



Terms of Reference

**Wecock Farm Big Local Partnership Board
and
Wecock Farm Big Local Forum**



Contents

Purpose and Aims of the Partnership Board.....	3
The Role of the Partnership Board	3
The Wecock Farm Big Local Forum.....	4
Partnership Board Powers	4
Membership of the Board	4
Election of Board Members	5
Responsibilities of Board Members	6
Chairing.....	6
Quorum	7
Decision Making.....	7
Frequency	7
Conduct.....	7
Investigation.....	8
Verbal Warning	8
Suspension	8
Exclusion	8
Conflicts of Interest & Declaration Procedure	8
Circulation of Information	9
Appendix 1	10
Conflicts of Interest.....	10
Explanation and Guidance	10
What is a Conflict of Interest?	10
If you are Conflicted.....	10
How to Manage Conflicts of Interest.....	10
Openness and Transparency	11
Appendix 2.....	12
Code of Conduct	12
I confirm that:.....	12

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 and neighbouring community under the name 'Wecock Farm Big Local Partnership Board.' This will be achieved by:

- 1 Preparing, implementing, monitoring, evaluating and updating the Wecock Farm Big Local Plan
- 2 Working closely in partnership for the benefit of Wecock Farm Big Local with local community, educational, faith, social and voluntary bodies, local businesses, schools, Havant Borough Council, Portsmouth City Council, and other statutory organisations
- 3 Making efforts to reach out to sections of the Wecock Farm Big Local community whose needs are currently not well identified or are underrepresented through existing networks and organisations
- 4 Seeking additional resources for the benefit of Wecock Farm Big Local to those provided by the national Big Local programme where consistent with our purpose
- 5 The Partnership Board will oversee and co-ordinate delivery against four key objectives of the Big Local Programme
 -  Communities will be better able to identify local needs and act in response to them
 -  People will have increased skills and confidence so that they can continue to identify and respond to local 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

The Role of the Partnership Board

The Wecock Farm Big Local Partnership Board shall:

1. Develop the vision and ambition of Wecock Farm Big Local through the development of a Community Profile and Project Plan
2. Champion the interests of Wecock Farm Big Local and seek additional resources
3. Task sub-groups to work on specific projects
4. Monitor and evaluate progress
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.
6. Ensure Wecock Farm Big Local reaches out to sections of the community whose needs are not well represented.
7. Make arrangements for, and monitor the allocation of funds received

8. Oversee management and administration of the Partnership including the relationship with Local Trust and the Locally Trusted Organisation
9. Review the Partnership structure and its effectiveness.

The Wecock Farm Big Local Forum

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

- 1) Membership of the Forum shall be open to anyone who “lives, works (paid or voluntary) or plays” in Wecock Farm
- 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.
- 3) Forum meetings shall receive a report from the Board on progress made toward the vision and towards the delivery of the Partnership Plan
- 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 Wecock Farm Big Local partnership notified in advance, in writing, to the Board through the Board Chair.
- 5) The AGM will be a special Forum held each year in April at which the Board will report to the community on progress made over the previous year and their plans for the year ahead. The AGM will also include a financial report and an election for Board members, as detailed below.
- 6) In addition to the Forum, Wecock residents and the wider community will be able to regularly engage with the Wecock Farm Big Local project through the employed worker(s).

Partnership Board Powers

1. All powers necessary to achieve the objectives of Wecock Farm Big Local including the power to authorise the Locally Trusted Organisation to spend funds, employ staff, and enter into contracts.
2. The power to propose amendments to these terms of reference which will then be subject to approval by an Extraordinary General Meeting (EGM) or Annual General Meeting (AGM). This meeting must be called with at least 21 days’ notice which must include a public notice displayed at the Acorn Centre and invitations sent to all residents who have previously attended forums or general meetings or registered their interest in being kept informed.

Membership of the Board

1. There will be a maximum of 12 voting members and a minimum of 8 voting members on the board at any one time.

- All voting members must “live, work (paid or voluntary) or play” and more than half must actually live within the WBL ‘footprint’ area. The minimum number of resident members is therefore as follows:

Total	Residents
8	5
9	5
10	6
11	6
12	7

- There will also be a maximum of 4 non-voting members in an advisory capacity. These will be agreed by the voting board members annually following the AGM. These non-voting members could be drawn from representatives of HBC, PCC, Local Councillors, Police, Health, Education, etc.
- Both the LTO rep and the BL rep also attend Board meetings in a non-voting capacity.
- The term of office for voting members shall be no more than 3 years. So, each year, the 3 longest serving members stand down. (Where people were appointed at the same time, the choice as to who stands down shall be decided by lot). Any member standing down or completing their term of office may put themselves forward for re-election for a new term at the AGM.
- Election of members to the Partnership Board will take place at the AGM each April. The Board may co-opt residents to fill vacancies at any time, but the individual must stand down before the next AGM.
- Membership of sub groups
 -  Each Sub groups will include at least 2 voting board members as well as non-board members.
 -  All members of sub group will have an equal vote within that sub group.
 -  The spokespersons for the relevant sub groups shall produce a monthly report for submission to the board members in good time so that the subgroup’s recommendations may be reviewed by members prior to discussing any actions at the board meeting.

Election of Board Members

- Each January the Chair should establish an Appointment Working Group made up of two voting members who are not due to stand down, and one non-voting member.
- The role of the Appointment subgroup is to oversee the Board election process at the April AGM and to make recommendations on the appointment of new board members.
- This group will review all candidates’ Expression of Interest (EOIs), both existing board members wishing to stand for re-appointment and potentially new members who have submitted an EOI.
- All members of the Partnership Board who are standing down must inform the Wecock Farm Big Local worker or LTO and complete an EOI in January each year, if they wish to be re-appointed to the Board

5. The Appointment subgroup is responsible for advertising and recruiting new Board members each year prior to the AGM, particularly encouraging candidates who reflect both the demographic diversity and differing neighbourhoods of the area.
6. A simple 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 annual recruitment of new members.
- 7) Process to appoint voting members –
 - a) The Appointment sub group will review EOIs assessing eligibility, skills, and experience of candidates and also the need to ensure the required number of residents.
 - b) An informal interview / chat will be undertaken to further assess candidates if necessary.
 - c) At the AGM, the sub group will report on all EOI's received and will nominate recommended candidates for the places available.
 - d) Anyone aged 16 or over who "lives, works (paid or voluntary) or plays" in Big Local area has a vote.
 - e) Majority voting applies. The Partnership Board Chair has the casting vote in the event of the vote being tied.

Responsibilities of Board Members

1. Providing information and advice about day-to-day quality of life in the area
2. Actively encouraging people in the area to play their part in supporting Wecock Farm Big Local and its activities.
3. Ensuring local concerns are addressed and that planned activity has local support.
4. Ensuring effective communication between the Partnership and other organisations, businesses, and partners.
5. Contributing to collective decision-making based on clear and strong evidence.
6. Serving on sub groups
7. Acting in accordance with the general principles of conduct, attached as Appendix 1 of these Terms of Reference.

Chairing

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

1. Chair partnership meetings in sympathy with the values and Code of Conduct stated within this document.
2. Chair Partnership meetings to progress the formation, delivery, and review of Partnership plans
3. Ensure that all members are encouraged and enabled to make contributions.

4. Have a casting vote in meetings in the event of a vote being tied.
5. Agree the agenda prior to the meeting.

Quorum

The Board will be quorate when 5 voting members are present and there are more resident than non-resident voting members.

Decision Making

1. Decisions must be agreed by a majority or by consensus of the voting members.
2. Decisions can be made by email at the Chair's discretion. The process is:
 -  Email the issue to the Chair for confirmation that it requires the 48-hour response, if agreed by the Chair
 -  An email should be sent to all members with "**URGENT APPROVAL REQUIRED – PLEASE RESPOND WITHIN 48 HOURS**" in the subject line. The proposal must ask for a clear yes / no response. No response will be deemed as an agreement.
 -  Yes, responses, only get emailed to the Originator, the Chair, and the Worker.
 -  If anyone is not in agreement or they have any objections or points of concern, they should **reply to all** (within the 48-hour timeframe) so that everyone is aware of the issues raised and can consider / change their response if required.
3. Urgent approval requests must be fully recorded (in table format) and presented at the next Partnership Board meetings.
4. The proposed actions must fall within the powers of Wecock Farm Big Local, 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.

Frequency

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

Conduct

The purpose of a Code of Conduct is to ensure that all members of the partnership always operate the highest standard of integrity.

1. Members (voting and non-voting) will be expected to sign their agreement to the Wecock Farm Big Local Code of Conduct (**attached as Appendix 2**). A copy of this signed document will be retained in the Wecock Farm Big Local office. Members who fail to abide by the signed Code of Conduct may be suspended by a majority decision of the Board. They may appeal to the Locally Trusted Organisation (LTO) who will recommend to the Board whether the suspension is fair and if so how long the suspension should last for or whether exclusion is required.

2. Members who fail to attend three consecutive meetings without good reason accepted by the board shall have their membership of the Board suspended.
3. The Code of Conduct outlines clear expectations of partners conduct and behaviour; this is also applicable to the LTO, Staff and Local Trust Representative.

In the event of misconduct (unacceptable behaviour) the following rules will be applied.

Investigation

Investigation into any unacceptable behaviour of Board members will be led by the Chair, in confidence, with support from the BL Rep and LTO. If staff or the LTO are directly involved in the incident, one of the non-voting Board members would be involved to support the Chair.

The person whose behaviour or actions is being investigated must be informed of the complaint or issue and must be given opportunity to respond before any decision is taken.

Any investigation must be carried out with due respect for the persons involved and with appropriate confidentiality,

Verbal Warning

Delivered by the Chair with support from the BL Rep, or LTO Rep. Improvement period to be between 1-3 months, depending on the misconduct. Failure to improve within the given period will result in phase 2 "Suspension"

Suspension

Suspension from all Wecock Farm Big Local activities for a period of 3 months, delivered by the Chair with support from BL Rep, or the LTO Rep. Suspension period is immediate followed by a "return" meeting with the Chair supported by the BL Rep or LTO Rep.

Exclusion

As outlined in item 1 of the Terms of Reference exclusion from Wecock Farm Big Local will be applied if the guidelines in the Code of Conduct document (Appendix 2) are not adhered to.

- a) Staff conduct, and performance is governed by LTO policy and procedures agreed and approved by Wecock Farm Big Local Board and Local Trust on appointment. Any concerns with staff conduct or performance should be reported to the Chair, LTO Rep or Local Trust Rep.
- b) LTO conduct and performance, is reviewed by Local Trust, through the Big Local Rep for Wecock Farm. Any concerns with the LTO should be fed through the Local Trust Rep to address or, if required, involve Local Trust.

Conflicts of Interest & Declaration Procedure

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 the procedure is that the member withdraws from the room whilst the matter is discussed.
4. Where an individual has declared an interest, a statement should appear in the notes of the meeting. For example:

XXX declared a financial/non-financial interest in the above item and withdrew from the meeting, taking no part in the discussion or decision.

or

XXX declared a non-financial interest in the above item and remained in the room during its consideration but took no part in the discussion or decision.

For a full understanding of Conflicts of Interest and Declaration please read Appendix 1.

Circulation of Information

1. A programme of dates for meetings shall be drawn up annually, as far as possible
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. Agendas will be signed off for circulation by the chair, or whoever is due to chair the particular meeting.
3. A decisions and action table will be produced and circulated within 5 working days. Minutes will be circulated no later than 5 working days prior to the next meeting.

Appendix 1

Conflicts of Interest

Explanation and Guidance

Within any Big Local Partnership there are likely to be some conflicts of interest. This is because members will be active in communities and involved in a range of groups; may have local businesses, or work for a local one, or have family members who do; or have lived in the area for a long time and have deep connections, networks, and histories.

These connections are a good thing and there is no expectation that Big Local Partnerships are free from conflicts of interest. However, the expectation is that there is a clear process to enable potential conflicts of interest to be identified and managed openly and fairly.

What is a Conflict of Interest?

A conflict of interest is a situation in which your personal interests or loyalties might influence your decision-making.

There are three main reasons why someone involved in Big Local might have a conflict of interest:

- You might get a financial benefit - for example, if you work for a local organisation or business that receives Big Local money to deliver activities or services or owns a meeting space that you pay to use.
- You might get an indirect financial benefit - for example, if a close relative or friend is employed by an organisation that receives Big Local money or is doing work paid for with Big Local money.
- Your loyalty to Big Local might conflict with your loyalty to another group or organisation. This might be because you are a member or trustee of, or have links with, an organisation or group outside Big Local. Although you yourself may not gain any financial benefit, your decision-making could be influenced by your other interests.

If you are Conflicted

It is important to recognise that Conflicts of Interest will occur. As a Big Local Partnership, you should agree how to manage these, while being able to make good decisions within your rules as a Partnership. Putting something in writing and working to what you have agreed can help identify Conflicts of Interest at the earliest possible stage and put in place a clear process to follow.

When Conflicts of Interest are not managed, it can result in decisions that are not made fairly and actions that are not in the best interests of Big Local or the area. This could damage both Big Local's and the Partnership's reputations and might mean that a decision is open to challenge.

How to Manage Conflicts of Interest

1. **Identify and declare the conflict of interest** - all members of the Partnership are expected to be open with each other and the wider community, which means declaring Conflicts of Interest and being aware of situations in which individuals are likely to be conflicted.
2. **Manage the conflict of interest** - follow the rules that have been agreed. In most cases Conflicts of Interest can be dealt with if the person involved declares his or her interest at the earliest possible opportunity and withdraws from the discussion and decision-making.

- 3. Record the conflict of interest** - keep a record of each Conflict of Interest and how it was managed. This might include an outline of the discussion, who it related to, whether the Conflict of Interest was declared, and whether anyone withdrew from the discussion and decision-making.

Problems might arise when several people have a Conflict of Interest related to the same thing. If this means there aren't enough members of the Partnership for an unbiased discussion or decision, other views should be sought before making a decision.

Openness and Transparency

Big Local Partnerships should be as open and transparent as possible. Some Big Local Partnerships have a register for their permanent interests that are available to the public on their website.

Even if the partnership is open and follows good practice on Conflicts of Interest, people outside it may have different perceptions - in particular, about how Big Local funding is used at different stages and may make judgements about it with no real basis.

The best way to prevent these types of concerns is to communicate openly and transparently about what you are doing and how much it costs, and why.

Appendix 2

Code of Conduct

As a member of the Partnership for Wecock Farm Big Local I agree to abide by our area's Big Local values. Additionally, I agree that: -

- a) 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.
- b) 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 of it.
- c) 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.

I confirm that:

- 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 interest of Big Local.
- I will declare any conflict of interest or of loyalty or any other circumstance that might be viewed by others as such as soon as it arises.
- When I am speaking to the public as a member of the Partnership, my comments will reflect the work of the Partnership only and not 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 documentation 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 opinion of others even if it is different to my own, and I will accept a majority vote on an issue as decisive and final.
- I will maintain confidentiality on all matters discussed in meetings unless authorised by the Chair or Partnership to speak of it.
- I will participate in induction, training, and development activities for members
- I understand that a 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 and will participate in an exit interview.

Name:	Date:
Signature	