

TERMS OF REFERENCE
FOR THE PARTNERSHIP BOARD

DRAFT 4

1. MAIN PURPOSE

The main purpose of the Easton Community Partnership is to improve the quality of life of all people living and working in Easton and Lawrence Hill.

2. MEASURING SUCCESS

The success of the work of the Partnership will be measured by the following

- An increased level of resident and local business satisfaction with local neighbourhoods
- An increase in the percentage of local residents participating in all decision-making processes that concern the area
- An increase in local influence over service delivery
- Raised profile for Easton and Lawrence Hill

3. AREA OF BENEFIT

The work of the Partnership will fall within the ward boundaries for Easton and Lawrence Hill. This, however, excludes the New Deal for Communities and Neighbourhood Solutions areas and Redcliffe.

Actions will take place outside this area boundary where there is benefit to local people. For example

- Improved communication and joint work with central area partners including Community at Heart, Neighbourhood Solutions and St Pauls Unlimited
- Joint working with Neighbourhood Management pilots in other areas, including sharing learning, training and evaluation opportunities
- Recognising that local residents go out of the area for education, work, leisure and other services (and vice versa)
- Engaging actively in the development of city-wide service plans and strategies that influence Easton and Lawrence Hill

4. MEMBERSHIP

4.1 Membership of the Community Partnership Board is open to

- Two elected local resident representatives for each of the seven geographic zones
- Two resident representatives bringing forward the interests of equalities groups and communities of interest
- Nominated representatives from voluntary and community sector organisations
- Nominated representatives from relevant mainstream service provider agencies

4.2 All members, including co-opted members, are entitled to a vote

4.3 All meetings are open to anyone wishing to attend as observers. Observers may speak only when requested by the Board

4.4 The officer roles of Chair, Treasurer, and Secretary, will be held by Board Members who are also resident in the ECP area.

4.5 **Resignation** – Any member of the Partnership may resign his/her membership and any representative of a member organisation or section may resign such position, by giving written notice to that effect to the Secretary of the Partnership

4.6 Removing Board Members

Board members, including Officers can be removed from office in the event that:

4.6 i. The member has failed to attend three consecutive meetings and has not given a good reason for their absence and having received a letter asking them to confirm their intentions.

4.6ii. Board members will be removed from Office by a vote of the Board if the majority of Board members have good reason to believe the person is not acting in the interest of the Board and the Partnership. Not acting within the interest of the partnership includes:

Having to be reminded to work within the code of conduct more than three times

A complaint is taken against them and the complaint is upheld.

Undermining the work of the Partnership and other members of the Board

Fraud, theft and any other action that brings the partnership into disrepute or threatens the viability and future of the Partnership

4.6 iii. In the event there is a vote of no confidence by the Board a letter will be sent to the constituents to explain what has happened and a new election held.

- 4.7 Nominated Officers will support both the Board and Task Groups, particularly in the first year of development, including taking minutes which should be distributed within one week

5. PARTNERSHIP AIMS

- 5.1 To create a resident led Partnership that will offer a platform for the development of a strong and independent local voice
- 5.2 To develop local pride and community cohesion, pulling together assets and energy to promote all that is positive about Easton in celebration of our diversity, creativity and entrepreneurship
- 5.3 To act as the delivery agent for the Neighbourhood Management pilot and ensure the actions outlined in the Easton and Lawrence Hill Neighbourhood Plan are delivered
- 5.4 To facilitate on-going dialogue between local people and key service providers in order to jointly address local priorities and concerns in addition to developing new services and / or different ways of delivering services
- 5.5 To work to support and strengthen the local business and voluntary and community sector whilst actively encouraging links with and between local organisations
- 5.6 To become a constituted body in order that the Partnership can in future apply for funding and employ staff
- 5.7 To raise the profile and promote a forward looking Easton and Lawrence Hill across Bristol
- 5.8 To encourage and facilitate the regeneration and redevelopment of Easton and Lawrence Hill
- 5.9 To work closely with Government Office of the Southwest and the Bristol Partnership

6. ACTIONS

6.1 Partnership Task Groups

- 6.1.1 Partnership Task Groups align to five regeneration themes of Liveability, Environment, Health, Community Safety, Children and Young People and Economy
- 6.1.2 The Community Cohesion Task Group will have an over-arching role ensuring the consideration and possible impacts of the actions of all Task Groups for the cohesion agenda locally
- 6.1.3 Easton Community Partnership Task Groups have contributed to developing the sections of the Neighbourhood Plan most relevant to them. Most Task

Groups are further developing their own more detailed work plans for the coming year to align with the Partnership aims

6.1.4 A Partnership Board member should be represented on each Task Group. The Board is responsible for ensuring there is open communication across the Partnership and that there is a joined up and transparent approach to delivering the Plan and the Partnership aims

6.1.5 Membership of Task Groups is open to all residents, business representatives, voluntary sector groups and relevant service providers, to avoid bias these should be in equal proportions, and membership should aim to represent the diversity of the area.

6.2 Communications and consultation

6.2.1 Develop an effective Communications Strategy to publicise the work of the Community Partnership in Easton and Lawrence Hill, and across Bristol

6.2.2 Organise community consultation events and promote effective consultation by service providers

6.2.3 Identify problems and priorities and bring them to the attention of the service providers and initiate a joint problem solving approach

6.2.4 To constantly consult local people on the development of the Neighbourhood Plan and its delivery and the achievement of the Partnership aims

6.3 Other activities

6.3.1 To commission research, set up time-limited working groups, scrutiny panels and project groups as necessary

6.3.2 To offer capacity building initiatives to all stakeholders including training organising events and visits

6.3.3 To present an Annual Report, including annual accounts, to an Annual General Meeting before 31 March 2008.

6.4 General Meetings

6.4.1. No business shall be transacted unless the Quorum (one third of the Board, with 50% being zone reps) is present

6.4.2. Decision-making will be by majority vote

7. ACCOUNTABILITY

- 7.1.1 The Partnership is accountable to local people and will conduct research to measure the percentage of residents reporting an increase in satisfaction with their neighbourhoods. The Partnership will in addition continuously seek feedback from all stakeholders
- 7.1.2 To ensure the work of the Partnership is properly reported and accountable to both the Local Neighbourhood Partnership (when established) and the Bristol Partnership.
- 7.1.3 To ensure service providers are able to report on performance against neighbourhood management outcomes, floor targets and other service measures, including equalities monitoring of services.
- 7.1.4 Promote the monitoring and evaluation of service changes, initiatives and activities
- 7.1.5 To monitor local Neighbourhood Renewal Fund interventions by receiving regular reports and presentations.

8. All members of the Community Partnership agree to accept these Terms of Reference

April 2007

Clause to add to ECP Terms of Reference for the Environmental Task Group

- **Task groups of the partnership are included within the remit of this constitution.**
- **Until such time that any task group may become independent, all Task groups may fundraise for their own (and partnership) projects via the Partnership, any funds raised will be banked by and managed through the partnership.**