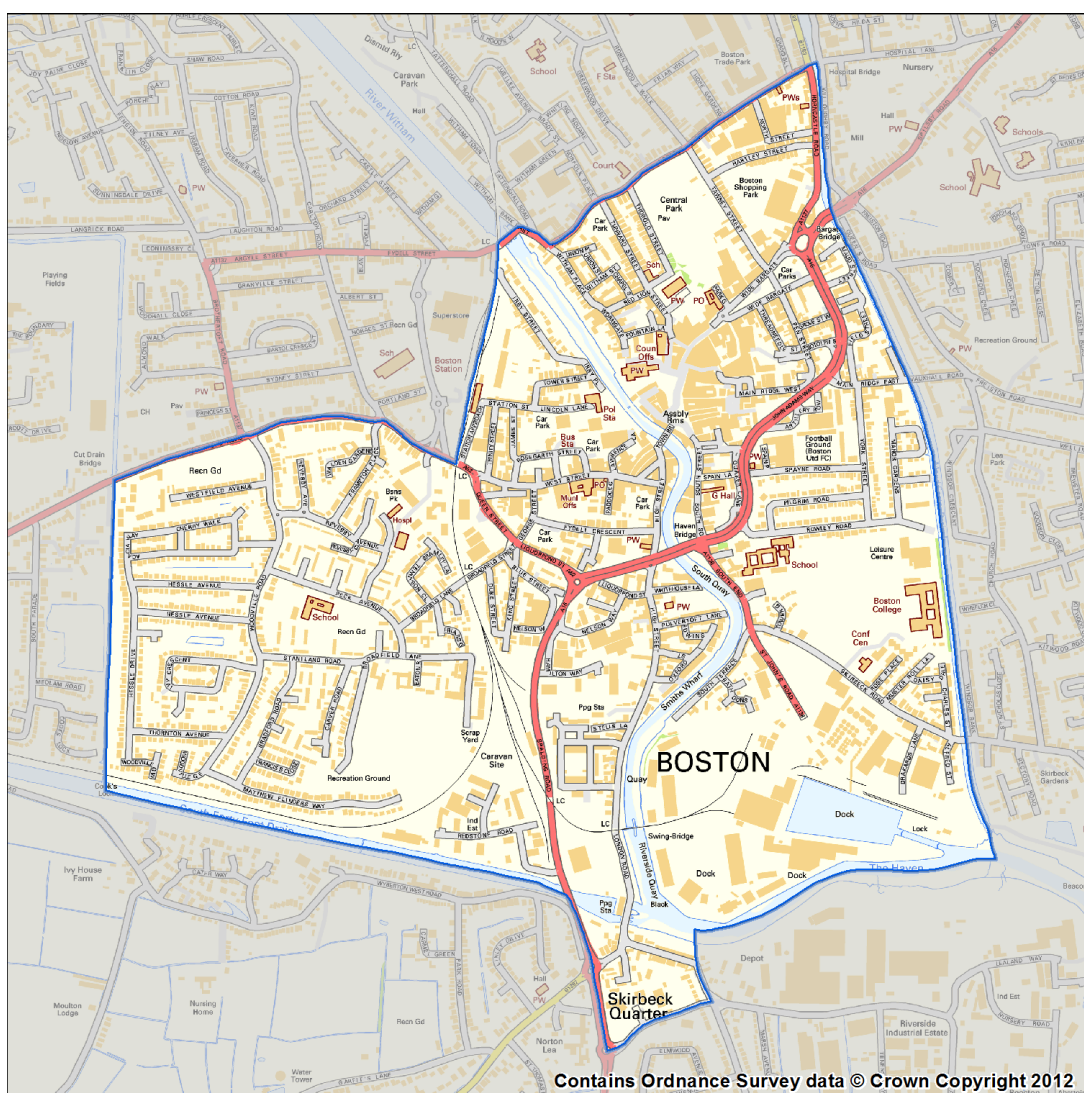




Residents Leading Change

Big Local Plan April 2017 – March 2019



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Forward by the Chair

In my (not unbiased) memory I became Chairman of the Boston Big Local Partnership group in much the same way that Harry Potter 'volunteered' to be the first to ride the Hippogriff Buckbeak in the movie 'The Prisoner of Azkaban'. Although several people agreed to put their names forward for consideration, once the first round of votes were counted, I discovered that a landslide of seven votes had buried my lonely nomination of another person. Despite this (to me at least) surprise display of overwhelming support, my first two years as chairman have not made me regret the vote's outcome.

During this period we have left behind the 'Stormy Seas' of our early days (although we have since encountered a few minor squalls), whilst the boulders and potholes on our 'Rocky Road' have largely been dealt with. In the process the Partnership group has made 'running repairs' to existing processes, re-assessed our approach to unforeseen problems and introduced new elements to our original plan, all to better meet the realities of our desired objectives.

Having survived this, rather steep, learning curve the Partnership group approached the review process for our second Two-year-Plan with optimism. Because we now possess a better idea of what works and what does not we were able to enter discussions with our existing and prospective partner organisations with increased confidence. Drawing upon our joint experiences, and having established a degree of mutual respect, we were jointly able to build on success and consider alternate approaches where projects did not fully achieve our original expectations.

Bearing all of this in mind I therefore feel I can honestly say that I am eagerly looking forward to the next two years. With, what I believe is a justifiable degree of optimism that is only possible by knowing that we are building on the firm foundations that the Boston Big Local Partnership had laid down over the previous two years.

Richard Tory
Chairman
Boston Big Local Partnership Group

Introduction

Boston Big Local is one of 150 areas that have been awarded £1million to make a lasting and positive difference to their local community.

Boston Big Local funding is a 10-year programme aiming to make a big difference to the local area and long-lasting change to the lives of those people living and working in the area.

The project is being steered by a local Residents Partnership Group and coordinated through Age UK Boston and South Holland, which is acting as the Local Trusted Organisation (LTO) for the project. Age UK is the country's largest charity dedicated to helping everyone make the most of later life. The Age UK network comprises around 170 local Age UKs reaching most of England. Age UK Boston and South Holland is based within the Boston Big Local area.

Although a 10-year programme; this, our second plan covers the two year period from April 2017 until March 2019. Throughout the programme there will be an annual review to ensure that the priorities continue to reflect the needs of the area and that Boston Big Local is led and managed well and in line with the Big Local ethos and our guiding values and principles.

After reviewing the first two years of our plan the local Residents Partnership Group feel that the initial priorities still hold true and continue to reflect the needs of the Boston Big Local area.

1. Our vision and how it arose

Boston Big Local is a third Wave Big Local area and has been building community involvement through the pathway.

- Getting people involved.
- Exploring the vision.
- Forming a Partnership.
- Creating a Big Local plan.
- Making change happen.
- Seeing what we've done.
- Reviewing the plan and Partnership.

Our vision arose through the Getting Started phase of Big Local in Boston, including surveys, the profile and community events. The steering group then reviewed all material and from this process, drew out emerging themes which informed the wording of our vision. Prior to the Local Trust's approval (2015 - 2017) a Residents Partnership Group was formed who have continually reviewed activities and projects to ensure that they uphold our original vision.

1.1 Our vision

Our vision is for a happy vibrant area where people feel a sense of belonging.

We aim to enhance the local area for the benefit of residents and businesses.

Our objectives are to build closer communications between all people, make the area more attractive, encourage new businesses and help make the facilities better, improve the environment for all and help ensure cleaner and safer streets.

Our long term shared vision for the Boston Big Local area is:

- A place where people live happy, healthy lives, where people feel included, valued and engaged.
- A place where access to the arts and sporting activities are readily available to all.
- A place which encourages people to participate in and take ownership of their community, creating a strong community spirit and a sense of pride in their surroundings.
- A more cohesive community, bringing together peoples of different nationalities, cultures and faiths, generating mutual respect and understanding, valuing the contributions that each brings to our community.
- A place where older people, people with disabilities and vulnerable people are considered and valued, where barriers of social isolation no longer exist and facilities are accessible and inclusive for all.
- A place that is attractive, cared for and where people feel safe. A place that is welcoming and interesting to both visitors and residents alike.
- A place where financial exclusion is reduced, where the aspirations of young people are high and where investing in their potential to develop new skills and creating new opportunities is encouraged.
- A place where Boston's market and historic centre is rejuvenated and once again enjoys the prestige of serving as a key hub in the lives of the people of Lincolnshire.
- A place where community facilities are well used, thriving and sustainable, providing a wide range of activities for all ages, faiths and cultures.
- A place where people are more engaged, with wider networks and improved communications between local groups, organisations, agencies and the residents they serve.
- A place that encourages education and training where innovation and new opportunities are embraced and where people feel supported enough to take risks and where we all have a brighter sustainable future leaving a legacy for generations to come.

1.2 What we have achieved 2015-2017

There has been excellent progress across all themes and priorities please see:
<http://bostonbiglocal.co.uk/category/whatschanged/>.

Theme 1 Health and wellbeing

- *Stay Active sessions for older residents
- *Sports Taster days for young people during the school holidays
- *Memory Lane Group for people with dementia and their carers
- *Boston Marathon sponsorship
- *Gym and Swim keep fit sessions
- *Indoor Triathlons for both adults and young people.

Theme 2 A more attractive environment

- *Cigarette mini-bin giveaway and funding for a Street vac
- *Contributed to funding for new play equipment at Central Park Supported the Boston in Bloom campaign
- *Sponsored an Environmental Leaflet delivered to Boston residents
- *Supported Anya James' campaign to improve the area around Maud Foster drain.

Theme 3 Greater community spirit

- *Boston Beach free summer event for families in Central Park
- *Pancake Day together organised by the Boston Lithuanian Community
- *Food for Thought event delivered by Boston Town Team*
- *Music for Sophie concert
- *Bike Try Out Road show organised by Get Cycling

Theme 4 Encouraging enterprise

- *Boston Big Local's support of the Boston Hanse League which aims to promote Boston's history, create new international trade links and boost the town's visitor economy.
- *We also support the credit union in Boston, and are helping the CAB promote a "Fit 4 your future" programme.

The Community Chest is a small grants fund for residents, community groups and charities within the Boston Big Local area. Groups supported include:

- *Boston Community Transport
- *Bears Coaching
- *Smylle Boston
- *Endeavour Radio
- *Down Syndrome Support Group
- *Wednesday Community Group
- *Age UK Boston & South Holland

What impact have we had?

Our impact has stretched across our main themes, seeing improvements in health and wellbeing, the environment, community spirit and on a small scale enterprise. This impact is evidenced through the reports received from partners and shared via newsletter and web stories of what's changed.

In addition, events such as the Boston Marathon and the summer beach event have had a significant impact in promoting the town, increasing trade and footfall, increasing the feel good factor among residents and strengthening partnership working.

How we have progressed on our vision and priorities

Our vision:

"Is for a happy vibrant area where people feel a sense of belonging." This is a strong vision, with challenges the group is very mindful of in this current climate. But there is a palpable sense of progress when listening into the residents and other feedback at events such as the Boston Marathon and the summer beach event.

Below are some quotes from a range of people taking part in the October review and planning event.

The morning session began by reflecting on, reviewing and celebrating the things that had been achieved in the first eighteen months of activity. Participants were encouraged to share their experiences of Boston Big Local and to talk about what had gone well, areas for improvement and lessons learned.

"It's reassuring to know that Boston Big Local funding is there to help. It allows you to start thinking about ideas for activities that bring the community together and improve Boston." Jenny Elwick, Boston Town Team

"Without Boston Big Local funding, the Boston Marathon would not have happened so quickly and so smoothly. The £8,000 of support offered by Boston Big Local made a real difference. The Boston Marathon will put the area on the map locally and make people feel better about the town." Councillor Richard Austin

"Boston Big Local funding offers local organisations a chance to pilot things and try them out. The support Boston Big Local has given to Boston in Bloom has helped to make Boston look so much better. Having the backing of Boston Big Local has definitely encouraged local businesses to be more supportive of Boston in Bloom." Alison Fairman, Boston in Bloom

"The funding we've received from the Community Chest has allowed us to install a better, more efficient telephone system. This has given the growing number of people using Boston Community Transport more confidence in the service." Gill Williamson, Boston Community Transport.

How our progress relates to the achievements of the Big Local outcomes?

Our four outcomes in line with the Big Local programme are:

1. The community agrees needs and priorities in the area and takes action on them
2. People gain confidence and skills for now and the future
3. The community makes a real difference to the needs it has given priority to
4. People feel this area is an even better place to live.

Resident Partnership reviews show how Boston Big Local is meeting all four Big Local outcomes. The initial profile was done through drawing together quantitative and qualitative information from local residents through surveys, community events, focus groups and partner meetings. Some changes have been noted by the partnership and added to the initial summary. Brexit has been profoundly significant in Boston. The overall picture and profile remain an accurate base line for the new plan delivery as we move into the third year.

The What's Changed element of the website is full of stories of the action undertaken by individuals, groups and the wider community and the difference it has made to them and the local area.

The scrap book of press cuttings (which we cannot post on line for copyright reasons) has over 100 articles covering 28 subjects of what has happened through Boston Big Local and the difference it has been making both in practical terms and through the consequential positive feel it has had in the area. The second summer beach event, the environmental action and the first Boston Marathon are just three highlights this last year of how the community is positively engaged in being the answer to the issues it has wanted to see tackled.

How do we know this is what our community wants?

We have strong two way communications which ensures we share what is happening and hear back from residents. We have done leaflet drops and newsletters, including the latest newsletter

this last month. Sharing progress is done by placing all SLAs and work reports on the website and then we tweet the link and place it on Facebook. Boston Big Local has a growing following. From the work reports, stories of what's changed are created and posted and some of these then go into our newsletter.

In addition, we look to run at least an annual Boston Big Local event for residents. Partners who have received funding must send at least one delegate. This latest event happened in October. Comments and observations are gathered and shared through such events and used to inform our future direction. We are keen to explore an annual survey to help track change over the ten year period. Two further meetings with residents and partners were scheduled for late February to consult on a draft and finalise the new plan.

2. Profile of local needs

Our profile was completed in early November 2014 and submitted to Local Trust. It gives us a rigorous and detailed look at the Boston Big Local area and surrounding parts of the town. It draws on nationally available data and local knowledge, including from Placecheck see www.boston.gov.uk/index.aspx?articleid=3889. Our profile is a public document available on our website, www.bostonbiglocal.co.uk. We see it as giving a sure foundation to build the plan, based on a sound understanding of local need. The profile will be updated periodically over the ten years to ensure our vision, themes and activities remain based on accurate assessment of local issues.

2.1 Summary of the Boston Big Local profile

The full profile is on our website, praised by Local Trust for its thorough overview and how our vision and values are grounded in what the stats and stories have been telling us.

What the stats tell us:

Boston Big Local covers an area of approximately 3 km² located around the town centre of Boston. This area contains the retail core, administrative offices for the Borough Council, Police Station, railway and bus station, a large central park, markets, port, football ground and sports facilities, historic buildings, schools, colleges and training establishments, cinema, theatre, clubs, pubs, restaurants and fast food outlets.

Boston has a rich history as a medieval port, market town, religious and trading centre. The parish church of St. Botolph's known locally as "The Stump" is second only in importance to Lincoln Cathedral in its historic and architectural significance in the county. The first recorded usage of the name Boston is in the *Registrum Antiquissimum* of Lincoln Cathedral in 1090.

According to the Governments Index of Multiple Deprivation (2010) Boston Borough is ranked as the 65th most deprived council area in England out of 326 local authorities with 17.7% of children living in poverty. Census 2011 figures indicate that Boston now has the highest percentage of non-British EU passport holders outside of London at 12.1% reflecting major population changes and their social impacts in recent years.

Within the Boston Big Local area the 2011 Census showed a population of 12,056. Compared to 2001 Census figures, when the population of the Boston Big Local area was 9,551 this indicates that the population has increased by 20.7%. 65.3% of the population in the Big Local area describe themselves as White/English/Welsh/Scottish/Northern Irish/British. 29.6 % as White/other white.

Information received from Boston College indicates that 76 languages other than English are spoken in Boston with Polish, Latvian and Lithuanian being the most prevalent.

Statistical analysis of the Boston Big Local population indicates that: 1,994 residents are aged between 0 - 16 years representing 16.54% of the total population. 8,256 are aged between 17–64 years old 68.48% and 1,806 are aged 65 years and over a total of 14.98%. 6,300 people within the Big Local area in 2011 were economically active, 51.76% of these are in low skilled elementary occupations such as process plant and machine operatives.

Housing within the Boston Big Local area is mixed from detached houses and bungalows to semidetached houses, terraced houses, flats, maisonettes, apartments and caravans or mobile homes. The age of the homes also varies considerably from new builds to homes which are over 100 years old. Of the 5220 homes in the area 25% are owned outright, 22% owned with a mortgage or loan, 1% are part rented, part owned, 6% are rented from the local authority, 13% are rented from social housing providers, 30% are privately rented from a landlord or letting agency, 1% are rented from another source and 1% are living rent free.

The average house price in Boston is £146,581 with average earnings at £21,961 (National =

£28,503, East Midlands = £26,503, Lincolnshire = £25,119). This means that a house typically costs 6.7 times the average salary for one person compared to 2.77 times in 2000. Therefore to afford an 80% mortgage in Boston the buyer would need a household salary of £39,088. Mean rents (£579 per month) have risen by 8.8% between 2011 and 2016; this rise is the 5th highest in the region.

Boston is consistently among the four areas in the country with the lowest average family income, has the lowest average wage of the 77 predominately rural district councils and is the 4th worse area for the proportion of workers earning under £7.20 per hour (30.4%). It has the highest proportion of people in the country claiming Working Tax Credits. (ONS, Shelter Databank and povert.org.uk)

The easiest method of travel in and around Boston is by private transport, cycle or on foot. In total there are 4,481 cars or vans owned by the residents of the Boston Big Local area, with 2,394 households owning 1 car or van, 752 households with 2 cars or vans, 126 with 3 cars or vans and 46 with 4 or more cars or vans.

Within the Boston Big Local area of the 5,220 households, 1,363 households were not considered as deprived whilst 3,857 households were considered to be deprived in at least one or more categories of deprivation.

Compared to national averages for the whole of Boston, By Year 6, 23.9% of school children in Boston are classified as obese. 73.2% of adults are overweight or obese with the prevalence of diabetes remaining significantly higher than the national average. Estimated levels of physical activity are worse than the average for England. Rates of alcohol-related harm were also significantly worse than the England average."

Educational attainment in Boston is below the national average, with 3,349 residents in the Boston Big Local area having no qualifications.

Reported crime in the Boston Big Local area has shown an overall decrease in 2015 and 2016 against the previous year on year figures: 2011 - 3454, 2012 - 3273, 2013 - 2872, 2014 – 2975, and 2015 – 2947 and in 2016 -2757 reported crimes. Statistical data shows that the period between 1st April 2014 to 31st March 2015 there was an increase in sexual offences, robbery, drug offences and possession of weapons. Whilst 1st April 2015 to 31st March 2016 saw an increase in violence against the person, sexual offences, burglary, vehicle crime, drug offences, public order offences, possession of weapons and miscellaneous crimes against society. 1st April 2016 to 31st December 2016 has also seen an increase in violence without injury and robbery of business properties. Decreases have been recorded in vehicle offences, theft, criminal damage and arson.

Over the past two years Boston Borough has continued to attract high levels of media interest as it is seen as one of the most extreme examples in Britain of a town affected by European Union (EU) immigration. During the Brexit vote (24th June, 2016) Boston, in line with other parts of Lincolnshire (having a high proportion of Leave voters), saw the highest Leave vote in the UK, with almost 76% voting to exit the EU.

The breakdown of the Boston vote was as follows:

Leave	Remain	Turnout
75.6%	24.4%	77.2%

Employment within Boston Borough has risen over the previous two years as a result of a steadily expanding local economy. This has allowed for structural changes and diversification, creating year-round work, thereby sustaining greater levels of employment and permanent residence. For example food is now being imported for processing and packaging, whereas previously only locally grown produce was processed and packaged within the borough.

Whilst unemployment, at 4.4%, is currently well below the national average of 5.2% the residents are experiencing uneven effects in wage levels. Nationally the average hourly wage is £15.33, against the East Midlands average of £12.26, with Boston averaging only £9.13. Therefore, on a weekly basis, full-time earnings in Boston are in excess of £100 per week less than the National Average.

Demand for housing within Boston Borough continues to outstrip supply, causing rents to exceed those in Nottingham despite local incomes being considerably lower.

An increased demand for children's services, maternity wards, and school place funding is a consequence of a higher than expected birth rates – with 11% of children, born in 2014, having at least one parent coming from the EU.

What the community consultation tells us:

Summary of consultation activities:

Information distributed about Boston Big Local

- 1500 Boston Big Local background information leaflets.
- Oct 2014 – 5500 locally produced leaflets from Boston Big Local to all homes and businesses within the area.
- Feb 2015 – 5500 locally produced leaflets from Boston Big Local to all homes and businesses within the area consulting on the draft plan.
- 2015-2016 – 2 x 3000 locally produced information leaflets from Boston Big Local handed out at events and distributed to local community hubs and by email.
- 2016-2017 – 4 x quarterly Boston Big Local Newsletters distributed to local community hubs and by email.
- Feb 2017 – 5500 Boston Big Local Newsletters to all homes and businesses as well as by email inviting comments and or attendance at public consultation events concerning draft plan for 2017-2019.

Events

- Showcase Sept 2013 with 100 people.
- Christmas 2013 Haven High with 60-70 people.
- Consultation in Oct 2014 with 70 people.
- Presentations to WI, Horticultural Society, Boston in Bloom Committee with 155 people.
- 4 Plan preview events in Feb 2015 with 30 people.
- Beach event Aug 2015 with over 4,000 people.
- 1st BBL Birthday event in May 2016 with 40 people.
- Beach event Aug 2016 with over 3,500 people.
- Consultation with Lead Delivery Partners in Oct 2016 with 29 people.
- 2 Plan preview events in Feb 2017 with 30 people.

Surveys and questionnaires

- 130 early initial questionnaires.
- Summer events 60.
- Oct 16 2014: 109.

Social media

- 727 Twitter followers.
- 237 Facebook contacts.
- Dedicated website.

A number of surveys and questionnaires were undertaken in 2013 and 2014, leading to the drafting by the steering group of the emerging vision, approach, guiding principles and core themes. Over the summer of 2014, the steering group matched all the suggested activities to be funded against the emerging themes.

All this work was summarised through a series of posters and displays and fed into the community consultation event at Age UK on 16 October 2014. The preparation for this event enabled BBL to refine its message. The event itself allowed it to be reviewed and revised by those taking part. The full report is available on the website.

This event was the culmination of the previous 20 months of consultation leading to the consolidation of understanding of community hopes and aspirations for Boston Big Local.

What the residents like about the area:

- The Heritage and historic centre of Boston, its buildings such as St Botolph's (the Stump), Blackfriars Theatre, Fydell House.
- Diverse community, multi-racial and multi-cultural society, peaceful and quiet.
- Personal connection, family history, friends and the friendliness of local people: "the people are chilled."
- Educational opportunities and good schools.
- Locally sourced food.
- Jobs and business opportunities.
- Public places such as the gardens, parks, the harbour, the river and market.
- Facilities such as the shops, including eastern European shops, cinema, sports and swimming pool and lots to do.
- Infrastructure of roads, buses and railway, recently improved disability access.
- The environment being reasonably clean and tidy and there being space.
- Access to nature, wildlife and open spaces and tranquillity in less urbanised parts of the area.

3. Our principles and priorities for action

3.1 Core values and guiding principles

Our values

Our values are set out in our Agreement. They were first adopted within the Steering Group's Terms of Reference, and subsequently incorporated into those of the Resident Partnership Group. Our guiding principles are reviewed annually for continuing relevance and applicability to our Big Local area.

- We will work in a fair, inclusive, honest and transparent way.
- We will foster a friendly and welcoming atmosphere in all that we do.
- We will support anyone fitting the membership criteria to become actively involved.
- We will review how we are working so that barriers are reduced.
- We accept there will be different views within the steering group. When differences or conflict arise these will be dealt with fairly and openly, focusing on the issues or opinions, not on the individual.
- We will communicate in an accessible way with our community, through a range of approaches, including events, newspapers, radio and social media.
- We will support, engage and work with other groups in the area that have similar or overlapping objectives.
- We uphold the idea of 'sticky money' as we want the Boston Big Local investment to have the greatest impact locally. Therefore we will aim to source providers, services and goods from within the Boston Big Local area. Where this is not possible we will extend our search outwards. The principal of 'sticky money' will be balanced against obtaining value for money and the desire to engage with businesses and organisations that have similar values to the group.

Our Guiding Principles

By accepting and building on the planning process of the original steering group, the Resident Partnership Group agreed some guiding principles reflecting our core values which have helped determine our themes and priorities for action.

Our Guiding Principles are to be:

- Open, honest, even handed, inclusive and fair.
- Active in the community, sharing our vision, listening to and hearing what the Community wants and needs.
- Enabling sustainable environmentally sound projects that are locally run and that benefit as large a section of the community as possible.
- The best we can, self-challenging, adaptable, impartial, transparent and accountable in all our dealings with the community.

Our approach is to utilise what we've got and to maximise it, avoiding wasting money and challenging red tape.

Boston Big Local can help the community work towards achieving this shared vision by:

- Making grants to local groups to take forward projects which are working towards achieving the Boston Big Local shared vision.
- Commissioning work through existing local agencies to provide ways to help the vision to be achieved.
- Supporting social investment and social enterprise and encouraging local entrepreneurs.

3.2 Our Boston Big Local themes

Our Boston Big Local themes arose from surveys and discussion with Boston Big Local residents, workers and non-residents, reflecting on:

- Personal experience and knowledge.
- The profile report.
- Previous reports and consultations.

These four themes were tested out on 16 October 2014 before being finalised. They are nonetheless a guide and not constraining. We see them as likely to evolve over the ten years. Through sorting and consulting on the activities within the theme, they each divide into things that Boston Big Local is best placed to support and fund and things that Boston Big Local could and should be informing and influencing others to take action on. This distinction means that there is built into the plan the capacity within Boston Big Local to take on this informing and influencing role to ensure adequate and improved quality and access to services provided by or funded by the local authority and other bodies. Once the plan is approved, the partnership will discuss and agree priorities for influencing and required actions and resources to progress.

The four themes are:

1. Improving health and wellbeing.
2. Creating a more attractive environment.
3. Building community spirit.
4. Encouraging enterprise.

After reviewing progress over the last two years the Residents Partnership Group believes that, overall, the four Themes remain valid, although certain Priorities and Activities have proven elusive to achieve.

For example:

1. "Theme 1, Priority 1, Activity 1 – provision of accessible information relating to residents' health and wellbeing (Mobile Application – development activity)". In-depth research revealed that the cost of developing and maintaining such a facility would seriously limit our ability to deliver the other activities scheduled for Theme 1, whilst lack of IT skills and financial resources would significantly affect many residents' capability to access the App's functions.
2. "Theme 4, Priority 3, Activity 1 – promote small business start-up". This activity was originally intended to build on the successes of the Steering Group's Boosting the Local Economy sub-group, but this failed to materialise as a result of the sad demise of the sub group's chairman, Mr Robert Lauberts, and the subsequent winding-up of the committee.

In both cases alternative activities and Lead Delivery partners have been identified to facilitate the development and provision of these revised proposals.

4. Outcomes and action plans

4.1 Our overarching outcomes

Our four outcomes in line with the Big Local programme are:

1. The community agrees needs and priorities in the area and takes action on them.
2. People gain confidence and skills for now and the future.
3. The community makes a real difference to the needs it has given priority to.
4. People feel this area is an even better place to live.

4.2 Our Boston Big Local outcomes

The Partnership recognises that local people's perceptions will change over the 10 years and aims to keep the planning process flexible to respond to community needs and aspirations.

The Partnership Group decided to develop a second two year plan. This would enable the group to review progress and reflect on successes and areas that required improvement. The following activities described in the Action Plans below may evolve over the life of the project but the four themes listed below will remain the core focus.

Our four Big Local themes are:

1. Improving health and wellbeing.
2. Creating a more attractive environment.
3. Building community spirit.
4. Encouraging enterprise.

Each of the four themes consists of things Boston Big Local should support and fund and things the Partnership should inform and influence others to take on. This second group of actions will be prioritised by the Partnership once the plan is approved based on agreed criteria including the issues relevance to the residents of the Boston Big Local area, the time, people and cost of influencing activity, the impact and chances of success.

4.3 Funding

From our community consultation we know that the consensus is currently for an even spread of funding, drawing roughly equally on the £1m over each of the ten years. We recognise that a larger initiative may arise later and that the funding pattern may therefore alter. But for the time being, we anticipate an annual spend of about £100,000 over the ten years. In an effort to compensate for the under-spend encountered for the period April 2015 to March 2017 the Residents Partnership has decided to re-allocate much of the under-spend, in order to incorporate some more of the activities, highlighted at consultation events, that were not included in the previous plan. The overall funding portfolio therefore of this plan is about £232,000 for the period April 2017 to March 2019.

We know that residents would wish to allocate about 32% of funding to a more attractive environment and about 32% of funding to greater community spirit, with about 24% for health and wellbeing and 10% for enterprise. When workers and non-residents views are added in, the order of funding priorities remains the same, with slight variations in percentages. The % of funding allocated below is based on this combined information. Funding allocation relates to both what Boston Big Local will look to support and fund directly and what it will seek to influence and inform others to fund. The re-allocation of under-spend has been incorporated in such a way as to be sympathetic with the original % figure allocations, as expressed by residents' at consultation events.

4.4 Activity Plans

The Activities link with the four themes and include VAT. Each has a detailed action plan which will be incorporated into the Service Level Agreement (SLA) once approved. As lead delivery partners are identified, they will become the accountable body to the Partnership Group. They will be responsible for highlighting and feeding in information about trends, new concerns and successes. This will help the Partnership Group to review and evaluate what is happening and ensure the Partnership can respond to changing attitudes in the area and remain responsive.

Theme 1: Improving health and wellbeing (20% of funding allocation)

Key words: health, wellbeing, sports, leisure, arts.

Overall indicative budget: £49,430 over the two years of this plan.

Boston Big Local will help in the coordination of existing activity and bring further benefit through funding additional activity arising from identified need. The group felt that it was important that activities or services provided do not replace statutory services. We will fund a lead delivery partner to coordinate the activities under each priority.

Outcomes for all priorities under this theme

Reflecting back on the consultation, the Partnership Group decided on these **overall intended** outcomes. We will know we have made a difference when:

- Residents from Boston Big Local area are more aware of their health needs and where they can get relevant information.
- Residents of all ages from the Boston Big Local area take up more opportunities to help improve their health and wellbeing.
- Residents tell us they feel better informed, access facilities and feel healthier.

Priorities

To achieve these outcomes, the Partnership Group decided on four priorities:

- Ensure residents have access relating to their health and wellbeing.
- Provide opportunities to improve residents' health and wellbeing through music, sport and cultural activities for:
 - Children and families
 - Young people
 - Residents from across the community
 - Older residents

1) Provide access to health and wellbeing activities for all residents.

Activities (suggested)	1. To support provision of affordable transport to enable all residents to access facilities and events within the BBL area
Costs & Timescale	£12K 1 year plan 2017
Lead delivery partner	Boston Community Transport
Other delivery partners	LCVS

2) Provide opportunities to improve residents' health and wellbeing through music, sport and cultural activities for children and families.

Activities	1. Free 90 minute Lunchtime family activity sessions on inflatable in Training Pool. 3 days per week for 6 weeks per year for 2 years. 2. Top up crash course swimming lessons – for any child not achieving Key Stage 2 minimum of 25 metres when leaving primary school. 5 x 30 minute sessions for 2 years
Costs & Timescale	£5.5K 2 year plan - 2017/2019
Lead delivery partners	Geoff Moulder Leisure Centre
Other delivery partners	None

3) Provide opportunities to improve residents' health and wellbeing through music, sport and cultural activities for young people.

Activities	1. Free multi-sport taster days for young people during the school holidays for boys and girls aged 5-14 years. 18 days of 5 hours over 2 years.
Costs & Timescale	£5.5K 2 year plan – 2017/2019
Lead delivery partner	Boston United Football in the Community Ltd trading as (T/As) United in the Community
Other delivery partners	None

4) Provide opportunities to improve residents' health and wellbeing through music, sport and cultural activities for older residents.

Activities	1. Arts for dementia – Weekly art sessions for individuals diagnosed with dementia and their carers.
Costs & Timescale	£6,930 2 year plan – 2017/2019
Lead delivery partner	Boston Mayflower
Other delivery partners	None

5) Provide opportunities to improve residents' health and wellbeing through Educational/fun events for all residents.

Activities	1. Provide Cycling Road show event (Year One)
Costs & Timescale	£1.5K 1 year plan – 2017
Lead delivery partner	Boston Borough Council
Other delivery partners	None

5) Provide opportunities to improve residents' health and wellbeing through Educational/fun events for all residents.

Activities	2. Provide Health & Wellbeing Event (Year 2)
Costs & Timescale	£5.3K 1 year plan – 2018
Lead delivery partner	Boston Borough Council
Other delivery partners	None

6) Provide innovative fitness opportunities to residents of all ages

Activities	1. Enable the provision of Aqua Physical Classes 2. Support an interschool, Children's and Adult's Triathlon Events
Costs & Timescale	£12.7K 2 year plan – 2017/2019
Lead delivery partner	Geoff Moulder Leisure Centre
Other delivery partners	None

Informing and influencing others

In addition to the above priorities, those consulted considered two issues that Boston Big Local should inform and influence others about as most important and relevant to Boston Big Local residents from among a list proposed:

- Promote healthy living: provide good information and take preventative action.
- Provide and improve policing to ensure the safety and wellbeing of residents.

Theme 2: Creating a more attractive environment (29% of funding allocation)

Key words: Green spaces, amenities, improving the look of the Boston Big Local area.

Overall indicative budget: £71,030 over the two years of this plan.

Boston Big Local will help in the coordination of existing activity and bring further benefit through funding additional activity arising from identified need. The group felt that it was important that activities or services provided do not replace statutory services. We will fund a lead delivery partner to coordinate the activities under each priority.

Outcomes for all priorities under this theme

Reflecting back on the consultation, the Partnership Group decided on these **overall intended** outcomes. We will know we have made a difference when:

- There is better Partnership working and shared goals to create a more attractive environment in the Boston Big Local area.
- Residents from within the Boston Big Local area take action to create a more attractive environment.
- Residents from the Boston Big Local areas tell us that the neighbourhood where they live is more attractive.

Priorities

To achieve these outcomes, the Partnership Group decided on three priorities:

- Educate and inform residents about their responsibility toward the local environment.
- Brighten up the Boston Big Local area.
- Improve local amenities and open spaces in Boston Big Local area.

1) Educate and inform residents about their responsibility toward the local environment.

Activities	1. Raise personal responsibility and citizenship 2. Raise corporate/business responsibility
Costs & Timescale	£23K 2 year plan – 2017/2019
Lead delivery partner	Boston Borough Council
Other delivery partners	None

Note: Residents of the Boston Big Local area place street cleanliness as a high priority. Boston Borough Council is clear that the above activities are worthwhile but they are unable to fund as part of its core services. Boston Borough Council have indicated that Boston Big Local could draw on Council resources in response to resident priorities identified in the future which would enable the Council to work better for residents in the Boston Big Local area.

2) Brighten up the town centre.

Activities	1. Enhancing horticultural displays in the Town Centre and along the Haven Bridge corridor. Enhancing and developing riverside and waterway walks within the BBL area (namely Haven Bank both sides, Windsor Bank and London Road Bank to Newton's corner.
Costs & Timescale	£19K 2 year plan – 2017/2019
Lead delivery partner	Boston in Bloom Partner Group
Other delivery partners	Boston Borough Council/ Volunteer Groups

3) Improve local amenities and open spaces in Boston Big Local area.

Activities	1. Continue to improve and increase play opportunities in Boston Big Local.
Costs & Timescale	£19K 2 year plan – 2017/2019
Lead delivery partner	Boston Borough Council
Other delivery partners	None

4) Support local environmental groups.

Activities	1. Support local environmental groups.
Costs & Timescale	£10,030 2 year plan – 2017/2019
Lead delivery partner	TBD
Other delivery partners	TBD

Informing and influencing others

In addition to the above priorities, those consulted considered two issues that Boston Big Local should inform and influence others about as most important and relevant to Boston Big Local residents from among a list proposed:

- Sort out the Market place, making it less confusing for pedestrians and for parking; provide public toilets.
- Create safe cycle routes through the town to enable a safer environment for children and encourage fitness.

Theme 3: Building community spirit (31% of funding allocation)

Key words: Civic pride, image, heritage, community activity and facilities

Overall indicative budget: £76,030 over the two years of this plan.

Boston Big Local will help in the coordination of existing activity and bring further benefit through funding additional activity arising from identified need. The group felt that it was important that activities or services provided do not replace statutory services. We will fund a lead delivery partner to coordinate the activities under each priority.

Outcomes for all priorities under this theme

Reflecting back on the consultation, the Partnership Group decided on these **overall intended** outcomes. We will know we have made a difference when:

- Residents from the Boston Big Local area tell us they feel there is greater community spirit and public pride.
- Residents tell us they feel there is more appreciation of the diversity of culture and backgrounds within the Boston Big Local area.
- Residents and local organisations tell us there is greater participation in community life.

Priorities

To achieve these outcomes, the Partnership Group decided on three priorities:

- Provide new and support existing activities that draw people together from different backgrounds within the Boston Big Local area.
- Improve facilities for community gatherings and events.
- Provide small grants through a community chest programme to support local initiatives linked to all four Boston Big Local themes.

1) Provide new and support existing activities that draw people together from different backgrounds within the Boston Big Local area.

Activities	1. Run and support larger events and activities 2. Run and support smaller events and activities
Costs & Timescale	£10K (1) & £10K (2) 2 year plan – 2017/2019
Lead delivery partner	Lincolnshire CVS
Other delivery partners	Various

1) Provide new and support existing activities drawing people from different backgrounds together.

Activities	3. Direct support for 2 day Summer Beach Event
Costs & Timescale	£15.6K 2 year plan 2017/2018
Lead delivery partner	Boston Borough Council
Other delivery partners	Various

1) Improve facilities for community gatherings and events

Activities	4. Direct support for Boston Marathon UK.
Costs & Timescale	£4K 2 year plan 2018/2019
Lead delivery partner	Boston Marathon UK
Other delivery partners	None

2) Improve facilities for community gatherings and events

Activities	1. Support an existing community hub or new facilities – to be developed.
Costs & Timescale	£4K 2 year plan 2017/2019
Lead delivery partner	TBD
Other delivery partners	TBD

3) Provide small grants through a community chest programme to support local initiatives linked to all four Boston Big Local themes.

Activities	1. Run a small grants programme three times a year with funding up to £1000.
Costs & Timescale	£24k 2 year plan – 2017/2019
Lead delivery partner	Boston Big Local Partnership Group and Local Trusted Organisation
Other delivery partners	Various

4) Celebrate Boston Big Local success and support continued resident involvement

Activities	1. Run one large event and piggy back on local events to encourage community participation and increase connectivity with BBL residents . 2. Purchase equipment and resources to run Boston Big Local events.
Costs & Timescale	£8,430 2 year plan – 2017/2019
Lead delivery partner	Boston Big Local Partnership Group and Local Trusted Organisation
Other delivery partners	TBD

Informing and influencing others

In addition to the above priorities, those consulted considered one big issue that Boston Big Local should inform and influence others about as most important and relevant to Boston Big Local residents from among a list proposed:

- Make all of Boston appeal to all its communities.

Theme 4: Encouraging enterprise (12% of funding allocation)

Key words: Local enterprise, economy, tourism.

Overall indicative budget: £32,030 over the two years of this plan.

Boston Big Local will help in the coordination of existing activity and bring further benefit through funding additional activity arising from identified need. The group felt that it was important that activities or services provided do not replace statutory services. We will fund a lead delivery partner to coordinate the activities under each priority.

Outcomes for first three priorities under this theme

Reflecting back on the consultation, the Partnership Group decided on these **overall intended** outcomes. We will know we have made a difference when:

- There is evidence of closer Partnership working to help Boston become stronger, resilient and forward thinking.
- Residents of the Boston Big Local area tell us they have benefited from financial advice and support.
- Residents and local businesses tell us there is a greater entrepreneurial spirit and successful enterprise culture.

Priorities

To achieve these outcomes, the Partnership Group decided on three priorities:

- Support residents in financial difficulty.
- Make more of Boston's history to promote the town.
- Promote small businesses start-up.

1) Support residents in financial difficulty.

Activities	1. Operate and promote "Fit 4 Your Future" programme.
Costs & Timescale	£10K 2 year plan – 2017/2019
Lead delivery partner	Citizens Advice Mid Lincs, Boston.
Other delivery partners	None

1) Support residents in financial difficulty.

Activities	2. Developing and promoting the Lincolnshire Credit Union access point.
Costs & Timescale	£6K 2 year plan – 2017/2019
Lead delivery partner	Lincolnshire Credit Union
Other delivery partners	None

2) Make more of Boston's history to promote the town.

Activities	1. Increase knowledge of Boston's historical links with the Hanseatic League,
Costs & Timescale	£5K 2 year plan – 2017/2019
Lead delivery partner	Boston Hanse Group
Other delivery partners	None

3) Provide a communications and marketing strategy for Boston Big Local

Outcomes for priority 4:

- The people of Boston and the residents of the Boston Big Local area will have a fuller understanding of the themes, priorities, and activities and the positive impact that they have made.
- Boston Big Local has all year round news reporting and celebration of success.

Activities	1. To promote good news stories using the full range of communication channels available to celebrate success and encourage local participation and engagement with the project.
Costs & Timescale	£11,030 2 year plan – 2017/2019
Lead delivery partner	Guidemark Publishing
Other delivery partners	LTO/BBL Plan Coordinator/Community Chest Facilitator

Informing and influencing others

In addition to the above priorities, those consulted considered four issues that Boston Big Local should inform and influence others about as most important and relevant to Boston Big Local residents from among a list proposed:

- Have free and lower charges for parking in the town to attract visitors.
- Have the information centre back in the town centre.
- Support Blackfriars Theatre.
- Develop River Witham and docks more creatively including river taxis and tourism.

5. Partners and influencing the statutory sector

During the consultation phase, key Partnerships were established with statutory and voluntary sector groups. The Boston Big Local Resident Partnership Group recognised the need to maintain ongoing links and relationships throughout the delivery phase and during the life of the project. These links will support communication to ensure local groups are aware of progress and for these groups to feedback into the Partnership. The partners that have been identified include: Boston Borough Council, Lincolnshire County Council, Lincolnshire Constabulary, Environment Agency, Age UK, Boston Stump, Boston Visitor Economy Partnership, Hanse Group, LCVS, CAML, Lincolnshire Credit Union, Boston Mayflower HA, Fydell House, Centre Point Outreach, Salvation Army, Rotary Club, Boston United Football Club, and Lincolnshire Chamber of Commerce.

The Boston Big Local Resident Partnership Group will have regular contact with these groups so that they can be kept informed of progress and approached if we need assistance with any of the priorities or activities identified. This will be achieved through our communications strategy as outlined in section 6.

The Project Coordinator will work with the Resident Partnership Group to build and sustain links with these groups (cost included in budget).

While consulting on the activities to be funded with local people, a distinction was drawn between what Boston Big Local is best placed to support and to fund and what it should inform and influence others to undertake. It is this second strand that will provide the focus for Boston Big Local's influencing work.

6. Communications

Our communications approach is based on the need to identify those people, organisations and communications vehicles and pathways that can help us reach our goals. We aim to:

- Tell and inform residents and organisations about Boston Big Local.
- Listen and respond to what residents are telling us.
- Share success and build community ownership and capacity.

Our key local stakeholders with regard to a communications strategy are:

- Residents.
- Businesses and those working in the area.
- Voluntary and community groups.
- Schools and Colleges.
- Boston Borough Council.
- Police and Neighbourhood wardens.
- Health professionals.
- Local Trust.
- Local press and media.

Our regular communications vehicles available are:

- Local printed news and radio.
- Electronic communication - website, Facebook, Twitter, email.
- Events and local meetings.

We have currently:

- Website.
- Facebook with about 237 friends.
- Twitter with about 727 followers.
- Regular updates in printed media and via mailing list

What?	When/how often?	Who?
Sharing stories of success and lessons learnt.	Collating stories from delivery partners. Mailing list to be compiled and updated to ensure all interested parties are kept informed. Newsletter 4 times a year.	Big Local Plan Coordinator & Community Chest Facilitator Age UK Boston & South Holland Jane Bettany Guidemark Publishing
Building community interest through large events, including a celebration event. <ul style="list-style-type: none"> • Our aims: <ul style="list-style-type: none"> – Letting people know what's been agreed in the Plan. – Encouraging people to take part and get involved in Big Local. – Encouraging people to volunteer in other ways across Boston. 	Annual Report to be written in time with AGM. Throughout the year: 2 annual reports. 10 stories of action and change from the BBL themes, priorities and activities therein. Carry out feedback and survey reports to	Jane Bettany Guidemark Publishing

	help measure impact of BBL activities	
<ul style="list-style-type: none"> - Maintaining and adding to our website. - Publications Officer/Coordinator - Regular content Links to the site from partners and other organisations	<p>Website structure and design to be managed by Publications Officer.</p> <p>News stories, newsletters, case studies etc. will be uploaded by partner organisation as part of the communications activity.</p> <p>Day to day uploads.</p>	<p>Jane Bettany Guidemark Publishing</p> <p>Jane Bettany Guidemark Publishing</p> <p>Jane Bettany Guidemark Publishing</p>
Social Media activity.	<p>Facebook and Twitter will be updated at regular times.</p> <p>Occurring relevant third party News stories will be uploaded.</p> <p>No personal communications to be uploaded on BBL social media sites.</p>	<p>Jane Bettany Guidemark Publishing</p> <p>Jane Bettany Guidemark Publishing</p> <p>Jane Bettany Guidemark Publishing</p>
Wider Resident Group - emailing updates out to the wider resident interest groups to ensure that they stay up to date.	Training to be implemented for resident group to ensure they are able to upload and send direct emails to the website and social media and maintain and coordinate their own communications strategy.	<p>Jane Bettany Guidemark Publishing Age UK Boston & South Holland</p> <p>Partner Group /Other</p>
Residents to agree an "acceptable use" policy for anyone with rights to posting things on the Internet.	All people accessing the website, social media must sign the acceptable use policy	Age UK Boston & South Holland

7. Telling the story: review and evaluation

We will make sure that those we work with agree as part of funding and Partnership working to tell the story of what has happened and what has changed. We will make sure the story tells us three things: how much was done, how well it went and what difference it made. This will combine stats and stories. We will use this information as part of our Communications strategy to be able to keep the local area informed of the work that has been happening.

We will ensure that we seek out the information below which will be incorporated into any funding agreement. The finance section indicates the process of reporting before payment.

Project			
Lead Delivery Partner			
Theme		Priority	
Activity		Budget code	
Project outcomes (from SLA)			
Reporting period dates		No. of people benefiting from the project during the reporting period	
Introduction <i>Tell us basic information about the project and its outcomes and aims for reporting period.</i>			
Activities undertaken during reporting period <i>Tell us what you have done and how well things have gone. Include any issues carried over from previous report, activities carried out and any base line monitoring. Please attach photographs, quotes, good news stories etc.</i>			
Outcomes the project has contributed to <i>Tell us what difference you have made in relation to the SLA outcomes and more widely in the Boston Big Local area.</i>			
Timescales <i>Is project on track? If not what are you planning to do to address the issues?</i>			
Plans for next reporting period <i>What are you going to do next? Are there any activities we should know about?</i>			

8. Our approach and governance structure

Partnership Agreement

The name of the Big Local initiative in Central Boston is Boston Big Local. It is led by the Boston Big Local Partnership and managed by Age UK Boston & South Holland, the Local Trusted Organisation.

The Partnership is an unincorporated body, running Boston Big Local on behalf of residents within the defined area of the map. Boston Big Local comprises three parts:

1. Boston Big Local Forum of all residents in the area of benefit.
2. The Boston Big Local Partnership.
3. Any Boston Big Local sub-groups agreed by the Partnership.

1. Boston Big Local Forum

The Forum will meet at least annually as an open public meeting, organised by the Boston Big Local Partnership and conducted by the Chair. Boston Big Local Forum is open to all who live in the Boston Big Local area. The purpose of the annual meeting is to report on progress made towards the delivery of the plan and to be accountable for the open and equitable running of Boston Big Local. The forum is also an opportunity to:

- Review and determine the membership of the Partnership.
- Make recommendations for future priorities to include in the plan.

2. The Partnership

The Partnership is the overarching body that leads, manages, builds and reviews Boston Big Local.

Leads Boston Big Local

- Provides leadership by affirming the vision, values, principles and ambition.
- Champions Boston Big Local, its approach, themes and priorities.
- Agrees and reviews the content of the Partnership plan.
- Influences local policy through strong and clear advocacy.

Manages Boston Big Local

- Agrees the framework and structure for running Boston Big Local.
- Approves arrangements for the management and administration of the Partnership with the appointed Local Trusted Organisation.
- Makes sure funds are used only to deliver the Boston Big Local vision and plan.
- Sets up working-groups to achieve specific outcomes. At least one member of the Partnership must be represented on any such group. All working-groups are accountable and will report to the Partnership.

Builds Boston Big Local

- Acts to remove barriers to residents taking part.
- Acts as the first point of contact for any residents, groups or organisations that would like to get involved or have any questions or comments about Boston Big Local.
- Links with and maximises the benefits to the local community of related Big Local opportunities.
- Ensures Boston Big Local widens and deepens the community conversation across ages and interest groups and responds to the range of views and needs expressed.

Reviews Boston Big Local

- Monitors overall progress towards outcomes of the Boston Big Local vision and plan.
- Reviews and reports on progress to the community, local organisations and to Local Trust via stories, newsletters, events and social media.
- Develops, consolidates and reviews the Partnership approach to take forward the Boston Big Local Plan, including on governance, financial procedures and operational management with the Local Trusted Organisation.

3. Powers

1. The power to raise funds.
2. The power to amend the Partnership Agreement, subject to an Extraordinary General Meeting (EGM) or AGM with 21 days' notice detailing the amendment.

4. Membership of the Partnership

1. Membership of the Partnership is restricted to residents of the Boston Big Local area, those who work in the area and their nominated advisors.
2. Resident members over the age of 10 have voting rights; advisory members have no voting rights. Resident members take part as individuals and not as representatives of groups or organisations to which they may belong.
3. Resident membership is reviewed at each Annual General Meeting or at an Extraordinary General Meeting called for that purpose. Voting is by a show of hands among residents, unless for reasons determined by the Chair, a ballot paper is drawn up. Election of resident members requires a two thirds majority of residents present who are eligible to vote (those over 10).
4. During the year a resident may join the Partnership as a voting member after discussion with and approval by the chair and another Resident Partnership Group member, ratified by the Resident Partnership Group.
5. There is a minimum of 8 and maximum of 20 Resident Partnership Group members. Resident members must always represent at least 51% of the number of people on the Resident Partnership Group.
6. There is a minimum of 5 and a maximum of 12 resident (voting) members elected by residents at the AGM.
7. There is a maximum of 8 advisory (non-voting) members. 4 of these are co-opted by the Partnership to bring in additional expertise to support the vision and strategic direction of Boston Big Local.
8. The other 4 non-voting members are offices of the Partnership:
 - a. Local Trusted Organisation nominee.
 - b. Secretary / admin to the Partnership (if required).
 - c. Plan co-ordinator.
 - d. Big Local Rep.
9. The Partnership is quorate when 8 people are present of whom 5 are resident voting members. The business of the Partnership may be progressed when not quorate but matters to be voted on must be deferred to a quorate meeting or through a vote taken by email at the discretion of the Chair.
10. Revocation of membership may occur after three consecutive absences from Partnership meetings or through breach of the terms and conditions of membership. A reminder will be given after the second absence.

5. Responsibilities of Partnership Members

Voting members will be responsible to:

1. Ensure propriety, accountability and the strategic direction of Boston Big Local.
2. Provide information and advice about day-to-day quality of life in the area.
3. Actively encourage people in the area to play their part in supporting Boston Big Local and its activities.
4. Ensure concerns are addressed and that planned activity has local support.
5. Ensure effective communication between the Partnership and members of the community.
6. Contribute to collective decision making based on clear evidence.
7. Take an active part in Partnership meetings, sub-groups, the AGM and key Boston Big Local community events during the year.
8. Act in accordance with the general principals of conduct included in this Agreement.

Advisory members will be responsible to:

1. Provide relevant advice, knowledge and expertise to the Partnership.

2. Provide additional impact and contribution to the Partnership from their parent organisation or other bodies.
3. Act as advocate for the Partnership within their organisation and seeking to change practice and policy to the benefit of the Partnership.
4. In addition, the Local Trusted Organisation (Age UK Boston & South Holland) will act as the accountable body and ensure timely and accurate reporting to Local Trust on financial and delivery on outcomes.

6. Partnership post holders

1. At the first meeting of the new Partnership after the AGM, residents will vote to elect resident members to posts as it determines necessary, including:
 - a. Chair.
 - b. Vice Chair.
 - c. Finance.
2. At the first meeting of the new Partnership after the AGM, residents will vote to appoint up to four non-voting members to the Partnership.

Nominations for resident posts will be taken in advance or at the meeting with the consent of the nominee. Where more than one nomination is received, voting members will vote by written ballot and the Plan Coordinator will count the votes and announce the result.

The Chair is a resident of the Boston Big Local area and undertakes to:

1. Lead, guide and support the Partnership in its role within Boston Big Local.
2. Chair Partnership meetings in sympathy with the values and code of conduct stated within this document.
3. Chair Partnership meetings in order to progress the formation, delivery and review of Partnership plans and agreed business.
4. Ensure that all members are encouraged and enabled to make contributions.
5. Have a casting vote in meetings in the event of a vote being tied.

7. Decision Making

Decisions will be made by consensus where possible. Where reluctant assent is given in order to reach a consensus, dissenting opinions may be officially noted for future reference.

Where the Chair deems consensus to be unachievable within a reasonable timeframe, a vote will be cast by eligible members and will be binding provided that:

1. The meeting is quorate.
2. The decision is agreed by a majority of voting members present (a minimum of 5).
3. Any decision relating to commitments to or by partner organisations is only taken with their consent.
4. The proposed actions fall within the statutory and regulatory framework governing the operations of the partner organisations.

The Chair will have the casting vote if needed.

If a decision is required between meetings then an email will be sent by the Chair to see if a decision can be reached. If this is not possible or appropriate then an ad-hoc meeting will be called.

8. Frequency of meetings

1. The Partnership will meet at least 10 times a year, with additional meetings convened with the agreement of the Chair.
2. The agenda and minutes of meetings will be placed on the Boston Big Local website.
3. These meetings are open to all residents of Boston Big Local as observers.

9. Purpose and Aims

The purpose of the Partnership is to provide a single coordinating framework that:

1. Agrees the long term strategic direction for Boston Big Local.
2. Articulates and promotes the needs and aspirations of the local community through a shared vision, themes and priorities for action.
3. Prepares, implements and monitors the Boston Big Local plan.

The aim of the Partnership is to achieve the four outcomes set for the Big Local programme:

1. Communities will be better able to identify local needs and take action in response to them.
2. People will have increased skills and confidence so they can continue to identify and respond to local needs in the future.
3. The community will work together to make a difference to the needs and issues it prioritises.
4. People will feel that their area is an even better place to live.

In fulfilling these aims the Partnership will:

- Bring together residents and different parts of the public, private, voluntary and community sectors in a spirit of collaboration and mutual support to help make Boston Big Local an even better place to live.
- Promote the engagement of communities and citizens in all its work in a thoughtful, continuous and inclusive way.

10. Values and Guiding Principles

Our values

- We will work in a fair, inclusive, honest and transparent way.
- We will foster a friendly and welcoming atmosphere in all that we do.
- We will support anyone fitting the membership criteria to become actively involved.
- We will review how we are working so that barriers are reduced.
- We accept there will be different views within the Partnership. When differences or conflict arise these will be dealt with fairly and openly, focusing on the issues or opinions, not on the individual.
- We will communicate in an accessible way with our community, through a range of approaches, including events, newspapers, radio and social media.
- We will support, engage and work with other groups in the area that have similar or overlapping objectives.
- We uphold the idea of 'sticky money' as we want the Boston Big Local investment to have the greatest impact locally. Therefore we will aim to source providers, services and goods from within the Boston Big Local area. Where this is not possible we will extend our search outwards. The principal of 'sticky money' will be balanced against obtaining value for money and the desire to engage with businesses and organisations that have similar values to the group.

Our Guiding Principles

- Open, honest, even handed, inclusive and fair.
- Active in the community, sharing our vision, listening and hearing to what the Community wants and needs.
- Enabling sustainable environmentally sound projects that are locally run and that benefit as large a section of the community as possible.
- To be the best we can, self-challenging, adaptable, impartial, transparent and accountable in all our dealings with the community.

11. Conduct

1. All meetings shall be conducted with regard to accepted good practice and particularly the principles of openness, fairness and parity of esteem. Members will be expected to sign their Partnership Agreement as in the Appendix.
2. The ruling of the Chair will be final.

3. A Partnership member who does not comply with this Agreement or who does not attend three consecutive Partnership meetings without notice may have their membership reviewed by the Partnership and terminated if decided upon by a two thirds majority of resident voting members.
4. The Partnership has a Compliments, Concerns and Complaints Policy for responding to issues raised by those outside the partnership. Concerns and Complaints will be responded to quickly and in a manner seeking to reduce tension and conflict and achieve speedy resolution. Where this is not possible, the Complaint will be taken on and dealt with by Age UK Boston & South Holland as the Local Trusted Organisation.

12. Declarations of Interest

1. A member must declare an interest if he or she has a direct or indirect personal or financial interest in the matter under discussion.
2. An interest must be declared at the beginning of the relevant meeting or as soon as the member is aware they have an interest. Interest must be declared clearly so that all members are aware of the interest and how it arises.
3. Members should take no part in an item where they or any close associate might otherwise gain an unfair advantage. In such cases it will be for the member to withdraw from the room.

13. Circulation of Information

1. A programme of dates for meetings will be drawn up annually, so far as possible and published on the Boston Big Local website.
2. Agendas for Partnership meetings will be drawn up and circulated at least 5 working days in advance of each meeting, although failure to meet this requirement will not invalidate the meeting. Agendas and papers will be sent by e-mail, unless requested otherwise.
3. Copies of agendas and reports will be published on the Boston Big Local website, except for any item agreed by the Partnership to be non-public as long as this is in compliance with relevant public information legislation.
4. Notice of meetings will be published on the Boston Big Local website. Notice will also be circulated electronically to any neighbourhood, community groups and resident who request them.

14. Admission to the Public and Press

1. All meetings of the Partnership are open to the public and press unless the Partnership determines that discussion of a particular topic justifies a closed session. Special meetings and development days will generally be by invitation.
2. Each Partnership meeting will contain a question and answers item at the conclusion of business. Members of the public or press may ask questions relevant to the business transacted and the Chair will determine the nature of the response. The Chair will use his/her discretion in determining the time allocated to this item and to individual questions.
3. It is at the discretion of the Chair to ask any member of the public to withdraw from the meeting where inappropriate conduct or the nature of matters under discussion requires it for the effective progression of the meeting.

This Partnership Agreement is a public document and is available on our website. It will be reviewed by the Partnership annually in time for the AGM.

The Partnership Agreement and Declaration of Interest forms are in the Appendix.

9. Risks and challenges

Dealing with Risk: The Partnership is aware there will be many challenges and risks that arise as we travel along our Journey. We are already and currently reflecting upon some of these now, and before they may occur to ensure that they are:

- a) Aware of the many risks and challenges and have contingency plans in place before they arise.
- b) Equipped to be able to implement processes that will manage all risks and challenges positively and effectively.
- c) Resolute and committed to overcoming new challenges positively and effectively.

The Partnership has already reflected upon the following risks and challenges. These are in no way definitive or provide all the answers. These are meant to show reflection of the Partnership and we will continue to develop this and reflect upon our plan, activities, and processes throughout.

Area	Risk and challenges	Remedial Action to reduce Risk
Partnership Group	<ul style="list-style-type: none"> • Conflict of Interest. • New Experiences. • Knowledge Base. • Positive Communications. • Losing Energy of Focus. • New People who don't share the vision. • Potential Liabilities/somebody suing us. • Lack of members. 	<ul style="list-style-type: none"> • Regular Meetings are crucial. • Sharing Success /using lessons learned. • Some training may be required. • Linking into wider Programmes/Building the Local Economy. • Regular meetings. • All signed up to the partnership agreement. • Ensuring Age UK Boston & South Holland/LTO insurance is in place/no parallel accounting possible. • Co-opt non-voting members.
Delivery	<ul style="list-style-type: none"> • Non or under delivery on activities. • Poor quality/unprofessionalism of service level provider. 	<ul style="list-style-type: none"> • Tight SLAs. • Regular monitoring and reporting. • Feedback from/to the Partnership group for transparency. • SLAs and reports/clear accountability. • Group to take responsibility to ensure projects regularly monitored. • Not paid until work/reports approved.
Outcomes	<ul style="list-style-type: none"> • Activities not meeting proposed outcomes. • Changing issues – see changing local issues 	<ul style="list-style-type: none"> • Identify issues/problems early through monitoring. • Reports need to focus on what difficulties/how well or if they can meet objectives. • Review project possibly carry forward to next plan if not successful. • Review the project when in difficulties.

Area	Risk and challenges	Remedial Action to reduce Risk
Partners	<ul style="list-style-type: none"> • Closing down/stop trading. • Bad Press/non professionalism. • Partners just want money. 	<ul style="list-style-type: none"> • Return of goods if bankrupt. • Use legal advice for larger amounts. • Funding only comes on successful delivery. • SLA – share our vision and values. • Standard lines of communication • Key messages for the partnership. • Funding is paid on delivery of scheme.
Telling the Story	<ul style="list-style-type: none"> • Keeping it positive. • Making it stand out. 	<ul style="list-style-type: none"> • Celebrate as part of AGM • Regular partnership visits to view progress. • Advertise successes.
	<ul style="list-style-type: none"> • Hitting the correct audience. 	<ul style="list-style-type: none"> • Send key messages for the partnership. • Use LCVS and internet for promotion/communication. • Boston Big Local Newsletter.
Changing Local Issues	<ul style="list-style-type: none"> • Much can happen in 2 years – contingency plan. 	<ul style="list-style-type: none"> • Use the Plan to stick to priorities • Flexibility – Use ideas already covered. • May need to put new ideas to the Trust/or a case for additional funding.
	<ul style="list-style-type: none"> • Emergency Issues arising (e.g. Flood). 	<ul style="list-style-type: none"> • Review spend & under spend • Flexibility to prioritise.
Funding Requests	<ul style="list-style-type: none"> • First 2 years money already allocated – what do you tell people who come for some funding. 	<ul style="list-style-type: none"> • Follow the Plan/monitoring spend. • Use Community Chest.

10. Finances and detailed budget profile

The detailed budget below links to the themes, priorities and activities set out above, linking to a fuller quarterly spend profile. Age UK Boston & South Holland as the accountable body and Local Trusted Organisation are responsible for ensuring oversight of finances, payment according to the delivery plan and reporting to the partnership and Local Trust on spend, under spend, forecasts and any issues that need addressing.

The partnership has agreed the following process to ensure accountability and transparency of those receiving funding.

- Partner agencies drawn up an activity plan that is reviewed by the Partnership.
- Once agreed, this activity plan is included in the Service Level Agreement (SLA) between Age UK Boston & South Holland and the organisation being contracted.
- The SLA includes reporting dates for the organisation being contracted.
- The organisation being contracted will submit to the Plan Coordinator and the Partnership a work report against outcomes as specified in the SLA.
- Once the Partnership has approved this report against outcomes, Age UK Boston & South Holland will issue a Purchase Order to the organisation which will submit an invoice relating to that PO. Where there is need for payment for expenditure before activity (for example capital spend or buying resources), Age UK Boston & South Holland will issue a PO accordingly with agreement from the Partnership.
- The Partnership agreed that under spend for any priority, subject to agreement by the Partnership Group, can be used towards other activities within the same theme and priority.

10. Finances and detailed budget breakdown

Theme	Priority	Description of Priority	Description of Activity	Delivery Organisation	Code	Amount Allocated over 2 years	Activity Spend	Year 3	Year 4
THEME 1: Improving Health and Wellbeing (20% of overall funding) (£49,430)	Priority 1	Provide access to health and wellbeing activities, for all residents	To support provision of affordable transport to enable all residents to access facilities and events within the BBL area	Boston Community Transport / LCVS	1.1.1	£12,000	£12,000	£12,000	
	Priority 2	Provide opportunities to improve H & W : For children and families	1. Holiday family inflatable sessions	Geoff Moulder Leisure Centre	1.2.1	£5,500	£3,000	£1,500	£1,500
			2. Crash course swimming lessons	Geoff Moulder Leisure Centre	1.2.2		£2,500	£1,250	£1,250
	Priority 3	Provide opportunities to improve H & W : For Young People	1. Multi-sport taster days	Boston United In The Community	1.3.1	£5,500	£5,500	£2,750	£2,750
	Priority 4	Provide opportunities to improve H & W: For Older Residents	1. Arts for Dementia	Boston Mayflower	1.4.1	£6,930	£6,930	£3,465	£3,465
	Priority 5	Provide H & W fun/educational events for all residents	1. Provide Cycling Roadshow Event (Year One)	Boston Borough Council	1.5.1	£6,800	£6,800	£1,500	
			2. Health & Wellbeing Event (Year Two)	Boston Borough Council	1.5.2				£5,300
	Priority 6	Provide innovative fitness opportunities to residents of all ages.	1. Enable the provision of Aqua Physical Classes	Geoff Moulder Leisure Centre	1.6.1	£12,700	£7,700	£7,700	
			2. Support an Interschool, Childrens and Adults Triathlon Events	Geoff Moulder Leisure Centre	1.6.2		£5,000	£2,500	£2,500
					Theme Total		£49,430	£49,430	£32,665
THEME 2: Creating A More Attractive Environment (29% of overall funding) (£71,030)	Priority 1	Educate and inform about environmental responsibility	1. Raise personal responsibilty and citizenship	Boston Borough Council	2.1.1	£23,000	£19,000	£9,500	£9,500
			2. Raise corporate / business responsibility	Boston Borough Council	2.1.2		£4,000	£2,000	£2,000

	Priority 2	Brighten up the town centre	1. Enhancing horticultural displays in Town Centre and along the Haven Bridge corridor Enhancing and developing riverside and waterway walks within the BBL area (namely Haven Bank (both sides), Windsor Bank and London Road bank leading to Newton's Corner)	Boston in Bloom	2.2.1	£19,000	£19,000	£10,000	£9,000
	Priority 3	Improve local amenities and open spaces	1. Continue to Improve and increase play opportunities.	Boston Borough Council (Fran Taylor)	2.3.1	£19,000	£19,000		£19,000
	Priority 4	Support Local Environmental Groups	TBD	TBD	2.4.1	£10,030	£10,030		£10,030
				Theme Total		£71,030	£71,030	£21,500	£49,530
THEME 3: Building Community Spirit (31% of overall funding) (£76,030)	Priority 1	Provide new & support existing activities drawing people from different backgrounds together	1. Run and support larger events and activities	LCVS	3.1.1	£10,000	£10,000	£5,000	£5,000
			2. Run and support smaller events and activities	LCVS	3.1.2	£10,000	£10,000	£5,000	£5,000
			3. Direct Support for 2 day Summer Beach Event	Boston Borough Council (Fran Taylor)	3.1.3	£15,600	£15,600	£7,800	£7,800
			4. Direct Support for Boston Marathon UK	Boston Marathon Association	3.1.4	£4,000	£4,000	£2,000	£2,000
	Priority 2	Improve facilities for community gatherings & events	1. Support an existing community hub or new facilities - to be developed	TBD	3.2.1	£4,000	£4,000		£4,000
	Priority 3	Provide small grants through a community chest programme to support local initiatives linked to all BBL themes	1. Run a small grants programme three times a year with funding up to £1000	Boston Big Local	3.3.1	£24,000	£24,000	£12,000	£12,000
	Priority 4	Celebrate BBL success and	1. Run one large event and	Boston Big	3.4.1	£8,430	£7,430	£3,715	£3,715

		support continued resident involvement	piggy back on local events	Local					
			2. Purchase equipment and resources to run BBL events	Boston Big Local	3.4.2		£1,000	£500	£500
				Theme Total		£76,030	£76,030	£36,015	£40,015
THEME 4: Encouraging Enterprise (12% of overall funding) (£32,030)	Priority 1	Support residents in financial difficulty	1. Operate and promote "Fit 4 Your Future" programme	Citizens Advice Mid Lincs	4.1.1	£10,000	£10,000	£5,000	£5,000
			2. Developing and promoting the Credit Union access point	Lincolnshire Credit Union	4.1.2	£6,000	£6,000	£3,000	£3,000
	Priority 2	Make more of Boston's history to promote the town	1. Increase knowledge of Boston's historical links with the Hanseatic League	Boston Hansa Society	4.2.1	£5,000	£5,000	£2,500	£2,500
	Priority 3	Communications and marketing strategy	1. Provide training for communications and marketing strategy, provide good news stories associated with BBL	Guidemark Publishing	4.3.1	£11,030	£11,030	£5,515	£5,515
				Theme Total		£32,030	£32,030	£16,015	£16,015
THEME 5: MISCELLANEOUS COSTS (8% of overall funding) (£19,480)	Priority 1	Personnel Costs (wages)	Plan coordinator (8hrs p/week@ £16 p/hr x 50weeks)		5.1.1	£12,800	£14,960	£6,400	£6,400
			Minute Taker (5hrs per month @ £14 p/hr x 12months)		5.1.2	£1,680		£840	£840
			Bi-Annual Plan Compiling Plan coordinator (@£16 p/hr x 20hours)		5.1.3	£480			£480
	Priority 2	Partnership Costs (General)	Partnership Group Costs - Expenses (PC's, Phone, Mileage)		5.2.1	£600	£1,100	£300	£300
			Partnership Group Costs - Miscellaneous		5.2.2	£500		£250	£250
	Priority 3	Partnership Costs (Printing)	Printing and publication costs		5.3.1	£3,420	£3,420	£1,710	£1,710
				Theme Total		£19,480	£19,480	£9,500	£9,980
Total Spend						£248,000	£248,000	£115,695	£132,305

11. Appendices

Appendix 1 - Process and Timeline

Appendix 2 - Project Coordinator Job Specification

Appendix 3 - Partnership Agreement and Declaration of Interests

Appendix 4 - Building the plan

APPENDIX 1: Process & Timeline

Date	Lead	Action	Completed
First draft Early Feb 2017	RAL/ BB	Initial consolidation of information in draft presented to Resident Partnership Group – 9 th Feb 2017	√
	RAL/ BB	Draft priorities and outcomes for discussion at RPG on 9 th Feb 2017	√
	RAL/ RT	Set up and holding meetings with potential delivery partners 9 th Feb 2017	√
Sharing draft of plan with community Feb 2017	RAL/ NB	Create and distribute 6000 A4 folded leaflets about the draft plan and the community sharing events as below	√
	RAL/ BB	2 community events held 2 different times over 3 hrs each, to share plan headlines and take questions and concerns	√
	RAL	Draw out community feedback and tweak plan accordingly	√
Second draft, 2 nd March 2017	RAL	Draw information from Partnership and partners events and discussions into costed second draft	√
	RAL	Review draft with Resident Partnership Group, agree projects and activities to explore further through Activity Plans with potential partners	√
Renewing the Partnership March 2017	BB	Renew Resident Partnership Group on 9 th March 2017	√
	PG	Agree and sign the Partnership Agreement on 9 th March 2017	√
	PG	Agree the Memorandum of Understanding between Resident Partnership Group and Local Trust on 9 th March 2017	√
Plan approval Mar 2017	LTO	Submit plan Early March 2017	
	PG	Meet Local Trust and amend plan accordingly	
	RAL	Prepare for approval, line up SLAs and plan for launch early Apr 17	

APPENDIX 2: Project Coordinator Job Specification

Job Title:	Project Coordinator
Hours:	8 hours per week + expenses and additional hours by arrangement
Term:	1 Year from Plan Approval Date
Location:	Various
Reporting to:	Contracted by the LTO and accountable to Boston Big Local Partnership.
Purpose:	Coordinate the design, delivery and evaluation of the Boston Big Local plan with the Partnership, external agencies and partners Support the Partnership to enable it to carry out its functions effectively and to review and update the plan
Role & Responsibilities:	<p>Delivery Plan - monitoring and development</p> <ul style="list-style-type: none"> • Coordinate the design, delivery and evaluation of the Boston Big Local plan. • Ensure that the Partnership Group Core Values and Priorities remain a focus throughout the progress of the project. • Put in place Service Level Agreements for all activities funded through Boston Big Local. • Monitor all activities to ensure that aims and objectives are being met and report progress back to the Partnership. • Coordinate reports to Local Trust when required. • Ensure the LTO and Partnership complies with funding requirements. • Lead on developing areas of the plan where activities need to be identified - to include facilitating working group meetings. • Assist with the evaluation of the project. • Ensure progress on the plan is reported and shared, including via the web. • Ensure that the Profile is updated when required and that community engagement is refreshed and built upon. <p>Meetings</p> <ul style="list-style-type: none"> • Support the Partnership to enable it to carry out its functions effectively and to review and update the plan. • Take part in partnership meetings giving updates on the action plan, progress and remedial action required. • Coordinate and facilitate the AGM. <p>Financial monitoring</p> <ul style="list-style-type: none"> • Working with the LTO, prepare budget reports and ensure that the Partnership Group regularly receive these and take action required. • Maintain a record of all 'gifts in-kind' provided, such as free use of venues for meetings, staff time provided for activities etc. • Ensure that monitoring reports are received from delivery partners before invoices are paid. <p>Communication</p> <ul style="list-style-type: none"> • Ensure that there are regular communications to the local community. • Liaise with partners to ensure relationships are developed and maintained. • Communicate the delivery plan and priorities to the local community, being a point of contact for queries and funding requests. <p>Other</p> <ul style="list-style-type: none"> • Work as an active and integral member of the Partnership Group. • Undertake other duties as agreed by the Partnership Group.

APPENDIX 3: Boston Big Local Partnership Agreement: Code of conduct, Confidentiality, Declaration of Interest, and Values

The purpose of the code of conduct is to ensure that all members of the Partnership operate the highest standard of integrity at all times.

As a member of the Partnership I agree to abide by our area's Big Local values. Additionally, I agree that:

- Everything the Partnership does will be able to stand the test of scrutiny by the public, charity regulators, community members, stakeholders, funders and the courts.
- Integrity, respect and honesty will be the hallmarks of all conduct when dealing with others within the Partnership and equally when dealing with individuals and institutions outside it.
- The Partnership will strive to maintain an atmosphere of openness throughout the community to promote confidence of the public, stakeholders, Local Trust, the Big Lottery Fund, charity regulators and government.

In particular Partnership Members undertake to:

- Attend regular meetings – continuity is important to ensure members make a full contribution.
- If unable to attend any meetings, convey our apologies to the Chair/Facilitator as soon as possible in advance of the meeting.
- Arrive in good time for the meetings and be prepared, having read copies of the agenda and relevant papers.
- Resign their position where they miss three consecutive meetings, unless for reasons accepted by the Partnership.
- Take an active interest in all group discussions and contribute when we can in a relevant and constructive way.
- Conduct themselves in an appropriate manner, in particular not interrupting other speakers.
- Listen to and respect the views of other members and keep an open mind when considering ideas and proposals.
- Respect the authority of the Chair to direct the meeting.
- Keep in mind the role of the group and keep to the meeting agenda.
- Understand that the group is required to reach decisions and attempt to reach consensus decisions. Where reluctant assent is given in order to reach a consensus decision, dissenting opinions may be officially noted for future reference.
- Bear in mind that the group serves the interests of the Boston Big Local area as a whole and not just those of individuals or their own special interest group.
- Respect the final decision of the group and be prepared to support it outside the meeting.
- Carry out any agreed action points between meetings.
- Observe strict confidentiality about discussions which take place.
- Make unbiased and fair judgements.
- Maintain the Declaration of Interest; when declared the member must abstain from the discussion unless otherwise asked and must not vote.
- Not act in a way that could bring disrepute to the group.
- Understand that the group is a collective body, which exists only when it meets, but as individuals are prepared to promote Boston Big Local as a vehicle for community engagement and change within the area.
- Not discriminate on the grounds of gender, race, colour, ethnic or national origin, disability, sexuality, religious belief, political opinion, age or social background.

Confidentiality

Your involvement in the Big Local Partnership may mean that you have information that has not yet been made public or is confidential.

You should never disclose or use confidential information for the personal advantage of yourself or of anyone known to you, or to the disadvantage or discredit of the Partnership. Members are expected to adhere to the Partnership Confidentiality Agreement at all times and may be asked to adhere to a specific 'embargo'. (An embargo is a request not to share information until a certain point in time.) Wherever possible the timescale and the reasons for such an embargo will be defined at the time the embargo is put in place.

Examples of such instances where a confidentiality embargo may be used are:

- details of individuals or organisations, who have submitted funding applications.
- details contained within individual applications prior to a decision being taken.
- information not in the public domain.
- draft plans or proposals not yet approved.

A short confidentiality embargo may be imposed after any Partnership meeting to ensure time to allow information to be distributed within the area to specific organisations or individuals. Where an issue is known to be potentially sensitive or likely to be confidential members will be made aware of the details of any embargo in advance.

In the event of a Confidentiality Agreement being breached by an individual, group, or organisation, the Partnership may review membership.

Declarations of Interest

In line with the code of conduct, members of the Partnership will need to declare any conflicts of interest and loyalty.

Where a member has a clear private or personal interest in a matter under consideration, they must declare that interest and, if necessary, withdraw from the meeting. The interest need not be of a purely financial nature but could include membership of a club or organisation connected with the matter under discussion. Interests can be positive or negative especially where a competitive element is introduced. For example, a member may wish to support a particular course of action because it impacts more favourably on an organisation they are a member of, or impacts favourably on their friends/relatives.

The Partnership will decide if a member has to withdraw from the meeting because we recognise that most people in the Partnership will know the people and organisations under discussion.

If in doubt, an individual should avoid being in any position where suspicion could be raised for any appearance of improper conduct - if in doubt, the individual should declare the interest and seek guidance for future meetings.

Where an individual has declared an interest a statement will appear in the minutes of the meeting stating:

- Who declared a financial/non-financial interest.
- The item being considered.
- Whether they withdrew from the meeting while the item was discussed taking no part in the discussion or decision or remained in the room during its consideration, but took no part in the discussion or decision.

Values

These are values which align with Big Local.

1. We are committed to quality and excellence in everything that we do.
2. We will support residents and people locally in improving their own communities. We know that communities which face problems contain the people who will create the solutions.
3. We actively share knowledge and skills, encouraging learning and cooperation. We collaborate with others to build the best possible solutions to the challenges we face together.
4. We are responsible, open and accountable. We will be honest and transparent in all our dealings. We will collect, share and review evidence of our progress and be open to advice and criticism.
5. We believe in social responsibility. We want our work to have a positive impact on people locally, the area and the environment, now and for future generations.
6. We are committed to equality and promote diversity. We seek to overcome all forms of discrimination and prejudice so that everyone can participate in, contribute to and benefit from Big Local on an equal basis, whatever their background, ethnicity or beliefs.
7. We will be innovative and embrace change, approaching problems proactively and creatively.
8. We are enthusiastic, energetic, positive and proud of Big Local, and will bring these qualities to all our activities.

By signing this document I agree to the items above

Name:

Date:

Signature:

Declaration of interest

Please provide details of membership of, or your occupation of a position of general control or management in any of the following:

1) Details of any body exercising functions of a public nature: e.g. School Governing Body, Boston Borough Council	
2) Details of any body directed to a charitable purpose: e.g. Rotary Club, Age UK	
3) Details of any body whose principle purpose includes the influence of public opinions: e.g. Political Parties, Unison, Action Groups	
4) Details of membership and position held in any voluntary body: e.g. Placecheck Groups.	

Name

Address

Employer/if self-employed please give details of Company name and nature of employment.

I declare that the disclosure above is true:

Signature

Date

APPENDIX 4: Building the plan

The template used to build the activities in the action plan

Our Big plan: our vision, priorities and activity for improving health and wellbeing

What change we are looking for (intended outcomes):

- Residents are more aware of their health needs and where they can get relevant information.
- Residents take up more opportunity to help improve their health and wellbeing.
- Residents tell us they feel better informed, access facilities and feel healthier.

Activity	How we will know we've made a difference	What's happened already		What happens next and by when			What's needed		
		Big Local	Others	By Big Local	With others	By others	People	Money	Other resources

Aspects considered when building each priority action

- Are we clear what we will be changing?
- What can we do that's different?
- How will we deliver these priorities?
- Who will be responsible?
- What resources are needed?
- Who do we need to involve?
- Will it need to go out to tender?
- How are residents involved?
- Have we thought about social investment - getting a return on the money?
- How are we reflecting the fact that Big Local isn't just about the money?
- How will we know if the project is working?
- How will you use or build local skills, confidence and strengths to deliver and manage the project?
- How can we ensure some sustainability?
- How does this connect with our vision and the community profile?