



Big Local North East Hastings Resident-led Partnership Terms of Reference

The Big Local North East Hastings resident-led partnership (the Partnership) is elected by the Big Local Group to manage the activities that will meet the Big Local Group's objectives stated in the Big Local Group's Terms of Reference.

The RLP terms of reference were originally agreed at the first annual general meeting on 12th December 2013. This is the second version of the terms of reference and were adopted at the Annual General meeting held on 10th May 2017. These amended terms of reference replace all previous versions.

The Big Local Group shall approve the Partnership's terms of reference and any changes to them at an annual general meeting or special open meeting.

The vision for the Partnership is that it will be a dynamic group of community members that are truly representative of North East Hastings. It will hold regular meetings at which everyone has a voice and every voice is heard equally. The meetings will be democratic, well-structured and inclusive.

1. Objectives

1.1 The Partnership's objectives are to manage the Big Local Group's programme to meet the area's long term vision and outcomes to make a positive and lasting difference to the community of North East Hastings. In particular, this will include the following.

1.2 Recommending to the Big Local Group a shared vision and Big Local plan developed from the area profile and a range of visions and opinions collected from across the area.

1.3 Drafting an annual report on progress towards achieving these objectives for approval by the Big Local Group annual general meeting.

1.4 Engaging with a diverse range of people in the area, in a thoughtful, continuous and inclusive way and making a commitment to equal opportunities.

1.5 Promoting Big Local activities, the Big Local plan and the funding available to implement it to people locally and ensuring that stakeholders are updated about Big Local.

1.6 Meeting 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.



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2. Powers

2.1 The Partnership may exercise powers necessary to do all such lawful things as are necessary for the achievement of the objectives.

2.2 The Partnership shall sign a Memorandum of Understanding with Local Trust.

2.3 The Partnership shall identify suitably experienced and skilled locally trusted organisation(s) in accordance with Local Trust procedures.

2.4 The Partnership shall agree with the locally trusted organisation(s) the criteria and procedures for receiving income and making payments to meet approved income and expenditure plans.

2.5 The Partnership shall participate in the selection of the Big Local rep for Big Local North East Hastings in accordance with procedures established by Local Trust.

3. Honorary officers

3.1 The Big Local Group shall elect the resident-led partnership. Members of the Partnership shall elect from amongst their own number a chairperson, vice-chair and any other such honorary officers as they see fit. The election for chair must take place during the first resident-led partnership meeting following the AGM. Any officer so elected may be removed or replaced by a majority vote of the Partnership at any time.

4. Membership

4.1 The resident-led Partnership shall comprise no fewer than 8 members and no more than 20 members elected by an Annual Meeting of the Big Local Group for which due notice has been given. The majority of members must be people who are resident in the agreed Big Local area. A minority of members can be individuals who work or shop in the agreed Big Local area, or have special and useful knowledge about the Big Local area

4.2 There shall be a dedicated place on the Partnership through which the views of young people can be represented.

4.3 Any vacancies in the membership that exist after the election of the resident-led partnership at the AGM may be filled by the co-option with full voting rights of people who are resident in the area or who have extensive or specialist knowledge. Members co-opted under this arrangement will serve until the next AGM and will be re-eligible for co-option immediately.

4.4 At the annual general meeting, one-third of the elected Partnership members shall retire from office. In the event that the number is not divisible by three, then the proportion to retire shall be that nearest to one-third. The members to retire shall be those longest in office since their last election. Where there are members who have been in office for the same length of time then, in the absence of agreement, those to retire shall be selected by lot. Retiring Partnership members shall be eligible for re-election for up to a maximum of six consecutive years.



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4.5 Nominations for membership of the partnership will be accepted up to two weeks before the annual general meeting when the election will take place.

5. Removal of Partnership members from office

5.1 A member of the Partnership shall cease to hold office if he or she:

(a) is absent without good cause from all Partnership meetings held within a period of three months and the Partnership resolve that he or she shall cease to hold office for this reason; or

(b) notifies to the Partnership's chairperson a wish to resign; or

(c) is removed from office by a majority vote at a Special Open Meeting, the notices for which specified that the question of such removal was to be decided.

6. Meetings and proceedings of the Partnership

6.1 Members of the Partnership shall meet together and may adjourn and otherwise regulate their meetings as they think fit. At the request of the chairperson or of three or more Partnership members, a meeting of the Partnership may be convened at any reasonable time by giving at least seven days' notice by e-mail to its members. In the event that a member does not have access to e-mail the notice will be made in writing.

6.2 All members are entitled to vote although no decision of the Partnership shall be taken unless 51% of the resident membership is present.

6.3 All members of the Big Local Group may attend meetings of the Partnership without voting rights and shall have speaking rights at the discretion of the chairperson.

6.4 All questions shall be decided by consensus wherever possible and otherwise by a majority of votes of the members of the Partnership present and voting. In the case of an equality of votes the chairperson of the meeting shall not have a second or casting vote and the proposal will be deemed to have failed.

6.5 No member shall exercise more than one vote, notwithstanding that she or he may have been appointed to represent two or more interests.

6.6 The Partnership's chairperson shall ensure that proper minutes are kept of the proceedings at all meetings of the Partnership and of any sub-committees.

Operational policies

6.7 The Partnership has delegated powers from the Big Local Group to agree such operational policies as the Partnership sees fit with the exception of the values, code of conduct and rules for the declaration of interests which require the approval of the Big Local Group.

6.8 The Partnership may from time to time recommend to the Big Local Group changes to the rules for the conduct of the Partnership's business, the summoning and conduct of their meetings. No rule may be made which is inconsistent with this document or the terms of reference of the Big Local Group and no rule shall be introduced without the prior consent of the Big Local Group.



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Sub-committees

6.9 The Partnership may appoint and delegate any of its powers to sub-committees consisting of members of the Partnership and/or others, provided that acts and proceedings of any sub-committees shall be fully and promptly reported to the Partnership. The Partnership shall approve the terms of reference of all sub-committees.

Expenses

6.10 Members of the Partnership may claim reasonable out of pocket expenses according to an expenses policy approved by the Partnership.

7. Values, conduct and conflicts of interest

7.1 All members of the Partnership agree to work within the Big Local Group's values as stated in Appendix One and abide by the code of conduct in Appendix Two.

7.2 Members of the Partnership will declare any conflicts of interest and loyalty in line with the guidelines in Appendix 3.

7.3 Any changes to the values, code of conduct and rules for the declaration of interests must be approved by the Big Local Group.



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Appendix 1 - Values

1. We are committed to quality and excellence in everything that we do.
2. We will support residents and people locally in improving their own communities. We know that communities which face problems contain people with the potential to create the solutions.
3. 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.
4. 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.
5. 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.
6. 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.
7. We will be innovative and embrace change, approaching problems proactively and creatively.
8. We are enthusiastic, energetic, positive and proud of Big Local, and will bring these qualities to all our activities.



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Appendix 2 - Code of Conduct

1. Members of the Partnership agreed to abide by the values as stated in Appendix 1 and agree that:

- 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 and the Big Lottery Fund.

2. In particular, members undertake that:

- They will not break the law, go against charity regulations, those of Local Trust or act in disregard of Big Local Group policies.
- They will always strive to act in the best interests of the residents of North East Hastings and the Big Local Group.
- They 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 following the guidelines in Appendix 3.
- When speaking as a member of the Partnership, their comments will reflect the work of the Partnership even when these do not agree with their personal views. When speaking as a private individual, they will strive to uphold the reputation of the Partnership and those who work in it.
- They will not personally gain materially or financially from their role as a member, nor will they permit others to do so as a result of their actions or negligence.
- They will strive to read all documents and attend all meetings, giving apologies ahead of time if unable to attend.
- They will engage in debate and voting in meetings according to procedure, maintaining a respectful attitude toward the opinions of others whilst making their voices heard. Whilst striving to achieve consensus, they will when necessary accept a majority committee vote on an issue as decisive and final.
- They will whenever possible participate in induction, training and development activities for members.

3. It is understood that substantial breach of any part of this code may result in removal as a member.

4. Should they resign, they will inform the chair in writing, stating the reasons for resigning. Additionally, they will participate in an exit interview if asked to do so by an officer of the Partnership.



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Appendix 3 - Declaration of interest and loyalty

1. In line with the code of conduct, members of the Partnership will declare any conflicts of interest and loyalty in line with the following guidelines.

2. Where a member has a clear private or personal interest in a matter under consideration, they must declare that interest and, if necessary, withdraw from the meeting while that matter is discussed. The interest need not be of a purely financial nature but could include membership of a club or organisation connected with the matter under discussion.

3. Examples of conflicts of interest and loyalty include:

a. A member of the Partnership who is also on the committee of another organisation that is competing for funding.

b. A member of the Partnership who is related¹ to a member of an organization that is applying for funding or to an individual applying for funding; and there is a decision to be taken at a Partnership meeting.

¹ A relative may be a child, parent, grandchild, grandparent, brother, sister, spouse or civil partner of the Member or any person living with the Member as his or her partner

c. A member of the Partnership who has shares in a business that may be awarded a contract to do work or provide services for the Partnership or is a director, partner or employee or related to someone who is¹.

4. An individual should avoid being in any position where suspicion could be raised for any appearance of improper conduct. If in doubt, the individual should declare the interest and seek guidance for future meetings.

5. The Partnership will decide whether or not a member has to withdraw from the meeting. Where an individual has declared an interest, a statement will appear in the notes of the meeting that an interest (either financial or non-financial) has been declared and the member concerned either withdrew from, or remained in the meeting, but in either case took no part in the discussion or decision.



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