

Keighley Big Local Partnership: Terms of Reference

What power does the Partnership have?

In order to carry out our purpose the partnership has the power to

- Raise funds, grants and donations
- Apply funds and other resources to carry out activity
- Cooperate with and support other organisations

Do anything which is lawful and necessary to achieve the purpose

Who are Big Local People?

Big Local People are the individual members of the partnership who:

- Live, work, volunteer and play within the Big Local area
- agree with the purpose of the group
- From the date of their application, attend 3 consecutive meetings
- attend so as individuals and not as representatives of communities, people groups, community groups or organisations.
- Big Local People have the power to vote

Who are Big Local Friends?

Big Local Friends are representatives from Public, Private and Voluntary Sector organisations who will also form part of our partnership

- There can be no more than 7 Big Local Friends
- One from the Locally Trusted Organisation
- One from the Area Coordinator Office
- One Ward Councillor
- One Town Councillor
- One Community Development Worker
- One Big Local Development Worker
- A.N Other
- Other individuals can attend meetings in an advisory capacity. Representatives from other organisations and community leaders will be invited to attend meetings to help move the project forward.
- Big Local Friends do not have a vote



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How long can Big Local People and Big Local Friends remain on the partnership?

50% of the membership can stand down every year. All are eligible for re-election

Who will direct the meetings?

The Partnership will appoint a Facilitator at each meeting who will chair meetings in line with the Terms of Reference and Code of Conduct.

- We will have an alphabetical list of members and we will choose a facilitator from it; if the person does not want to facilitate the meeting we will ask the next person on the list until someone volunteers.
- We will minute all our meetings

How do we make decisions?

A meeting is quorate when 30% of voting members are present

- Any proposed actions must fall within the powers of the partnership, they must be legal, financially viable and meet the requirements of any funding or regulatory bodies involved.
- The facilitator of the meeting can suspend a decision until advice has been sought from an external body. A decision can be considered again with the advice received.
- All decisions are made by majority and show of hands. One member, One Vote with a final decision by consensus.

What if we do not agree about something?

Every effort will be made to resolve disputes raised by members informally, Big Local Friends and members of the public. However, if this does not prove possible, and if both parties agree, the partnership will appoint three members, to investigate the dispute and led by a Big Local Friend as long as he/she is considered impartial in the circumstances.

- The group will talk to all parties involved and come to a decision, which will be reported to the next partnership meeting.
- Appeals against the decision will be heard by two partnership members, led by the Big Local Friend unless he/she is unable to be considered impartial in the circumstances. Neither should have been involved in the original investigation.
- Any appeal decision is final.
- Where disputes cannot be resolved in this way, or where support is needed, the Big Local Friend should consult the Big Local Rep. If he/she is involved in the dispute, then Local Trust and/ or the local CVS should be asked for support.

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What about Declarations of interest and loyalty?

A Partnership member will declare an interest if they have a direct/indirect gain through personal, political, business or financial interest in the matter being discussed

- Any interest or loyalty must be declared at the beginning of the meeting or as soon as the person becomes aware. Interest must be declared and explained.
- The facilitator can request that they should then leave the meeting during relevant discussions.

How are we going to fund all of our work?

The Partnership will make all decisions on expenditure relating to Big Local, Keighley Valley but will not hold any monies. No individual, as part of the Partnership will be legally liable in any way. All funds, including all grants, donations and other financial contributions, shall be held by the Local Trusted Organisation who will :

- Provide regular income and expenditure accounts to the Partnership
- Support the Partnership in drawing up its annual budgets
- Make payments on behalf of the Partnership on request
- Make arrangements for an annual audit of the accounts which will be presented to the Partnership before the Annual General Meeting

When can the public see what we do?

Anyone with an interest in our purpose is welcome to attend our meetings. A programme of dates for meetings shall be drawn up annually as far as possible at the AGM.

- Agendas will normally be sent out via email 5 clear days before each meeting although failure to do so will not invalidate the meeting
- Minutes of partnership meetings will be published on the website or available as a hard copy by request to the partnership.
- Annual general and other meetings will be called by Partnership and will be widely publicised at a date 12 months after BIG Local Plan approval.

Who has approved this and is willing to set up and be part of the partnership?

The Terms and Reference was adopted in October 2015 by the people whose signatures appear below.

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