

## Appendix C – Written Constitution

### 1. Name

The name of the group shall be JQDT Neighbourhood Planning Forum.

### 2. Objects

#### 2.1 The objects of the JQDT Neighbourhood Planning Forum are to:

- Create the most distinct, vibrant and dynamic quarter in the city centre in which people want to invest their time and money.
- Create a home to the jewellery and precious metal industry; creative, hi-tech and design industries; independent and startup businesses and outstanding education facilities.
- Sustain a long-term residential population and embrace the needs of a diverse community.
- Develop the JQ as a tourist destination of national and international importance.
- Gain recognition for the JQ for an intelligent approach to fostering the culture of the quarter – one of design excellence, innovation, heritage and productivity in a high quality environment.

#### 2.2 JQDT Neighbourhood Planning Forum may do all such lawful things as are necessary for the attainment of these objects, including:

- Actively encouraging all Members to participate fully in its activities for the promotion and improvement of the Jewellery Quarter.
- Preparing a Neighbourhood Plan and/or Neighbourhood Development Order(s) which will set out policies for the development and use of the land.
- Exercising any powers which attach to JQDT Neighbourhood Planning Forum as a designated neighbourhood forum within the meaning of the Localism Act 2011.
- Providing a forum for discussion of issues that may affect the well-being of the Jewellery Quarter.
- Supporting projects that are of benefit to the Jewellery Quarter
- Considering proposals by public or private sector bodies likely to have a significant impact on the social, economic and environmental well-being of the Jewellery Quarter.

### 3. Jewellery Quarter area

JQDT Neighbourhood Planning Forum shall operate in the neighbourhood area recognised by Birmingham City Council for the purposes of the Localism Act 2011 and shall consider cross boundary issues as appropriate.

### 4. Membership

#### 4.1 Membership of JQDT Neighbourhood Planning Forum is open to all: (a) individuals who live in the Jewellery Quarter

(b) individuals who work in the Jewellery Quarter (whether for businesses carried on there or otherwise)

(c) elected Members of Birmingham City Council (BCC) whose area falls within the Jewellery Quarter.

4.2 The JQDT Neighbourhood Planning Forum will be supported by the Board of the JQDT. The Director of the JQDT responsible for planning and development will report back to the JQDT.

4.3 Registered Members are Members of JQDT Neighbourhood Planning Forum who have provided their contact details to the Chair/Deputy Chair and Secretary and qualify as eligible as described in 4.1

4.4 A minimum of 21 Registered Members shall be required at all times, each of whom satisfies at least one of the criteria in 4.1.

4.5 Any Member may resign from membership by providing the Chair/Deputy Chair and Secretary with written notice. Any Member who fails to attend 3 consecutive meetings of the JQDT Neighbourhood Planning Forum, irrespective of apologies, shall be considered to have resigned.

4.6 New Members will be accepted at suitable interludes to replace resigned Members. No new members will be accepted once the formal pre-referendum public consultation begins.

4.7 JQDT Neighbourhood Planning Forum shall use best endeavours to reflect the diversity, character and inclusivity of the area

4.8 JQDT Neighbourhood Planning Forum recognises the role of tenants and residents associations, business associations and other organisations serving the interests of people who live or work in the Jewellery Quarter. Such organisations shall not be Members but JQDT Neighbourhood Planning Forum will work cooperatively with such associations and with other local organisations and institutions providing services to the Jewellery Quarter. Each association, organisation or institution will be requested to identify a person to act as a contact point for JQDT Neighbourhood Planning Forum.

## 5. Member meetings

5.1 JQDT Neighbourhood Planning Forum shall organise Member meetings on a regular basis as required to pursue its object and shall organise a Members meeting if requested by at least 7 Registered Members.

5.2 Member meetings will be publicised at least 7 days in advance to provide sufficient notice for Members to attend.

## 6. Non Members

6.1 Non Members may attend meetings of JQDT Neighbourhood Planning Forum with the agreement of the Chair or Deputy Chair where this will support achievement of the object

6.2 Non Members shall not have voting rights.

6.3 Volunteers, as individuals or organisations, may contribute to the development of the Neighbourhood Plan and may carry out some of the activities e.g. evidence gathering. They will not have any decision-making powers, which are the sole reserve of the Members.

## 7. Decision making

7.1 All Members aged 14 or above are entitled to vote at a Member meeting and voting shall be made by a show of hands on a majority basis. In the case of a tied vote, the Chair or appointed deputy shall make the final decision.

7.2 Member meetings shall:

- elect the Chair, Deputy Chair and the rest of the positions defined as Key Roles.
- approve the findings of the Working Groups to take forward into the Neighbourhood Plan or Neighbourhood Development Order
- provide decisions by way of a show of hands should a Working Group reach an impasse or seek approval on a matter
- approve any decision to undertake, consult on, or submit a Neighbourhood Plan or Neighbourhood Development Order to the local planning authority
- approve an annual report from the Secretary
- approve any amendments to the Constitution subject to the support of a two thirds majority vote
- agree to the dissolution of JQDT Neighbourhood Planning Forum (see paragraph 13).

7.3 There shall be provision for proxy voting through the Chair or Deputy Chair when notified in advance of any Member meeting.

8. Declaration of interests

8.1 Members have a duty to declare in advance any financial, party political, employment, ownership or organisational interest that could have an impact on the work of JQDT Neighbourhood Planning Forum.

8.2 Such interests should also be declared by Members and volunteers at the commencement of Working Group activities.

8.3 Where an interest is affected by any subject under discussion, the Nolan Principles shall apply.

9. Officers and Key Roles

9.1 JQDT Neighbourhood Planning Forum will elect a Chair, Deputy Chair and Secretary as officers from within its membership at a Members meeting on an annual basis.

9.2 Key Roles to oversee the whole group activities shall be established by agreement of the whole group. The Key Roles will be fulfilled by election from within the membership. Those elected individuals shall be responsible for the day to day management of JQDT Neighbourhood Planning Forum

9.3 Those taking positions as Key Roles shall agree a modus operandi for approval at a Members meeting.

10. Quorum

Member meetings shall be quorate if there are at least 7 Registered Members, including at least one Officer.

11. Complaints

Any complaints about the behaviour of a Member shall be made in writing to the Chair who will investigate and take action as appropriate. If the complaint concerns the Chair then the Deputy Chair shall be responsible for any investigation.

## 12. Finance

Any money acquired by JQDT Neighbourhood Planning Forum shall be held by Jewellery Quarter Development Trust on the Forum's behalf, who shall apply it towards the objects of JQDT Neighbourhood Planning Forum and for no other purpose. A record of expenditure will be kept by Jewellery Quarter Development Trust for inspection by Members or funders and shall be reported annually to a Members meeting

## 13. Dissolution

JQDT Neighbourhood Planning Forum may be dissolved by resolution of the Members passed at a Members meeting provided that:

- notice of the proposed dissolution has been given in the notice calling the meeting
- the resolution is passed by at least 75% of Members in attendance.
- any assets or monies held at the time of dissolution shall be directed by the resolution to be paid to an organisation that will continue the work that has been carried out by JQDT Neighbourhood Planning Forum or (in the absence of such an organisation) to an organisation or organisations that is or are recognised by Jewellery Quarter Development Trust as carrying out purposes similar to those of JQDT Neighbourhood Planning Forum.