

# Terms of Reference

for

# Fratton Big Local



## **1) Purpose and Aims:**

The purpose of the Fratton Big Local Partnership (FBL) is to improve the education, health, living conditions, environment and community wellbeing of those living and working in Fratton through providing resources, grants and loans to organisations meeting those needs and by acting as a champion for the needs and aspirations of the residents and community of Fratton.

This will be achieved by:

1. Preparing, implementing, monitoring and updating the Fratton Big Local plan
2. Working closely in partnership for the benefit of Fratton with local community, educational, faith, social and voluntary bodies, local businesses, schools, Portsmouth City Council and other statutory organisations
3. Making particular efforts to reach out to sections of the Fratton community whose needs are currently not well identified or are under represented through existing networks and organisations
4. Seeking additional resources for the benefit of Fratton to those provided by the national Big Local programme where consistent with our purpose

FBL will do this a way that realises the four key objectives of the Big Local National Lottery Programme

1. Communities will be better able to identify local needs and take action in response to them
2. People will have increased skills and confidence so that they can continue to identify and respond to local needs in the future
3. The community will make a difference to the needs it prioritises
4. People will feel that their area is an even better place to live

## **2) The Role of the Partnership Board:**

The FBL Partnership Board shall:

- (i) Agree the framework and structure for FBL.
- (ii) Provide strategic direction by agreeing the vision and ambition.
- (iii) Agree the content of the FBL Community Profile and Project Plan.
- (iv) Influence through strong and clear advocacy and through championing the interests of Fratton and seek additional resources as necessary.
- (v) Task any sub-groups or working-groups with securing specific outcomes.

- (vi) Monitor overall progress towards FBL objectives and the outcomes of the Project Plan.
- (vii) Ensure the Partnership works closely with local community, educational, faith, social and voluntary bodies, local businesses, schools Portsmouth City Council and other statutory organisations.
- (viii) Have systems in place to reach out to sections of the community whose needs are not well represented.
- (ix) Make arrangements for and monitor the allocation of funds or grants received by FBL.
- (x) Approve arrangements for the management and administration of the Partnership including the relationship with National Big Local and the Trusted Body/Bodies.
- (xi) Review the Partnership structure and its effectiveness.
- (xii) Hold an annual AGM each April.

### **3) Links to the Wider Fratton Community**

- (i) The Fratton Partnership board will deliver a programme of public events, at least 3 per year, to engage the wider community of Fratton. The Partnership Board will report on its progress toward the agreed vision for Fratton.
- (ii) Attendance at these meetings shall be open to anyone who “lives, works or plays” in Fratton
- (iii) In addition to these public meetings, Fratton residents and the wider community will be able to regularly engage with the Fratton Big Local project through the employed workers.

### **4) Powers:**

- (i) All powers necessary to achieve the objectives of Fratton Big Lottery including the power to raise funds, employ staff, enter into agreements and contracts.
- (ii) The power to amend the terms of reference, subject to an Extraordinary General Meeting (EGM) / Annual General Meeting (AGM) with 21 days’ notice detailing the amendment.

### **5) Membership of the Board**

- (i) Voting Membership of the Board will be restricted to those who live, work or play in the Local Authority Ward of Fratton.
- (ii) Resident members will make up 51% of the Board.
- (iii) There will be a maximum 12 voting members and a minimum of 8

voting members.

- (iv) There may be up to 5 non voting members co-opted from individuals who have skills of value to Fratton Big Local or roles with organisations providing services or advocacy for Fratton. One place shall be available for a local Councillor, one for a relevant Local Authority officer. The other places to be allocated by the FBL Partnership Board at their discretion. All places shall be agreed by the FBL partnership annually following the Annual General Meeting.
- v) The term of office for non voting members will be 1 year. Any member standing down or completing their term of office may put them-self forward for re-election.
- (vi) The term of office for voting members shall be 3 years. A rota shall be drawn up so that each year a minimum of 3 members stand down. Any member standing down or completing their term of office may put themselves forward for re-election.
- (vii) Election of members to the partnership board will take place at the AGM each April. The Board may co-opt members to fill vacancies before the AGM but the individual must stand for election at the next AGM.
- (viii) Election shall be by written nomination in advance and/or by a show of hands provided the candidate meets the conditions of residence/work in Fratton and meets the conditions required of a charitable trustee.
- ix) Representatives from Local Trust, the Locally Trusted Organisation (LTO) and the Fratton Big Local workers will also attend board meetings in an advisory capacity.

## 6) Election / Re-election of Board Members

- i) Each January the Chair should establish an appointment working group made up of one voting member, and a representative from the LTO and Local Trust. One of the advisory members will Chair this sub-group.
- ii) The role of the appointment subgroup is to oversee the board election and re-election process at the April AGM. This group will review current membership in relation to the rota and board member intentions to remain involved.
- iii) All members of the partnership board must inform the Fratton Big Local worker or LTO of their intentions to remain on the board in January each year, prior to the January Partnership Board meeting.

- iv) Re-election of existing voting and non-voting board members will take place at the April AGM managed by the appointment subgroup advisory members.
- v) Existing board members up for re-election will be asked to leave the room whilst existing voting members consider and vote. Majority voting applies. The Partnership Board Chair has the casting vote in the event of the vote being tied. Re-election will be for another 3 year term for voting members and 1 year for non-voting members. The individual will be placed at the end of the voting member rota.
- vi) The appointment subgroup is responsible for advertising and recruiting new board members as and when required.
- vii) A simple Expression of Interest (EOI) application form will be available on our website inviting people to apply to be on the partnership board. This process will be used to address the co-opting of members described above in 5.6 and to address the annual recruitment of new members.
- viii) Process to appoint new voting members – the Chair of the appointment subgroup will review EOIs assessing eligibility, skills and experience of candidates. An informal interview / chat will be undertaken to further assess candidates. Candidates will be nominated at the April AGM by the Chair. Majority voting applies with Partnership Board Chair with the casting vote in the event of the vote being tied.

## **7) Responsibilities of Board Members**

- (i) Providing information and advice about day-to-day quality of life in the area.
- (ii) Actively encouraging people in the area to play their part in supporting Fratton Big Local and its activities.
- (iii) Ensuring local concerns are addressed and that planned activity has local support.
- (iv) Ensuring effective communication between the Partnership and other organisations, businesses and partners.
- (v) Contributing to collective decision making based on clear evidence.
- (vi) Acting in accordance with the general principles of conduct, attached as Appendix 1 of these terms of reference.

## **8) Chairing**

The Board will appoint a Chair, and may appoint a Vice Chair, Secretary and Treasurer on an annual basis at the AGM

The Chair (or in her/his absence the Vice Chair) shall undertake to:

- (i) Chair partnership meetings in sympathy with the values and code of conduct stated within this document.
- (ii) Chair Partnership meetings in order to progress the formation, delivery and review of Partnership plans and agreed business.
- (iii) Ensure that all members are encouraged and enabled to make contributions.
- (iv) Have a casting vote in meetings in the event of a vote being tied.

## **9) Quorum**

The Board will be quorate when 3 members or 1/3 are present whichever is the greater.

## **10) Decision Making**

- (i) Must be agreed by a majority or by consensus. Decisions can be made by email at the Chair's discretion.
- (ii) The proposed actions must fall within the powers of Fratton Big Local, be lawful and financially prudent and meet the requirements of any funding or regulatory bodies. The Chair of the meeting may suspend implementation of any decision to refer it for advice from the National Big Local or the Trusted Local Body in a situation where he or she reasonably believes this is appropriate. The decision will be implemented if a positive response is received or will be considered again with the advice received.

## **11) Frequency**

The Board will meet no less than four times a year.

## **12) Conduct**

- (i) All meetings shall be conducted with regard to accepted good practice and particularly the principles of openness, fairness and parity of

esteem.

- (ii) Members (voting and non-voting) will be expected to sign their agreement to the General Principles of Conduct (attached as Appendix 1).
- (iii) Members who fail to abide by this may be suspended by a majority decision of the Board. They may appeal to a sub-committee of the Board who will recommend to the Board whether the suspension is fair and if so how long the suspension should last for.
- (iv) Members who fail to attend for three consecutive meetings without good reason shall have their membership for the Board terminated.

### **13) Declarations of Interest**

- (i) A member must declare an interest if he or she has a direct or indirect personal or financial interest in the matter under discussion
- (ii) An interest must be declared at the beginning of the relevant meeting or as soon as the member is aware they have an interest. Interest must be declared clearly so that all members are aware of the interest and how it arises
- (iii) Members should take no part in an item where they or any close associate might otherwise gain an unfair advantage. In such cases it will be for the member to withdraw from the room

### **14) Circulation of Information**

- (i) A programme of dates for meetings shall be drawn up annually, so far as possible
- (ii) Agendas will normally be sent to members 5 clear working days in advance of each meeting although failure to meet this requirement will not invalidate the meeting. Agendas and papers will be sent by e-mail, unless requested otherwise

## Appendix 1

### Code of Conduct

1. **Selflessness**  
Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.
2. **Honesty and Integrity**  
Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behavior.
3. **Objectivity**  
Members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.
4. **Accountability**  
Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their membership
5. **Openness**  
Members should be as open as possible about their actions (and where applicable those of their parent organization/authority,) and should be prepared to give reasons for those actions.
6. **Personal Judgment.**  
Members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.
7. **Respect for Others**  
Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability.
8. **Duty to Uphold the Law**  
Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.
9. **Stewardship**  
Where applicable, members should do whatever they are able to do to ensure that their parent organizations/ authorities use their resources prudently and in accordance with the law.
10. **Leadership**  
Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.