

# SOMPTING BIG LOCAL PARTNERSHIP - TERMS OF REFERENCE

## Purpose

1.

The purpose of these Terms of Reference is to establish and govern the operations of a partnership of people and organisations called the Sompting Big Local Partnership (hereafter called the Partnership). The Partnership aims to improve the quality of life for the people who live and work in the civic parish of Sompting.

2. It will do this primarily through utilising the £1 million allocated to Sompting by the Big Lottery through a programme called Big Local. The partnership is resident-led, meaning that more than 50% of those on the partnership are residents of Sompting and will achieve its aims by working in partnership with other local groups and organisations.

3. These terms of reference are based on guidance provided by Local Trust, the national body which administers Big Local on behalf of the Big Lottery. It is also based on good practice elsewhere, workshops held with residents and stakeholders in Sompting and discussions at Sompting Big Local Partnership meetings.

## Vision

4. 'Making Sompting a more united community; a better place to live, work and play.'

## Outcomes

5. The outcomes or change that the Partnership is trying to achieve over ten years are shared with Local Trust and the other 150 Big Local areas in England:

- Residents of Sompting are able to identify local needs and take action in response to them
- People will have increased skills and confidence so that they can continue to identify and respond to need 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.

## Partnership Structure

6. The Partnership is responsible for the overall management of the Sompting Big Local Programme. It must comprise a minimum of 8 members of whom a majority must be residents of Sompting. *The maximum number of members on the Partnership has been agreed to be 15.*

A register will be maintained of the Partnership Membership which will indicate the following -

- a) Partnership members that are residents and not having a role in a community group or equivalent.
- b) Partnership members that are residents but also have a role in a community group or equivalent.

c) Partnership members that are residents but also have a professional role in relation to the provision of services to Sompting residents.

d) Partnership members that are not residents but have a role in a community group or equivalent covering Sompting or have a professional role in relation to the provision of services to Sompting residents.

*7. To assist with a planned succession of the Leadership Team and to allow new members to be fully engaged, the maximum term for a Leadership Team member is set at 3 years.*

*Those Leadership team members whose term is expiring on the 3 year rotation will be eligible to offer themselves for re-election for a further 3 year term.*

*At the 2015 Annual General Meeting with Sompting Residents the only Partnership positions to be elected will be to replace those that have stepped down from the Partnership.*

*At the 2016 Annual General Meeting a maximum of 5 Partnership positions will be subject to election and based on those that have been Partnership Members the longest or those deemed to have ceased to be Partnership Members due to their non-compliance with the obligations of the Terms of Reference, with a similar approach being taken in 2017*

Requests to become Partnership Members between Annual Meetings with the residents will be considered and determined by the Leadership Team in order to:

a) Ensure that the size of Partnership membership does not increase over fifteen

b) Ensure that the minimum 51% Resident membership is maintained

*c) Ensure that the resident's skill set is that required by the Partnership.*

8. The Partnership Meetings will decide on the Action Plan and any revisions to it that are to be submitted to Local Trust for endorsement. The Partnership Meetings will also decide on strategy within the Action Plan categories and monitor delivery of the Action Plan through receipt of reports from the Leadership Team.

9. Members undertake to operate in a way that has been agreed with Local Trust. This is set out in a Memorandum of Understanding (see Appendix A) which lists the Members of the Partnership and is signed by the Chair and a representative of Local Trust. The MoU is kept in the Big Local Hub and can be viewed by members of the public *by arrangement.*

10. The Leadership Team will be responsible for the day to day running of the Partnership's activities including oversight of delivery of projects whether being delivered directly by the Partnership or through commissioning *of* other organisations. The Leadership Team will be responsible for the authorisation of payments by the Locally Trusted Organisation on behalf of the Partnership and monitoring expenditure against the Action Plan through the financial reports supplied by the Locally Trusted Organisation. A Leadership Team Sub Group, which will include a representative of the Locally Trusted Organisation, will deal with terms and conditions issues of any staff employed by the Locally Trusted Organisation directly for the work of the Partnership.

11. The Leadership Team are elected at the Annual General Meeting of the Partnership. At the AGM the Partnership will elect:

<i>Chair</i>	<i>has general oversight of all SBL activities</i>
<i>Vice Chair (Community)</i>	<i>has general oversight of all SBL activities including the use of the Hub</i>
<i>Vice Chair (Business)</i>	<i>has oversight of the administrative/business aspects</i>
<i>Secretary</i>	<i>produces agendas &amp; minutes for Partnership meetings and other secretarial functions as designated by the Leadership Team</i>
<i>Finance Lead</i>	<i>to work with our LTO to provide regular accounts and interim reports</i>
<i>Communications Lead</i>	<i>to oversee our methods of communication with the residents and have oversight of our social media</i>
<i>Training Lead -</i>	<i>to research &amp; organise relevant training for all SBL Partnership members and our volunteers</i>

12. Funding will be held on behalf of the Partnership by a Locally Trusted Organisation (1).

a) The Locally Trusted Organisation and key local organisations or Strategic Partners (2) may nominate representatives to serve on the Partnership. *These nominated persons will not have a voting role*

13. Public Partnership Meetings will be held alternate months at which they will receive reports from the *Leadership team and other Lead members* together with any proposed actions from these for variations in how the Plan should be delivered. These proposals should, other than in exceptional circumstances, be circulated in a paper in advance of the meeting setting out the reason for the proposal, detail of the proposal, and the financial implications of the proposal. Additional meetings may be called if required.

14. That there should be a formal meeting of the Partnership members in the month there is not a *Public* Partnership Meeting to monitor the financial position, examine issues coming out of *previous actions* or discussions, monitor Project delivery, and any other key issues emerging from the work of the Partnership. A record of the agenda and action points from the discussions to be circulated with the papers for the next Partnership meeting.

15. The Partnership's main tasks will be to oversee the implementation of the Big Local Action Plan, evaluate its impact and review the Action Plan as appropriate over its ten year life span.

16. Decisions will be made by a majority vote of the Members present at the meeting. Each Member will have one vote. In the event of a deadlock, the decision will be deferred for further information and if there is still a deadlock the Chair has a casting vote.

17. The Partnership can facilitate Special Interest or Sub-Groups focussing on key strands of the Sompting Big Local Plan and may create further sub-groups to consider and/or address particular issues.

18. The Partnership can co-opt non-members to assist them to carry out their tasks.

19. The Agenda and Action Points from *each Special Interest or Sub group* meetings are to be made available to all Partnership members using the Web Site and emails as appropriate.

Conduct

20. The Partnership members agree to adhere to a Code of Conduct and common Set of Values set out in the Memorandum of Understanding with Local Trust. In addition the Partnership has written and adopted its own policies on Behaviour and Conduct and another on Equality and Diversity. Other policies may be developed at the request of the Partnership.

21. Volunteers and Members of sub-groups are also subject to the Partnership rules and policies

22. The Partnership may exclude a person from the Leadership Team and/or Partnership if they believe it is in the best interests of the Partnership, for instance, for a breach of the Code of Conduct or the Behaviour and Conduct Policy or other adopted policies.

23. All partnership members must complete a Declaration of Interest or Loyalty form which will be kept in a register of interests held in the Hub and brought to each Partnership meeting.

24. If a Member fails to attend two consecutive Partnership meetings without explanation this will result in them losing their place on the Partnership.

#### Money

25. Money held on behalf of the Partnership must only be used for purposes agreed by the Partnership in writing in the Big Local Action Plan. If changes to these plans are proposed, these changes can only be made with the written agreement of Local Trust.

26. Money will be kept on behalf of the partnership by the Locally Trusted Organisation/s nominated by the Partnership and agreed by Local Trust. Limited funds to facilitate topping up of Hub Petty Cash and for cash purchases provided for in the Action Plan will be held in **Bank Accounts** under the control of the Leadership Team but accounted for to the Locally Trusted Organisation(s).

27. Funding will be held in the LTO's bank account with the exception of the funds transferred to any of the Bank Accounts referred to in 26. Payments to suppliers or creditors to be made using financial procedures agreed with the LTO.

28. The role of the Partnership's Locally Trusted Organisation will be reviewed every two years.

29. Members of the Partnership cannot receive any money or financial benefit from their involvement in the Partnership, except to refund reasonable out of pocket expenses.

30. Applications by local Groups for a grant will be, as far as possible, considered within 7 days by a Panel of 3 Partnership Members, of which one will be a member of the Leadership Team. The Panel will be drawn from a list of Partnership members that have indicated a willingness to serve on such panels but not any Partnership member that is a member or representative of the local group applying.

31. Groups of which Partnership Members are members may receive grants, but only if they are not involved in the decision making process.

#### General meetings

32. If it is considered necessary to change the Terms of Reference, wind up the Partnership, or change the Partnership arrangements, the Partnership must call a

General Meeting so that the Partnership can make the decision.

32. The Partnership must also call a General Meeting if they receive a written request from 10 people for any reason. All Members of the Partnership on the Contact List must be given 14 days' notice and told the reason for the meeting. All decisions require a two thirds majority. Minutes must be kept.

#### Setting up the Partnership

33. These Revised Terms of Reference were adopted on ..... 2015 by the people whose signatures appear below:

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1 Selected to hold funding on behalf of the Partnership

2 These may include statutory bodies, charities, other organisations and local businesses which have an interest in improving the Sompting Big Local Area. Many may have separate plans and projects which affect the area and efforts will be made for the Sompting Big Local Project to complement and reinforce these plans by avoiding unnecessary duplication