

Governance Working Group notes Monday 4th November 2013

Decision Requested: Addendum to current Terms of Reference

A discussion on the Terms of Reference requirement for reps to leave at the end of their tenures was held (please see attached copy of HSBWOT Terms of Reference – **Appendix 1**). There is concern that this may lead to a sudden deficit of resident reps if not addressed. It was **agreed** that an addendum to section **10.c** in the ToR will be submitted to the NP for formal acceptance at its meeting on 2nd December. The addendum will enable reps to remain in office beyond their period of office if needed, so as to prevent there being unnecessary gaps in rep membership across the NP. **Action:** Simon and David to liaise on wording of addendum.

The Governance Working Group **requests** of the NP that one of the following paragraphs (or an amended version) is **agreed** as an addendum to the ToR:

1. 'The above rule shall always apply as a preferred option; unless there are insufficient new volunteers offering themselves for election as replacements Ward Reps and as a consequence the number of Ward Reps will not be retained at 4.'

Under these circumstances retiring Ward Reps may offer themselves for election even if they have served two terms i.e. 4 years. The number of retiring Ward Reps offering themselves for re-election must never be greater than the number of vacancies after taking into account the number of new volunteers.

Retiring Ward Reps must agree amongst themselves who shall offer themselves for re-election. If there is an unresolved dispute all 12 NP reps shall vote to select the Ward Rep allowed to offer themselves for re-election.'

2. 'In the event that there are less than 4 applicants and continuing incumbent members and there are members standing down under 10 c) ,one of more of those members standing down may ask the Neighbourhood Partnership to allow them to continue for a further 12

months.'

Neighbourhood Partnerships in Bristol

Terms of Reference

Henleaze, Stoke Bishop and Westbury on Trym

Introduction:

The 14 Neighbourhood Partnerships in Bristol are each unique, having developed in response to local needs, in different ways and at different rates. These Terms of Reference have been developed over the first two years of the Henleaze, Stoke Bishop and Westbury on Trym Neighbourhood Partnership.

1. Name

The name of the Neighbourhood Partnership shall be **Henleaze, Stoke Bishop and Westbury on Trym Neighbourhood Partnership** and it will cover the wards of:

- a) Henleaze
- b) Stoke Bishop
- c) Westbury on Trym

known as “the Neighbourhood” or “NP3”.

2. Purpose

The Henleaze Stoke Bishop and Westbury on Trym Neighbourhood Partnership (hereafter “the Partnership”) aims to improve the quality of life for residents in the neighbourhood so that satisfaction levels increase, and also increase civic pride, community cohesion and community involvement by:

- a) Developing a local action plan and identifying local solutions to local problems wherever possible.
- b) Encouraging public, private and community and voluntary organisations to work together to deliver improvements to residents’ quality of life.
- c) Tackling deprivation and discrimination in the neighbourhood, and promoting equality of opportunity for all those living or working there.
- d) Considering proposed decisions of the Neighbourhood Committee and influencing such so as to use resources to best meet the needs of the neighbourhood.
- e) Receiving reports from service delivery bodies and influencing service priorities within the neighbourhood in accordance with identified needs and priorities.
- f) Actively engaging with local people across the neighbourhood, seeking their views and active participation in improving their quality of life. This includes seeking the views and participation of residents that are hard to reach.
- g) Co-ordinating community engagement, approving an annual multi-agency community engagement plan for the Neighbourhood, accompanied by a local communication strategy to raise awareness of engagement opportunities as

widely as possible, in accordance with the Bristol Community Engagement framework.

- h) Considering regularly the results of community engagement activities, ensuring that wherever possible action is taken in response to the issues raised.
- i) Supporting and promoting locally the aims of the Bristol Partnership as set out in the Bristol 20:20 Plan.

3. **We Value:**

- a) Civic pride, protecting our public realm, improving it and making it sustainable
- b) Respect and Compassion
- c) Aspiration, energy, enthusiasm and creativity
- d) Personal responsibility and accountability
- e) Community development / involvement and 'grass-roots' action

4. **Membership of the Neighbourhood Partnership**

The requirements for our Neighbourhood Partnership are:

- a) All Members of the NP, except elected councillors, will be expected to live in the Ward that they represent.
- b) The Partnership may co-opt non-voting members during the year to provide specialist expertise from time to time on a needs basis.
- c) The quorum for meetings of the Neighbourhood Partnership will be one third of voting members, to include at least two ward councillors, and at least one resident representative from each ward.
- d) Observers are always welcome to Neighbourhood Partnerships, which are public meetings.
- e) Any changes to this ToR can be made at the AGM.

Neighbourhood Partnership (NP3) Attendance	Number
(i) All ward councillors	6
(ii) Equalities Forum Rep – to be sole observers until June 2011	2
(iii) Young Persons rep – we will work towards a young persons forum which will report back to the NP	
(iv) 4 Representatives from each ward – may be from Residents or local voluntary group	12
(v) Other members as decided by the NP (<i>e.g. vol sector, business, arts, environment etc</i>)	To be co-opted as and when

5. **Neighbourhood Committees**

- a) Neighbourhood Committees are committees of Bristol City Council. They comprise the councillors elected to serve the wards within the Neighbourhood. Neighbourhood Committee meetings will normally take place jointly with

meetings of the Neighbourhood Partnership. All Neighbourhood Committee members will also be members of the Neighbourhood Partnership.

- b) Neighbourhood Committees have delegated power to take a range of council decisions relating to their respective Neighbourhoods (e.g. expenditure of certain council budgets). Neighbourhood Partnerships may consider matters that are to be decided by its Neighbourhood Committee and may seek to influence the Neighbourhood Committee as to how it exercises its powers. The Neighbourhood Committee must take into account any relevant views of the Neighbourhood Partnership **but the final decision is taken by the councillors on the Neighbourhood Committee.**

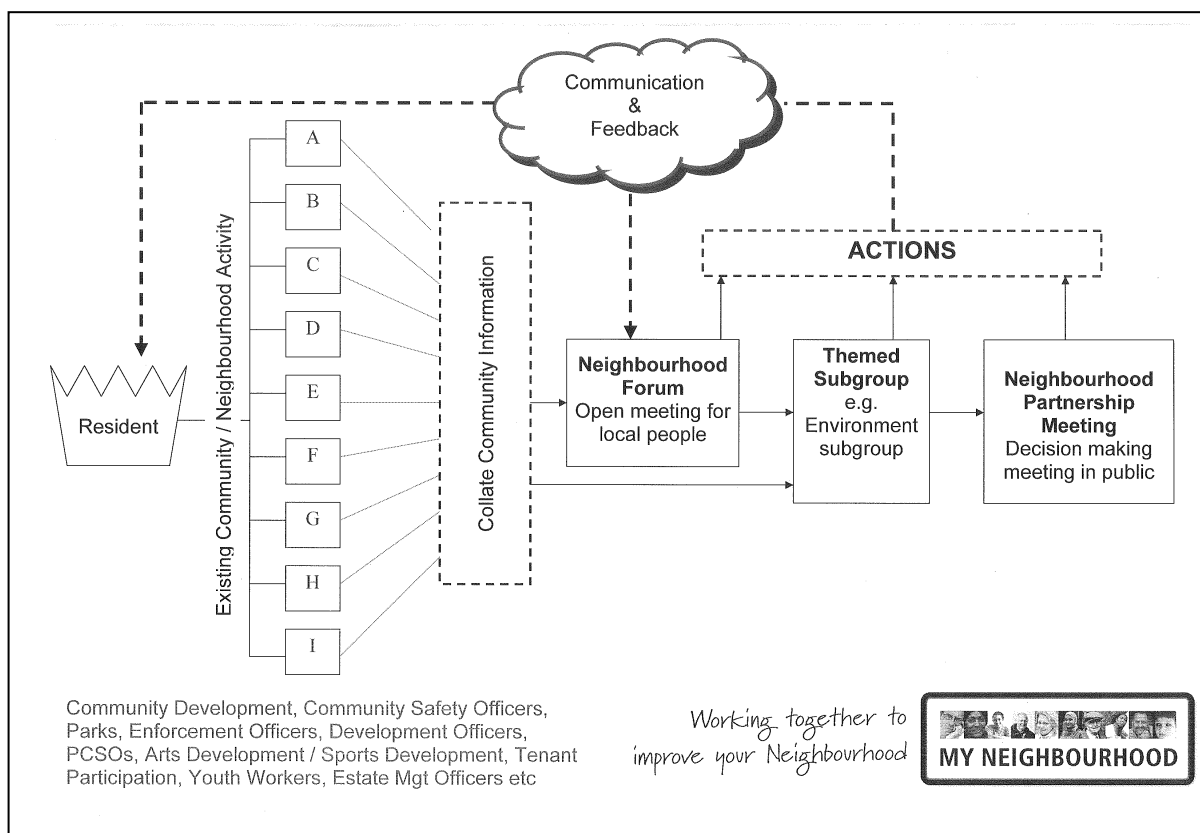
6. Practical arrangements

- a) The Neighbourhood Partnership will meet in public at least four times per year but may of course choose to meet more frequently.
- b) One of these meetings will include an Annual General Meeting, for which the quorum shall be at least three councillors and a Ward Rep from each Ward (6 people).
- c) The Partnership will elect a Chair and Vice Chair at the Annual meeting, by simple majority of those present and eligible to vote. (In the event of a tie, each shall take each office for 6 months).
- d) The Partnership may elect other officers as it decides are required (e.g. treasurer, secretary etc).
- e) Neighbourhood Partnerships may also wish to consider co-options in order to make the partnership more balanced; e.g. by gender, age, ethnicity, geography.
- f) The Partnership may establish working groups, task groups etc as required and not limited to Neighbourhood Partnership members only.
- g) Minutes of the Neighbourhood Partnership meetings will be taken by BCC officers and made public (including within public libraries) within one month of the Partnership meeting.
- h) An agenda showing time and place of the meeting will be published (including within public libraries) at least two weeks prior to the Partnership meeting.
- i) All meetings will be open to the public, unless there is a specific reason (such as data protection) and formal vote to allow closed session. This should be avoided wherever possible.

7. Officers of Statutory Bodies

- a) The following officers are expected to attend all meetings of the Neighbourhood Partnership in a non voting capacity to provide support and assistance as required:
 - i. Bristol City Council Area Coordinator (or their representative)
 - ii. The Neighbourhood Police Inspector (or their representative)
 - iii. NHS Bristol
 - iv. A representative of the most relevant Children and Young People's Partnership (CYPP)
- b) Officers of other bodies (e.g.; Avon and Somerset Fire and Rescue) may choose to attend Neighbourhood Partnership meetings if aspects of the agenda are relevant to them, or if invited by the Neighbourhood Partnership.

8. How do residents and service providers and other partners work together?



9. Neighbourhood Partnership Terms of Reference - Guidance Notes

- Name:** The Neighbourhood Partnership name will be decided by the Neighbourhood Partnership at its annual meeting.
- Frequency of meetings:** Based on current practice, up to 6 meetings per year can be supported by the Council, in terms of room rental and note-taking, although it is expected that most will opt for 4 per year. This will be reviewed at the end of the year.

10. Election of Ward Reps

- Ward Reps will be elected at the relevant Neighbourhood Forum prior to the Partnership AGM, where the newly elected Ward Reps shall be endorsed. In 2011, as agreed, all 12 Ward Rep places were open for election. In subsequent years, 2 Ward Rep places shall come up for election in each Ward. The two Ward Reps that get the least votes will have a 1-year term in the first cycle of elections.
- Nominations will be received and each prospective Ward Rep shall submit an application form by an agreed date prior to the relevant Forum.
- Ward Reps can stand for a maximum of 5 years, however it is envisaged that 4 years shall be the norm. When a Ward Rep has been in the role for 5 years, they must stand down for at least 12 months.

- d) All Resident NP Members (Ward Reps) of the NP will be expected to live in the Ward that they represent.
- e) In the event that only 4 people are nominated there will be no election, however lots will be taken to decide the term of service (either one or two years).

11. Role of Ward Reps

- a) The Role of a Ward Rep is to actively attend meetings, research information, work with service providers, make recommendations to the Neighbourhood Committee, market the work of the Neighbourhood Partnership and Neighbourhood Forums, and in some cases (e.g. The Elderly Peoples Working Group) co-ordinate some activities.
- b) Ward Reps will be expected to attend at least three quarters of all meetings; this will include the Neighbourhood Partnership meetings, the Pre-Meetings and the relevant Neighbourhood Forums.
- c) Ward Reps will not send substitutes if they cannot attend meetings.
- d) Ward Reps will also be expected to be an active member of at least one Working Group and may be asked to chair or take notes.
- e) If a Ward Rep resigns, the vacant place can be offered on a co-opted basis; however this place will have no voting rights. The co-opted resident can then stand for election at the next opportunity.

12. Equalities

The Bristol Equalities Forum will nominate one or two representatives from the Neighbourhood who will seek to make a contribution for all equalities groups. Support will be provided. The term and method of appointment will be discussed at a later date.

13. Community engagement, Neighbourhood Forums, Working Groups

- a) Neighbourhood Forums will be held at ward level, four times per year.
- b) Chairing of the Forums will be decided locally. In some cases the elected Members may chair, in others the Ward Reps.
- c) The Police in some cases may provide administrative support and provide a note taking service. In some cases residents may be asked to do this.
- d) The Neighbourhood Partnership may decide that other formats are more effective for enabling resident engagement than a standard meeting format. Whilst it will need to ensure that agreed elements, such as progress updates from previous meetings, or consultation activities are retained. The emphasis should be on providing opportunities that provide the greatest level of engagement (for example, neighbourhood walkabouts with agencies in attendance, market place drop in sessions, or meetings led by young people, may from time to time be deemed more appropriate formats).
- e) Twice a year, the Partnership will receive a report highlighting the issues raised during community engagement activities in the Neighbourhood (You said. We did).
- f) The Partnership has lead responsibility for the quality of community engagement in its neighbourhood, and is advised to regularly consider how it may improve further.
- g) Interested residents may join any of the working groups but may not chair.

- h) Working Groups will be convened by the Neighbourhood Partnership and will be expected to report to the Neighbourhood Partnership and, if directed, to the Neighbourhood Forums.
- i) All working group recommendations must be agreed by the Neighbourhood Partnership before they are actioned, unless they are explicitly empowered to act by the Neighbourhood Partnership.

14. The Henleaze, Stoke Bishop and Westbury on Trym Neighbourhood Partnership currently has the following Working Groups

Well-being Working Group (Chair: Area Co-ordinator), Transport Working Group (Chair: Alan Aburrow), Environmental Working Group (Chair: Vacant), Communications Working Group (Chair: Vacant), Elderly Peoples Working Group (Chair: Vacant). In time, depending on need, we will form a Young People's Working Group.