



**Constitution
and
Terms of Reference
for**

The Big Warsop Partnership

1) Status

The name of the partnership shall be the Big Warsop Partnership (The Partnership).

The Partnership shall comprise of the following parts:

- The Big Warsop Forum
- The Big Warsop Board
- Any Big Warsop sub-groups agreed by the Board

In the first instance the Partnership shall be an unincorporated body.

2) The Big Warsop Forum

The Forum shall be the group to which the Big Warsop Board reports on its progress toward the agreed vision for Warsop

- (i) Membership of the Forum shall be deemed to be all residents living within the Parish of Warsop
- (ii) The Forum shall meet at least annually as an open public meeting organised by the Board and conducted by the Chair of the Board
- (iii) Forum meetings shall receive a report from the Board on progress made toward the vision and towards the delivery of the Partnership Plan
- (iv) The Forum will review and determine the membership of the Partnership Board annually
- (v) Forum meetings shall be encouraged to make recommendations to the Board on :
 - Board membership
 - Future priorities for inclusion in the Partnership Plan
 - The frequency of Forum meetings
 - Any other issues relating to the Big Warsop partnership organisation notified in advance, in writing, to the Board

3) The Partnership Board

Key Responsibilities:

The Partnership Board shall be the overarching partnership body that:

- (i) Agrees the framework and structure for the Partnership.
- (ii) Provides strategic direction by agreeing the vision and ambition.
- (iii) Agrees the content of the Partnership plan.

- (iv) Influences local policy through strong and clear advocacy and through championing Warsop.
- (v) Acts to remove barriers to collaboration.
- (vi) Tasks any sub-groups or working-groups with securing specific outcomes.
- (vii) Monitors overall progress towards outcomes of the Big Warsop vision and plan.
- (viii) Ensures appropriate structures for meaningful engagement with the communities of the Parish of Warsop/
- (ix) Makes arrangements for the allocation of funds or grants received by the Partnership for the express purpose of partnership activity, in order to advance the delivery of the Big Warsop vision and plan.
- (x) Approves arrangements for the management and administration of the Partnership.
- (xi) Reviews the Partnership structure and its effectiveness

4) Powers:

- (i) The power to raise funds
- (ii) The power to amend the constitution, subject to an Extraordinary General Meeting (EGM) / Annual general Meeting (AGM) with 21 days notice detailing the amendment

(iii) Membership of the Board

- (i) Membership of the Board will be restricted to residents of the Parish of Warsop, those who operate a business in the Parish and their nominated advisors
- (ii) Resident members will have full voting rights; advisory members will have no voting rights.
- (iii) The membership will be reviewed at each Annual General Meeting of the Forum or at an Extraordinary General Meeting called for that purpose. It may only be changed with a two thirds majority of members present and voting.
- (iv) There will be a maximum 12 resident (voting) members and a maximum 6 advisory (non- voting) members
- (v) The maximum term of office for resident members shall be 3 years. A rota shall be drawn up so that each year a minimum of 3 resident members stand down. Any member standing down or completing their term of office may put themselves forward for re-election alongside any resident of the Parish who wishes to become a member
- (vi) Election of members to the partnership board will take place at the Forum AGM. Election shall be by written nomination in advance and/or by a show of hands of eligible members of the big Warsop forum (i.e. all residents of the Parish of Warsop over the age of 18)

(iv) Responsibilities of Board Members

Voting Members will be responsible for:

- (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 Big Warsop and its activities
- (iii) Ensuring local concerns are addressed and that planned activity has local support
- (iv) Ensuring effective communication between the Partnership and members of their own community
- (v) Contributing to collective decision making based on clear evidence
- (vi) Acting in accordance with the general principals of conduct, attached as Appendix 1 of this constitution

Advisory members will be responsible for:

- (i) Providing relevant advice, knowledge and expertise to the Partnership
- (ii) Providing additional impact and contribution to the Board from their parent organisation or other bodies
- (iii) Acting as advocate for the Partnership within their organisation and seeking to change practice and policy to the benefit of the Partnership

(v) Chairing

The Board will appoint a Chair on an annual basis. Nominations for Chair may be made by any member, with the consent of the nominee, prior to the AGM. Nominations should be made in writing to the Partnership Coordinator or to such other person determined by the Board, normally no later than 10 days before the AGM. Where more than one nomination is received, eligible members will vote by written ballot and the coordinator will count the votes and announce the result

The 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

(vi) Quorum

The Board will be quorate when a majority of the voting members are present.

(vii) Decision Making

Decisions will normally be made by consensus. Where the Chair deems consensus to be unachievable within a reasonable timeframe, a decision will be made by those present and entitled to vote and will be binding provided that:

- (i) It has been agreed by a majority of those present
- (ii) Any decision relating to financial commitments to individual partners is only taken with their consent
- (iii) The proposed actions fall within the statutory and regulatory framework governing the operations of the partner organisations.

(viii) Frequency

The Board will meet no less than six times a year, with additional meetings convened with the agreement of the Chair.

(ix) Purpose and Aims

The purpose of the Partnership is to provide a single coordinating framework that:

- (i) Agrees the long term strategic direction for Big Local in the Parish of Warsop
- (ii) Articulates and promotes the needs and aspirations of the local community through a shared vision.
- (iii) Prepares, implements and monitors the Big Warsop plan

The aim of the Partnership is to achieve the four outcomes set for the Big Local programme:

- (i) Communities will be better able to identify local needs and take action in response to them
- (ii) People will have increased skills and confidence so they can continue to identify and respond to local needs in the future
- (iii) The community will work together to make a difference to the needs and issues it prioritises
- (iv) People will feel that their area is an even better place to live

In fulfilling this aim the Partnership will:

- (i) Bring together with local residents the different parts of the public sector with the private, voluntary and community sectors in a spirit of collaboration and mutual support.
- (ii) Promote the engagement of communities and citizens in all its work in a thoughtful, continuous and inclusive way

(x) Values

All parts of the Partnership structure will be guided by the following values:

- Openness, transparency and plain language
- Equality of opportunity and social inclusion
- Parity of esteem
- Respect for similarity and difference in ways of working and the rightful place of legitimate conflict in partnership
- Quality and excellence in everything we do
- Cooperation and collaboration as the basis for community wellbeing
- Supporting residents and people locally in improving their own communities

(xi) 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 will be expected to sign their agreement to the General Principles of Conduct (attached as Appendix 1).
- (iii) The ruling of the Chair shall be final.

(xii) 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

(xiii) Circulation of Information

- (i) A programme of dates for meetings shall be drawn up annually, so far as possible
- (ii) Agendas for Board meetings shall be determined by an Agenda Sub Group of the Board. This group would normally comprise of the Chair, Vice Chair and one other Board member. The Coordinator will organise the meetings and provide a draft agenda for consideration
- (iii) 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
- (iv) Copies of agendas and reports will be published on the Big Warsop website and sent to all elected members with a Warsop responsibility, except for any item declared non-public by the agenda sub group, notwithstanding, the Partnership will comply with all relevant public information legislation.
- (v) Minutes will be circulated within 10 working days of meetings. They will also be circulated with the next agenda.
- (vi) Notice of meetings will be published on the Big Warsop website and a hard-copy notice provided at the Parish Council offices. Notice will also be circulated electronically to neighbourhood and community groups, and through any resident who requests them

(xiv) Admission to the Public and Press

- (i) All meetings of the Board shall be open to the public and press unless the Board or Agenda Sub group determines that discussion of a particular topic justifies a closed session. Special meetings and development days will generally be by invitation
- (ii) Each Board meeting will contain a question and answers item at the conclusion of business. Members of the public or press may ask questions relevant to the business transacted and the Chair will determine the nature of the response. The Chair will use his/her discretion in determining the time allocated to this item and to individual questions.

Appendix 1

General Principles 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.