

## 7. Our approach and governance structure

The name of the partnership shall be 'Allenton Big Local Partnership Group' (ABL Group)

The Partnership is currently an unincorporated body and comprises three parts:

- The Allenton Big Local Forum
- The Allenton Big Local Partnership Group
- Any Big Local sub-groups agreed by the Partnership Group, such as the Events sub group, Community Chest sub group and Bursary Scheme sub group.
- Any proposed changes to this approach and governance structure will be made in writing and advertised on the website 14 days prior to the AGM or an Extraordinary Meeting convened for that purpose and be voted on during the meeting.

### Allenton Big Local Forum

The Forum will meet at least annually as an open public meeting or event, organised by the ABL Group and attended by the Chair of the ABL Group. Details of the AGM will be advertised on the Allenton Big Local website at least one month before the meeting takes place.

Membership of the Forum is open to anyone who lives and/or works in the ABL area. The purpose of the annual meeting/event will be to report on progress made towards the delivery of the plan. The Forum will also be a chance to:

- Review and determine the membership of the ABL Group.
- Make recommendations of future priorities to include in the plan.

Allenton Big Local area falls within three council boundaries, Boulton Ward, Alvaston Ward and Sinfen Ward. The Partnership Group will ensure regular updates are communicated via these forums to ensure as wide a group as possible are kept informed of progress towards agreed priorities.

### The Partnership Group

The Partnership Group is the overarching partnership body that:

- Agrees the framework and structure for the partnership.
- Provides strategic direction by agreeing the vision and ambition.
- Agrees the content of the partnership plan.
- Influences local policy through strong and clear advocacy and through championing Allenton Big Local.
- Acts to remove barriers to collaboration.
- Tasks any sub-groups or working-groups with securing specific outcomes.
- Monitors overall progress towards outcomes of the Big Local vision and plan.
- Ensures appropriate structures for meaningful engagement with local communities.
- 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 Allenton Big Local vision and plan.
- Approves arrangements for the management and administration of the partnership.
- Reviews the partnership structure and its effectiveness.

### Membership of the Group

- Membership of the Group will be restricted to those who live, work or operate a business in the ABL area and those who represent those who live and/or work in the area.
- Only resident members of the ABL Group will have full voting rights. Non-residents can be appointed as non-voting advisory members.
- There will be a minimum of 8 partnership members and 51% will be residents, it must be ensured that residents are in the majority of voting members and the Partnership group will not exceed 20 members.

- The membership will be reviewed at each Annual General Meeting of the Forum and it may only be changed with a two thirds majority of partnership members (majority again being residents).
- The maximum term of office shall be 3 years. A rota shall be drawn up so that each year a minimum of 3 members stand down. Any member standing down or completing their term of office may put themselves forward for re-election. Other residents may put themselves forward to be elected onto the partnership.
- Election of members to the ABL group will take place at the Forum AGM/event. Election shall be by written nomination 7 days in advance and voting will be by a show of hands of eligible members.
- Those who wish to join the partnership during the year or in between AGMs will be asked to meet with two resident members who will determine the applicant's eligibility and provide further information about membership.

## **Responsibilities of Partnership Members**

Members will be responsible for:

- Providing information and advice about day-to-day quality of life in the area.
- Actively encouraging people in the area to play their part in supporting Allenton Big Local and its activities.
- Ensuring local concerns are addressed and that planned activity has local support.
- Ensuring effective communication between the partnership and members of their own community.
- Contributing to collective decision making based on clear evidence.
- Acting in accordance with the general principles of conduct, attached as an Appendix.

For those members who represent other organisations or represent people who live and work in the area, the following responsibilities also apply:

- Providing relevant advice, knowledge and expertise (where appropriate) to the partnership.
- Providing additional impact and contribution to the partnership from their parent organisation or other bodies.
- Acting as advocate for the partnership within their organisation and seeking to change practice and policy to the benefit of the partnership.

## **Chairing**

The ABL partnership group will appoint a Chair and Vice Chair on an annual basis at its first meeting after the AGM. Nominations may be made by any partnership member, with the consent of the nominee, prior or at the meeting where the appointments will be made. 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:

- Chair meetings in sympathy with the values and code of conduct stated within this document.
- Chair meetings in order to progress the formation, delivery and review of partnership plans and agreed business.
- Ensure that all members are encouraged and enabled to make contributions.
- Have a casting vote in meetings in the event of a vote being tied.

## **Quorum**

The Partnership Group will be quorate when a majority of the members are present and the majority of these are residents. Meetings can take place even if not quorate but votes cannot take place.

## **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.

## Frequency of meetings

The ABL group will meet no less than six times a year, with additional meetings convened with the agreement of the Chair. Notice of these meetings and the minutes will be posted on the website. Sub-groups will aim to be responsive and will meet as and when required.

## Purpose and Aims

The purpose of the partnership is to provide a single co-ordinating framework that:

- Agrees the long term strategic direction for Big Local in Allenton.
- Articulates and promotes the needs and aspirations of the local community through a shared vision.
- Prepares, implements and monitors the Allenton Big Local Plan.

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

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

In fulfilling this aim the Partnership will:

- 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.
- Promote the engagement of communities and citizens in all its work in a thoughtful, continuous and inclusive way.

## 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.
- Co-operation and collaboration as the basis for community wellbeing.
- Supporting residents and people locally in improving their own communities.

## Conduct

All meetings shall be conducted with regard to accepted good practice and particularly the principles of openness, fairness and parity of esteem. Members will be expected to sign their agreement to the General Principles of Conduct (attached as Appendix). The ruling of the Chair shall be final. Partnership members will be expected to attend meetings and if they are unable to, will forward their apologies. Lack of attendance at meetings may mean that the member can be voted off the partnership group - this can only be done by advising the individual that this is going to happen and by the partnership group being quorate.

## Declarations of Interest

- A member must declare an interest if he or she has a direct or indirect personal or financial interest in the matter under discussion.
- 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.
- 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.

## Circulation of Information

- A programme of dates for meetings shall be drawn up annually, so far as possible.
- Items for agendas for partnership meetings can be submitted to the co-ordinator 10 days in advance of meetings and other items shall be determined by the Chair and Co-ordinator who will organise the meetings.
- Agendas will normally be sent to members in advance of each meeting although failure to meet this requirement will not invalidate the meeting. Agendas and papers will be sent by email.
- Copies of agendas and reports will be published on the Allenton Big Local website, except for: a) any item declared non-public by the agenda sub group. Notwithstanding a) above the partnership will comply with all relevant public information legislation.
- Minutes will be circulated after the meetings and with the next agenda.
- Notice of meetings will be published on the ABL website and a hard-copy notice provided at the Community Hub (when established). Notice will also be circulated electronically to neighbourhood and community groups, and through any resident who requests them.

## 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 organisation/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 their parent organisations/ 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.