

DRAFT Constitution and Terms of Reference – for review, and approval by the first meeting of the TKBVOICE Community Partnership

1. Purpose of the TKBVOICE Community Partnership

The **TKBVOICE Community Partnership** is a community based partnership whose aim is to guide and support the development of the Towyn and Kinmel Bay Community Plan translating ideas and solutions and actions that produce tangible community benefit for Towyn and Kinmel Bay.

The partnership is committed to the 7 goals and the 5 ways of working as outlined in the Wellbeing of Future Generations Act and to supporting the principles and practice of co-production, the Equality Act, socio-economic duty, the Welsh Language Act and other objectives associated with improving levels of deprivation and making our place a better place to live, work and visit.

The Community Partnership is a voluntary, non-statutory body powered by TKB volunteers. Its core purpose is to improve the physical and social aspects of Towyn and Kinmel Bay as a vibrant and sustainable place in North Wales. The Partnership's role is to identify, agree and addressing community priorities through the adoption of a local Community Place Plan powered by a process of engagement and consultation with local people and visitors to the area.

The Community Partnership is based on effective positive action and outcome. It is not a talking shop, nor a political platform, nor is it to be used as an opportunity to criticise others. The partnership welcomes and embraces diversity, as it believes this results in better decision making and is committed to reaching out to the diverse communities of interest in Towyn and Kinmel Bay.

The partnership serves a diverse set of communities and is inclusive in its approach to tackling community concerns by:

- Promoting equality of opportunity for all of the community to be represented, regardless of race, ethnicity or religious beliefs;
- Promoting equality of opportunity for all individuals, regardless of age, gender, race, disability, religion or sexual orientation;
- Promoting equality in respect of use of the Welsh Language within the resource envelope of the Community Partnership.

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2 Aims and Objectives

TKBVOICE Community Partnership is designed to become the anchor leadership group:

- supporting and enabling community led action in Towyn and Kinmel Bay
- sharing ideas and solutions
- promoting and modelling collaborative action and
- making the place better now and for future generations

Each individual member will bring different skills and knowledge, from their sector and their lived experience, thus enabling a plan of action that has been stress tested by different views and experiences. The partnership will work together to positively reach out and listen to the communities of interest and the residents and visitors to Towyn and Kinmel Bay.

3. Membership

The partnership is intended to be agile, business like and action oriented. As such it should have no more than 12 members. These members should, as far as possible, be representative of the communities within the Towyn and Kinmel Bay Town Council area with membership split based on the following lines:

- 3 community councillors from TKB Town Council with 2 councillors representing Kinmel Bay and one representing Towyn to feedback to Towyn and Kinmel Bay Town Council
- 1 County Councillor for TKB to feedback to Conwy County Borough Council
- 3 members recruited from the TKB business community (e.g. business owners covering a spread of small to larger) whose businesses are located in Towyn and Kinmel Bay
- 3 individuals from the local community, and/or voluntary and social enterprise sector
- 2 members will be young people aged between 18-25 year olds – one young woman and one young man to ensure that the partnership is informed and empowers young people and future generations

Each member of the partnership should ensure that there is complete clarity regarding their position, either as an individual or as a representative from an agency, association or

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community. Members should declare any personal/prejudicial interests they may have in respect of items under discussion.

Advice can be gained from the Secretariat advising the partnership principally the Community Connector before the end of June 2022 and the TKBTC Clerk and Finance Officer from July 2022 onwards.

5. Governance arrangements and clarification on the relationship with elected Councillors

The purpose of the **TKBVOICE Community Partnership** is to identify, prioritise and address locally relevant issues by engaging with and listening to the local community and visitors to the area to produce a shared vision and a Community Place Plan that has the support of local people.

Priorities will be identified and included within the Community Place Plan through proactive community engagement and outreach and by conducting extensive local consultation. Demands and expectations on all members should be realistic and achievable. The partnership has no budget responsibilities and fundraising will be a priority for shared collaborative action and partnerships with the Towyn and Kinmel Bay Town Council, Conwy County Borough Council and other strategic partners to help realise the vision.

The inclusion of community and business representatives is vital. There needs to be a balance between elected members and community groups and other organisations and sectors to provide perspectives grounded in community perspective and business priorities.

The partnership may invite any individual or representative of any agency, organisation or community to attend meetings when the agenda indicates that their attendance would assist in the conduct of the business to be transacted. Such guests would be participating in an advisory capacity only, and would not have voting rights.

In governance terms, the partnership is the decision-making body, and is arms length from and independent of Towyn and Kinmel Bay Town Council, and the County Council, though it is expected that there will be close collaboration and alignment around a shared vision.¹

¹ For the avoidance of doubt, Towyn and Kinmel Bay Town Council remain the responsible organisation reporting on the compliance requirements of the Community Connections project, of which the Community Partnership is one outcome at project end, with the consultants reporting to the TKBTC Client group for the duration of the project.

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All elected councillors at Town and County level have an important role to play as community advocates: encouraging residents to engage and participate in their communities, speaking up for and on behalf of the residents of the community, acting as a communication channel between local residents, the Community Partnership, and/or the respective council, progressing and supporting the vision, and working collaboratively.

6. TKBVOICE Community Partnership Secretariat

The secretariat to support and guide the **TKBVOICE Community Partnership** includes:

- The Place Plan consultant and team for the duration of the Community Connections Project will provide technical expertise and guidance on the development of the Place Plan and priorities based on the consultation process (end of June 2022)
- The Community Connector consultant for the duration of the Community Connections Project will provide advice and support to the partnership and will work to strengthen community connections and support the community engagement process (end of June 2022)
- The Clerk of Towyn and Kinmel Bay Town Council who will provide advice and support to the partnership (from July 2022)
- The Place Plan Officer of Conwy County Borough Council who will provide advice, and support to the partnership to ensure strategic fit with Conwy County Borough Council priorities
- Any other invited representatives as required or requested to help the partnership develop the Plan and progress actions from the Community Place Plan.

7. Code of Conduct and Confidentiality

The **TKBVOICE Community Partnership** is committed to localism but not parochialism. We are committed to listening to different viewpoints, and opinions, including those of the people who visit us and use our services, and facilities. We are also guided by evidence, best practice, and facts where possible.

Members commit to acting in a professional, courteous and constructive manner during meetings and whilst undertaking their role as members of the TKBVOICE Community Partnership. All members of the partnership will be asked when invite to join as members be asked to sign volunteer agreements linked to data privacy, confidentiality and data protection and to sign up to the agreed Code of Conduct.

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Good practice in partnership working and trust building is to focus on the topic under discussion, not people or personal issues. This is in line with the partnership values of being open, positive, constructive, and solutions focussed. Whilst discussion can focus on problem areas, this should be done in a way that is solution focussed and does not name individual/s. Gossip is not to be encouraged inside or outside of the meetings to support an open, inclusive, trusting and transparent culture

During meetings it is natural that certain issues may be raised, where there might be the temptation to name an individual/s who are not present. It is incumbent on all members and attendees not to disclose any personal data or to name specific individuals which might be considered sensitive or derogatory in anyway who are not present in the meeting and are not members of the Partnership. The definition of Personal Data is: Any information relating to an identified or identifiable natural person (data subject). An identifiable person is one who can be identified through their name, or other identifier, such as job title, role etc.

8. Review of Membership and Termination of Membership

TKBVOICE Community Partnership will review its membership and procedures for appointment on an annual basis, to ensure it maintains as wide a representation of the local community as possible.

The partnership shall have the discretion to terminate the membership of any person who does not subscribe to the aims and objectives, or who breaches any of the terms of reference. This will be done by a majority vote of all partnership members

If any member fails to attend for three consecutive meetings their membership will be reviewed and, if poor attendance is without good reason, they will be asked to leave. This will be decided by majority vote from members present at the time of the review.

9. Nominations and Election of Co-Chair

TKBVOICE Community Partnership will have two co-Chairs. One co-Chair will be nominated from the County or Town Councillor members; the other is to come from the non-governmental sectors/community.

Election of the first Co-Chair will take place at the first meeting and subsequent annual review meeting each year. Due to purdah, the Councillors will not be nominated until after the May elections and will take up their role at the third meeting of the TKBVOICE Community Partnership in May.

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Chairs will rotate on a month by month basis, and the appointments will last for 12 months.

Nominations for the co-Chair roles must be sent to the Clerk for circulating to members a minimum of 14 days prior to the annual review meeting.

An individual can serve as Chair for a maximum term of three consecutive years.

The co-Chairs will act as the Spokespeople for the purposes of any press and communications.

10. Other Appointments

Further appointments can be made, if deemed to be necessary, from the core membership of the partnership e.g. Actions Minutes Secretary, Vice Chair, Fundraiser & Treasurer, Deputy, Social Media coordinator to support the partnership.

Depending on the range of issues, and priorities that emerge, TKBVOICE Community Partnership may decide to set up and can choose to create task and finish groups that are volunteer led drawing from the TKB communities of interest. It is recommended that there should be a similar expression of interest process.

11. Voting

Voting should comply with an agreed voting protocol. When required, decisions will normally be by a show of hands of those signed up members present at the meeting, with a simple majority required. The co-Chair of the meeting will have a casting vote, should it be necessary.

For a vote to be valid, a quorum (50% of membership) must be present at the meeting. All members have one vote, and all members are considered equal.

A record of decisions must be kept as part of the Action Minutes.

12. Meetings and Minutes

Regular meetings will be held on a monthly basis at the end of each month throughout the year to achieve the stated aims and objectives and ensure that pace is kept and that the plan's priorities are actioned and developed.

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Meetings will be held face to face or via Zoom depending on the nature of the agenda, business and public health requirements.

Records of meetings will be kept and all resulting actions will have an identified action leader assigned (these will be recorded using Microsoft Word, owned by and shared with members of the Team). Action Minutes should be sent to members of the partnership within 10 working days after the meeting asking for comments. The minutes will be approved at the next meeting.

Documents for all meetings should be circulated to members at least 3 clear working days before the meeting.

Minutes of meetings will be available in the public domain in an easily readable format, whilst safeguarding the details of any individuals discussed during the meeting.

Sub-group meetings may be convened, as required, for specific issues/areas.

13. Constitution Amendment/s

Any amendments to the Constitution or Terms of Reference should be submitted to the co-Chairs at least 14 days in advance of a meeting and approved by a two thirds majority of the members present and voting at a meeting.

14. Dissolution

Should it become apparent that the **TKBVOICE Community Partnership** is ceasing to function effectively or to meet the aims, objectives and conditions specified within the Constitution and Terms of Reference, detailed above, a motion may be made by one or more of the statutory organisations represented within the membership to dissolve it. This will be referred to the Chair for a decision on the most appropriate action to be taken.

15. Public meetings

Meetings of the **TKBVOICE Community Partnership** will be open to the public, though the public will not have the right to contribute to the discussion unless there is a specific agreed agenda item.

For the avoidance of doubt, meetings of the partnership are not official 'Public Meetings', as the meetings of the Community partnership are not official 'public meetings' convened

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by the Towyn and Kinmel Bay Town Council. As such there is no summons or requirement for public notice/attendance at meetings though for the purposes of public engagement, dates of meetings will be promoted on the **TKBVoice.Wales** website and social media channels.

This document is additional to the information in the CCBC Place Plan toolkit, the information above should be considered alongside the Toolkit.

Commitment to the Constitution and Terms of Reference

Members must sign the declaration attached to indicate their commitment to the aims, objectives and conditions specified in this Terms of Reference. Failure to do so will be a bar to their membership. Members will also be asked to sign up to the agreed Code of Conduct and any linked volunteer, privacy and confidentiality policies.

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The above Draft Constitution and Terms of Reference were approved at the first meeting of the **TKBVOICE Community Partnership** on 31 March 2022 following approval of the Draft Constitution and Terms of Reference by the Towyn and Kinmel Bay Town Council on 7 March 2022.

The above

Declaration of Acceptance of Office:

I.....(print name)

Representing.....

(organisation name and/or community area – refer to paragraphs 4 and 4.1 for guidance)

Hereby agree to work within and support the Terms of Reference of the TKBVOICE Community Partnership.

as approved on.....28th February 2022..... (insert date)

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Signed

Date:

Contact Details:

Address

.....

Tel. No.....

Email.....

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