



Process for election of residents to Henleaze, Stoke Bishop and Westbury on Trym Neighbourhood Partnership

The Neighbourhood Partnership has agreed that residents wishing to sit on the Neighbourhood Partnership as Resident Reps, should be elected by those they seek to represent.

- In line with the terms of reference for the Neighbourhood Partnership, there can be up to 4 resident representatives per ward.
- The elections will be held as part of the next round of Neighbourhood Forums

Stoke Bishop – 6.30pm Wednesday 2nd April, Stoke Bishop Primary School, Cedar Park, Bristol BS9 1BW

Westbury on Trym – 6.30pm Tuesday 1st April, Venue 35 Stoke Lane, Bristol, BS9 3RW

Henleaze – 6.30pm Thursday 10th April, Henleaze Library, Northumbria Drive, Bristol BS9 4HP

- The vote will take place by ballot paper and by individual ward. Only people living in a particular ward shall be eligible to vote for the nominees from that ward. Each resident has up to four votes within their ward, that is, one vote per NP Rep space (you can only vote once for any one person) and you do not need to use all your votes
- The ballot box will be sealed and stored securely. Votes will be cast in private and will be counted by Bristol City Council staff, in the presence of an independent observer, during the public meetings
- Voting will take place between 6.30pm and 8.00pm on the dates above. Results will be communicated at the end of each of the Forum meetings.
- Successful candidates will not have their position ratified until the NP meeting of Monday 16th June 2014. Their term will begin from the moment their role is ratified.

Nominations

- An open invitation to nominate oneself or another resident along with a poster inviting nominations and publicising the process will be distributed to the Neighbourhood Partnership mailing list and advertised on the website and in local libraries. This will include an overview of the responsibilities involved.
- Nominees will complete a nomination form, which will include a description of the role and what is involved. Nominees will submit a statement, introducing themselves, their interests and their reason for wanting to be involved and how they will fulfil their role.
- Nominees are eligible to stand if they are;

- 1) a resident in the ward in which they are standing
- 2) are willing to declare any interests
- 3) can fulfil the role as outlined in the role description

- Closing date for nominations will be 5pm Friday 28th March 2014.

Publicity

- Nominees and details of how to vote will be advertised on the website and in local libraries.
- Community Engagement staff will then publicise the elections, nominees and an open invitation to vote at the public meetings, through the Neighbourhood Partnership mailing list and outreach work.

Voting

- Voting will take place at each Neighbourhood Forum meeting
- Residents will need to attend the Neighbourhood Forum in which they live to vote for their representative.
- If those nominated equal or are less in number than the vacant places within a Ward they will be elected unopposed, which means an election will not take place.

Elected Representatives (Ward Reps)

1. Once elected representatives will remain in office for one year or two years. (to be agreed at the NP meeting)
2. Ward Reps can re-apply after this initial term and can stand (after re-election) for a Maximum of 5 years, however it is envisaged that 4 years shall be the norm. When a ward Rep has been in the role for 5 years they must stand down for at least 12 months.
3. All Ward Reps are expected to live in the wards they represent
4. Once elected, Ward Reps will take part in an induction process.
5. Once elected, Ward Reps will be required to make a formal declaration of interest.

Role of Ward Reps

1. The Role of a Ward Rep is to actively attend meetings, research information, work with service providers, make recommendations to the Neighbourhood Committee, market the work of the Neighbourhood Partnership and Neighbourhood Forums, and in some cases (e.g. The Working Group for Older People) co-ordinate some activities.
2. Ward Reps will be expected to attend all of the forums in their ward and all of the NP meetings
3. Ward Reps will not send substitutes if they cannot attend meetings
4. Ward Reps will also be expected to be active members of at least one Working Group and may be asked to chair or take notes

If a Ward Rep resigns the vacant place can be offered on a co-opted basis, however this place will have no voting rights. The co-opted resident can then stand for election at the next opportunity.

Disputes: An independent observer will investigate any disputes regarding the election process.