

Rose Garden Café Partnership

Terms of Reference

Vision and Purpose

The Rose Garden Café Partnership's vision for the Rose Garden café is....

To understand the current structural state of the building so that it can be fully restored as quickly as is feasible with improvements and refurbishments, for it to be operating as a cafe to serve the community as a sustainable building for future generations.

We want to do this by...

Creating a strategy which considers cost effectiveness, quality, accessibility, environmental impact and the future, so that we can obtain funding to achieve our vision.

Governance

Decision making

The Rose Garden Café is part of the Graves Park Charity who own the land and buildings. Sheffield City Council is the sole trustee of the Graves Park Charity and the Charity Trustee Sub-Committee take all decisions of Sheffield City Council as charitable trustee. The Graves Park Charity is governed by the Graves Park Charity Scheme. Therefore, all decisions made by the Charity Trustee Sub Committee in respect of the Rose Garden Café need to be line with this scheme.

Approval process

Any strategy developed by the Rose Garden Café Partnership must be taken to the Charity Trustee Sub-Committee for approval before it is implemented. See Appendix 1 for the Rose Garden Café Partnership Governance Structure.

Membership and representation

Current membership is:

Chair	1	Independent	<i>Chris Hallam</i>
	2	Friends of Graves Park	<i>Caroline Dewar David Hartlebury Gertie Whitfield</i>
	3	Save the Rose Garden Café Campaign	<i>Julie Collins Liz Hnat Andy Kershaw</i>
	4	Sheffield City Council	<i>Catherine McDougall Rebecca Nixon Nathan Rodgers Simon Ross</i>

Quorum shall be one member from each organisation will be present at all Partnership meetings, where quorum can not be met then any decisions required will be postponed until such time as there is a meeting with quorum. Where all current members are unable to attend, a representative from the

wider organisation can be nominated to attend with the agreement of other partners.

Where voting is required one vote is given to each partner organisation.

Disparity within individual organisations would require further consultation with wider individual organisation members to determine the final vote for the partner representing that individual organisation.

Any partner can request to delay their individual organisations vote until they have consulted their wider individual organisation.

The partnership will work to be consensus led. In a voting result where there is no consensus, the group will work to iterate and compromise until a consensus is formed. If no consensus can be found, the majority vote will stand.

If a member wishes to leave the partnership, they must do so in writing with a minimum of one month's notice where possible, nominating a replacement from their organisation, who must be agreed by all partners. Where a replacement from the organisation can not be agreed, the partners must agree an alternative representative.

Role of the Group

Throughout the life of the project, the partners and chair will:

- Work to the agreed scope as set out to and approved by the Charity Trustee Sub-Committee. The initial scope was set out by Officers in the 18th October 2023 Charity Trustee Sub-Committee. Once these actions have been undertaken Officers working closely with the partnership will develop the scope.
- To act as an advisory body to SCC and hold SCC accountable for the successful delivery of the project. As accountable body/trustee, SCC is responsible for the delivery of the project, but decisions are made collectively.
- Communicate in an open, honest, and transparent manner to maintain a spirit of trust and co-operation between partners.
- Attend the majority of group meetings (66.6%) and deliver any agreed tasks or actions in a timely manner as requested and in any event within a period of no more than a year.
- Support and assist partners in carrying out their agreed tasks.
- Offer time, skills, knowledge, networks and expertise to enable the efficient and effective development and delivery of the Partnership's work with recognition that many of the partners are unpaid volunteers.
- Submit any relevant information, data or evidence in a timely manner to help support the process.
- Champion the Rose Garden Café strategy as it develops to ensure that maximum benefit is achieved for the people of Sheffield.
- Work together to resolve conflicts that may arise and to manage risks and realise opportunities.

- Disclose any conflict of interest and maintain high professional standards and integrity at all times.
- Raise any concerns and complaints about the process with the Chair in the first instance so as to provide an opportunity to reconcile issues within the Group.
- Commit to securing such funding as each partner is capable and willing.
- Confidential information shared within the partnership can only be shared outside of the partner representatives through prior agreement at a meeting.
- Any updates to Have Your Say should be agreed by all partners (at least one representative from each partner) prior to updating.
- In the event that a Partner wishes to leave the Partnership shall be dissolved.

Role of the Chair

We recognise and support the role of the Chair, who will;

- Oversee the development and delivery of the Rose Garden Café restoration and refurbishment strategy.
- Lead and co-ordinate the Partnership, preparing the agenda and subjects to be worked on as approved by the Charity Trustee Sub-Committee.
- Impartially and objectively direct the meetings, workshops etc, ensuring that all views are heard.
- Foster consensus-based decision-making amongst the Partnership wherever possible
- Promote a professional and respectful culture.
- Ensure that partner representatives are enabled to contribute effectively.
- Help identify any specialised expertise required.
- Summarise and confirm key decisions and actions, clarifying with individuals any allocated key tasks and the agreed timelines for completion.
- Ensure that resources are used efficiently.
- Ensure that any publicity is approved collectively by the Partners prior to release and signed off by the Chair.
- That the Chair does not share any personally identifying information in any other arena and respects professional standards of confidentiality.

Ways of working

- People will be free to respectfully express their personal and organisational views during group meetings and workshops fostering the culture of voicing concerns and exploring issues already established by the group. This comes with the understanding that these deliberations remain within the group.
- Meetings may not be captured through detailed minutes but through decision and action notes, workshop papers etc, that will be collated and circulated shortly after the meeting by the Project Manager.
- Sharing of Partnership papers, discussions held and the work of the group beyond the immediate individuals involved must first be agreed with the Chair.

- Any event identified by the Partnership to have breached the terms of reference and ways of working will be discussed and reviewed at a Partnership meeting where the Partners shall agree a course of action and appropriate remedies and sanctions.

End of Partnership

The Partnership will create:

- A legacy statement
- A new stewardship partnership
- Guiding Principles
- Shared Learning Resources

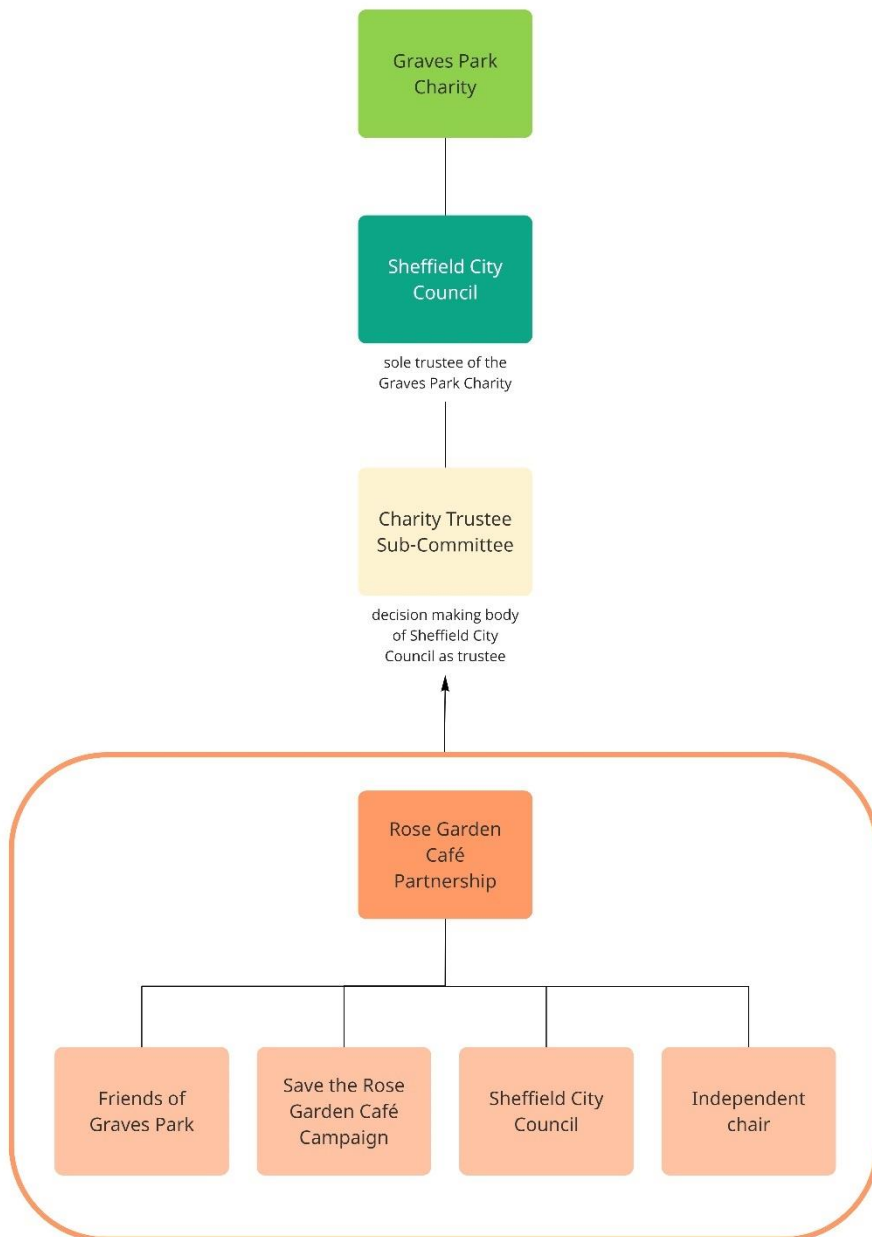
Each Group Partner confirms their commitment to these Terms of Reference

Name	Organisation	Signed	Date
Chris Hallam	Independent Chair		
Caroline Dewar	Friends of Graves Park		
David Hartlebury	Friends of Graves Park		
Gertie Whitfield	Friends of Graves Park		
Julie Collins	Save the Rose Garden Café Campaign		
Liz Hnat	Save the Rose Garden Café Campaign		
Andy Kershaw	Save the Rose Garden Café Campaign		
Catherine McDougall	Sheffield City Council		
Rebecca Nixon	Sheffield City Council		
Nathan Rodgers	Sheffield City Council		
Simon Ross	Sheffield City Council		

Appendix 1

Rose Garden Café Partnership Governance Framework

**Rose Garden Café Partnership
Governance Structure**



Appendix 2
Sheffield City Council Governance Framework

**Sheffield City Council
Governance Structure**

