

## Cymunedau yn Gyntaf – Bro Ddyfi – Communities First



communities first cymunedau yn gyntaf



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### THE BRO DDYFI COMMUNITIES FIRST PARTNERSHIP

#### PARTNERSHIP AGREEMENT

Working with a wide range of partners and in consultation with all sections of the community, the Partnership will provide leadership and coordination to promote the social, economic and environmental development of the Bro Ddyfi CF area.

The overall aim of the Bro Ddyfi CF Programme is fourfold:

- Encouraging partnership and community involvement, participation and joint working
- Facilitating and developing local projects that benefit the most disadvantaged and serve the wider community.
- Developing and building skills and confidence of all groups within the community.
- Improving the area for all who live and work in Bro Ddyfi.

#### 1. Role of the Partnership

Depending on WG/CF Guidance and Budget Permitting, the Bro Ddyfi Partnership will seek to achieve this by:

- a) Working closely with agencies and organisations working in the area
- b) Identifying gaps in the provision of services and encouraging solutions
- c) Building capacity of groups and individuals to enable them to have an informed voice in the CF process and to play an active part in the CF process for example by developing and delivering relevant projects.
- d) Promoting understanding and awareness of the CF programme
- e) Working to develop an understanding of rurality and especially of its effects on those suffering exclusion
- f) Agreeing the work programme with the Coordinator
- g) Managing the ongoing consultation process
- h) Monitoring and evaluation of work carried out across themes
- i) Adhering to the reporting requirements of the Grant Recipient Body and the Welsh Government

#### 2. Principles

- a) The partnership is guided by the 'three-thirds' principle.
- b) The members of the partnership commit themselves to fair play, respect and open discussion.
- c) The partnership will respond and recognise issues of bilingualism, disability, race, gender, age and culture. This responsibility is a shared one. (Please also refer to: Bro Ddyfi Communities First Partnership 'Equal Opportunities and Managing Diversity Policy' - BD/P05 and Bro 'Social Inclusion Check List' - BD/SIC)
- d) Members of the partnership will be committed to measurable yet realistic outcomes, and will set monitoring procedures in place for agreed targets.
- e) The Partnership will make every reasonable effort at all times to keep the whole community informed.

### 3. Membership & Representation

- a) All those who subscribe to the principles of Communities First who live or work in the Bro Ddyfi area are eligible to apply to become members of the Bro Ddyfi Partnership. There will however be a maximum of twenty members at any given time.
- b) Each of the four geographic areas will ideally have two representatives who will also represent the community sector. (Residents from the four geographic areas will identify which area they represent)
- c) The remaining 12 places will reflect the three-thirds principle. (i.e. 6 to the business/voluntary sector and 6 to the statutory sector)
- d) Membership arrangements should be reviewed at the special meeting to be organised 12months following the previous special meeting.
- e) Membership will be for an initial period of 12months.
- f) The date and venue of the 12 monthly special meeting will be made known in the local press at least a month prior to the meeting being held, in order to make it known that any nominations for membership of the Bro Ddyfi Communities First partnership must be received by the coordinator at least 14 days prior to the meeting. The sector or area the nominee would wish to represent should also be identified at this time.
- g) If there are more people wishing to represent any of the three sectors than places available then elections will be held within that sector or area.
- h) In the case of community representation, should there be more nominations received to represent any of the four wards than there are places available, then a postal ballot shall take place, with all those who have registered their contact details on the Communities First mailing list from that particular ward being eligible to vote. Mailing list registration is open to all who have shown an interest in, and wish to be kept informed of the Bro Ddyfi Communities First programme, and is up-dated constantly as new interest is registered.
- i) In the case of statutory agencies and voluntary/business organisations, they themselves will be asked to organise the election.
- j) Members will identify which sector they represent and shall strive to be a channel for two-way communication with the sector or community they represent.
- k) The Partnership can invite other organisations or individuals to join in an advisory capacity as it sees fit.
- l) Every member shall have one vote; decisions will be by consensus wherever possible.
- m) Membership will be deemed to have lapsed if a member fails to attend three consecutive meetings without explanation.
- n) Membership will be deemed to have lapsed if a member fails to attend six consecutive meetings with or without explanation.

#### 4. Powers

- a) An accountable body will be identified by Bro Ddyfi Partnership.  
*The current Accountable Body, also acting as the Grant Recipient Body being Powys County Council.*
- b) The Partnership has the power to make agreements with the accountable body and other organisations on matters of employment, renting/leasing, raising money, taking out insurances and other Communities First activities as required.
- c) The Partnership will have the power to set up sub-committees as the need arises.
- d) The Partnership has the power to set up its own bank account.
- e) The Partnership has the power to do all such other legal things that may assist it to achieve its objects.

#### 5. Meetings

- a) The Partnership will meet at least six times per year
- b) A special meeting will be held once a year but no longer than 18 months after the last one.
- c) Special meetings can be called by the chair in consultation with one other member. They require three weeks notice and are necessary if any change to this Agreement is to be decided.
- d) The members of the Partnership will appoint their own officers according to need, including Chair, Vice Chairs, Secretary, and Treasurer at its first meeting and at the meeting after each special meeting.
- e) WG guidelines regarding duties and terms of office of each officer can be seen in the attached appendix.
- f) 1/4 of the Partnership without regard to the sector represented will be a quorum. This must include at least 1 community member.

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***This agreement should be read in conjunction with the following Bro Ddyfi Communities First Partnership Governance Policies & Guidance:***

<b><i>BD/P01</i></b>	<b><i>Code of Conduct.</i></b>
<b><i>BD/P02</i></b>	<b><i>Partnership Health &amp; Safety Policy</i></b>
<b><i>BD/P03</i></b>	<b><i>Criminal Records Bureau (CRB) Disclosures Policy &amp; Procedure.</i></b>
<b><i>BD/P04</i></b>	<b><i>Child Protection Policy &amp; Guidance</i></b>
<b><i>BD/P05</i></b>	<b><i>Equal Opportunities and Managing Diversity Policy</i></b>
<b><i>BD/SIC</i></b>	<b><i>Social Inclusion Check List</i></b>