

# Big Local Greatfield Partnership

## Terms of Reference

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 quality of life for the people who live in Greatfield, Hull under the name 'Big Local Greatfield Partnership'. This document does not create a binding legal relationship between the Partnership's members, nor is it intended to result in the creation of a new organisation

### 1. Name

The name of the Partnership is "Big Local Greatfield Partnership", hereafter referred to as "the Partnership"

### 2. Objectives

The Partnership's objectives are to provide overall direction of the Big Local programme in Greatfield and meet the area's long term vision and outcomes with the aim of making a positive and lasting difference to the community. In particular, this will include:

- Agreeing a shared vision which extends from a range of visions collected from across the area
- Creating and carrying out a Big Local plan
- Assessing and reporting on impact
- Engaging with a diverse range of people in the area, in a thoughtful, continuous and inclusive way and making a commitment to equal opportunities.
- 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.
- Engaging with voluntary, community and social enterprise sector organisations, public and private organisations operating in or near Greatfield to identify opportunities and build links where funding, expertise, joint working and/or support can be provided to the benefit of the area.

### 3. Powers

In furtherance of the Partnership's objectives, the Partnership Steering Group may exercise powers necessary to do all such lawful things as are necessary for the achievement of its objectives.

#### **4. Membership**

- (a) Membership of the Partnership shall be open to:
  - i) All residents in the agreed Big Local area and
  - ii) All individuals who work in the agreed Big Local area and
  - iii) All constituted groups, organisations, public sector bodies or businesses who are based in or provide services to the agreed Big Local Areawho have registered their written intent to be a member of the partnership and have provided contact details.

#### **5. Open Meetings**

- (a) The Partnership shall hold at least one Open Meetings in each calendar year at which all members will be invited to attend and participate.
- (b) At least seven days notice via e-mail shall be given to every Member of the date, time and venue of an Open Meeting and of the business to be conducted. In the event that a member does not have access to e-mail, the notice will be made in writing.

#### **6. Annual General Meeting**

- (a) Once in each calendar year the Partnership shall hold an Annual General Meeting. Each Annual General Meeting shall be held not more than fifteen months after the last. At least fourteen days' notice shall be given of the date, time and venue of the Annual General Meeting and of the business to be conducted. The business of the Annual General Meeting shall comprise:
  - i) the annual report of the Steering Group;
  - ii) the election of members of the Steering Group;
  - iii) such other business as may have been contained in the notices calling the meeting.

#### **7. Proceedings at Open Meetings and the Annual General Meeting**

- (a) Each Member organisation or group as defined in paragraph 4 (iii) shall appoint a representative (the "voting representative") to act on its behalf at any Open and/or Annual General Meeting of the Partnership, and shall provide such notification of the identity of its voting representative as the Steering Group may direct.
- (b) No Open Meeting or Annual General Meeting shall proceed unless a quorum is present. A quorum shall be twenty members provided that no meeting shall be quorate unless two thirds of those present and entitled to vote are Resident members as defined in paragraph 4 (i).

- (c) If half an hour after the time appointed for the meeting a quorum is not present the meeting shall stand adjourned to a time and place to be specified by the Steering Group, all Members of the Partnership being given such notice as is practicable of the date, time and place of the adjourned meeting. If at such an adjourned meeting a quorum is not present within half an hour after the time set for the meeting, then the Members present shall constitute a quorum.
- (d) The Steering Group shall ensure that proper minutes are kept of the proceedings at all Open and Annual General Meetings of the Partnership.

## **8. Voting**

- (a) Votes may only be cast by the members as defined in paragraphs 4 (i) and (ii) or voting representatives of Member organisations as defined in paragraph 4 (iii) present at an Open or Annual General Meeting. Each Member shall be entitled to cast one vote on each question to be decided.
- (b) Except where otherwise specified in this document, questions shall be decided by a simple majority of votes cast. In the event of a tied vote the Chairperson shall not have a second or casting vote and the resolution shall be deemed to be lost.
- (c) No member shall exercise more than one vote, notwithstanding that she or he may have been appointed to represent two or more interests.

## **9. The Steering Group**

- (a) The Partnership shall have a Steering Group comprising of:
  - i) Twelve Residents as defined in paragraph 4(i) in membership of the Partnership elected by an Annual Meeting of the Partnership for which due notice has been given
  - ii) Ten representatives of groups or organisations as defined in paragraph 4 (iii) in membership of the Partnership
- (b) The Steering Group may at any time co-opt additional persons or representatives of groups or organisations to the Steering Group provided that at no time shall more than one-fifth of the membership of the Steering Group comprise co-opted persons. Co-opted Steering Group members shall have full voting rights.
- (c) At every Annual General Meeting, one-third of the elected Steering Group 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 Steering Group members shall be eligible for re-election.
- (d) Any vacancies occurring within the elected places on the Steering Group may be filled by the Steering Group by co-option from the Membership. Any Member co-

opted to fill a casual vacancy shall serve until the next Annual General Meeting following his or her appointment at which point he or she shall stand down and be eligible for election.

#### **10. Honorary officers**

Members of the Steering Group shall elect from amongst their own number a Chair and Vice-Chair and any other such honorary officers as they see fit. Any officer so elected may be removed or replaced by a majority vote of the Steering Group at any time.

#### **11. Removal of Steering Group members from office**

A member of the Steering Group shall cease to hold office if he or she:

- (a) is absent without good cause from four consecutive Steering Group meetings and the Steering Group resolve that he or she shall cease to hold office for this reason; or
- (b) notifies to the Steering Group 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.

#### **12. Meetings and proceedings of the Steering Group**

- (a) Members of the Steering Group 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 Steering Group members, a meeting of the Steering Group may be convened at any reasonable time by giving at least seven days' notice by e-mail to its members.
- (b) No meeting of the Steering Group shall proceed unless a quorum is present. A quorum shall be one-third of the Steering Group provided that no meeting shall be quorate unless a majority of those present and entitled to vote are Resident members as defined in paragraph 4 (i).
- (c) All Members of the Partnership as defined in Paragraph 4 may attend meetings of the Steering Group, without voting rights and with speaking rights only at the discretion of the Chair
- (d) All questions shall be decided by consensus wherever possible and otherwise by a majority of votes of the members of the Steering Group present and voting. In the case of an equality of votes the Chair of the meeting shall not have a second or casting vote.
- (e) No member shall exercise more than one vote, notwithstanding that she or he may have been appointed to represent two or more interests.
- (f) The Steering Group may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings. No rule may be made which is inconsistent with this document.

- (g) The Steering Group may appoint and delegate any of its powers to sub-committees consisting of members of the Steering Group and/or others, provided that every sub-committee shall be chaired by a member of the Steering Group, and provided also that acts and proceedings of any sub-committees shall be fully and promptly reported to the Steering Group.
- (h) The Steering Group shall ensure that proper minutes are kept of the proceedings at all meetings of the Steering Group and of any sub-committees.

### **13. Alterations to the Terms of Reference**

This Terms of Reference may be altered by a resolution passed by not less than two-thirds of voting representatives present and voting at an Open Meeting. The notice of such an Open Meeting must include details of the resolution, setting out the terms of the alteration proposed.

*This terms of reference statement was first approved by a meeting of the Steering Group on 13, March, 2013*