

CONSTITUTION – JQDT NEIGHBOURHOOD PLANNING FORUM

1. Name

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

2. Objects

2.1 The objects of 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 Development 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 Executive Director of the JQDT, who will assume the role of Executive Officer.
- 4.3 Registered Members are Members of JQDT Neighbourhood Planning Forum who have provided their contact details to the Executive Officer.
- 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 Executive Officer 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 JQDT Neighbourhood Planning Forum shall use best endeavours to reflect the diversity, character and inclusivity of the area
- 4.7 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 Executive Officer where this will support achievement of the object
- 6.2 Non Members shall not have voting rights.

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 Steering Group
 - 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 Steering Group
 - 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 Executive Officer when notified in advance of any Member meeting.

8. Declaration of interests

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.

9. Officers and Steering Group

- 9.1 JQDT Neighbourhood Planning Forum will elect a Chair and Deputy Chair as officers from within its membership at a Members meeting on an annual basis.
- 9.2 A Steering Group of up to 15 people shall be established by election from within the membership and shall be responsible for the day to day management of JQDT Neighbourhood Planning Forum
- 9.3 The Steering Group shall agree its modus operandi for approval at a Members meeting
- 9.4 At least one Officer shall be a member of the Jewellery Quarter Development Trust Board

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 Executive Officer who will investigate and take action as appropriate. If

the complaint concerns the Executive Officer then the Chair or 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.