

Big Local | Radstock & Westfield

Making the most of £1million

- Our vision is for a community that is creating its own future and working together to make good things happen -

Partnership Welcome Pack

Welcome to the Radstock & Westfield Big Local Partnership! You have joined an important group of people who live and work in the community to help make it an even better place to be.

In this document you can find out:

1. What the Partnership does
2. What Partnership members may contribute
3. How the Partnership is structured and procedures
4. The Partnership code of conduct
5. The Partnership conflict of interests
6. How to handle confidentiality
7. Summary of Plan 2
8. Summary of Roles and Relationships of different players in the Big Local

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1. This is what we do:

Together we will work to understand the various needs of the community and invest in effective ways to meet them. This involves consulting the community and coming together to discuss and decide what to do about it, creating a Plan. The Plan is a statement of what we want to achieve over three years, it is based on community needs and is written by the Partnership (with support from the Radstock & Westfield Big Local CIC).

We have been given £1.1m from the Community Fund (was called Lottery Fund) to invest in our community until 2026 - whilst we can do some great stuff with it, it isn't enough to do everything that we want... so we have set up a community interest company (CIC), which will help us to apply for further grants and resources. The CIC will also deliver our Plan 2 (2018 to 2021), including employing workers and providing insurance.

This gives the Partnership one further responsibility - to ensure the CIC is able to carry out its functions. This involves:

- Willing and appropriately skilled Partnership members joining the CIC Board of Directors
- Ensuring our bankers (known as the Locally Trusted Organisation / LTO) are directed to provide funding based on the CIC's recommendations (and in accordance with Plan 2);
- Review the work of the CIC
- Give support and suggestion to the CIC

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2. These are the likely decisions and other support Partnership members may contribute:

In 2019:

- Vote on recommendation (by CIC) for adaptations to Plan 2
- Volunteer at Dragons' Den, Lights Switch On, Events and Workshops
- Spread news about the Big Local
- Invite people on to the Partnership (keeping it resident-led)
- Help bring together the community's views
- Work with CIC and LTO for Finance (Carers' Centre) to ensure the Plan is being delivered (meetings, offer advice, connections)
- Review Plan 2 and Vision

In 2020:

- Work out with CIC how to develop Plan 3
- Vote on recommendation (by CIC) for adaptations to Plan 2
- Review Plan 2 and Vision
- Volunteer at Dragons' Den, Lights Switch On, Events and Workshops
- Spread news about the Big Local
- Invite people on to the Partnership (keeping it resident-led)
- Help bring together community's views
- Work with CIC and LTO for Finance to ensure the Plan is being delivered

In 2021:

- Finalise Plan 3
- Vote on recommendation (by CIC) for adaptations to Plan 2
- Review Plan 2 and Vision
- Volunteer at Dragons' Den, Lights Switch On, Events and Workshops
- Spread news about the Big Local
- Invite people on to the Partnership (keeping it resident-led)
- Help bring together community's views
- Work with CIC and LTO for Finance to ensure the Plan is being delivered

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3. Partnership structure and procedures:

How formal are the meetings? Meetings tend to be a mix of mingling, information sharing and decision making. They will be led by the Chair of the Partnership in cooperation with the CIC.

How public are the meetings - who can attend as observers? Meetings are public, although if space in the room is an issue then priority will be given to partnership members.

How is the agenda created? The agenda is produced by the CIC on behalf of the Partnership. Partnership members can contribute agenda items up until a week in advance.

What paperwork is provided - in advance or at the meeting? The agenda and relevant documents will be made available in the meeting. If the Partnership member is unable to attend, they will receive the paperwork 1 week in advance and a request for responses needed —the paperwork will be embargoed until the actual meeting.

What items are confidential - and until when? Please see our confidentiality policy below.

Who takes the notes and who receives copies of the notes? We have a note taker who will write up the main points and decisions from the meeting. The copies will be stored by the CIC and on the website.

Who can call meetings? Partnership meeting dates tend to be fixed throughout the year. The Chair can call an extraordinary general meeting (EGM) should there be need / support for it.

Who can join the Partnership? Any resident from Radstock and Westfield can join the Partnership. People who work but don't live in Radstock or Westfield can join the Partnership so long as 51% or more Partnership members are residents.

How many members need to respond in order to make a decision? 8 members of the Partnership have to vote (yes/no/abstain) in order for a decision to be made.

How are decisions made? Decisions are made by a simple majority vote, with the Chair holding the deciding vote should it be a tie. Vote by Proxy: If you are unable to make a meeting please let the workers(s) know. If you give adequate notice (1 week) you will receive the agenda with background documents and will be given the opportunity to give feedback and vote on any decisions by proxy (email your decision to the workers). If a decision needs to be made in the time between meetings then an electronic vote will be requested. The Partnership will be given 1 week to give a response.

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In all cases, so long as the member has been given the opportunity to vote alongside relevant background information, the absence of a response by the member will be taken to mean an abstention.

How are issues, conflicts and disagreements resolved? Should a Partnership member not follow the code of conduct, policies and procedures, the Partnership will consider the severity of the act and take a vote on whether the member is asked to leave and what further action needs to happen. The Chair, or Vice Chair will be required to resolve any conflicts of personality or disagreements within the group, if this is not possible then a partnership can vote to bring in external support, such as a conflict resolution expert to help.

Where are conflicts of interests recorded? Conflicts of interest are recorded in the meeting by the note-taker. Partnership members are required to raise the issue, in accordance with our Conflict of Interest policy.

What sub-groups are there and why? Sub-groups can be created and removed by the Partnership (voted into/out of existence), in order to meet a need of the Partnership. For example, to research community need or to look at funding opportunities etc. They will be required to report back at each full meeting.

How many meetings can a member miss before they are asked to resign? If a member does not vote, either by proxy or in person 3 or more times in a calendar year, it will be taken that they do not wish to be responsible for the Big Local project and they will be asked to resign.

What oversight is there? The Partnership is supported by a rep from the Local Trust (Big Lottery Fund), who are our funders. S/he will report back to Local Trust and connect us with the appropriate people in the organisation. Our bankers, otherwise known as Locally Trusted Organisation for Finance (LTO) hold our money and carry out due diligence on any request for fund allocation.

What is the Partnership required to do? The Partnership designs and reviews the 3-year Plan. The Partnership commissions the organisation(s) to deliver the Plan - The Radstock & Westfield Big Local CIC has been set up and commissioned by the Partnership to deliver Plan 2. The Partnership works with the Plan delivery body (CIC) to monitor progress and contribute time and skills. The Partnership has an annual vote for the Chair and Vice-Chair of the Partnership.

Can Partnership members join the CIC? Members of the Partnership can join the CIC board of Directors under the following conditions:

- There is space (there is a maximum of 6 Directors allowed)
 - The member understands and is committed to the responsibilities of the role
 - The member has the skill and experience required by the CIC to perform its duties
- Please make your interest known to the CIC, who will talk with you further.



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Can the Partnership remove people from the CIC? The Partnership can make a recommendation to the CIC board of directors to remove a director under the following condition:

- The director is not able to support the delivery of the Plan

However, the CIC is a separate entity from the Partnership and therefore is not legally obliged to remove any directors following the Partnership's recommendation.

Can the Partnership cut ties with the CIC? The Partnership has some power over the relationship with the CIC: The CIC has agreed to perform certain functions on behalf of the Partnership. If, under exceptional circumstance, the Partnership wishes to end this arrangement with the CIC then due process and fundamental fairness must be performed.

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4. Code of Conduct:

- We will support residents and people locally in improving their communities.
- We actively share knowledge and skills, encouraging learning and cooperation.
- We collaborate with others to build the best possible solutions to the challenges we face together.
- We are responsible, open and accountable. We will collect, share and review evidence of our progress and be open to advice and criticism.
- We believe in social responsibility. We want our work to have a positive impact on people locally, the area and the environment, now and for future generations.
- We are committed to equality and promote diversity. We seek to overcome all forms of discrimination and prejudice so that everyone can participate in, contribute to and benefit from Big Local on an equal basis, whatever their background, ethnicity or beliefs.
- We will be innovative and embrace change, approaching problems proactively and creatively.
- We are enthusiastic, energetic, positive and proud of Big Local, and will bring these qualities to all our activities.

We will not tolerate behaviour which produces damaging or hurtful effects, physically or emotionally on people. Inappropriate behaviour includes abusive, threatening or intimidating behaviour and applies to phone calls, emails, letters, in person and face-to-face meetings. This includes:

- insults and name-calling
- swearing, offensive language and gestures
- inappropriate jokes
- ridiculing and undermining behaviour
- inappropriate or unnecessary physical contact
- physical assault or threats of physical assault
- intimidating, coercive or threatening actions and behaviour
- unwelcome sexual advances
- isolation, non-cooperation or deliberate exclusion
- inappropriate comments about a person's appearance
- intrusive questions or comments about a person's private life and malicious gossip
- offensive images and literature

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- pestering, spying or stalking

If somebody's behaviour makes you feel uncomfortable or you find it unacceptable, report it to your Big Local Partnership Chair or your Big Local Rep. If it's not appropriate to talk to either of these people you should get in touch with Local Trust on 020 3588 0565 or info@localtrust.org.uk

If you are concerned for your own safety report the behaviour to the police. Keep a log of any inappropriate behaviour which might include phone calls (including missed calls and messages), emails, letters, and face-to-face meetings.

As a Partnership member I understand and agree that:

- Everything the Partnership does will be able to stand the test of scrutiny by the public, charity regulators, community members, stakeholders, funders and the courts.
- Integrity, respect and honesty will be the hallmarks of all conduct when dealing with others within the Partnership and equally when dealing with individuals and institutions outside it.
- The Partnership will strive to maintain an atmosphere of openness throughout the community to promote confidence of the public, stakeholders, Local Trust, the Big Lottery Fund, charity regulators and government.
- I will not break the law, go against charity regulations or act in disregard of partnership policies.
- I will abide by our local Big Local procedures.
- I will always strive to act in the best interests of Big Local.
- I will declare any conflict of interest or of loyalty, or any circumstance that might be viewed by others as such, as soon as it arises.
- When I am speaking as a member of the Partnership, my comments will reflect the work of the Partnership even when these do not agree with my personal views. When speaking as a private individual I will strive to uphold the reputation of the Partnership and those who work in it.
- I will not personally gain materially or financially from my role as a member, nor will I permit others to do so as a result of my actions or negligence.
- I will strive to read all documents and attend all meetings, giving apologies ahead of time to the Chair if unable to attend.

Big Local | Radstock & Westfield

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- I will vote by proxy if I am unable to attend the meeting.
- I will engage in debate and voting in meetings according to procedure, maintaining a respectful attitude toward the opinions of others while making my voice heard.
- I will accept a majority Partnership vote on an issue as decisive and final.
- I will maintain confidentiality (where this has been agreed in the Partnership's guidance on confidentiality) about what goes on in the meeting unless authorised by the Chair or Partnership to speak of it.
- I will participate in induction, training and development activities for members.
- I understand that a substantial breach of any part of this code may result in my removal as a member.
- Should I resign as a member I will inform the Chair in writing, stating my reasons for resigning.
- I will provide information and advice about day-to-day quality of life in the area.
- I will actively encourage people in the area to play their part in supporting Big Local and its activities.
- I will ensure that local concerns are addressed and that solutions have local support.
- I will provide regular feedback and a clear steer on priorities based on local knowledge.
- I will provide relevant advice, knowledge and expertise to Big Local.
- I will 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.
- I am committed to equal opportunities and inclusion.
- I will report as appropriate, progress from within my organisation, and/or sector, which illustrates evidence of changing practice and policy that is benefitting or is likely to benefit Big Local.
- The Chair of the Partnership meetings will ensure that members are encouraged to share their ideas and are able to reach agreement on how the work is carried out in an effective way in line with Big Local outcomes.

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- The Chair will have the casting vote at meetings in the event of a vote being tied.
- The Chair will take part in resolving governance or conflict issues in line with the relevant agreements.
- The Chair will maintain an overview of Big Local, ensure progress is made according to the Big Local plan and ensure Big Local remains on track.

5. Conflict of Interests:

- Where a member has a clear private or personal interest in a matter under consideration, they must declare that interest and, if necessary, withdraw from the meeting. The interest need not be of a purely financial nature but could include membership of a club or organisation connected with the matter under discussion. Interests can be positive or negative especially where a competitive element is introduced. For example, a member may wish to support a particular course of action because it impacts more favourably on an organisation they are a member of, or impacts favourably on their friends/relatives.
- In no circumstances should a paid worker also sit as a voting member of the Partnership.
- In no circumstances should a Big Local worker (employed or sub-contracted through a locally trusted organisation or otherwise) be related to a person in a position of power or influence in a Partnership (chair, vice-chair, treasurer, secretary).
- No more than two people from the same family or who live in the same household can be partnership members.
- If in doubt, an individual should avoid being in any position where suspicion could be raised for any appearance of improper conduct - if in doubt, the individual should declare the interest and seek guidance for future meetings.
- Where an individual has declared an interest a statement should appear in the notes of the meeting. For example:

XXX declared a financial/non-financial interest in the above item and withdrew from the meeting, taking no part in the discussion or decision.

or

XXX declared non-financial interest in the above item and remained in the room during its consideration, but took no part in the discussion or decision.

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As a Partnership member, you should not be involved in a decision about who gets a particular contract if:

- you might get a financial benefit from the decision - for example, if you work for a local organisation or business that receives Big Local money to deliver activities or services, or owns a meeting space that the partnership pays to use.
- you might get an indirect financial benefit from the decision - for example, if a close relative or friend is employed by an organisation that receives Big Local money, or is doing work paid for with Big Local money.
- your loyalty to Big Local might conflict with your loyalty to another group or organisation. This might be because you are a member or trustee of, or have links with, an organisation or group outside Big Local. Although you yourself may not gain any financial benefit, your decision-making could be influenced by your other interests.

6. Confidentiality Policy:

You should never disclose or use confidential information for the personal advantage of yourself or of anyone known to you, or to the disadvantage or discredit of the Partnership. Members are expected to adhere to any Big Local confidentiality agreement at all times and may be asked to adhere to a specific 'embargo' (an embargo is a request not to share information until a certain point in time). Wherever possible the timescale and the reasons for such an embargo will be defined at the time the embargo is put in place.

Examples of such instances where a confidentiality embargo may be used are:

- details of individuals or organisations, who have submitted funding applications.
- details contained within individual applications prior to a decision being taken.
- information not in the public domain.
- draft plans or proposals not yet approved.

A short confidentiality embargo may be imposed after any Partnership meeting to ensure time to allow information to be distributed within the area to specific organisations or individuals. Where an issue is known to be potentially sensitive or

Big Local | Radstock & Westfield

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likely to be confidential members will be made aware of the details of any embargo in advance.

In the event of a confidentiality agreement being breached by an individual, group, or organisation, the Partnership will take appropriate action.

7. Summary of Plan 2:

Invest in health & well-being to improve quality of life



Poor health is an area of concern in our community especially obesity, diabetes and mental health, we believe by supporting projects that promote and enable healthy lifestyles we can make a positive impact.

We aim to provide funding towards a community kitchen and training space - we are working on developing a business plan to ensure the space is used and supported by the local community.

The impact this should have is a generational reduction in obesity and other health related issues and an increase in community engagement.

Invest in young people to become life, work & further education ready



This priority has developed from consultations, local statistics and following on from Plan 1.

Residents have identified the need to invest in our young people, we aim to focus on empowering them with a devolved budget and creating learning opportunities. Led by the recent youth consultation (Dec 2017) we are using the results and recommendations to inform the decisions we make regarding investing in youth provision.

We expect to allocate £23k per year for the next three years with specified, measurable goals written into the terms and conditions for the funding to be allocated.

The goals will include a successful anti-bullying strategy, an increase in what services are currently available and a re-evaluation of the young people needs and wants

Big Local | Radstock & Westfield

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and the impact/improvement the funding has made. We will continue funding the devolved budget of £5k per year working closely with the youth panel, ensuring our young people have their say on how and where money should be spent. We will identify fundraising opportunities to ensure the project remains sustainable into the future of youth provision.

Opportunities for local community organisations to develop knowledge and skills to meet challenges



Invest in upskilling support for people, organisations and facilities to increase resilience

This Priority originates from Plan 1. Over the duration of the last plan it became apparent that community organisations face numerous

challenges in order to continue and meet the changing needs of our communities.

We felt that some of the resources needed to be used in a way that provided organisations with the skills to raise funds, develop business plans, identify and adapt to the opportunities and needs within the community.

We are keen to develop long term resilience by making funds available annually to provide professional support (workshops/events) to grow these skills and plan for the future.

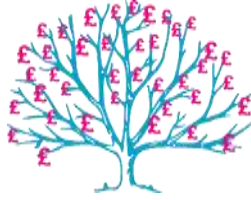
Our Dragons' Den events have been incredibly successful in bringing together the community to celebrate the creativity and motivation of our community to make good things happen here. We want this to continue for as long as it's useful and so will work towards making our Dragons' Den event sustainable – finding funding partners and volunteers to help run and promote it.

We will also identify and provide funding towards training in preparing and cooking healthy food on a budget. We will aim towards making the project self-funding and an integrated part of the health and wellbeing hub that is developing in Radstock and Westfield.

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Invest and raise funds to enhance the Radstock & Westfield CIC offer to the community



The £1million from Local Trust is not enough to fully address the needs/problems we have decided to focus on and this priority shows our commitment to deliver the plan, develop sustainability to continue beyond the 10-year lottery project, build on our capacity and embrace long-term partnerships.

The delivery of the plan will be carried out by the community workers and volunteers in accordance with Local Trust aims as well as Companies House regulations.

We will create a strategy to lever in outside funding using our understanding of the needs of our community. We will utilise match funding and complete funding applications in order to ensure good things continue to happen in our area beyond the Local Trust investment.

On the 5th November 2018 Plan 2 was endorsed by Local Trust which enables us to focus on three of the four key projects:

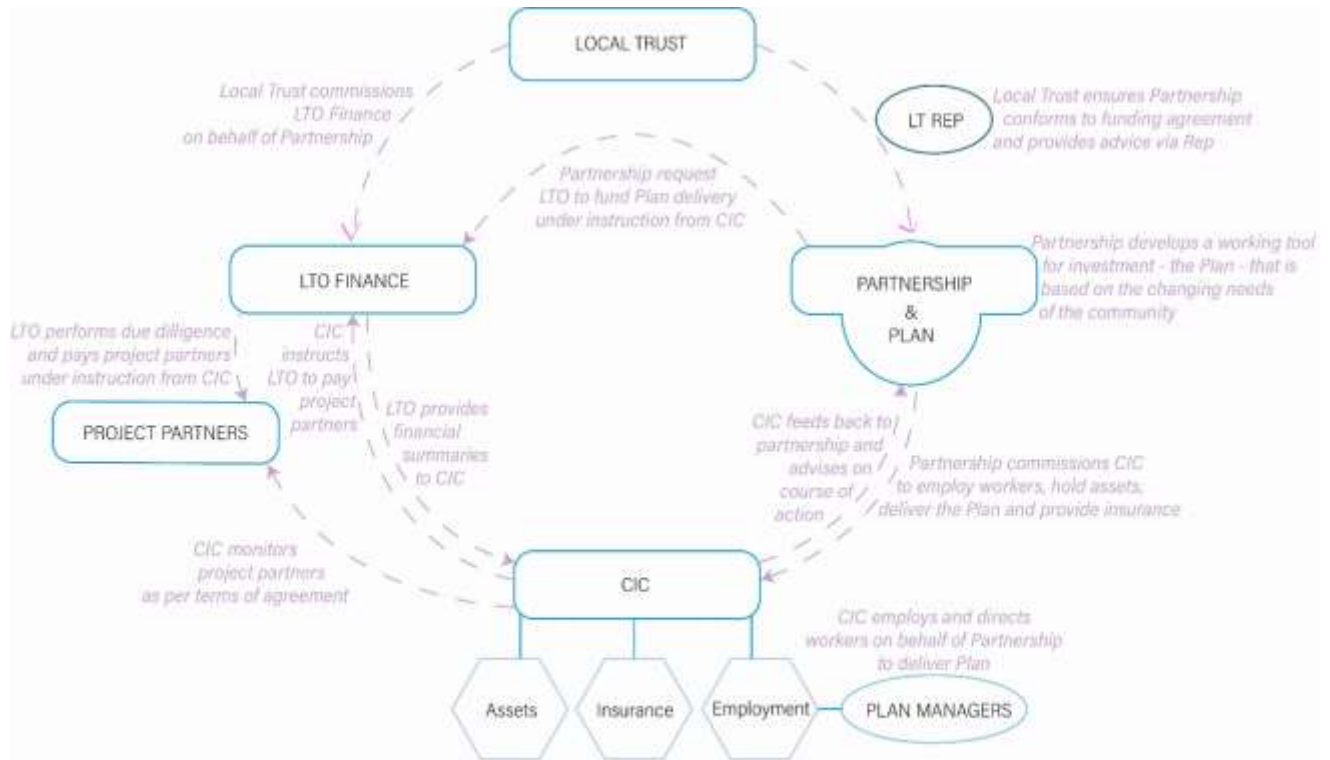
In 2018-2019 the community workers will focus on:

- completing a robust business plan for the community kitchen and training space to be submitted to Local Trust before funding will be released
- raising funds to ensure the community teaching kitchen is sustainable
- supporting the young people by providing a pot of money for them to decide how to use it
- supporting a comprehensive youth service
- helping community organisations to become more resilient
- improving the health opportunities in the area

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8. Roles and Relationships of different players in the Big Local



Roles & Relationships of different players in the Big Local