

Terms of Reference
for the

**WeBigLocal
Partnership Board and
WeBigLocal Forum**

April 2014

1 Purpose and Aims of the Partnership Board

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 Wecock Farm under the name 'WeBigLocal Partnership Board.' This will be achieved by:

- 1.1 Preparing, implementing, monitoring and updating the WeBigLocal plan
- 1.2 Working closely in partnership for the benefit of WeBigLocal with local community, educational, faith, social and voluntary bodies, local businesses, schools, Havant Borough Council, Portsmouth City Council and other statutory organisations
- 1.3 Making particular efforts to reach out to sections of the WeBigLocal community whose needs are currently not well identified or are underrepresented through existing networks and organisations
- 1.4 Seeking additional resources for the benefit of WeBigLocal to those provided by the national Big Local programme where consistent with our purpose
- 1.5 The partnership board will oversee and coordinate delivery against four key objectives of the Big Local Programme
- 1.6 Communities will be better able to identify local needs and take action in response to them
- 1.7 People will have increased skills and confidence so that they can continue to identify and respond to local needs in the future
- 1.8 The community will make a difference to the needs it prioritises
- 1.9 People will feel that their area is an even better place to live

2 The Role of the Partnership Board

The WeBigLocal Partnership Board shall:

- 2.1 Develop the vision and ambition of WeBigLocal through the development of a Community Profile and Project Plan
- 2.2 Champion the interests of WeBigLocal and seek additional resources
- 2.3 Task sub-groups to work on specific projects
- 2.4 Monitor overall progress
- 2.5 Ensure the Partnership works closely with local community, educational, faith, social and voluntary bodies, local businesses, schools, Havant Borough Council, Portsmouth City Council and other statutory organisations.
- 2.6 Ensure WeBigLocal reaches out to sections of the community whose needs are not well represented.
- 2.7 Make arrangements for and monitor the allocation of funds received
- 2.8 Oversee management and administration of the Partnership including the relationship with Big Local and the Locally Trusted Organisation
- 2.9 Review the Partnership structure and its effectiveness.

3 The WeBigLocal Forum

The WeBigLocal Forum will be the informal group that provides the link to the wider community of Wecock Farm. The WeBigLocal Partnership Board will report to the Forum on its progress toward the agreed vision for Wecock Farm.

- 3.1 Membership of the Forum shall be open to anyone who “lives, works or plays” in Wecock Farm
- 3.2 The Forum shall meet up to four times a year as an open public meeting organised by the Board and conducted by the Chair of the Board either immediately before or after the regular board meetings.
- 3.3 Forum meetings shall receive a report from the Board on progress made toward the vision and towards the delivery of the Partnership Plan
- 3.4 Forum meetings shall be encouraged to make recommendations to the Board on:
 -  Board membership
 -  Future priorities for inclusion in the Partnership Plan
 -  The frequency of Forum meetings
 -  Any other issues relating to the WeBigLocal partnership notified in advance, in writing, to the Board through the Board Chair.
- 3.5 In addition to the Forum, Wecock residents and the wider community will be able to regularly engage with the WeBigLocal project through the employed worker(s).

4 Partnership Board Powers

- 4.1 All powers necessary to achieve the objectives of WeBigLocal including the power to authorise the Locally Trusted Organisation to spend funds, employ staff, and enter into contracts.
- 4.2 The power to amend this terms of reference, subject to an Extraordinary General Meeting (EGM) or Annual General Meeting (AGM) with 21 days notice to all Partnership Board members from the Chair detailing the amendment.

5 Membership of the Board

- 5.1 Voting Membership of the Board will be restricted to residents and those who work in the Local Authority Ward of WeBigLocal.
- 5.2 Resident members will make up 51% of the Board.
- 5.3 There will be a maximum of 12 voting members and a minimum of 8 voting members on the board at any one time.
- 5.4 There may be up to 5 non voting members co-opted from individuals who have skills of value to WeBigLocal or roles with organisations providing services or support in Wecock Farm. One place shall be available for a local Councillor, with two for the Local Authorities. The other places to be allocated by the WeBigLocal Partnership Board at their discretion. All places shall be agreed by the WeBigLocal partnership annually following the Annual General Meeting.
- 5.5 The term of office for voting members shall be 3 years. A rota shall be drawn up so that each year a minimum of 3 members stand down. Any member standing down or completing their term of office may put themselves forward for re-election.
- 5.6 Election of members to the partnership board will take place at the AGM each April. The Board may co-opt members to fill vacancies before the AGM but the individual must stand for election at the next AGM.
- 5.7 Advisory board members from Local Trust and the Locally Trusted Organisation will also be present at board meetings. Other individuals can attend board meetings in an advisory capacity.

6 Re-election of Board Members

- 6.1 Each January the Chair should establish an appointment working group made up of one voting member and two non-voting members. One of the non-voting members will Chair this sub-group.
- 6.2 The role of the appointment subgroup is to oversee the board election process at the April AGM. This group will review current membership in relation to the rota and board member intentions to remain involved.
- 6.3 All members of the partnership board must inform the WeBigLocal worker or LTO of their intentions to remain on the board in January each year, prior to the January Partnership Board meeting.
- 6.4 The appointment subgroup is responsible for advertising and recruiting new board members as and when required.
- 6.5 A simple Expression of Interest (EOI) application form will be available on our website inviting people to apply to be on the partnership board. This process will be used to address the co-opting of members described above in 5.6 and to address the annual recruitment of new members.
- 6.6 Process to appoint voting members – the Chair of the appointment subgroup will review EOIs assessing eligibility, skills and experience of candidates. An informal interview / chat will be undertaken to further assess candidates. Candidates will be nominated at the April AGM by the Chair. Majority voting applies with Partnership Board Chair with the casting vote in the event of the vote being tied.

7 Responsibilities of Board Members

- 7.1 Providing information and advice about day-to-day quality of life in the area
- 7.2 Actively encouraging people in the area to play their part in supporting WeBigLocal and its activities.
- 7.3 Ensuring local concerns are addressed and that planned activity has local support.
- 7.4 Ensuring effective communication between the Partnership and other organisations, businesses and partners.
- 7.5 Contributing to collective decision making based on clear and strong evidence.
- 7.6 Acting in accordance with the general principles of conduct, attached as Appendix 1 of these terms of reference.

8 Chairing

The Board will appoint a Chair, and may appoint a Vice Chair, Secretary and Treasurer on an annual basis at the AGM. The Chair (or in her/his absence the Vice Chair) shall undertake to:

- 8.1 Chair partnership meetings in sympathy with the values and code of conduct stated within this document.
- 8.2 Chair Partnership meetings in order to progress the formation, delivery and review of Partnership plans
- 8.3 Ensure that all members are encouraged and enabled to make contributions.
- 8.4 Have a casting vote in meetings in the event of a vote being tied.

9 Quorum

The Board will be quorate when 5 voting members are present.

10 Decision Making

- 10.1 Must be agreed by a majority or by consensus. Decisions can be made by email at the Chair's discretion.
- 10.2 The proposed actions must fall within the powers of WeBigLocal, be lawful and financially appropriate and meet the requirements of any funding or regulatory body. The Chair of the meeting may suspend implementation of any decision to refer it for advice from the Local Trust or the Locally Trusted Organisation in a situation where he or she reasonably believes this is appropriate. The decision will be implemented if a positive response is received or will be considered again with the advice received.

11 Frequency

The Board will meet monthly or no less than six times a year.

12 Conduct

- 12.1 All meetings shall be conducted with regard to accepted good practice and particularly the principles of openness, fairness and honesty.
- 12.2 Members (voting and non-voting) will be expected to sign their agreement to the General Principles of Conduct (attached as Appendix 1).
- 12.3 Members who fail to abide by this may be suspended by a majority decision of the Board. They may appeal to the Locally Trusted Organisation who will recommend to the Board whether the suspension is fair and if so how long the suspension should last for.
- 12.4 Members who fail to attend three consecutive meetings without good reason shall have their membership for the Board terminated.

13 Declarations of Interest

- 13.1 A member must declare an interest if he or she has a direct or indirect personal or financial interest in the matter under discussion
- 13.2 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
- 13.3 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

14 Circulation of Information

- 14.1 A programme of dates for meetings shall be drawn up annually, so far as possible
- 14.2 Agendas will be sent to members 5 clear 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
- 14.3 Minutes will be circulated no later than 7 working days after the meeting.

Appendix 1

Code of Conduct

1. Selflessness

Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

2. Honesty and Integrity

Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

3. Objectivity

Members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

4. Accountability

Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their membership

5. Openness

Members should be as open as possible about their actions (and where applicable those of their parent organization/authority,) and should be prepared to give reasons for those actions.

6. Personal Judgment.

Members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

7. Respect for Others

Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability.

8. Duty to Uphold the Law

Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

9. Stewardship

Where applicable, members should do whatever they are able to do to ensure that their parent organizations/ authorities use their resources prudently and in accordance with the law.

10. Leadership

Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.