

Appendix 2

Neighbourhood Partnerships in Bristol

Terms of Reference

March 2016

Introduction:

The 14 Neighbourhood Partnerships in Bristol are each unique, having developed in response to local needs, in different ways and at different rates. The distinctiveness of Neighbourhood Partnerships is acknowledged and this document seeks to provide a stronger foundation for this distinctiveness to grow and develop.

1. Name

The name of the Neighbourhood Partnership shall be **Filwood, Knowle and Windmill Hill Neighbourhood Partnership** and it will cover the wards of

- a) Filwood
- b) Knowle
- c) Windmill Hill

known as “the Neighbourhood”.

2. Purpose

The Filwood, Knowle and Windmill Hill 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) Managing a locally developed Neighbourhood Partnership Plan
- b) Developing local solutions to local problems wherever possible
- c) Encouraging public, private and community and voluntary organisations to work together to deliver improvements for residents’ quality of life.
- d) Tackling deprivation and discrimination in the neighbourhood, and promoting equality of opportunity for all those living or working there.
- e) Considering proposed decisions of the Neighbourhood Committee and influencing such so as to use resources to best meet the needs of the neighbourhood.
- f) Receiving reports from service delivery bodies and influencing service priorities within the neighbourhood in accordance with identified needs and priorities
- g) 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.

3. We Value:

- a) **Accountability** – Every decision and action undertaken by the NP will be able to stand the test of scrutiny by residents, Bristol City council (BCC) (councillors and officers), service providers, the media, and any other interested party.
- b) **Integrity and honesty** – All members of the NP are expected to undertake all duties (within the NP and externally) with integrity and honesty, and to always act within the law.
- c) **Transparency** – The NP will maintain a practice of openness and will ensure that as much as possible of its work is available to public scrutiny.
- d) **Equality** - All members of the NP agree to eliminate discrimination, harassment, victimisation, and advance equality of opportunity between people from different groups and foster good relations between people from different groups in the Neighbourhood Partnership area.

4. Membership of the Neighbourhood Partnership

- a) All Members of the NP, except elected councillors, will be expected to live or work in the neighbourhood concerned.
- b) Membership of the NP is agreed and recorded at the Annual General Meeting. Voting members of the NP shall total no more than 30. This figure reflects 6 ward councillors and no more than 24 resident members.
- c) Residents can become members of the NP by attending the NP Annual General Meeting to request membership of the NP. Throughout the year, residents can become co-opted members of the NP, as long as the total number of existing members is less than 30.
- d) Voluntary, business and arts sector representatives can become voting members of the NP, if their organisation is based or working Filwood, Knowle or Windmill Hill. The sector representative should attend the NP Annual General Meeting to request membership of the NP. Throughout the year, sector representatives can become co-opted members of the NP, as long as the total number of existing members is less than 30.
- e) The Partnership may co-opt up to four non-voting members during the year to provide specialist expertise from the time of the appointment to the next Annual meeting.
- f) The quorum for meetings of the Neighbourhood Partnership will be one half of voting members, to include at least two ward councillors and two other resident members.
- g) Observers are always welcome at Neighbourhood Partnership meetings, which are public and open meetings.

5. Officers of Statutory Bodies

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:

- a) Bristol City Council Neighbourhood Partnership Coordinator or their representative
- b) The Neighbourhood Police Inspector (or their representative)
- c) Officers of other bodies (e.g. Environment Agency, Registered Social Landlords) or from other departments within Bristol City Council may choose to attend Neighbourhood Partnership meetings if aspects of the agenda are relevant to them, or if invited by the Neighbourhood Partnership.

6. Role of NP Resident Members

Role of the NP Resident Member is to:

- a) Attend and fully participate in at least one NP meeting per year (average time 2-3 hours per quarter). Failure to attend at least one NP meeting by the end of the year (June to June) shall be taken as a resignation from the role.
- b) Ensure they carry out activities/ tasks agreed to within meetings

- c) Ensure the views of the group or residents from the area represented by the Resident NP Member are fed into NP meetings as appropriate
- d) Ensure that equalities are central to all discussion and decisions made by the NP
- e) Abide by the code of conduct
- f) Send apologies if unable to attend NP meetings or events
- g) Where a NP Resident Member represents a group they will report back information to that group
- h) Help promote and encourage wider participation in NP activities
- i) NP Resident Members will also be expected to be an active member of at least one Working Group and a Funding Panel.

7. Neighbourhood Committees

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.

Neighbourhood Committees have delegated power to take a range of council decisions relating to their respective Neighbourhoods (eg. 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 in the Neighbourhood Committee.

8. Working 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 Meeting, for which the quorum shall be at least 50% of voting members.
- c) The Partnership will elect a Chair and Vice Chair or a process for appointing Chairs of NP meetings, from its membership 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 (eg treasurer, secretary etc.)
- e) The Partnership may establish sub groups, task groups etc as required and not limited to Neighbourhood Partnership members only.
- f) Funding panels will be established by the Partnership and organised by the Neighbourhood Partnership Coordinator. The NP may decide to organise ward specific panels and joint NP funding panels to manage cross/joint Partnership (non ward specific) funding applications. Funding Panels will make recommendations to the Neighbourhood Partnership for the allocation of funding. Membership of the joint funding panels will be open to any voting NP member. Membership of ward specific funding panels will be open to any voting NP member working or living in the respective political ward.
- g) Minutes of the meetings will be taken by Bristol City Council officers and made public on the NP website within six weeks of the Partnership meeting.
- h) An agenda showing time and place of the meeting will be published (as above) 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 is taken. This will be avoided wherever possible.

- j) Any resident member can resign as a Neighbourhood Partnership representative by sending a letter indicating their intention to do so to the Neighbourhood Partnership Co-ordinator. The letter should be shared with all members of the Neighbourhood Partnership at the next available Partnership meeting. A letter of thanks from the Neighbourhood Partnership should be sent to the exiting member.

9. Complaints

- In the first instance complaints and grievances relating to conduct can be raised with both the Chair of the NP and/or the Neighbourhood Partnership Coordinator
- Complaints and grievances will be considered and investigated by the NP Chair. Investigation will include exploration with all relevant parties
- Every effort will be made to reach a satisfactory resolution but if this is not possible the NP member may be required to resign from the NP by the NP Chair
- If the conduct complaint concerns the NP Chair or the Neighbourhood Partnership Coordinator it should be made in the first instance with the Democratic Services Officer responsible for the NP for investigation and resolution
- If the complaint is regarding a subgroup/working group member's behaviour the Chair of that meeting together with the Neighbourhood Partnership Coordinator will investigate and hold a three way meeting with the person whom the complaint is about.
- If the complaint is regarding a Councillor then the BCC complaints procedure will need to be followed this can be found at:
<http://www.bristol.gov.uk/page/council-and-democracy/complaints-and-feedback>
- All complaints raised and their resolution should be reported at a subsequent NP meeting