

HAVA BIG LOCAL PARTNERSHIP

Hawksworth Wood, Abbeydale & Vespers Area

How we will work together

(Terms of Reference Approved by the Board in September 2018)

Introduction

This document outlines how we will work together in the HAVA Big Local partnership. The terms of reference here includes:

- Our vision for the future, objectives, scope and what we want to do
- Stakeholder roles and responsibilities
- Resource, financial and quality plans
- Operation and Project Management
- Success Factors

Vision (Aims and purpose)

To develop the HAVA area in consultation with the residents to make it an even better place to live.

Objectives

In order to achieve the vision a community plan will be completed within a given timescale to cover a period of 10 years. The plan can be reviewed and revisited to reflect any changes within the community.

Scope

To consult and assist the residents, service providers and local organisations in achieving the objectives of the HAVA area.

What we will do

Promoting the Big Local HAVA and ensure widespread awareness via, meetings, published documents, events.

To actively engage with residents and service providers at all times. To seek views, opinions and suggestions from all those involved.

To produce a community plan based on feedback from the forum and the wider community.

Initiating projects and events; these must meet the needs of the residents and fall within the objectives of the community plan.

To accept funding applications which address the aims of the community plan and to decide on the merit, viability and sustainability of those applications and assess if they should be provided with funding.

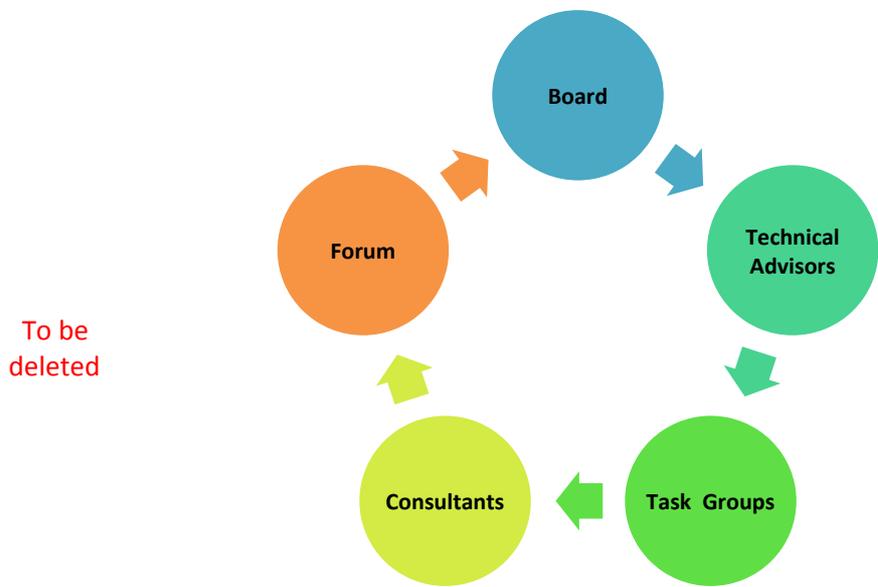
To monitor the impact of funded projects to ensure that the outcome of the project has been in line with the application and to ensure that documentation which provides that information is available for scrutiny/audit.

Glossary of Terms

1. The HAVA Partnership is a Big Local Programme of which everyone who lives or works in the area is automatically a member unless they opt out, it will also include elected members of Kirkstall Ward. The aim of the Partnership is to enhance the area and make it a better place for all, taking full advantage of the support offered through Big Local.
2. The HAVA Big Local Community Board is made up of 15 elected or nominated representatives who are resident in the HAVA area. This is a decision making body for the HAVA Big Local Partnership.
3. The HAVA Community Forum is an open meeting of all HAVA [partnership members](#).
[Residents and stakeholders with an interest in the HAVA area](#)
4. [ActionTask](#) Groups are short term sub groups looking at specific issues to report back to the board. They are all volunteers, and can be from the board, the forum or technical advisors.
[A member of the Board should be present at all meetings.](#)
5. Technical Advisors can be either paid, (although not necessarily paid by the HAVA Board), or unpaid professionals or practitioner's e.g. Leeds City Council, Police, Health Care Professionals etc.
6. Consultants could/ would be contracted to do a specific short term piece of work or advice and would be paid by the HAVA Board.
7. Stakeholders are people who work in the area (e.g. teachers, shopkeepers, health care professionals etc.) Stakeholders are also locally based community groups, voluntary organisations and public services (service providers) serving the area as well as businesses and other interested organisations. The partnership is between residents who live in the HAVA area and other interested organisations (stakeholders).

8. Service Providers /agencies are local organisations which work within the area or provide a service to the community e.g. Young Men’s Christian Association (YMCA), Leeds City Council, Hawksworth Wood Older Peoples Services (HOPS), Police, Social Workers etc.
9. The Local Trusted Organisation/s (LTO’s) is an independent organisation/s nominated by the partnership and endorsed by the Local Trust to administer and account for the distribution of the £1m funding.
10. The Local Trust was established by the Big Lottery Fund with a National Lottery Grant. It oversees the Big Local Programme.

Structure of Big Local Programme HAVA



The HAVA Big Local Community Board (The Board)

Elections and Meetings

Election of the board - there will be 15 members of which:-

11 Members will be elected by the residents of the HAVA area. The first 6, those with the most votes, will serve a two year term; the remaining 5 members will serve 1 year.

2 Member places will be allocated to available for representatives of young people. who will manage their own appointments facilitated by the Young Men’s Christian Association (YMCA) and Leeds City Council’s Youth Services and any other youth

focused organisation. These representatives can be nominated and supported by a Board Member or a youth focused organisation

2 Member places will be allocated for representatives of 'hard to reach' residents. This initially will be facilitated by The Hawksworth Wood Children's Centre. These can be nominated by local services or a Board member
If these places are not filled the vacancies can be taken by extra Board Members until they can be filled at an AGM.

- a. The Board will meet as required however there must be a minimum of 8 meetings per year excluding the Annual General Meeting (AGM).
- b. The Board will select from amongst its members the following Officers
 - Chair
 - Vice Chair
 - Secretary
 - Treasurer/Financial Officer
- c. Election of Officers of the Board (e.g. Chair, Vice Chair, Treasurer, Secretary) and any others (e.g. writer of Newsletter), will be held annually and the elections will be undertaken by the board in a secret ballot. Retiring officers may choose to stand for re-election.
- d. Each elected member of the Board will have one vote and a decision shall be taken on the basis of a majority of all those present at the meeting. In the event that a vote is tied the Chair/Vice Chair (in the absence of the Chair) shall have the casting vote. When a vote is taken the matter shall be decided by a show of hands and recorded in the minutes.
- e. There shall be a quorum of 8 50%plus 1 voting members present at all board meetings. An agenda will be determined by the chair with input from other board members and distributed prior to the meeting along with all relevant papers from the previous meeting.
- f. Board Members may come from differing areas of HAVA but they will have a duty to make decisions which benefit HAVA as a whole area and not just represent their own specific area/group. In the same way at the beginning of any meeting /tasks group etc., board members/task groups etc., will be required to declare any direct or indirect financial interest to any agenda item to be discussed and they may be asked to leave the meeting when that item comes up for discussion/voting.
- g. Individuals can/will attend board meetings in an advisory capacity only at the discretion of the board; they will not be eligible to vote.
- h. Any board member with an agreement of 2/3rds of the board can call an extraordinary meeting.
- i. Once the Board is operational it will enter into an agreement with the Local Trust and sign a Memorandum of Agreement to carry out their tasks. This memorandum will be updated and signed annually as part of the annual review process.

- j. Board Members will maintain confidentiality on agreed items where and when necessary and these items will not be recorded in the minutes; those items will be recorded on private minutes.
- k. All documents/minutes to be published and posted on to the HAVA web page in a timely fashion. The Chair will ensure that complete hard copies of all documents are available for public scrutiny and audit.
- l. No Board member will be paid for their involvement in Big Local; but receive expenses for items incurred and approved in advance.
- m. Any board member not attending three board meetings in a row will be written to by the Chair. Unless a good reason is given and attendance level improved the Board can vote to remove that person from the Board. A replacement can be through election at the next AGM.
- n. Under special circumstances i.e., resignation, vacancies not filled at the AGM etc., the board has the power to co-opt a member to fill the positions until the next AGM.
- o. In order to support any individual/young people/ hard to reach etc., board members will be able to have a mentor attend the board meetings. This will be a temporary arrangement and not a permanent position; those individuals will play no part in the meeting.

Disputes

In the event of a board member dispute, the matter should be raised in the following stages.

1. At a board meeting, or informally with the Chair.
2. Should the dispute involve the chair then the matter should be taken to the Vice Chair.
3. If this is not possible then the dispute could be heard by the Big Local Representative.
4. Complaints past the informal discussion stage should be put in writing in advance of a board meeting.
5. In the event of the issue being unresolved then it will need to be escalated and mediation should be sought by an independent person or organisation.

The role of the board

1. The role of the board is to actively engage with the community and ensure that the decisions reflect the broader consensus of the community. The aim should be to build key skills, confidence and expertise to empower residents to have more involvement, ownership and influence with decision makers and service providers e.g. Leeds City Council, to effect and maintain changes within HAVA.
2. The board will make overall decisions on how to spend the funding based on the priorities of the community plan. The distribution of funds to HAVA will be done by the Local Trusted Organisation/s (LTO's) to support the agreed community plan.
3. Review the community plan as and when required and revise the priorities to meet the changing needs of HAVA. Act as a focal point for the forum etc., and issues

raised in the forum meetings. Consulting the forum and wider community on all main decisions.

4. To provide updates, newsletter/s and reports to the forum and wider community of HAVA on progress.
5. Acting as a focal point for HAVA to build community involvement and support residents to take action to deal with local issues.
6. Terms of reference can be changed through a vote made by 2/3rd of the board members.
7. The board will work with organisations providing services in HAVA in order to influence organisational policy and practices. The board may nominate representatives to local partnerships where relevant.

HAVA Community Forum and Annual General Meeting (AGM)

The Forum will meet at the discretion of the Board with a **minimum** of **four two** meetings per year inclusive of the AGM.

1. One meeting of the Forum will be held jointly with the board which will be the Annual General Meeting. At the AGM new members will be elected on to the board by secret ballot. All nominees for the board will need to have submitted their nominations in writing to the board two weeks prior to the AGM.
2. The first AGM will be 12 months after the board has been elected starting April 2014.
3. An annual report will be produced and distributed at the AGM. It will include a progress report, Chair's Report, Financial Report and other feedback.

Tasks Action Groups

The board from time to time may establish task **Action** groups to look at specific issues and make recommendations to the board. **Action** groups may consist of board members, community representatives and technical advisors as appropriate. **Action** groups may be delegated responsibilities at the discretion of the board i.e. recruitment and possible management of a small budget.

The Local Trusted Organisation/s (LTO's)

Once the Big Local Plan has been created and approved by the Board and Local Trust, then it will nominate one or several Local Trusted Organisations to administer part or all of the distribution of the £1m. The money will then be transferred by the Local Trust in stages to the area via the locally nominated trusted organisation/s to meet the on-going spending needs, based on the agreed HAVA Plan.

The local trusted organisation/s will be required to have experience and expertise in operating similar programmes and will have robust financial systems and procedures in place.

The Local Trusted Organisation/s will be under contract directly with Local Trust. The basic key responsibilities for the local trusted organisation include:

1. Distributing Big Local funds using the criteria determined by the HAVA partnership
2. Working with HAVA to agree processes for distributing the funding and all decisions relating to those funds.
3. Funding decisions and procedures meet the requirements of Local Trust financial regulations.
4. Reporting as required, to HAVA and the Local Trust.

Big Local partnerships, in this case HAVA, are not expected to carry out much financial operational activity and it is the Local Trusted Organisation/s rather than HAVA which will receive funds from the Local Trust. In this sense LTO's are liable, with Local Trust, for use of the funds, i.e. if the theft of funds occurred either Local Trust and /or the Local Trusted Organisation/s would be liable. Local Trust will do an assessment on each organisation that carries out the Local Trusted Organisation/s role, and will have a funding agreement with them around liability.

Stakeholder roles and responsibilities

Stakeholders will form the membership of the Forum and may have an advisory role at board meetings and within **Action** groups at the discretion of the board. Their role is to provide ideas, views and opinion's to feed into the objectives.

Resource

£1m is to be spent within a period of up to 10 years. The spending must reflect the community plan and be managed and monitored by the local trusted organisation and the HAVA board and comply with procedures and regulations as stipulated by the Local Trust.

The Board will strive to increase resources to the area from other sources. It will use the £1 million lottery award in ways that help to achieve on-going resources to the area (e.g. [loans given out so that there is money coming back in](#))

Quality & Evaluation

The board will require all funded projects to provide evidence on the impact of their work. The board will evaluate funded projects as they progress. The board will also review its own progress and evaluation of achieving the aims of the plan in preparation for the AGM.

Operation & Project Management of individual bids.

Individual projects will be considered by the board on their own merits, taking into consideration sustainability, value for money and how it addresses the priorities of the HAVA plan. The board will request that each project has appropriate financial

controls in place. Decision on spending will remain with the board unless they delegate and devolve the decision making powers.

Success factors.

At the end of the 10 year programme an evaluation process will be undertaken to determine the success of the HAVA Big Local programme.