

Bristol Legacy Commission Partnership agreement and Terms of Reference

September 2011 – March 2012

Purpose of Commission- To oversee the implementation of the recommendations contained in the report on the Abolition 200 activities in 2007 approved by Cabinet on 10th January 2008 as follows:

1. To identify in partnership with Bristol City Council (BCC) ways to drive forward standards of service delivery in the 3 key priority areas of education, health and well being and cultural representation for BME communities in Bristol.

2. To provide support, advice and guidance to Council officers to ensure proper implementation of the recommendations contained within the Abolition 200 report approved by Cabinet on 10th January 2008.

3. To commission research and pilot projects that identify and illustrate ways of improving the 3 key priority areas of education, health and well being and cultural representation, including finding ways to increase capacity within the voluntary sector and other bodies to deliver improved outcomes, seeking external funding using the allocated budget by BCC as leverage.

4. To act as a consultative body to monitor, evaluate and assist the council in its equalities and community cohesion work, and to contribute ideas and suggestions that will deliver positive and measurable outcomes for all communities in Bristol.

5. **Membership-** Four Councillors (from the four political parties on BCC) have been nominated by their group to sit on the Commission

6. **Membership** - 8 community “Commissioners” have been recruited

7. **Vision/mission-** To improve service delivery in the key priority areas of education, health and well being, and cultural representation in line with the Strategic Partnerships 20:20 strategy

8. **Role of members-** To advise, assist and contribute to the delivery of the criteria approved by cabinet

9. **Period of membership, resignation, termination-** 8 Community Commissioners have been appointed until March 2012

10. **Management and Administration** – The BCC sits in the Neighbourhoods and Communities Directorate. Neighbourhoods and Communities Service

Director, Service Manager and Project Manager will support the commission and are employed by BCC

11. Decision making – The Commission is committed to maintaining transparency and clarity in the decision-making process and to ensure that all decisions are open to scrutiny and challenge. Decisions made by the Commission about its partnership and how it operates will be reached by consensus and debate, but in exceptional circumstances, when formal voting is required, a quorum of one-third of the membership must be present and the Chair of the meeting will hold the casting vote.

12. Financial Decision Making – Any decisions on financial spend are taken by the Service Director Neighbourhoods and Communities on behalf of Bristol City Council in consultation with the Bristol Legacy Commission. Cabinet will take any 'key' decisions.

13. Milestones – Work programme April 2011 – March 2012 attached

14. Appointment of Chair/ Vice Chair- Chair has been appointed by the Bristol Legacy Commission until March 2012. An honorarium agreed for the Chair of £2,900 per year plus telephone expenses to recognise sustained additional commitments.

***** Such honorarium to be agreed by the Remuneration Panel.

15. Meetings- 8 meetings per year with the exception of one in the summer, (the commission may increase this and determine times and locations of meetings), normally open to all and minutes published on Council website.

16. Attendance at Meetings- If a councillor is unable to attend a meeting the Commission will ask that councillor to nominate another representative. If 'all' commissioners do not attend 3 consecutive meetings then they will be deemed to have resigned from their post (unless they are ill), and an alternative commissioner from their sector will be sought.

17. Travel expenses - will be paid for attendance at meetings and for work done on behalf of the commission in line with BCC expenses, benefits and travel policy.

18. Substitutions/ Co Options – to be determined during 2012 bearing in mind the need to retain a working body of no more than 12 for decision making purposes.

19. Code of Conduct at meetings - As for BCC meetings.

20. Declarations of Interest- A Commission member must regard himself herself as having an interest in any matter if a decision upon it might reasonably be regarded as affecting the financial position or well – being of the member, a relative or a friend, or of the organisation the member has an association with, either as an employee, volunteer or manager. Such interests will be declared and noted at the commencement of the item to be discussed or when the interest becomes apparent.

21. Accountability and reporting back to the Council - The Commission will provide a final evaluation and project closure report to cabinet highlighting their achievements and any issues for consideration by the Cabinet

22. Complaints procedure- BCC and the commission's chair to consider any complaints received that cannot be dealt with through the usual process of BCC's corporate complaints procedure