

# MASHAMSHIRE FUTURES COMMUNITY PARTNERSHIP

## Terms of Reference

### VISION:

The vision for Mashamshire Futures Community Partnership is to enable the communities of Masham and the surrounding villages to come together to identify common issues, collaborate on solutions, and benefit from new opportunities. This will be achieved by bringing community stakeholders together - organisations, community groups, businesses and elected representatives of statutory local bodies, to develop a common understanding, take action and be a local voice for our community.

### PURPOSE & SCOPE:

The role of Mashamshire Futures is to create connections that enable:

- Improved understanding of local issues and priorities
- Inclusion and input from of a wide range of perspectives within Masham and the surrounding villages
- Better informed efforts to influence strategy and services available to our communities by being recognised as a community partnership by NYC and acting as a local voice
- Greater results and outcomes through collaboration - tapping into the knowledge, skills and assets we have locally to deliver improvements wherever we can
- Working together in partnership to access and deliver funded initiatives when appropriate

The scope of the Partnership's focus will be:

- Actions that improve the local economy and prosperity of our communities
- Activities that engage and inspire individual members of our communities to get involved
- Action and changes that have a positive impact on community, environmental and individual wellbeing
- To strengthen community resilience and improve our ability to cope in unexpected adversity-emergencies, economic downturns, pandemics or other disruptive events.

### MEMBERSHIP COMPOSITION:

The Mashamshire Futures Community Partnership is recognised by North Yorkshire Council (NYC) but it is not formally constituted. It is an informal group with membership open to representatives from:

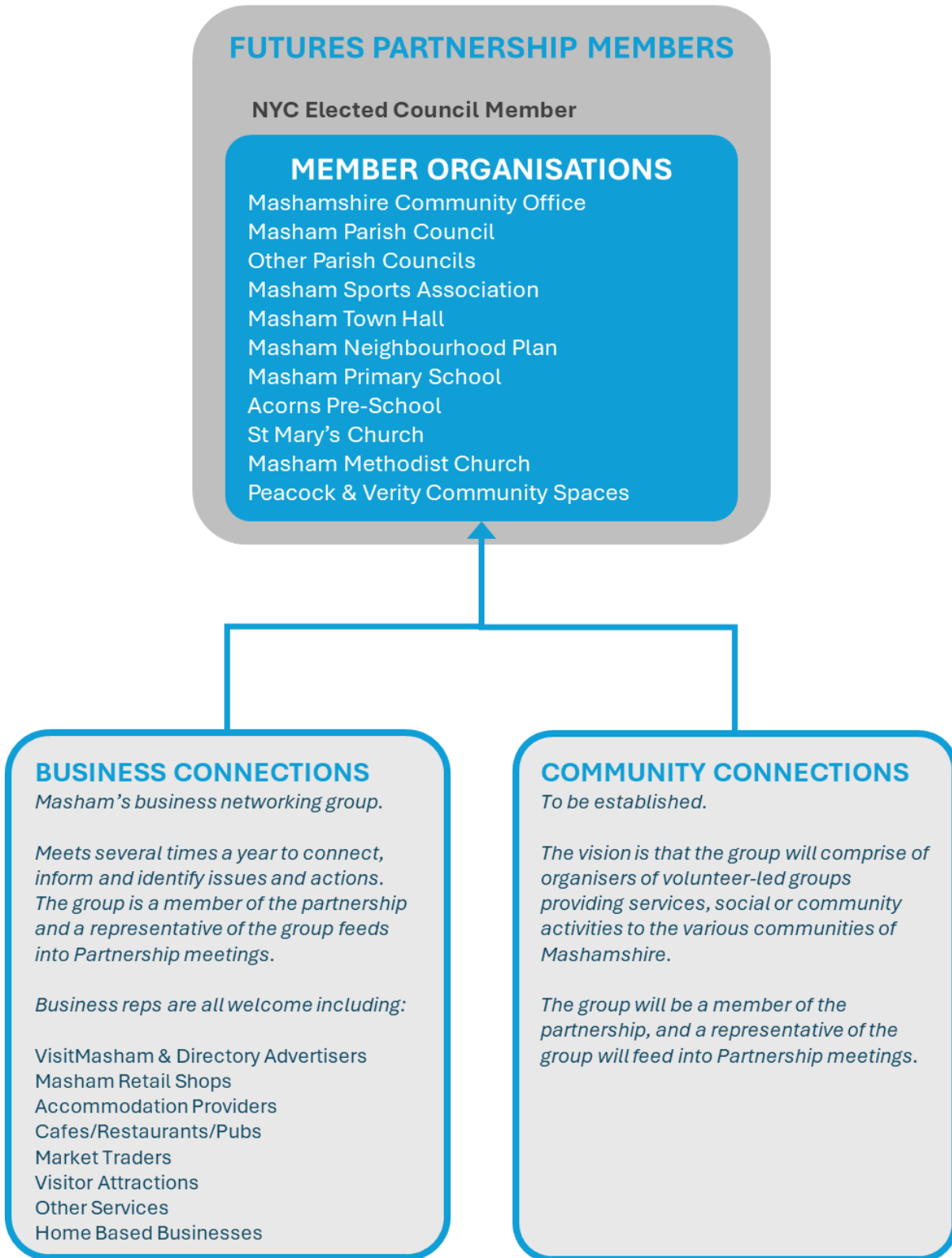
- Elected local representatives from NYC and Parish Councils from Masham and the surrounding villages
- Constituted community organisations and charities
- Faith groups
- Public service providers involved in the delivery of education and health
- Other stakeholders as appropriate

In addition, representation from the following:

- Local businesses – employers, small businesses and sole traders. Business Connections is an established group who meet quarterly and representation from the group will feed into Mashamshire Futures
- Community groups – informal, voluntary groups in Masham and the villages providing services and support to specific communities. A Community Connections group is to be established and representation from the group will feed into Mashamshire Futures.

See illustration below for current more detailed information.

## **MASHAMSHIRE FUTURES COMMUNITY PARTNERSHIP** **- COMPOSITION -**



### **MEETINGS:**

#### ***Futures Partnership Meetings:***

- The Mashamshire Futures Community Partnership members will meet quarterly.

- A minimum of 6 members is required for Quorum
- Dates are agreed in advance for the year and there is an expectation that members participate wherever possible, sending a representative or apologies if unable to attend.
- A nominated representative from Business Connections and Community Connections groups is also invited to attend and input into the full Futures meetings.

### *Steering Group:*

Responsibility for some ongoing coordination of the Partnership will be required. A steering group of three or four members should be nominated, reflecting a mix of partnership members. This should include a Chair, a note taker and a representative of MCO to manage membership and communications.

To be productive, meetings should

- Have agendas circulated prior to the meeting
- Discussion should be coordinated by a Chair
- Notes and actions from the meeting should be circulated to members.

Further ongoing tasks are also required to sustain the Partnership:

- Identification of strategic areas, local issues or opportunities for discussion at meetings
- Liaison with NYC Localities team and other Partnerships such as Uredale Community Partnership
- An overview of opportunities for funding of shared projects
- Ongoing promotion of membership to relevant groups

### *Decision Making*

As a non-statutory informal group, Mashamshire Futures Partnership seeks to work by consensus. Where agreement cannot be reached, a simple majority vote of members present will be used, with the Chair holding a casting vote if needed.

### **ROLES & RESPONSIBILITIES:**

Outlined briefly below are the roles and responsibilities of members:

<b>Mashamshire Futures Steering Group</b>	Coordination and administration of Mashamshire Futures members and meetings.
<b>Mashamshire Futures Partnership Meetings</b>	Commitment to attend and contribute to quarterly meetings and represent the interests, issues and abilities of their organisation. To share intel and opportunities where appropriate. To lead projects or funding bids where appropriate. To feed back to the organisation they represent.
<b>Business Connections Representative:</b>	Commitment to attend and contribute to quarterly meetings and represent the interests, issues and abilities of businesses and attendees of Business Connections. To feed back to the businesses they represent.
<b>Community Connections Representative</b>	Commitment to attend and contribute to quarterly meetings and represent the interests, issues and abilities of volunteer-led groups and the volunteers they represent. To feed back to the volunteers they represent.

## PARTNERSHIP PROJECTS:

### *Initiation of New Projects*

- Any ideas for projects or for funding opportunities can be proposed to the full Futures Partnership meetings by members.
- Projects and new initiatives should be adopted by a majority vote.
- If appropriate to nominate a lead organisation for the project, Partnership Members can offer or be proposed to lead the project or funding application, solely or jointly. The most appropriate project lead will vary according to scale of the project, the relevance to particular members and the skills and resources available.

### *Delivery of Projects or Initiatives*

- By accepting the role of project lead, the member is responsible for assembling resources, coordinating stakeholders, managing consultation and delivering agreed outcomes. These responsibilities may include contractual obligations too.
- By accepting the role of project lead, the member is accountable to the Partnership and should provide reporting and updates to the Partnership as appropriate.
- A project steering group may be required to oversee and progress larger projects.
- In some cases, the project lead may be contracted by a funder and will be accountable to the funder for the successful delivery of the project.
- If a project is adopted, the members are partners and stakeholders in the project and should provide support as appropriate.
- Resources and volunteers assembled to support the project become stakeholders in the project and may be drawn from the Partnership or elsewhere.

### *Project Benefits*

- Assets or legacy benefits arising from a project are retained for the benefit of the community and the Partnership should ensure these are realised wherever possible.