

# Heston West Community Partnership Terms of Reference

## **1 Introduction**

- 1.1 The Heston West Community Partnership (HWCP) exists to improve the quality of life of local residents through its role as the Big Local Partnership Board for Heston West. The role of Big Local Partnership Board members is described in Appendix 1
- 1.2 The work of the HWCP is geographically determined by the highlighted area shown in Appendix 2

## **2 Responsibilities of the HWCP Board**

2.1 The HWCP will have the following responsibilities:

- Agree the vision, strategy and priorities of the Heston West Big Local project
- Establish, manage and review an operational structure
- Set and oversee the strategic objectives of a Heston West Community Worker
- Arrange for the democratic selection of the community representatives to the HWCP
- Draw up and regularly review the Big Local Plan
- Within the agreed strategies and priorities of the Big Local Plan, prepare, implement and review a budgeted programme to deliver or commission projects, activities and events
- Implement, manage and review a communications plan
- To appoint the Locally Trusted Organisation and approve any sub-contractors
- To liaise and report to Local Trust, other funders and the community as required
- Evaluate the programme on an on-going basis

2.2 The HWCP Board will have the following ways of working:

- Conduct its business in an open and accountable manner
- Maximise its community consultation
- Promote equal opportunities in all the work of the Partnership
- Promote and develop complementary and supportive ways of working on programmes, projects and partnerships with other local and outside organisations on behalf of the Partnership

## **Guidance**

3.1 The HWCP will act in accordance with the following guidance;

- Local Trust Guidance
- The Big Local Plan

## **4. Membership and voting**

- 4.1 The HWCP is intended to be resident led and so will have a resident majority and comprise a minimum of 8 and maximum of 12 voting representatives and will seek representatives drawn from;
- i) A maximum of 7 Residents (Majority group)
  - ii) 3 Local area stakeholders
  - iii) 2 Co-opted members

Board members will be elected for a 2 year term and can re-stand up to twice, allowing for a total membership of 6 years before having to stand down.

- 4.2 The aim will be to make decisions at HWCP meetings by consensus. If a vote is required, all votes will be decided by a simple majority of votes cast in favour by those present. If a motion does not receive a majority in support, it will fall. The Chair will not have a casting vote.
- 4.3 Each HWCP Board Member will have one vote; voting substitutes need to be agreed in advance by the Chair. Proxy votes will not normally be accepted and only by prior agreement of the Chair.
- 4.4 HWCP meetings will be open to residents of the Heston West Community Partnership area to attend as observers as well as to any nominated representative from Big Lottery/Big Local/Local Trust.
- 4.5 The HWCP may also request advisors, staff and consultants to attend meetings to present reports or give advice on the work of the Partnership.

## **5 Co-optees**

- 5.1 Co-optees may be invited to join the HWCP and will be appointed at the discretion of the HWCP Board.
- 5.2 In co-opting a member, the HWCP will ensure that the majority of Board Members are residents from the Heston West community.

## **6 Chair and Vice Chairs**

- 6.1 At the first meeting of the Big Local Partnership, members will elect a Chair and Vice Chair(s) for the Big Local Partnership from the existing membership.
- 6.2 Chair and Vice Chair(s) term of office shall be for one year and thereafter shall be renewed annually by a simple majority vote of eligible Partnership Board members.

## **7 Frequency of meetings**

- 7.1 Initially, unless otherwise agreed, meetings of the HWCP Board will take place as a minimum quarterly.

## **8 Quorum**

- 8.1 The quorum for meetings of the HWCP will be 5 members, with at least 2 members being residents. These figures to be kept under review as the partnership develops.
- 8.2 In the event of a meeting being inquorate, it shall be reconvened as soon as possible and shall be quorate once the prescribed number of members are present no later than 30 minutes after the stated start time.

## **9 Administrative Support**

- 9.1 The Locally Trusted Organisation will provide secretarial and administrative support to the HWCP. Notes will be taken at all HWCP board meetings and agendas and papers for any HWCP Board meetings will be circulated to board members no later than three working days prior to the meeting.

## **10 Code of Conduct**

- 10.1 It is a condition of membership of the HWCP Board that members will at all times conduct themselves in a reasonable manner at meetings and in accordance with these terms of reference
- 10.2 All Heston West Community Partners should be able to satisfy themselves that the affairs of the Board are conducted fairly, in accordance with these terms and to a high standard of performance and propriety
- 10.3 HWCP Board Members will not act in such a way that they, their relatives or friends or businesses with which they have a connection, receive better, more favourable or different treatment than others do.

- 10.4 Each member of the HWCP Board will declare if there are any personal factors that might be seen as influencing their decisions when discussing any item. If the conflict is clear and substantial, the members should offer to withdraw, and if invited to remain, must refrain from voting on the matter.
- 10.5 It is the intention that every member of the HWCP Board be actively involved in the work of the board. Where any member fails to attend two consecutive meetings without offering a reasonable explanation, the board may decide to end their membership and co-opt a replacement member to join the HWCP Board from the appropriate constituency, this may or may not be from the same organisation or local area.
- 10.6 Any member may be excluded for breaching these terms of reference or for any conduct contravening the role of the HWCP by a majority of those present and voting. Any member so excluded will have the right of appeal to the next meeting of the HWCP or a sub group convened to deal with these matters.

## **11 In the event of disruption at Meetings**

- 11.1 If a person, whether or not a member, persistently disregards the ruling of the Chair, a motion may be put that the person in question be not further heard. If misconduct continues the meeting may rule by a majority vote that the person should leave the meeting. If this behaviour persists, that is for three or more meetings, the meeting may rule by a majority vote that the person should be disqualified as a member of the HWCP and debarred from further meetings.
- 11.2 The Chair may decide with or without prior warning, according to the circumstances that, in view of the level of disruption, a meeting should be adjourned to such time and place as is considered by the Chair to be necessary and appropriate.

## **12 Vested or Prejudicial Interests**

- 12.1 The HWCP, or the Locally Trusted Organisation on its behalf, will maintain a register of Partnership Member's financial and other interests. The Register forms part of the framework to encourage openness and transparency and to increase public confidence in local democracy. The register is a public document and it allows the public, other members and members of staff to know what Members interests are. It also serves both as a means by which Members can be held to account and as a tool for Members to identify any matters that may give rise to a conflict of interest.
- 12.2 Elected Members, voting Co-optees and non-voting Co-optees to working groups are required to register their interests within 28 days of being elected or appointed. Individual Members have a duty to ensure that their register of interests is complete and

up to date. The register is maintained by the Partnership, or the Locally Trusted Organisation on its behalf. Any changes to a Members interests must be reported to the Partnership, or the Locally Trusted Organisation on its behalf within 28 days of the change occurring. This is the responsibility of the individual Member and Members should not wait to be contacted before updating their interests.

### **13 Collective Responsibility of Big Local Partnership Members**

- 13.1 The democratic decisions of the HWCP Board are collectively owned by all the Members of the HWCP and no individual Member should wilfully disown those decisions outside the HWCP meetings in a manner which will discredit or adversely affect the progress of the HWCP
- 13.2 All offers accepted by Members, including for example lunch or other forms of hospitality, should be reported to the Partnership or the Locally Trusted Organisation on its behalf who shall make a record in a book specially kept for that purpose. (See also 12 above)

### **14 Publicity**

- 14.1 Members of the HWCP Board are required to work through the HWCP Board in making any public statement or issuing any publicity on the work of the Partnership.
- 14.2 In reality there will be few occasions when a public statement is required which cannot await the next Board meeting. Where urgency requires that a public statement is made prior to the next meeting of the HWCP Board, the Chair in consultation with the Big Local Trust Representative/facilitator will be authorised to issue such a statement after circulating to the partnership board electronically. The statement shall be reported to the next meeting of the HWCP.

### **15 Press and Public**

- 15.1 Meetings of the HWCP are not open to the press and public (as distinct from resident observers).
- 15.2 No Member or staff of the Locally Trusted Organisation on its behalf, or co-optee shall release to any member of the public, information provided in confidence at a meeting of the Partnership. If a Member is in any doubt about whether information is confidential, s/he should check with the Chair or the Vice Chair, or in their absence the Big Local Representative.
- 15.3 No Member or officer shall give statements to the press or other media about the Partnership matters unless specifically authorised to do so by the Partnership.

## **16 Community Meetings**

- 16.1 Wider community meetings will be an essential part of the process to ensure that the HWCP is accountable and consults with the Heston West community. These will be held quarterly.
- 16.2 At the community meetings, members and officers of the HWCP will report on the work they have undertaken, take questions, seek and incorporate the views of the community in their work.
- 16.3 The HWP will also develop new ways to report back, consult and involve the community. This may include surgeries, open days, focus groups and other methods to be agreed.
- 16.4 Each year one community meeting shall act as the Annual General meeting (AGM). At this meeting HWCP board members will be elected through a simple ballot with the majority votes being declared the winner. Each year 50% of board members must stand for re-election

### Annual General Meeting Actions:

- Present and approve minutes from last AGM
- Present a report on last year's big local activities
- Present a financial statement on expenditure for the year
- Board members whose term of office are up for election will stand down
- The officers and committee for the next year will be elected

## **17 Equal Opportunities**

- 17.1 The principal aim of the Partnership is to operate an inclusive process that combats social exclusion and benefits all members of the community.
- 17.2 To achieve this, members of the HWCP recognise the importance of equal opportunities and will actively work to combat all forms of discrimination to ensure that all residents of the Heston West Community Partnership area benefit fully from the work of the partnership.
- 17.3 The multi ethnicity and diversity of the cultural backgrounds and faiths of the Heston West Community Partnership area is to be celebrated and will provide many opportunities for the Partnership to achieve its aims.
- 17.4 The Partnership recognises that discrimination of individuals or groups does not allow them to achieve their full potential or for them to fully contribute to a vibrant and strong community.

**18 RECORD OF ATTENDANCE**

18.1 Every member of the HWCP Board attending a meeting of the HWCP Board or of any of its Sub Committees of which s/he is member, shall sign in the attendance book or sheet provided for that purpose. Details of attendance and absence, and where provided, reasons of absence, will be recorded in the minutes of the proceedings of that meeting.

**19 Sub Groups (Working Parties, thematic Groups, etc)**

19.1 The HWCP has the power to establish working parties, thematic groups, etc and approve their terms of reference to work on specific areas of work.

19.2 While these sub groups must include a member of the HWCP, other representatives from the community (including the local authority) or partnership can be invited to join. The HWCP member will have the responsibility to ensure that the work of the sub groups are undertaken according to the terms of reference of the sub groups and matters are reported to the HWCP Board.

**20 Changes to the Terms of Reference**

20.1 The HWCP Board will consult with the community and partners on any proposed amendments to these Terms of Reference. Details of any proposed changes will be circulated to all HWCP Board members at least fourteen days before the meeting at which the change is to be proposed. Changes to these terms of reference will only be approved on a majority vote by two thirds in favour of the members present.

20.2 HWCP Members have a collective responsibility to own decisions of the HWCP. Conversely that means that once a decision is made by the HWCP, Members and should not publicly disown those decisions.

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## Appendix 1

### Role of HWCP Board Members

The following guidance summarises the main roles of the HWCP Members and the guidance relevant to the role:

- You will be actively participating in a resident-led community partnership
- The Partnership's focus is to engage the community in deciding on the needs of the area and on how best to use the Big Local award to make a difference and raise the capacity of local individuals, the local community, local organisations, schools, service providers and others in the Big Local neighbourhood. To do so in a sustainable way, this will extend the benefits beyond the lifetime of Big Local;
- The main task of the partnership is to oversee the preparation of the Big Local Plan as this will direct how the Big Local funding is used.
- There are expectations of HWCP Board Members and these are set out in the 'Setting the tone for good partnership working' Partnership Report.
- There are also expectations of how the HWCP works together and these are set out in the Terms of Reference of the HWCP;

HWCP, whilst it is resident led, is a partnership and whether a HWCP Member is a community representative, local business representative or a public service partner, each has equal responsibilities and powers as a HWCP Member.

Every Big Local Partnership Member is expected to encourage greater involvement of the community and other partners in the Heston West Community Partnership process. That aside and bearing in mind all that is outlined above, the fundamental roles of the Big Local Partnership Members

are:

- To oversee and agree the development of a Community Plan for the Heston West area;
- To approve the procedures by which the Big Local Partnership will operate; to ensure that the right support is in place to enable on-going community engagement
- To successfully complete and implement the Plan in order to achieve the most sustainable outcomes.

It is anticipated that the Partnership will have a strategic, decision making role as well as an operational or administrative one.

## Appendix 2

### Heston West Big Local area

