

ANNEX B: THE WILLIAM MORRIS BIG LOCAL

PARTNERSHIP FRAMEWORK



1. The Partnership

- 1) The William Morris Big Local partnership will oversee the WM Big Local plan and programme of action.
- 2) The partnership will be made up of a minimum of 8 members and a maximum of 14 members.
- 3) Membership of the partnership will be by election at the William Morris Big Local Forum (which is open to all people who live and work in the WM ward).
- 4) All members of the partnership will be people who live in the William Morris ward.
- 5) In addition the partnership will co-opt non-voting advisers who work in the ward (for example, workers in the Housing Associations) who can help achieve the aims of WM Big Local. However, these advisers cannot be Council officers and/or Councillors
- 6) Members of the partnership will be expected to attend 6-weekly partnership meetings and some Big Local forum meetings.
- 7) Members will be committed to an active role in the partnership - giving their time, skills and knowledge.
- 8) A record of attendance will be kept and a three monthly review of attendance will be conducted to ensure that members are attending meetings (3 strikes and you're out for absences not notified in advance).
- 9) Partnership members, if unavailable to attend meetings, must have a valid reason and inform the Development Worker in advance. It is then at the discretion of the Development Worker whether to disclose the reason to the rest of the Partnership members.
- 10) The partnership will seek to find full agreement on decisions from its members by consensus, following full discussion where all contributions will be listened to and considered. Where the partnership cannot come to a consensus decision, we will vote (with a 60% majority needed to agree a decision) and with the chair holding the casting vote.
- 11) The partnership will be considered quorate when 60% of members are in attendance.
- 12) This partnership framework will be reviewed annually and discussed at the WM Big Local forum.

2. Role of the partnership

- 1) To oversee the WM Big Local plan and the delivery of the WM Big Local programme.
- 2) To oversee programme resources (employees, budget)
- 3) To seek input from local people / to listen to and consider the views of local people before making any key decision on the programme.
- 4) To ensure that the programme and partnership is reviewed and evaluated regularly.
- 5) To actively encourage people from the William Morris ward to get involved in WM Big Local.
- 6) To communicate key messages about WM Big Local clearly and through various media.

3. Role of partnership members

- 1) The partnership will elect members to carry out particular described below duties for a period of a year:
- 2) Overseeing each priority area; improving the local economy, working across generations, transforming community spaces, improving green spaces, as well as finances, communications, evaluation and strategy.
- 3) **Chair:** the role of the chair is to:
 - a. Chair partnership meetings - anchoring the discussion, ensuring that members are encouraged to share their ideas and that the partnership is able to reach agreement on decisions in an effective way in line with WM Big Local priorities and aims.
 - b. Take part in resolving governance or conflict issues in line with relevant agreements.
 - c. Retain the right to call for a vote (in the event that a decision cannot be made by consensus) and have the casting vote at meetings in the event of a vote being tied.
 - d. Maintain an overview of Big Local, ensuring progress is made according to the Big Local plan and ensure WM Big Local remains on track.
 - e. Liaise with the Big Local worker, Big Local rep and other partnership members to oversee progress of the programme, including setting the performance objectives for the Big Local worker.
 - f. be committed to equal opportunities and inclusion

- 4) Secretary: who will be responsible for minute taking, agenda-setting (in discussion with the chair and BL rep, members will be asked to agree items to go on the agenda) and deciding meeting dates/ arrangements.
- 5) Members can adopt more than one role (e.g. oversee a priority area and be secretary), though we will aim to spread to workload.
- 6) The role of co-opted non-voting non-residents will be to provide relevant advice, knowledge and expertise to Big Local. They will also actively review and be an advocate for Big Local with a view to gaining additional impact from the activities of their parent organisation or other bodies. They will report progress from their organisation which illustrates evidence of changing practice and policy that will contribute to the WM Big Local programme.
- 7) If there is a Conflict of Interest then the partnership member cannot be part of the decision making process and cannot vote.

4. Relationship with Residents

- 1) The William Morris Big Local Forum is open to all people who live and work in the William Morris ward. It will take place quarterly (rotating between Tuesday, Wednesday and Thursday evenings in the last week of the month). The purpose of the meeting is to share information, views and ideas about WM Big Local. It is the main way in which the partnership will seek the views and ideas of local people to input into the WM Big Local programme.
- 2) Regular agenda items will include WM Big Local activities / events, reviewing progress on the plan / programme, new ideas for each of the priority areas and a budget update.
- 3) The WMBL partnership will also ensure that information on any key decisions will be available for comment through the WM Big Local mailing list and the website and if appropriate through targeted mail outs across the ward or talking to people at events / activities. Where necessary hard copies of key documents can be produced when requested.
- 4) The partnership will meet each month following the BL forum. It will be responsible for making decisions about the William Morris Big Local programme.
- 5) It will report decisions that have been made on a regular and timely basis at the William Morris Big Local Forum.

5. Relationship with workers / contractors

- 1) The partnership is responsible for setting the work objectives and monitoring the performance of any workers or contractors.
- 2) This will be done by the partnership regularly setting work objectives at partnership meetings and by meetings between the BL worker, BL rep (who will have an advisory role) and the chair (or nominated member) of the partnership.
- 3) The Chair and a nominated member of the partnership (usually the vice-chair) will manage and oversee the work of the Development Worker.
- 4) Any tender documents and employment contracts will be agreed and signed off by the partnership.
- 5) The partnership will regularly review progress and performance of any workers / contractors who are carrying out work for the WM Big Local programme.
- 6) HR functions for the BL worker will be carried out by the WMBL's Locally Trusted Organisation. The Chair and nominated member of the partnership will be responsible for the pastoral support of the BL worker.

6. Reflecting the community

- 1) The WM Big Local partnership is committed to taking every step to reflect our local community.
- 2) When there is a vacancy on the partnership we will advertise in a range of ways (mailing list, website, talking to local community members) to ensure that the partnership reflects our community as far as is possible.
- 3) We will ensure that at each meeting (as a standard agenda item) we review how well we reflect our community and how we can take further action.