

NORTH FINCHLEY PARTNERSHIP BOARD – TERMS OF REFERENCE
Final draft for adoption 21 July 2021**A. Purpose and scope**

The creation of the North Finchley Partnership Board (NFPB) is in accordance with Barnet Council's Policy and Resources Committee approval of the [North Finchley SPD \(13 February 2018\)](#). The purpose of the NFPB is twofold: firstly, to help oversee, monitor, and support the council to bring forward town centre regeneration and development and, secondly, to lead in identifying and implementing complimentary community-led initiatives/projects, where appropriate. The foundation of this group is one of collaboration, with the aim being to revive and improve North Finchley Town Centre so that it becomes a thriving place for all to live, work, visit and play. This Board's aim is to PERFORM:

- Provide a forum for representatives of the local community to meet with representatives of Barnet Council to discuss any issues of concern in relation to the development of North Finchley Town Centre.
- Ensure the perspectives, views and feedback of the wider community - including residents, community groups, businesses and other stakeholders - are considered and represented. Members will help to ensure that there is accountability and transparency in how these are dealt with in combination with the aims and commitments of Barnet Council, national and London-wide policy, principles of good design and the viability of projects.
- Represent the local insight and act as stewards to identify present and future local need across the community to ensure initiatives to regenerate North Finchley Town Centre are considered holistically for their benefit.
- Foster a spirit of collaboration and work in partnership with Barnet Council, while maintaining independence.
- Oversee, review and advise on Council-led proposals within North Finchley Town Centre. Having the capacity to request reasonable details or presentations from Barnet Council and/or any partners regarding proposals for North Finchley Town Centre.
- Run and deliver complimentary community-led initiatives/projects should funding become available to the Board to support North Finchley Town Centre to become a thriving town centre for all.
- Monitor, review and support proposals being brought forward within North Finchley Town Centre. Members will receive ongoing reports on the progress of any projects, initiatives and/or forthcoming events in the development programme.

B. Decision-making

- The NFPB is not a decision-making body in regard to projects it has not initiated itself. This includes any project run or managed independently by any member(s) sitting on the Board. It will, however, have the right to request reasonable specific detail or presentations relating to such projects.
- The NFPB will have a right to make decisions at Board meetings in relation to any initiatives/proposals it decides to initiate independently on behalf of the community.

Where decisions are to be made, they will be taken by the membership through open votes at meetings. Secret ballots will be held only in exceptional circumstances and where a majority of members indicate this as a preference.

- The NFPB will have the right, if necessary, to set up sub-committees (or working groups) to work on specific initiatives/projects which will continue to report into the NFPB. Sub-groups can only be created with the approval of NFPB members and Barnet Council.

C. Membership

- Membership is open to people who live, work or have a connection to North Finchley Town Centre (see map on page 86 of [Barnet's Local Plan](#))
- Members of the Board will be responsible for letting Barnet Council officers know if they are involved with anything that might affect any decision made by the Board.
- As agreed at Policy & Resources Committee on 13 February 2018 and based on further advice from officers at Barnet Council, the NFPB shall comprise the following local stakeholders:
 - Chairperson (x1)
 - Vice Chair (x2)
 - Local Councillors – West Finchley and Woodhouse wards (x2)
 - Businesses and traders, both tenant and or landlord representatives - retail (x2); Food & Beverage (x1) office tenant (x1); business services tenant (x1)
 - Individual residents and Resident Group representatives (x3)
 - Community, voluntary, youth and faith organisations (x3)
 - Local schools representative (x1)
 - Arts Depot (x1)
 - GP representative (x1)
 - Active Travel Champion (x1)
 - Council officers – Regeneration and Economic Development and Planning (x3)
 - Development partners (x3)
 - Transport for London officer (x1)
- The number of paid staff, both Barnet Council officers and representatives from other key stakeholders on the Partnership Board are in the minority based on the composition above. The majority of membership are volunteers contributing their time and views as non-elected and unpaid representatives on behalf of the wider community.
- Membership of the NFPB will be reviewed annually. If membership falls below eight members, the viability of the NFPB will be re-considered.
- Individual members may decide to nominate a representative to attend in their absence. The nominated representative must fulfil the same Membership criteria as the individual they are sitting in for. The Secretary needs to be notified at least 48 hours in advance with the names of those attending. Unless they remain a current problem, issues previously discussed will not be discussed again in detail for the benefit of those who did not attend the last meeting.
- Members, including any substitutes, are required to treat all papers and discussion as confidential, especially personal information about individuals. The sharing or disclosure of information circulated or raised in discussions will only take place where it has been agreed with the Board and the Chair, and where it is legally appropriate to do so.

- Other members of the local community may attend from time to time as observers at the discretion of the NFPB. This will need to be agreed in advance by the Board.
- NFPB members will receive support from Barnet Council to ensure that they understand the role of the Board and the relevant policies and decision-making structures.

D. Equalities, Diversity and Inclusion

- The NFPB believes in a fair society that gives everyone an equal chance to learn, work and live free from discrimination, harassment, and prejudice and recognizes that the diversity of our community is an asset to our borough.
- The NFPB will endeavor to always include a diverse and representative mix of local communities in North Finchley, including representation from people of different ages, minority ethnic groups, gender and disabilities. The NFPB members will recognize the existence and importance of the different lifestyles within our communities and will work to ensure that no group or individual will be directly or indirectly discriminated against.
- The NFPB will ensure no-one is discriminated against based on their age, class, disability, employment status, ethnic or national origins, race or colour, HIV status, marital status, religious or political beliefs, responsibilities for children or dependents, sex, sexuality, trade union activities and unrelated criminal convictions.
- Barnet Council within its role on the Board will ensure relevant support is provided so that the membership of the NFPB is accessible to all.
- All members of the NFBP must abide by the Code of Conduct in Section J which undertakes to deal firmly and promptly with any cases of discrimination, harassment or prejudice.

E. Chair and Vice Chairpersons

The democratically elected Councillor Sarah Wardle, Vice Chair of the Housing and Growth committee, will Chair the Partnership Board for an initial term of two years.

There will be two Vice Chair positions to be appointed by Barnet Council in agreement with the Chair. The Vice Chairs will be democratically elected ward members and appointed for an initial term of two years.

F. Member selection process

- Membership is open to local stakeholders. Members of the local community are being invited to apply to join the NFBP through an open and transparent process. Applicants should:
 - Represent at least one of the groups or stakeholder organisations outlined in Section B above.
 - Demonstrate good knowledge of North Finchley Town Centre.
 - Demonstrate some understanding of the challenges faced by North Finchley Town Centre and other town centres generally.
 - Demonstrate a reasonable understanding of the strengths and needs of local North Finchley communities.

- Demonstrate a collaborative/team approach, and a desire to work co-operatively, constructively, and inclusively as part of a team.
 - Agree to abide by the agreed Members Code of Conduct below.
 - Demonstrate the capacity, ability and commitment to shape community outreach.
- The Council will manage membership enquiries on behalf of the NFPB. The application process will require prospective members to demonstrate their commitment to North Finchley Town Centre by answering the following questions on the application form:
 - What do you currently like about North Finchley Town Centre?
 - What would you like to see changed in North Finchley Town Centre?
 - How would you involve the local community to ensure their views are represented?
 - Are you a member of any local organisations?
 - Is there anything else you would like to tell us that is not mentioned above?
- All applications will be assessed against the quality of response and criteria set out above using a simple scoring system. Membership of the Board will be decided by the Chair in consultation with Council officers and will be for an initial term of two years.
- The NFPB will have the right to review its membership on an annual basis (or more frequently if otherwise agreed by the Board) and consider the need to onboard additional members as it sees necessary to ensure that it remains inclusive and representative of the community.

G. Secretary

Barnet Council will offer a Secretary to the Board who will:

- Liaise with the Chair about dates and agendas for meetings;
- Promote the meetings with at least seven days' notice, including an agenda of matters to be discussed, and other supporting materials if required;
- Collate agenda items, which need to be raised 14 days in advance to ensure that they can be adequately dealt with at the meeting;
- Organise online meetings on Microsoft Teams or a venue for in-person meetings if required;
- Take the minutes of the meetings and get these agreed with the Chair and ensure they are issued to members no later than seven working days after each meeting;
- Ensure that agreed actions are followed up.

H. Meetings

- It is proposed that a minimum of four meetings of the NFPB shall be held each year subject to agreement of NFPB members – to be agreed at the inaugural meeting.
- The NFPB has the ability to call additional meetings should it be deemed necessary by its members, noting that at least seven days advance notice will be required.
- All meetings will be held online or in venues (COVID-19 permitting) accessible to all NFPB members.
- Meeting minutes of the NFPB will be open to the wider public unless agreed in advance by Board members. All meeting papers and minutes will be published on the Barnet Council website.

I. Personal data

Barnet Council will process the personal data provided by members of the public in their applications to the Board. More information on the application process and how the Board works can be found at www.barnet.gov.uk/north-finchley-town-centre. More information about how Barnet Council processes personal data can be found on our website www.barnet.gov.uk/privacy.

The names of Board members and, where relevant, the interest group they are representing (such as faith, business or disability) will be published on the council's website, including where substitutes attend meetings on behalf of a Board member.

The NFBP code of conduct is as follows:

- Members must adhere to the agreed items on the agenda and agreed Ground Rules which will be clearly explained at every meeting.
- Meetings must be conducted in a manner that does not exclude any member of the NFBP.
- Members and guests must always maintain a professional attitude during and after meetings.
- No member or invited guest will use abusive, racist or sexist language or threatening behaviour.
- Members will be expected to work collaboratively, constructively and inclusively as part of a team.
- Members will be expected to make the time commitment to the Board, in both attending and preparing for meetings, and undertaking training if required.
- Members shall abide by the principle that all ideas are valid and that it is acceptable to critique the idea but never the person.
- Members will be expected to be confident in voicing their opinions in a respectful and considerate manner. All members of the NFBP will be given reasonable opportunity to speak and contribute to meetings.
- Members must be willing/committed to learn and have the ability to absorb and understand new information.
- Where matters are agreed confidential, members must not discuss them outside the meeting except with other members of the NFBP and officers of Barnet Council.
- All members of the NFBP and any other attendees must work within the Terms of Reference and Code of Conduct.

Members will be expected to be respectful of other people's opinions and mindful that working within a group can mean that individuals may not always agree with decisions and must accept the responsibility of abiding by majority decisions.

If a member fails to comply with the code, then the Chair withholds the right, following an initial warning, to request the removal of an individual from the NFBP for gross or persistent breach of the Code of Conduct.

END