

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 3
8. Summary of Roles and Relationships of different players in the Big Local

Further reading:

[Memorandum of Understanding between Radstock & Westfield Big Local Partnership and Radstock and Westfield Big Local CIC](#)

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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, updating our Plan. The Plan is a statement of what we want to achieve over our remaining 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 £1,155,000 from the Community Fund (was called Lottery Fund) to invest in our community until the end of Feb 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 legal body, called a community interest company (CIC), which will help us to apply for further grants and resources. The CIC ensures our Plan is delivered, including employing workers, providing insurance and holding assets. The CIC also holds and distributes our money on our behalf (this role is referred to as the Locally Trusted Organisation (LTO)).

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 the CIC are directed to provide funding based on our recommendations (and in accordance with Plan 3)
- 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 2023:

- Review Plan 3 and Vision
- Discuss and make decisions on spend options (including grant applications)
- Volunteer at Dragons' Den, community 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
- Assess whether to make a major investment in a project that brings a financial return in perpetuity
- Assess whether to make an investment in a green space project run by Big Local
- Vote on recommendation by CIC for adaptations to Plan 3
- Work with CIC-LTO to ensure the Plan is being delivered
- Begin to consider the end of the Big Local Programme, and what sort of continuation we are interested in

In 2024:

- Review Plan 3 and Vision
- Discuss and make decisions on spend options (including grant applications)
- Vote on recommendation by CIC for adaptations to Plan 3
- Volunteer at Dragons' Den, community 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-LTO to ensure the Plan is being delivered
- Firm up our plan for beyond the Big Local Programme

In 2025-26:

- Consult, collaborate and plan for the end of the programme – continuation in some form or work towards completion and finish.
- Discuss and make decisions on spend options (including grant applications)
- Vote on recommendation (by CIC) for adaptations to Plan 3
- Volunteer at Dragons' Den, community 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-LTO to ensure the Plan is being delivered

3. Partnership structure and procedures:

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

How many meetings are there? There are approximately 12 Partnership meetings a year (1 a month), and are usually about an hour long.

How public are the meetings? Meetings may be public, with consideration made regarding room capacity; priority will be given to partnership members. There may be sensitive information that cannot be shared publicly and the meeting structure will take this into account.

How is the agenda created? The agenda is produced by the worker 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 ahead of the meeting. If a Partnership member is unable to attend, they can request the paperwork 1 week in advance and provide comment – 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? The worker will write up the main points from the discussions and record any decisions and actions. 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 don't live in Radstock or Westfield can join the Partnership by invitation, 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 worker know. If you give adequate notice (1 week) you can request 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 worker). 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.

In all cases, so long as the member has been notified of 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

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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 when invited, 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 programme and they will be asked to resign.

What oversight is there? The Partnership is supported by the Local Trust, who are our funders. There is a South West area coordinator who can report back to Local Trust and connect us with the appropriate people in the organisation. The LTO provides due diligence on any spend and reports both to the Partnership and Local Trust on it.

What is the Partnership required to do? The Partnership designs and reviews the Plan. The Partnership identifies organisation(s) to deliver the Plan - The Radstock & Westfield Big Local CIC has been set up and commissioned by the Partnership to deliver Plan 3. The Partnership considers and makes decisions on fund spend. The Partnership works with the Plan delivery body (CIC) to monitor progress and contribute time and skills. The Partnership sources and communicates with the locally trusted organisation (LTO) for finance.

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 board, who will talk with you further.

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, via a Memorandum of Understanding. 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 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
- 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.

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- 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.
- 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.

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- 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.
- 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.

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.

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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 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.

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7. Summary of Plan 3:

Please note all priorities are of equal importance, regardless of number!

Priority 1: Access to Health and Wellbeing Opportunities - For All

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 support our investment in the new Hope House Wellbeing Centre, and run a health and wellbeing focused Dragons' Den.

Priority 2: Access to Skills and Development - For Children and Young People



This priority has developed from consultations, local statistics and following on from previous plans.

We aim to invest in the Learn to Lead project that is developing in Norton Hill School and expand it to other schools and/or groups. This project enables young people to develop interest groups and bring in resources to develop their knowledge, talent and enthusiasm. We also aim to run a C&YP focused Dragons' Den.

Priority 3: Access to Resilience-Building Opportunities – For Individuals, Groups, Hubs and Spaces

This Priority originates from previous plans. Over the duration of the last plan it became apparent that we all face numerous challenges in order to continue and meet the changing needs of our communities.

There are already resources available that provide opportunities for learning how to build resilience; we will look for ways to help local people and groups to access them. In support of this, we will run Dragons' Den events and help some of the winners to develop their resilience focused projects further. The Dragons' Dens 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.



There are some incredible outdoor spaces in our area that we want to see secured for the community for years to come. We aim to invest in and run a project that encompasses a green area for public use and links in with other green spaces in the community.

We will also focus on making an investment in a project that will bring in a financial return in perpetuity. This will need to be scoped out, with a contingency plan set in motion if it is not possible to achieve in good time.

Priority 4: Delivering the Plan & Building our Team & Legacy



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 programme, build on our capacity and embrace long-term partnerships.

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

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

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

