

Chinbrook Big Local Partnership

Terms of Reference

September 2018

Purpose of the Group

The Big Local partnership will be referred to as Chinbrook Action Residents Team (to be referred to as ChART) and provides the overall direction of Big Local in Chinbrook and supports the delivery of a unified vision and plan for the local area.

The Partnership will:

- Oversee the development and delivery of all aspects of the Chinbrook Big Local vision, plan and budget;
- Monitor the delivery of the plan and monitor impact, budget and spend;
- Being locally accountable for the decisions made;
- Bring together the community's views, and make the overall decisions about how Big Local will work in the area;
- Ensure Big Local is resident-led and that people across the Big Local area have a genuine and continuing opportunity to be involved;
- Work with the locally trusted organisation(s) to ensure the Big Local plan is carried out;
- Review the plan, in order to create a follow-on plan for future years;
- Connect with local organisations, businesses, public agencies, councillors and others who can deliver activities and help make Big Local a success and
- Work with your rep and locally trusted organisation(s) to achieve the vision you have set for your Big Local area.

Membership of the Group

Membership of the group will be open to individuals living in the Chinbrook Big Local area, with the ability to co-opt additional members who work or volunteer in the area. Members of the group need to show on-going commitment in order to create positive local change and are encouraged to participate for at least one full year on the partnership. Membership will be reviewed annually.

The optimum number of members on the partnership will be 12 (with more than 51% of members residing within the Big Local area). We ask members of the partnership to participate 'in their own right', which means they cannot represent the views of any other person or organisation. Membership should broadly reflect the range and diversity of people who live in the area, for

example in relation to age, ethnicity, gender, faith, disability or income levels. There will be a minimum of eight total members of the partnership at all times.

New members of the partnership should complete an application form and observe one partnership meeting before being formally considered. Once this has taken place, the partnership will vote on any new members. A simple majority vote is required.

If any partnership member is no longer able to fulfil their role, they are asked to formally resign from the partnership by giving written notice to the Chair.

Voting

All views of partnership members will be heard and respectfully considered. The group shall work towards consensus decision-making. If this is not possible then a decision will be taken based upon a **majority** of those present and eligible to vote. The quorum for decision making shall be **30%** of current partnership members.

Voting by email is allowed under special circumstances; if there is an urgent matter that needs a decision and there is agreement by the co-Chairs to allow an email vote. It should be noted that open and honest discussion of issues in meetings is an important part of democratic decision-making and email votes should not be allowed as common practice. Proxy votes are also allowed if the matter to be considered is clear before the meeting and the member has given written notice to the Chair or any partnership member as to their views.

Governance

ChART will elect a chairperson or co-chairs and a treasurer at a minimum. The group may set up sub groups or task groups as needed.

The group will work to the following values:

- *Taking a 'cradle to grave' approach to projects*
- *Openness, transparency and plain language*
- *Equality of opportunity and social inclusion*
- *Respect for similarity and difference in ways of working and acknowledgement that sometimes conflict is necessary for growth and development but should always be handled with respect for all individuals involved*
- *Cooperation and collaboration as the basis for community wellbeing*
- *Supporting residents and people locally in improving their community*

Broadly, we expect partnership members to:

- encourage a range of people in your area to be involved, in a thoughtful, inclusive, open and meaningful way;

- operate openly and transparently, which includes recording and communicating how decisions are made;
- behave in line with Big Local values and ethos, as well as the locally agreed code of conduct and governing arrangements and
- manage any conflicts of interest effectively and report any potential misuse of funds to Local Trust.

Meetings

The group will meet at least once every two months and also be able to call ad hoc meetings as required.

Members will abide by the policies and procedures of ChART. Members will declare any potential conflicts of interest to the group as soon as they arise and if any member has a conflict of interest, they will remove themselves from any decision-making related to the conflict.

Members of the group agree to attend most meetings and if they are not able to attend meetings will send apologies in advance. If members miss three consecutive meetings, the group will review the membership of that individual and they may be asked to resign.