

# Manningham Masterplan Board Constitution

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## 1. Name

- 1.1 The name of the Partnership shall be “The Manningham Masterplan Board” referred to as the Board.

## 2. Objects

- 2.1 The objects of the Board shall be:

- (a) To promote the benefit of the Manningham Masterplan area principally described within the red area in the attached map hereafter referred to as Manningham.
- (b) To develop an overall strategy for Manningham to improve the economy and quality of life and supporting the delivery of the Sustainable Communities Strategy, known as the Big Plan.
- (c) To maximise opportunities for economic activity for local residents supporting skills development and new business start up and linking job opportunities to local residents.
- (d) To promote the development of local businesses within Manningham.
- (e) To promote improvements to the housing stock in Manningham through improvements to existing properties and the promotion of new housing developments.
- (f) To promote improvements to the Manningham area through investment in high quality public realm work and environmental developments in keeping with the character of Manningham and its conservation areas.
- (g) To ensure the Manningham Masterplan supports cohesion and inclusion
- (h) To promote a strategic direction for economic development in Manningham ensuring the Masterplan is an integral part of both the District and Regional Economic Strategy.
- (i) To promote a strong shared identity for Manningham and actively promote its image, lobbying policy makers on behalf of Manningham.
- (j) To create a framework to resource and promote partnership working and inclusion in Manningham.

## 3. Membership

- 3.1 The Board shall consist of

- a) Three Elected Members nominated by Bradford Council representing the three major political groups and the Regeneration and Economy (or its successor body) Executive Portfolio holder using the Council's own Standing Orders.
- b) One Member from each of the Business Forums active in Manningham.
- c) Three Members from the Manningham Business Community including a minimum of one from a social enterprise
- d) Significant investors in Manningham
- e) One member of the Manningham Partnership, or its successor body, representing the community.
- f) One member of the Regional Development Agency, Yorkshire Forward
- g) One Member from a Registered Social Landlord
- h) One employee of CBMDC Regeneration
- i) One employee of CBMDC Landscape Design Unit
- j) One employee of CBMDC Neighbourhood Support Service.

Employees of CBMDC are none voting members of the Board.

- 3.2 Members of the Board must be able to demonstrate an established commitment to work in a community context (including the business community) and, in particular, developing and delivering services to people in the Manningham area.
- 3.3 Members listed in 3.1 must not be employed by the Airedale Partnership.
- 3.4 Members must have experience of working with partnership bodies.
- 3.5 Members must show a capacity to work on behalf of all the communities in the Manningham area.
- 3.6 Members must demonstrate a commitment to transparency and honesty in decision-making and fairness in the use of resources
- 3.7 Membership of the Board shall be deemed to be in acceptance of the Terms of Reference of the Board.
- 3.8 A Member shall cease to be a Member of the Board if in the opinion of the Board he/she has acted contrary to the objects or interests of the Board, provided that the Member shall first be given notice of the grounds of complaint and an opportunity of making representations thereon to the Board personally or in writing.
- 3.9 Vacancies on the Board must be filled by the nominating body.

#### 4. **Cessation of Membership**

4.1 A Member of the Board shall cease to be a Member if s/he:

- (a) resigns in writing to the Board;
- (b) is expelled from Membership by a majority vote of the Board provided that any member whose expulsion is to be considered shall have the right to make representation to the meeting at which the question is to be decided.

#### 5. **Office**

5.1 The Board shall have a Chair who is the Executive Portfolio Holder.

5.2 The Board shall be able to co-opt further members, as required, onto the Board for set periods of time to carry out specific tasks.

#### 6. **Meetings of the Board**

6.1 The policy and general management of the affairs of the Board shall be directed by a meeting, which shall take place not more than 10 times a year at dates and times to be agreed by the Chair or an alternative member in his/her absence.

6.2 All meetings will be chaired by the Chair or, in his/her absence, the Board shall select a Member to Chair the meeting.

6.3 Board members who fail to attend 3 consecutive Board Meetings shall be deemed to be no longer a Board member unless exceptional circumstances apply.

#### 7. **Business at Ordinary Meetings**

7.1 At ordinary meetings business will usually be dealt with in the following order:

- (a) Choice of Chair (if necessary)
- (b) Disclosures of interest from Members and those in attendance
- (c) Receiving apologies for absence
- (d) Agreeing minutes of last meeting
- (e) Matters arising from those minutes
- (f) Any business remaining from previous meetings
- (g) Any substantive items of business
- (h) Any other business
- (i) Date and time of next meeting.

9. **Quorum**

- 9.1 One third of Board members will form a quorum at all meetings.
- 9.2 No business shall be transacted at any meeting unless a quorum is present. If a quorum is not present within half an hour from the time appointed for the meeting the meeting shall stand adjourned to a date and time to be agreed by the Chair or nominated Member in his/her absence.
- 9.3 Members of the Board who declare an interest and leave a Board Meeting shall not form part of a quorum.

10. **Voting**

- 10.1 All questions put to a vote at any meeting shall be decided by a simple majority of Members present.
- 10.2 In case of an equality of votes, the Chair shall have a second or casting vote.
- 10.3 All voting will be by a show of hands.

11. **Interests**

- 11.1 Members of the Board must declare both personal interests and prejudicial interests.

12. **Public Attendance at Board Meetings**

- 12.1 Meetings of the Board shall not be open to members of the public.
- 12.2 The Board shall invite representatives of outside organisations/bodies to Board Meetings as it considers appropriate.
- 12.3 The Board may hold public meetings as required.

13. **Reports/Decisions of the Board**

- 13.1 Agendas for meetings will be available to the public prior to meetings.
- 13.2 Save for exceptional circumstances reports will also be available to the public, from the date of circulation to Board Members.
- 13.3 Decisions of the Board shall be available to Members of the public upon request.

14. **Dissolution**

- 14.1 The Board may be dissolved at a properly constituted meeting of the Board by two thirds of the Members present passing resolution.

15. **Assets of the Board**

- 15.1 Any assets acquired by the Board shall be the property of the Board and shall not be transferred directly or indirectly to Members of the Board.

15.2 Upon dissolution of the Board, any assets acquired shall be given or transferred to some other company or institution or body having similar objects similar to those of the Board. The distribution of assets among Board Members shall be prohibited.