



## Selby Big Local: Partnership Terms of Reference

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## 1. Background

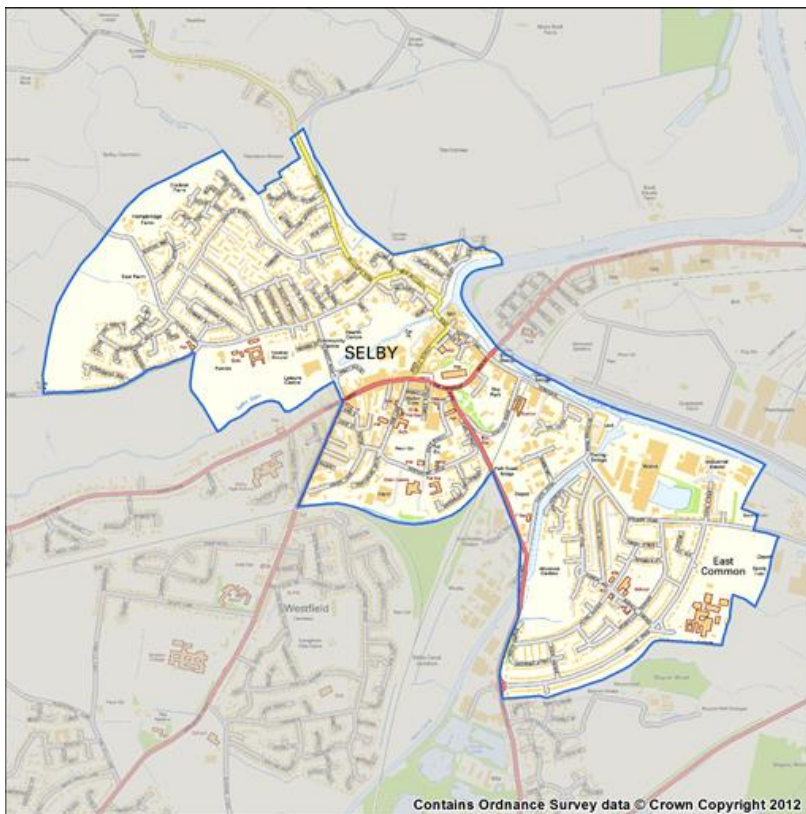
The purpose of this document is to provide the governance arrangements within which the Selby Big Local Partnership operates.

## 2. The Organisation

The organisation is known as the Selby Big Local Partnership, referred to in this document as the Partnership.

## 3. The Selby Big Local designated area

Referred to in this document as the Big Local area. The Selby Town Big Local area encompasses three distinct areas. The area includes the largely residential areas of Flaxley Road estate to the north and Abbots Road estate to the south. It also includes the town centre of Selby which comprises largely of shops and businesses.



## 4. Aim and purpose of Selby Big Local

With a lottery budget of £1 million Selby Big Local will seek to make a lasting and positive difference to our local community. We will bring together all the talent, ambitions, skills and energy from individuals, groups and organisations who want to make our area an even better place to live.

## **5. Guiding principles of Selby Big Local**

- Working towards all projects being sustainable;
- Strongly advocating the principle of inclusivity:- respecting and valuing the contribution of all people who are working towards out common aims and ambitions;
- Aiming to achieve “empowerment of local people” by inspiring individuals and building a sense of community self- confidence;
- To promote community harmony and co-operation;
- To identify, engage and develop more community activists;
- To listen and respond to the needs and aspirations of the local community;
- To improve “quality of life” for people living in the area;
- To tackle “disadvantage and need” wherever possible;
- To expect integrity in all that we do and through all the projects we engage in.

## **6. Powers**

The Partnership has appointed Selby District Association of Voluntary Services (AVS) to be their Local Trusted Organisation in accordance with the requirements of the Local Trust. The Local Trusted Organisation will manage money, employ staff, and provide any other advice and support as agreed on behalf of the Partnership. In order to achieve its aim the Partnership may:

Raise money;

- a. Organise courses and events;
- b. Co-operate with any other groups and organisations working in the Big Local area that support the aims of Selby Big Local;
- c. Do anything that is lawful which will help it to fulfil its aim.

## **7. Finance**

- a. All monies received by or on behalf of the Partnership shall be applied to further the aim of the Group and for no other purpose.
- b. All decisions to spend money shall be made by the Partnership or a nominated representative or sub-group of the Partnership.
- c. Any cheques issued shall be signed by at least one nominated member of the Partnership in addition to a representative of the Local Trusted Organisation.

## **8. Membership**

- a. Membership shall be open to:
  - Residents who currently live in the Big Local area.
  - Individuals attending on behalf of organisations working in the Big local area.

The Partnership shall have the power to invite and co-opt additional members as either full-voting or non-voting members (provided that no such co-option contravenes the condition of clause 8 c.) that:

- Have a particular skill, knowledge or attribute that will assist the Partnership in achieving its' aims.
  - Live outside of the designated Big Local area but close to the Big Local area boundaries
- b. Partnership members who are residents in the Big Local area will have full voting rights on the Partnership.
- c. The Partnership shall consist of a minimum of nine members and a maximum of twenty. Residents living in the Big Local area must always comprise at least 51% of the voting membership.
- d. The Partnership aims to achieve a membership which reflects the population of Selby, with a least one resident member from each of the three areas of the Selby Big Local area set illustrated in the area map on page 2 (Flaxley Road, Abbots Road and the town centre of Selby).
- e. The Partnership may invite people from supportive organisations to attend Partnership meetings as observers or to help the Partnership to organise and deliver its work. Any organisations so invited shall be allowed to contribute to discussion but not entitled to vote.
- f. The membership of any member may be terminated for good reason by the Partnership: provided that the member concerned shall have the right to be heard by the whole group, accompanied by a friend, before a final decision is made.
- g. In order to ensure a majority influence for residents on the Partnership, the Partnership Chairperson will in the first instance be offered to a resident partner living in Selby Big Local area.

## **9. Appointment of members**

- a. Partnership members who are residents of the designated Big Local area shall be elected at a Public Meeting of the Partnership. All such meetings must be well advertised at least 14 days before the date of the meeting.
- b. New members can be elected at any public meeting of the Partnership in the calendar year. Membership will be formalised at the following Annual General Meeting, which marks the start of their two year term of office.
- c. New Partnership members representing organisations shall be discussed and decided upon at partnership meeting and will be formally invited by letter to join the Partnership
- d. If the numbers applying to be Board members exceed the places available, a ballot will be held.

## **10. Annual General Meeting**

- a. Once in each calendar year the Partnership shall hold an Annual General Meeting. Each Annual General Meeting shall be held not more than fifteen months after the last.

- b. Fourteen days' notice must be given to all members informing them of the items on the agenda and with specific details of any votes to be taken. Notice will be given by email, website and at least one local media channel. Minutes must be kept of the AGM by the Secretary or nominated member/worker (including votes cast where necessary).
- c. The business of the Annual General Meeting shall comprise of:
  - The annual report of the Partnership;
  - Such other business as may have been contained in the notices calling the meeting;
  - The election of new members to the Partnership.

## **11. Election of officers**

- a. The Partnership shall have the power to elect a Chairperson and any other officers as it decides.
- b. Election of officers is to take place on democratic basis through a transparent and open voting system of the Partnership.
- c. New officers are to be elected at Partnership meetings by a majority of members that are present to vote.
- d. Any officer so elected may be removed or replaced by a majority vote of the Partnership at any time.

## **12. Sub- groups**

- a. The Partnership will be able to establish sub-groups to perform specific, time-limited tasks. Any member of the partnership may be on a sub-group, in addition to any individual or organisation co-opted from the wider community for their particular skills, knowledge or experience to help the Partnership achieve its aims and objectives with regard to the sub-group's remit.
- b. The sub-groups are seen as a way of encouraging involvement from a broader range of residents, for example, around particular themes in the Plan.
- c. Each sub group will report back to the Partnership in the form of a short written or verbal report. Sub groups may be given a budget to perform their task. They will produce a full account of their expenditure with receipts and not spend more than has been allocated to them.

## **13. Meetings and proceedings of the Partnership**

- a. Members of the Partnership shall meet and regulate their meetings as they see fit. At the request of the Chairperson or of three or more Partnership members a meeting of the Partnership may be convened at a reasonable time by giving at least seven days' notice to its members.

- b. When the Partnership requires a vote of members, a quorum of at least four voting members must be present. For the quorum to be valid, there must be a majority resident representation.
- c. Votes may only be cast by partnership members present at a partnership meeting. Each member shall be entitled to cast one vote on each question to be decided.
- d. All residents of the designated Big Local area may attend meetings, without voting rights and with speaking rights only at the discretion of the chair.
- e. All questions shall be decided by consensus where possible and otherwise by a simple majority of votes of the members of the partnership present and voting (upholding clause 13b on meeting quorum). In the case of a tied vote the Chairperson shall have the deciding vote.
- f. No member shall exercise more than one vote, notwithstanding that she or he may have been appointed to represent two or more interests.
- g. The partnership shall ensure proper minutes are kept of the proceedings at all meetings of the Partnership.

#### **14. Alterations to the Terms of Reference**

These Terms of Reference may be altered by a resolution passed by no less than two thirds of the voting representatives present and voting at an Open Meeting. The notice of such a meeting must include details of the resolution, setting out the terms of the alteration proposed.