

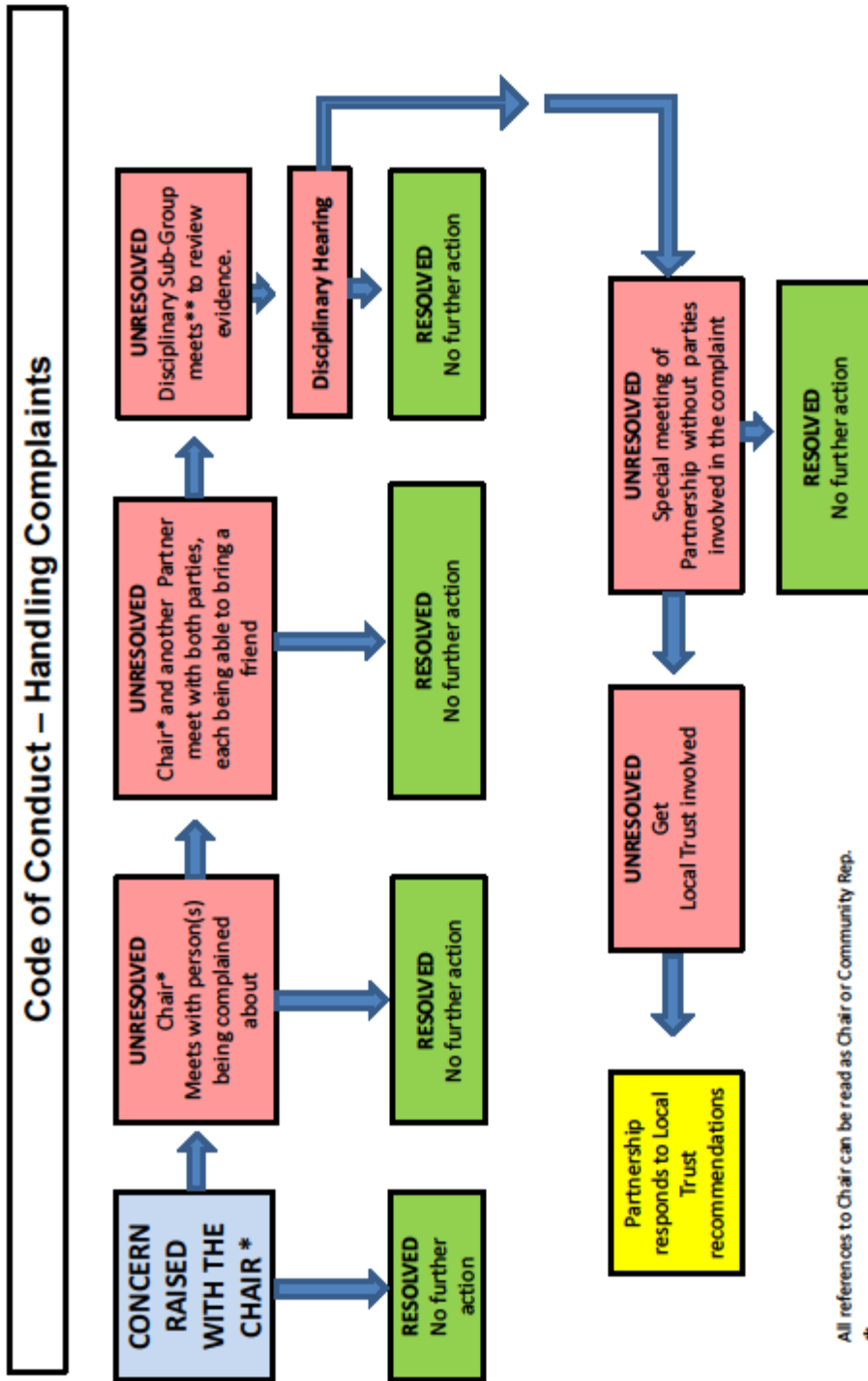
## BIG LOCAL DY10 TERMS OF REFERENCE

<b>A. Being a Partner</b>	<p>To be a Partner you need to either live, work, study or volunteer in the Big Local DY10 area.</p> <p>We want to nurture local people to be on our Partnership and become active in all levels of the community, e.g. becoming a local school governor or an elected member of a public office.</p> <p>To this end, it will exclude elected members who have not previously served on the Big Local DY10 Partnership.</p>
<b>B. Format of meetings</b>	<p>Monthly calendared meetings held on third Wednesday of month at 7.00pm at St Ambrose's Social Club. Action notes to be taken at the meeting and recorded in the Big Local notebook.</p>
<b>C. Who can attend the meetings?</b>	<p>Partnership members, invited guests, support worker, Local Trust advisers, and personnel.</p>
<b>D. How are agendas created?</b>	<p>Agenda can be set at the meeting for the next meeting or via the Chair or AOB at Partnership meetings.</p>
<b>E. Who can vote?</b>	<p>Partnership members.</p>
<b>F. When is a meeting quorate?</b>	<p>When 3 Partnership Members are present.</p>
<b>G. What paperwork is sent out prior to Partnership meetings.</b>	<p>Agenda. Any documents that the Chair feels need to be read in advance.</p>
<b>H. What items are confidential?</b>	<p>Internal disagreements. Anything that the Partnership deems as necessary at relevant meeting. Confidential matters should not be discussed outside of the meeting, unless a sub group has been set up to deal with the confidential matter.</p>

<b>I. Who can call a meeting?</b>	There are regular calendared meetings. The Chair or 3 Members can call an extraordinary meeting. Additional meetings could be called as a result of discussions at Partnership meetings e.g working groups or sub-groups
<b>J. How are decisions made?</b>	There will be a proposer, a seconder and then a vote. Voting to be by the appropriate agreed method e.g. a ballot or show of hands.
<b>K. How are complaints, issues and disagreements resolved?</b>	Frank and open discussions at meetings. In cases of unresolved conflict Appendix 1, <i>Code of Conduct Handling Complaints</i> Flow Chart forms part of these Terms of reference.
<b>L. How will meetings or part meetings be run if there is a conflict of interest?</b>	Member(s) to declare their interest at the beginning of the meeting. Member(s) to leave the meeting while discussion/decisions take place.
<b>M. How are conflicts of interest recorded?</b>	Member to sign a Conflict of Interest Declaration, and a list of members' interests to be collated and kept at the back of the Big Local DY10 notebook.
<b>N. Subgroups</b>	To be formed as and when necessary and may include additional invited external partners.
<b>O. How many meetings can a member miss before being asked to resign?</b>	After three missed meetings with no apologies, a member is deemed to have resigned. An apology in advance of a meeting needs to be communicated to a member of the partnership prior to the meeting. Special dispensation can be made for the personal circumstances of members.
<b>P. Protocols for Resignations and New Members</b>	There are set procedures for both Resignations and New Members which are to be found in Appendix 2.
<b>Q. Communications</b>	General policy is to be paper free wherever possible. The main communications between members will be by email. However a paper copy of agenda will be available at all meetings.

<b>R. Protocols for Partnership Funding:</b>	<b>a) Partnership Projects</b> – See Appendix 3 attached <b>b) Grants</b> – see Grants paperwork on web which includes: <ul style="list-style-type: none"><li>I. Guidance Notes</li><li>II. FAQ for Individuals, and Organisations</li><li>III. Application Forms for Individual and Organisation</li></ul>
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# APPENDIX 1 – Code of Conduct, Handling Complaints



All references to Chair can be read as Chair or Community Rep.

\* If complaint is about the Chair, then complaint is made to the Vice Chair.

\*\* Disciplinary Sub Group – Chair\* plus representative of LTO and a Partnership member.

## **APPENDIX 2 – Protocols for Resignations and New Members**

### **Protocol for Resignations from the Big Local DY10 Partnership**

If a member wants to resign from the Partnership then:

1. He/she will send a letter or email to the Chair/Local Representative – stating their wish to resign (and ideally giving reasons)
2. The letter or email will be read out at the next Partnership meeting and the resignation formally considered.
3. The resigning member has the option to remain on the general circulation list.
4. After the Partnership meeting the Chair or Vice Chair or Local Representative will write a letter of acknowledgement to the resigning member.

### **Protocol for New Members to the Partnership**

1. A potential new member needs to attend three formal partnership meetings.
2. At the third formal partnership meeting the potential new member will be asked to explain why they want to become a Partner – they will then be asked to leave, while their invitation to become a member is discussed by the Partnership members.
3. A member will then propose the new member and a vote will be taken.
4. If further discussion with the potential new member is needed, he/she will be invited back into the meeting before a final vote is taken.

Please note: Any reference to the term ‘member’ describes a member of the Big Local DY10 Partnership.

## **APPENDIX 3**

### **PARTNERSHIP PROJECTS OR PROCUREMENTS by Members or Community Development Coordinators/Workers**

#### **PROCESS:**

#### **1) Template is completed**

##### **i) Template headings to be:**

(a) **Aims** Linked to the statements in the plan under the four themes

**(b) Who will be involved?**

**(c) When?**

**(d) Where?**

(e) **How?** Local organizations or businesses involved.

**(f) Costs**

**(g) Benefits to the delivery of the Plan**

#### **2) Proposal put to full Partnership meetings for consideration**

The partnership then considers the project and refers to the project/procurement checklist before any decisions are made. Procurement checklist attached to this document.

#### **3) Final decision**

A final decision will only be made once the members of the Partnership are fully satisfied that the project/procurement is in line with the Plan.

## PARTNERSHIP PROJECTS/PROCUREMENT CHECKLIST –

To be used at Partnership meetings when funding decisions are to be made

Action	Response
Local Organisation we know or reference from an organisation we do know?	
Is this activity additional for the community and not replacing an existing service?	
How will this activity help achieve our vision? What links are there to the plan?	
How will this activity build on the assets/activities that we already see in our community?	
Who is responsible for delivery or managing this work?	
How will residents be involved with this activity?	
Who are the key partners linked to this activity from local services and business?	
Why do you think this approach / this activity will be successful	
What will be the signs of success for this activity?	
What risks and challenges can we anticipate?	
How will this activity build local skills, confidence and strengths?	
How will we share the results of this activity, and all that we are learning from it?	
<b>Total cost</b>	
<b>Funding from other sources</b>	
<b>Is a Social Investment model feasible (Lent not Spent)? Is so, what proportion and via which financial partner?</b>	
<b>Grant funding required from Big Local</b>	