



CITY PARTNERS GROUP - TERMS OF REFERENCE

This is a shared term of reference agreed by the following organisations *

Education – City of Bristol College, Oasis Academies, University of Bristol, University of West of England

Community – Bishop of Bristol, Ashley Housing Association, Bristol Cultural Development Partnership

Democratic – Mayor of Bristol and Police & Crime Commissioner

Private Sector - Chamber of Commerce & Business West Initiative, First Bus, Bristol Airport, West of England Local Enterprise Partnership

Public Sector – Avon & Somerset Constabulary, Avon Fire and Rescue Service, Bristol City Council, Bristol One City Office, Bristol Judiciary, North Bristol NHS Trust, University Hospitals Bristol and Weston NHS Foundation Trust

Sustainability - Bristol Green Capital Partnership

Unions – Trades Union Congress

Voluntary, Charity and Social Enterprise Sector – VOSCUR, Business in the Community, City Funds, Brunelcare/Care and Support West

1. Vision of the Group

To contribute to the One City Vision; **In 2050 Bristol is a fair, healthy and sustainable city; a city of hope and aspiration where everyone can share in its success**; through a systems approach to City Partnership; information sharing across the city's systems; collaboration and collective action across city institutions to support the citizens of Bristol.

Aims of the group

- To provide a space for early engagement of key issues in the city (e.g. the city's response to COVID-19)
- To enable a synchronised approach to common issues across the city
- To share opportunities and challenges from the different sectors in the city to develop wider understanding of the whole city system
- To share (or facilitate the sharing of) relevant information across networks to maximise the spread of information
- To, where appropriate, act as collective group to advocate for Bristol regionally, nationally, and internationally
- To challenge siloed thinking and to offer constructive challenge within the group to ensure that the different needs of the city are addressed in activity taken forward by the group or the individual institutions/sectors represented
- To provide a supportive forum for representatives and to actively support new attendees in understanding the city's systems

- To actively work to increase diversity in City Leadership
- To think strategically about the future needs and challenges of the city and how different sectors and organisations can better work together to challenge these on a medium and long term basis

2. **Invites and attendance**

The group is an informal voluntary group with no active decision making authority in its own right, and as such all representatives of the City Partners Group voluntarily attend. Representatives are not members but instead are referred to as attendees as this is an informal group as opposed to a partnership board. Attendees receive no payment or expenses for attending and no fees are received from the attendees' respective organisations to be represented on the group.

The group has grown organically through the COVID-19 pandemic however attendees are invited to represent the core sectors of the city as set out in the theory that underpins One City.¹

These include:

- Democratic leadership
- Public Sector leadership
- Private Sector Leadership
- Education - University, College
- Union leadership

These sectors are broadened to include the following:

- Anchor Institutions - Place-bound institutions/organisations that hold a unique position within Bristol² due to their remit and functions (e.g. Bristol Judiciary)
- Representation from the city's voluntary, charity and social enterprise sector and community sector
- Representation to ensure environmental sustainability is a core theme for all activity
- Representatives will typically be from organisations that hold a networking and leadership function for their sector within the City, noting that that it will not be practical to have representation from every neighbourhood or community within the City
- Attendance will also include a representative of City Funds which acts in partnership with the City Office to enable the One City Approach through investment and funding for City initiatives.

Organisations are to nominate their own attendee for the forum. Representatives should be:

- Empowered and able to speak on behalf of their organisations/sectors and bring insight from the sector;
- Have a robust understanding of Bristol's city system;
- Able to / empowered to act in a leadership capacity within their organisation/sector;
- The group should represent the city it is serving and is actively looking to tackle under-representation and encourage new and aspiring leaders. Organisations are asked to consider this within their nomination.

¹ Leading the inclusive city: Place-based innovation for a bounded planet, Robin Hambleton 2014. Policy Press Scholarship Online: May 2015

² *Bristol is defined as the geographic area within the local authority boundaries e.g. the City of Bristol; however it is recognised that Bristol operates with a regional structure (West of England) and a pan-regional structure (Western Gateway) and as such may engage with regional and national bodies where this is appropriate due to the remit of these entities.

To ensure that the group is able to function effectively the number of sectors/organisations represented will be limited to no more than 25 noting that it is unlikely that all attendees will be able to attend every meeting. Where there are specific arising items guests may be invited to attend to contribute to discussions.

3. Attendance Terms

- The attendance list will be reviewed once a year by the City Office, in partnership with all representatives, to ensure that it remains fit for purpose.
- The names of attendees and the organisations represented will be publicly available via the One City Website with this Terms of Reference.
- In the event an organisation wishes to leave the group then the City Office should be advised and alternative representation from that sector will be sought.
- It is understood that attendees will often have constraints on their ability to attend due to the nature of their roles and so a flexible approach will be taken to attendance at meetings. In the event however, that a member does not attend three meetings in a row, without apologies, then alternative representation may be sought. Attendees are actively encouraged to arrange substitutes to attend on their behalf if they are unable to do so; noting that this may not always be possible.
- The meetings are to be chaired by the elected Mayor of Bristol with the Deputy Mayor acting as de-facto vice-chair in the event the Mayor is unable to attend. The Mayor holds a unique democratically elected position and therefore it is felt appropriate that the postholder chair the meetings. During any Pre-Election Period (PEP) chairing is to rotate through attendees.

4. Conduct of meetings

- Meetings will be held weekly though one hour calls every Wednesday lunchtime; as per the arrangements set up in response to COVID-19. This is to continue until such time as the group wishes collectively to reduce the frequency. The weekly calls will be held virtually and coordinated by the Mayor's Office and City Office.
- It is also proposed that twice a year the group has an in-person meeting (subject to COVID-19 restrictions); this is to take the form of a strategic workshop session that focuses on shared long-term priorities for each sector and identifies areas for potential collaboration.
- Agendas will contain the following standing items:
 - Verbal Public Health Update – as long as this is required due to COVID-19
 - Verbal City Partners Update - strategic/operation updates shared by attendees
 - Cycle of agenda items linked to an agreed work programme derived from the shared priorities of the attendees
 - Arising matters
- Specific agenda items (on key issues arising in the city, potential opportunities etc.) can be requested by attendees through the City Office. Agenda items must demonstrate a link to the overarching vision for the group and be issued based (e.g. update on activity on no recourse to public funds).
- As the meetings is informal, minutes will not be produced, however an action log will be maintained by the City Office to maintain a record of actions and outcomes.

- Any papers or presentations produced / shared will be subject to the Freedom of Information Act 2000 if written by or distributed by the City Office and/or council's officers and/or relating to local authority services/resources.

5. **Role of members**

Attendees agree to:

- attend and contribute to regular meetings, or when unable to do so, nominate a named substitute to attend the meeting where possible.
- be committed to equality of opportunity, social inclusion and sustainable development and be prepared to address learning needs in these areas where they arise.
- ensure two-way communication between their organisation/sector and the group;
- be prepared to learn from others and from good practice elsewhere and to further develop the breadth of knowledge of the sector's role within the City.
- comply with all relevant legislative requirements and understand the implications of these on themselves as individuals, on their organisations and on the liabilities on partner organisations.

6. **Decision making**

The City Office is hosted by Bristol City Council and therefore the following clauses apply - This group is not a formal decision-making forum per the Council's decision-making structure or the decision making structures of any of the organisations represented. It therefore has no financial, procurement, legal or human resources authority. It is anticipated instead that attendees instead operate within a framework of decisions already agreed by their organisations (e.g. resources cannot be committed to activity unless they align to existing work programmes of those organisations).

7. **Code of conduct**

Attendees of the group agree to:

- remain focused and strategic and contribute positively to discussions and work with other attendees regarding the strategic development of the City and its communities;
- work with other attendees to achieve consensus in addressing the aspirations, needs and priorities of the City and its communities, and promoting economic, social, and environmental wellbeing;
- always consider the overall best interests of the City;
- raise areas of concern and contribute experience and expertise to discussions in order to achieve good, workable solutions that are based on an assessment of need and are likely to receive widespread support;
- speak with authority on behalf of their sector at meetings;
- display consistency and honesty in achieving consensus through debate;
- respect any confidential information provided;
- respect the views of other members;
- respectfully challenge the opinions or actions of other members or contributors where this will lead to an improvement for the City and support other members in the process of change;
- always consider the contribution their organisation or sector can make to achieving the group's aims and vision.