

# Big Local North East Hastings

## Big Local Group

### Terms of Reference

The purpose of these Terms of Reference is to establish and govern the operations of a partnership of people and organisations with an interest in improving quality of life for the people who live in the Big Local North East Hastings area. This document does not create a binding legal relationship between the group's members.

#### 1. Name

The name of the group is "Big Local Group North East Hastings", hereafter referred to as "the Big Local Group"

#### 2. Objectives

The Big Local Group's objectives are to provide overall direction of the Big Local programme in the agreed Big Local boundary in accordance with the values set out in Appendix A and in order to make a positive and lasting difference to the community of North East Hastings. In particular, this will include:

- Electing a chairperson.
- Electing a resident-led Partnership of no more than 20 elected members to manage the activities of the Big Local Group that will meet the Group's objectives.
- Approving the terms of reference for the resident-led Partnership and any changes to them. The terms of reference shall include delegation to the Partnership of the authority to approve the Partnership's operational policies and power to delegate any of the Partnership's powers to sub-committees.
- Agreeing the values of the Big Local Group and approving the Partnership's code of conduct and rules for declaring and dealing with conflicts.
- Agreeing a shared vision and Big Local plan developed from the area profile and a range of visions and opinions collected from across the area.
- Approving an annual report on progress towards achieving these objectives.
- Engaging with a diverse range of people in the area, in a thoughtful, continuous and inclusive way and making a commitment to equal opportunities.
- Promoting Big Local activities, the Big Local plan and the funding available to implement it to people locally and ensuring that stakeholders are updated about Big Local.
- Meeting the Big Local outcomes:
  - Communities will be better able to identify local needs and take action in response to them.

- People will have increased skills and confidence, so that they continue to identify and respond to needs in the future.
- The community will make a difference to the needs it prioritises.
- People will feel that their area is an even better place to live.

### **3. Membership**

(a) Membership of the Big Local Group shall be open to:

- i) All residents in the agreed Big Local area and
- ii) All individuals who work and shop in the agreed Big Local area and
- iii) All constituted groups, organisations, public sector bodies or businesses who are based in or provide services to the agreed Big Local North East Hastings area

who have registered their written intent to be a member of the Big Local Group and have provided contact details.

### **4. Open Meetings**

(a) The Big Local Group shall hold at least two Open Meetings in each calendar year at which all members will be invited to attend and participate.

(b) A Special Open Meeting shall be called by the Partnership if it is necessary to obtain the approval of the Big Local Group to one or more specific issues between Annual General Meetings.

(c) At least seven days' notice – via e-mail, social media and local notice boards – shall be given to every Member of the date, time and venue of an Open Meeting and of the business to be conducted. In the event that a member does not have access to e-mail, the notice will be made in writing.

### **5. Annual General Meeting**

(a) Once in each calendar year the Big Local Group shall hold an Annual General Meeting. Each Annual General Meeting shall be held not more than fifteen months after the last; and the first Annual General Meeting shall be held no later than 12 months after the first meeting of the Big Local Group. At least fourteen days' notice shall be given of the date, time and venue of the Annual General Meeting and of the business to be conducted. The business of the Annual General Meeting shall comprise:

- i) the annual report of the Partnership;
- ii) the election of members of the Partnership;
- iii) such other business as may have been contained in the notices calling the meeting.

## **6. Proceedings at Open Meetings (including Special Open Meetings) and the Annual General Meetings**

- (a) Each Member organisation or group as defined in paragraph 3 (iii) shall appoint a representative (the “voting representative”) to act on its behalf at any Open and Annual General Meeting of the Big Local Group, and shall provide such notification of the identity of its voting representative as the Partnership may direct.
- (b) No decisions shall be taken at an Open Meeting or Annual General Meeting unless a quorum is present. A quorum shall be ten members provided that no meeting shall be quorate unless a majority of those present and entitled to vote are Resident members as defined in paragraph 3 (i).
- (c) If half an hour after the time appointed for the meeting a quorum is not present that part of the meeting at which decisions need to be taken shall stand adjourned to a time and place to be specified by the Partnership, all Members of the Big Local Group being given such notice as is practicable of the date, time and place of the adjourned meeting. If at such an adjourned meeting a quorum is not present within half an hour after the time set for the meeting, then the Members present shall constitute a quorum.
- (d) The chairperson shall ensure that proper minutes are kept of the proceedings at all Open and Annual General Meetings of the Big Local Group.

## **7. Voting**

- (a) Votes may only be cast by the members as defined in paragraphs 3 (i) and (ii) or voting representatives of Member organisations as defined in paragraph 3 (iii) present at an Open or Annual General Meeting. Each Member shall be entitled to cast one vote on each question to be decided.
- (b) Except where otherwise specified in this document, questions shall be decided by a simple majority of votes cast. In the event of a tied vote the chairperson shall not have a second or casting vote and the resolution shall be deemed to be lost.
- (c) No member shall exercise more than one vote, notwithstanding that she or he may have been appointed to represent two or more interests.

## **8. Honorary officers**

- (a) The Big Local Group shall elect a chairperson who shall chair meetings of the Big Local Group and meetings of the resident-led Partnership. Members of the Partnership shall elect from amongst their own number a vice-chair and any other such honorary officers as they see fit. Any officer so elected may be removed or replaced by a majority vote of the Partnership at any time.

## 9. Alterations to the Terms of Reference

- (a) These Terms of Reference may be altered by a resolution passed by not less than two-thirds of voting representatives present and voting at an Annual General Meeting or Special Open Meeting. The notice of such an Annual General Meeting or Special Open Meeting must include details of the resolution, setting out the terms of the alteration proposed.

10. These terms of reference were agreed at the first annual general meeting on 12<sup>th</sup> December 2013 and replace all previous versions.

## APPENDIX 1

# Values

- 1) We are committed to quality and excellence in everything that we do.
- 2) We will support residents and people locally in improving their own communities. We know that communities which face problems contain people with the potential to create the solutions.
- 3) We actively share knowledge and skills, encouraging learning and cooperation. We collaborate with others to build the best possible solutions to the challenges we face together.
- 4) We are responsible, open and accountable. We will be honest and transparent in all our dealings. We will collect, share and review evidence of our progress and be open to advice and criticism.
- 5) We believe in social responsibility. We want our work to have a positive impact on people locally, the area and the environment, now and for future generations.
- 6) We are committed to equality and promote diversity. We seek to overcome all forms of discrimination and prejudice so that everyone can participate in, contribute to and benefit from Big Local on an equal basis, whatever their background, ethnicity or beliefs.
- 7) We will be innovative and embrace change, approaching problems proactively and creatively.
- 8) We are enthusiastic, energetic, positive and proud of Big Local, and will bring these qualities to all our activities.