

# **Chinbrook Big Local Partnership**

## **Terms of Reference**

**December 2014**

### ***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 development and delivery of a unified vision and plan for the local area.

The Partnership will:

- Oversee the development and delivery of all aspects of the Big Local vision and plan;
- Monitor the delivery of the plan and report on impact, budget and spend;
- Promote Big Local and its activities to people locally and wider stakeholders.

### ***Membership of the Group***

Membership of the group will be open to individuals working, volunteering or residing in the Chinbrook Big Local area, and including representatives from stakeholder partner organisations who have expressed an interest in being part of the group. Members of the group need to show on-going commitment in order to drive the process forward 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 at least 51% being local residents representing themselves as individuals). There will always be at least eight total members of the partnership.

### ***Decision Making***

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 75% of the partnership members.

### ***Governance***

The group will elect a chairperson, secretary and treasurer at a minimum. The group may set up sub groups as needed.

**The group will adopt and 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*

***Meetings***

The group will meet at least monthly and also be able to call ad hoc meetings as required.

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