outside it.
- The partnership will strive to maintain an atmosphere of openness throughout the community to promote confidence of the public, stakeholders, Local Trust, the Big Lottery Fund, charity regulators and government.

In particular:

- I will not break the law, go against charity regulations or act in disregard of partnership policies.
- I will abide by our local Big Local procedures.
- I will always strive to act in the best interests of Big Local.
- I will declare any conflict of interest or of loyalty, or any circumstance that might be viewed by others as such, as soon as it arises.
- When I am speaking as a member of the partnership, my comments will reflect the work of the partnership even when these do not agree with my personal views. When speaking as a private individual I will strive to uphold the reputation of the partnership and those who work in it.
- I will not personally gain materially or financially from my role as a member, nor will I permit others to do so as a result of my actions or negligence.
- I will strive to read all documents and attend all meetings, giving apologies ahead of time to the chair if unable to attend.
- I will engage in debate and voting in meetings according to procedure, maintaining a respectful attitude toward the opinions of others while making my voice heard. I will accept a majority committee vote on an issue as decisive and final.
- I will maintain confidentiality (where this has been agreed in the partnership's guidance on confidentiality) about what goes on in the meeting unless authorised by the chair or committee to speak of it.
- I will participate in induction, training and development activities for members.
- I understand that substantial breach of any part of this code may result in my removal as a member.
- Should I resign as a member I will inform the chair in writing, stating my reasons for resigning. Additionally, I will participate in an exit interview.

Appendix 3: Outline of geographic area for Grace Mary to Lion Farm (GM2LF) Big Local

