

## WHITLEY BAY BIG LOCAL PARTNERSHIP

Terms of Reference

V1.2 – Updated [November 2020]

### 1. NAME and AREA OF BENEFIT

The Name of the organisation is Whitley Bay Big Local Partnership, referred to in this document as the Partnership. For the purposes of these Terms of Reference the geographical area for the Partnership (Appendix A) includes the residents and those who are employed or volunteer in all households, businesses, places of worship and other places of activity within the area.

### 2. OBJECTIVES

The Objectives of the Partnership are:

1. To bring together a vision for the regeneration and development of Whitley Bay that can be shared with the majority of those who live, work or volunteer within the Partnership area.
2. To create and deliver a Whitley Bay Big Local Partnership Plan based on the shared vision that will be delivered over a 10 year period.
3. To involve all local residents, including those in temporary or hostel accommodation, in contributing their ideas, skills, experience and energy to develop the Partnership Vision and deliver the Plan.
4. To publicise and plan the activities of the Partnership in order to ensure that all residents and other stakeholders are fully informed and have an ongoing opportunity to contribute their thoughts on how the Plan is developed and delivered.
5. To work with Local Trust throughout the 10 year period of the Plan ensuring the principles and overall outcomes of the Big Local project are maintained.

### 3. POWERS

In furtherance of the Objectives but not otherwise the Partnership will:

- 3.1 Ensure all activities of the Partnership are carried out effectively and efficiently for the proper pursuit of the Objectives;
- 3.2 Appoint a Trusted Local Organisation to hold Big Local and other associated Funds and to administer the distribution of those funds;
- 3.3 Manage the use of Big Local and other associated Funds and provide regular financial reports to the wider community;
- 3.4 Monitor and evaluate the impact of Funds and report to the wider community and Local Trust;
- 3.5 Raise additional funds for the pursuit of the Objectives by any lawful means.
- 3.6 Do anything else within the law, which is necessary in carrying out the Objectives.

#### **4. MEMBERSHIP**

- 4.1 All individuals aged 16+ who live, work or act as volunteers within the defined Whitley Bay Big Local area are eligible to become Partnership members.
- 4.2 Every individual Partnership member has one vote at Annual General and other Meetings of the organisation.

#### **5. The PARTNERSHIP**

- 5.1 The Partnership has three elements (Appendix B) :
  - The Partnership Board
  - Theme Groups
  - Community Forum

#### **6. PARTNERSHIP BOARD**

- 6.1 The Partnership Board is the body responsible for creating and delivering the Partnership Vision and Plan. The Board will oversee the process for and make key decisions on behalf of the wider Partnership.
- 6.2 The Partnership Board will comprise up to 12 voting members of whom at least 2/3rds are residents of the Big Local Whitley Bay area. The other members will be drawn from the wider community which may include, residents from the wider Whitley Bay area, the local authority, local health services, local businesses, the police, local places of worship or other groups or organisations which have

an interest in the area. Further, there will be 2 non-voting places, 1 for the Local Trusted Organisation and 1 for a local councillor from within the Big Local area.

- 6.3 Members of the Partnership Board will be appointed every 3 years by Partnership members and announced at the next appropriate Community Forum. When an individual Board member's 3 year term of office is coming to an end, or if a Board member stands down before that time for any reason
- 6.4 Nominations for membership will be advertised through the Partnership network. Those nominations will be encouraged from all sections of the community. As far as possible the Partnership Board will represent the community's diversity.
- 6.5 Potential Board members will complete an application form providing information to the Partnership as a whole. These will be circulated to all Partnership members at least 2 weeks prior to the election date and votes in the form of a simple majority secret ballot will be collected and recorded by the Local Trusted Organisation. The outcome of the ballot will be announced at the Community Forum and recorded in those minutes.
- 6.6 The Partnership Board will elect among its own members the Chair and other officers it deems necessary in order to fulfil its responsibilities.
- 6.7 If the Partnership Board has at any time less than 12 voting members, the Partnership Board may co-opt members up to the maximum 12 pending the outcome of a ballot as described at 6.3. The Partnership Board must however, maintain the membership of 2/3rds residents as outlined at 6.2.
- 6.8 The Partnership Board will meet at least 6 times per year. These meetings will be open to all Partnership members and others with an interest in its activities and they will have the right to speak subject to the discretion of the Chair of the meeting. Only Partnership Board voting members have the right to vote at these meetings. Specific exceptions to these open arrangements will occur when confidentiality is needed.
- 6.9 Decisions of the Partnership Board will be taken by consensus if possible. If matters cannot be decided in this way, a vote may be taken with the Chair of the meeting having the casting vote if required.

- 6.10 A quorum at Partnership Board meetings comprises a third of the membership, of which at least 50% must be residents.
- 6.11 Members of the Partnership Board who miss all meetings held within a period of six months without good reason will be asked to resign and a replacement will be co-opted by the other members.
- 6.12 The Partnership Board will keep minutes of its meetings, which will be available to the public on request unless they contain confidential matters in which case such references will be excluded in the published minutes.
- 6.13 Members of the Partnership Board will serve a period of 3 years after election but may put themselves forward to serve a further 1 term. Ideally members of the Partnership Board should not serve for more than 2 terms and in particular should not do so where other potential Board members have been nominated who could take their place. Where members have served for 2 terms, the Partnership Board will actively encourage new potential Board members to be nominated.

## **7. THEME GROUPS**

- 7.1 Theme Groups will be established as networks by the Partnership Board with the purpose of undertaking a particular activity or liaising with a particular group within the community in order to take forward key elements of the Plan. Theme Groups are likely to consist of individuals, organisations or representatives with a shared interest who are networked together to support activity that is either already happening or to deliver new activities that will collectively support the delivery of the Plan.
- 7.2 A Partnership Board member and deputy will be identified as the key contacts for each Theme Group. Their responsibility will be to champion that Theme Group, monitor any commissioned activity related to that Theme Group and to keep the Partnership Board informed of progress.

## **8. COMMUNITY FORUM**

- 8.1 The Community Forum comprises Partnership members, Whitley Bay residents from outside the defined area and other interested individuals or representatives of other stakeholders who come together to discuss Whitley Bay Big Local Partnership matters.
- 8.2 Attendees at the Community Forum who are not Partnership members may also attend open Partnership Board meetings;

individuals may speak at these meetings at the discretion of the Chair, but may not vote.

- 8.3 Community Forum meetings will take place at least 2 times a year to support the objectives of the Partnership. Community Forum meetings may be convened to discuss specific matters with the wider community. A report of and proposals of the Community Forum must be discussed at the following meeting of the Partnership Board.

## **9. ANNUAL GENERAL and OTHER MEETINGS**

- 9.1 Each year from the start of the Plan's delivery an Annual General Meeting will be called by the Partnership Board and be widely publicised.
- 9.2 Members of the Partnership will be invited and other interested individuals will be welcome to attend but only members of the Partnership will be able to vote. At the Annual General Meeting the Partnership Board will:
- 9.2.1 Present a report on activities during the previous year;
- 9.2.2 Ask the Local Trusted Organisation to present the accounts for the previous year and the proposed budget for the year to come;
- 9.2.3 Determine any other matter at the discretion of the Partnership Board or of which notice has been given.
- 9.2.4 A Special General Meeting of the members of Whitley Bay Big Local may be held at any time if called by the Partnership Board or if at least 10 members of the Partnership make a written request to the Chair of the Partnership Board.
- 9.2.5 A Special General Meeting must be called within 14 days of such a request and Partnership members must be informed of the reason for the meeting.
- 9.2.6 A quorum at a Special General Meeting is 15 members present in person (or a minimum of one third of the Partnership, whichever is the smaller number. If there is no quorum the meeting may be adjourned for at least 14 days and the number present at the adjourned meeting if at least 15 will constitute a quorum for that meeting).
- 9.2.7 The Chair of the Partnership Board or in their absence some other person elected by the meeting takes the chair at Special General Meetings.

9.2.8 Wherever possible decisions should be arrived at by consensus but where this is not possible a majority vote should decide the issue. The Chair will have a casting vote only when required.

## **10. FINANCE**

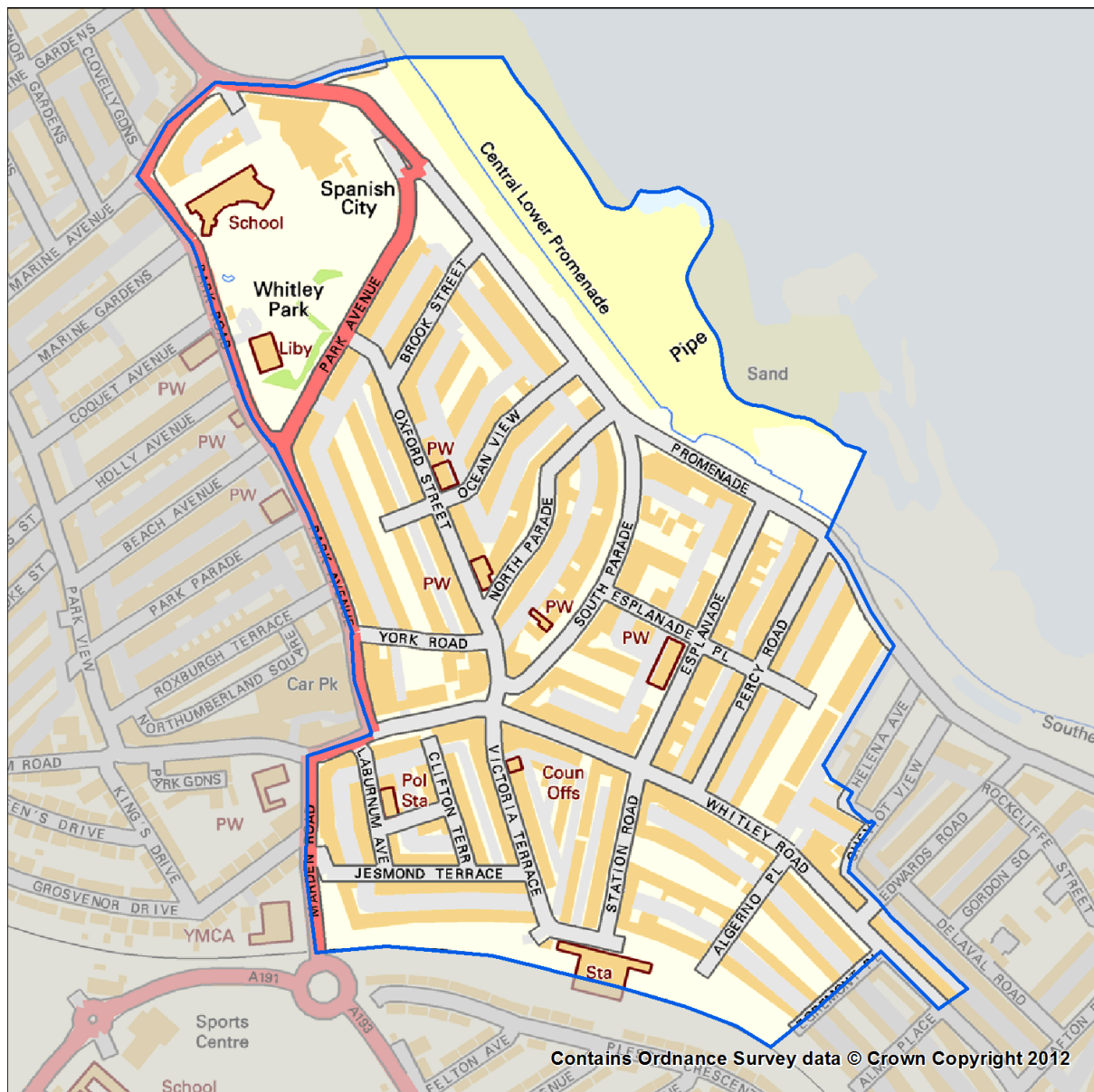
10.1.1 The Partnership Board will make all decisions on expenditure relating to Whitley Bay Big Local Partnership, but will not hold any monies. No individual, as part of the Partnership Board will be legally liable in any way.

10.1.2 All funds of Whitley Bay Big Local Partnership , 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 Board, support the Partnership Board in drawing up its annual budgets, make payments on behalf of the Partnership Board on request and make arrangements for an annual audit of the accounts which will be presented to the Partnership Board before the Annual General Meeting.

## **11. AMENDMENT OF TERMS OF REFERENCE**

The provisions of these Terms of Reference may be amended at an Annual General Meeting by resolution passed by two thirds of the members present and voting but notice of the terms of the proposed amendment must be given with the notice calling the meeting

# APPENDIX A



## APPENDIX B

### **Partnership Board**

The Partnership Board is responsible for overseeing the delivery of the Plan. The Board will have 12 voting places, up to 8 will be for local residents and up to 4 for others interested in the work of Big Local. There will be a further 2 non-voting places for a local councillor and the Local Trusted Organisation.

### **Theme Groups**

Individuals, organizations, partners with a shared interest who are networked together to support what is already happening in the WBBL area, to deliver new activity and to support the overall delivery of the Plan

### **Community Forum**

Partnership members, Whitley Bay residents from within or outside the defined area and other interested individuals or representatives of other stakeholders who come together to discuss Whitley Bay Big Local Partnership matters. Meetings will take place at least twice a year to support and help develop and deliver work for the Big Local Plan.