

RASTRICK BIG LOCAL PARTNERSHIP GOVERNANCE FRAMEWORK

1. The Partnership

- 1.1 The Rastrick Big Local Partnership (RBLP) is the executive body of Rastrick Big Local (RBL) which is a resident led organisation of local people and representatives from partner organisations who work in our community.
- 1.2 RBL is an open and transparent organisation with the minutes of Partnership Meetings (once agreed) available with other documents on the Website.
- 1.3 Partnership members will be unpaid volunteers either from Rastrick and or persons who have a specific skill required or a specific interest in Rastrick. All members will be expected to commit to an active role as appropriate giving their time skills and knowledge in addition to attending partnership meetings.
- 1.4 The partnership will consist of at least 8 to 20 members elected each year at Community Update meeting with residents. The partnership will be able to co-opt additional members at any time during the year subject to the preceding rule.
- 1.5 The partnership will be considered quorate when 51% of the members present are Rastrick residents. Should a meeting not be quorate the members present will record any discussion and proposals, these must be ratified at the next quorate meeting.
- 1.6 The partnership will seek agreement by consensus on decisions, where they cannot come to a decision the chair will request a vote and a simple majority will be required. If a vote is split the matter will be deferred for further consideration.

2. The Partnership Organisation

- 2.1 Following the election the partnership members will elect a chair, vice chair, secretary and treasurer. Sub groups will be formed as required and existing ones are:
 - Marketing & Communications
 - Engagement
 - Community Fund Panel
- 2.2 Sub groups will have maximum of 4 members made up of residents and other partnership members as required. Other advisors may be co-opted for their particular skill, knowledge or experience appropriate to the sub group's remit. These advisors will not be members of the partnership.
- 2.3 At any time the members may assign specific short term tasks to individuals or sub group/s. In addition advisors may be co-opted for their particular skill, knowledge or experience appropriate to the task group's remit. These advisors will not be members of the partnership.
- 2.4 The lead of each sub group will be responsible for managing the group, any budget involved and reporting progress at each partnership meeting. Any proposals requiring a decision by the Partnership should be forwarded to the Secretary at least seven days prior to the meeting concerned if possible.

3. Partnership Members Role Responsibilities

3.1 Chair

- lead and manage the partnership
- liaise with the Local Trust and the partnership's nominated mentor
- coordinate and identify partner organisations
- ensure members comply with framework and other governance procedures

3.2 Vice Chair

- link with the chair
- ensure progress is in accord with the current RBL Plan, its objectives and timetable
- take overall responsibility in the absence of the chair

3.3 Treasurer

- liaise with the partnership's LTO
- Ensure the compliance of both RBL members and the LTO in accordance with the RBL and Local Trust Financial Procedures
- Report to each partnership meeting

3.4 Secretary

- contact point to the partnership
- agree the agenda and minutes with the chair
- maintain a register of members' annual declarations of interest
- maintain a register of members' training attended
- ensure partnership compliance in accordance with governance rules
- ensure adequate insurance is maintained covering partnership activities
- ensure information is up to date on the website

4. Framework Review

- 4.1** This framework will be reviewed each year at the community meeting where partnership members are elected. The Rastrick Big Local Partnership will be an open and transparent organisation; in particular, the framework and minutes of each Partnership Meetings, once agreed, will be available on the RBL web site.

5. Dissolution

If the Rastrick Big Local Partnership decides it is necessary or advisable to dissolve the organisation it shall inform Big Local Trust and call an EGM.

Any assets remaining after satisfaction of any grant awards made, debts and liabilities shall be given or transferred to such other groups and organisations having similar aims to RBL, as the Partnership and Big Local Trust will determine.

Members Code of Conduct

Each member of the partnership must agree to the code of Conduct.

As a member of the partnership I will :

- Undertake to attend all meetings, giving apologies to the secretary, if unable to attend, to read all documents and respond as required
- Commit to an active role in the Partnership as required
- Not bring the partnership into disrepute
- Abide by RBLP governance procedures for example, Partnership Framework and the Financial Procedures
- Always strive to act in the best interests of the Partnership and the Local Trust
- Make no personal gain materially or financially from your role as a member, nor permit others to do so as a result of my actions or negligence
- Declare any conflict of interest or of loyalty, or any circumstance that might be viewed by others as such, as soon as it arises
- When I speak as a member of the partnership, my comments will reflect the work of the partnership even when these do not agree with my personal views
- When I speak as a private individual I will strive to uphold the reputation of the partnership and its members
- Engage in debate and maintain a respectful attitude toward the opinions of others while making your voice heard, accepting a majority decision by consensus and voting as required
- Maintain confidentiality when this has been agreed at a partnership meeting
- Participate in locating, then the induction, training and development of new members
- I understand any substantial breach of any part of this code will result in my removal as a member
- Should I resign as a member I will inform the chair in writing, clearly stating my reasons

C.E. Meredith

Chair, Lastrick Big Local Partnership

4 February 2015