

# **Terms of Reference**

**Agreed by the Partnership on 24<sup>th</sup> June 2005**

## **City of Durham Local Strategic Partnership**

### **1. Statement of purpose**

To provide an open and inclusive Partnership framework in which communities and partnerships can become engaged with the providers of services and the private sector, and to reach agreed objectives and priorities for the delivery of services and allocation of resources

### **2. Area of benefit**

The area of benefit will be the local authority area of City of Durham District Council (hereinafter known as the 'area')

### **3. Aims**

- a) To promote the economic, social, health, cultural and environmental well being of the area
- b) To engage and include communities within the area in discussions with elected members and representatives of the agencies responsible for the delivery of services
- c) To provide a broad strategic overview for the area in order to support service providers and other partnerships in the area in planning and co-ordinating local service delivery and achieving improvements in mainstream services
- d) To promote and facilitate partnership working throughout the area and provide a framework for improving co-ordination and communication between partners and enabling more specific local partnerships to operate
- e) To act as an advocate for the area's communities – to promote and protect their interests within the County Durham Strategic Partnership and other Regional, National and European policy frameworks

### **4. Main functions of the LSP Board**

The main function of the Board (see appendix 1) will be:

- a) To consider and assist in the implementation of the aims as set out in Clause 3, and in doing so work towards enhancing the quality of life of local people through supporting and developing any priorities as agreed by the associated policy groups

- b) To develop and ensure implementation of the Community Plan
- c) To promote community consultation and engagement that is inclusive, responsive and co-ordinated in an effort to determine the needs and aspirations of the residents and communities in the area
- d) To support and encourage input from service providers in the area
- e) To provide a link into the work of the County Durham Strategic Partnership and its associated policy groups
- f) To endorse or adopt any proposed local strategies which will compliment the above functions of the partnership

## **5. Structure of the LSP Board**

The Board will consist of a maximum of 40 members drawn from the public, private, voluntary and community sector; membership can be increased or decreased at the discretion of the Board. The proceedings of the Board will not be invalidated by any vacancy among its number.

- a) Full Membership of the board is open to :-

<b>Member</b>	<b>Number of representatives</b>
Durham City Council	2
Durham County Council	2
Durham and Chester-le-Street PCT	1
Durham Constabulary	1
North East Chamber of Commerce	1
Chester-le-St and City of Durham Enterprise Agency	1
Parish Councils	2
Learning and Skills Council	1
Probation Service	1
Job Centre Plus	1
Darlington & Durham Racial Equality Council	1
Durham City District CVS	1
Voluntary and Community Sector Representatives	10
University of Durham	1
New College Durham	1
Connexions	1
County Durham and Darlington Fire and Rescue Brigade	1
Housing Representative	1
Faith Group Representative	1
One North East	1
Government Office North East	1
Chairs of policy/ cross cutting groups (who are not already members)	7

- b) Vacancies on the Board will be filled by the relevant organisation being asked to nominate another Board member.
- c) In the event a named representatives is unable to attend the Board an alternate may attend in their place
  - i) Alternates attending Board meetings shall have full voting rights PROVIDED THAT the named representative is not present at the Board meeting
- d) Observer may attend meetings at the discretion of the Chair.

<b>Regular Observers</b>	<b>Number of Representatives</b>
City of Durham Council	2
Durham County Council	2

## **6. Resignation and termination of membership**

- a) Any member of the Board may resign their membership at any time by giving notice to the LSP Development Officer and in doing so nominate a replacement from their agency/ organisation/ group in line with clause 5b.
- b) If any LSP member fails to attend or give apologies at three consecutive meetings the Chair will discuss the position of the member with their sector/ organisation.

## **7. Officers of the Board**

- a) The Board will elect from amongst themselves a Chair, Vice Chair and any other officers as deemed necessary from time to time who will serve a three year term of office but are eligible for re-election for a further period of three years. No officer will serve for a period of more than six consecutive years
- b) Any officers wishing to stand down before the end of his or her term of office should give four months notice of their intentions
- c) If the Chair is not present the Vice Chair will Chair the meeting. In the event neither is present the Board will nominate a member of those present to chair the meeting before any other business takes place

## **8. Meetings and proceedings**

- a) The Board shall normally hold at least 5 meetings each year. A special meeting may be called at any time by the Chair giving at least seven days notice

- b) The Chair shall ensure that a quorum of at least one third of full Board members is present before any business is transacted.
- c) The Board in undertaking the aims as set out in Clause 3 has a duty to act collectively and on behalf of the partnership in the promotion of the well being of the area
- d) Where individual Board members are 'representatives' of the organisation or sector that has nominated them, they have an overriding duty to take decisions in the interests of the overall Partnership (see appendix 1 and 2) and the area
- e) Board members should have the authority to speak and take decisions, however if the situation arises where there may be a conflict of interest the member should, after declaring an interest, withdraw from the discussion
- f) Decisions will usually be made by consensus. However in the event of a decision requiring a vote, each full Board member present will have one vote. A simple majority shall determine the decision. In the event of a tied vote the Chair shall have a second or casting vote. No votes by proxy will be allowed
- g) Minutes of Board meetings shall be taken and circulated at least seven days prior to the next Board meeting
- h) Any additional papers to be presented by Board members should be in the hands of the LSP Development Officer at least three weeks prior to the Board meeting. Failure to comply with this may result in this item being deferred to the next meeting
- i) Any member wishing to include items on the agenda should contact the LSP Development Officer at least three weeks prior to the Board meeting, failure to comply with this may result in the item being deferred to the next meeting
- j) If the item is urgent and it would be detrimental to the interests of the LSP to delay discussion, it may be added to the agenda at the discretion of the Chair

## 9. **Main functions of the Executive Group**

- a) The Executive group shall hold their meetings at least two weeks prior to a Board meeting. A special meeting of the Executive group may be called at any time by the Chair giving at least seven days notice
- b) To further the Partnerships aims and objectives.

- c) To ensure that policy group membership remains appropriate and to take forward the work involved in linking with existing partnerships.
- d) To develop a line of communication between the LSP Officer, the board and Executive Group (see appendix 1) to respond to and deal with any relevant correspondence
- e) On behalf of the Partnership oversee the development and implementation of the Community Plan
- f) To ensure adequate performance management and report any issues back to the board at the earliest convenience.
- g) Provide guidance to Policy Groups on effective operation and monitor their work and performance against objectives as agreed by the Board.
- h) Through the Policy Groups, develop proposals for new initiatives to be undertaken by the Partnership and bring these to the Board for the purpose of developing wide ownership and understanding of those initiatives.
- i) The Board may give mandate to the Executive group to carry out any specific piece of work as it may see fit
- j) Hold delegated authority to make decisions on behalf of the full Partnership, when deadlines dictate and there is insufficient time to consult the full Partnership
- k) Any delegation under clauses 9 (i) and 9 (j) may be revocable by the board at any time
- l) To determine applications for funding in line with the agreed financial protocol
- m) All acts and proceedings of the Executive Group shall be reported as soon as possible to the Board
- n) Commission and decommission work to ensure successful implementation of the Community Plan.

**10. Membership of the Executive Group**

- a) Membership of the Executive group should be agreed by the Board, and will be made up as follows:

Chair of LSP Board	1
Policy Group Chairs	6
Chair of Community Network	1
Chair from adopted cross cutting groups	1

- b) The Chair of the LSP will Chair the Executive Group. If the Chair is not present the Executive Group will nominate a member from those present to Chair the meeting before any other business takes place
- c) In the case of an LSP member Chairing more than one group the Vice Chair from that group would take a seat on the Executive.
- d) In the event any further policy or cross cutting groups are formed the Chair of that group will automatically be allocated a place on the Executive Group
- e) The quorum for meetings of the Executive will be no less than four members

## **11. Dissolution**

- a) If the board deems it necessary to dissolve the LSP a meeting of the full partnership shall be called giving twenty-one day's notice of the resolution to be discussed. The LSP can only be dissolved on an agreement of two-thirds majority of the membership of the Board. After satisfying any liabilities which may have been incurred any remaining assets will be divided in proportion to the contribution made by the original benefactors

## **12. Alterations to Terms of Reference**

- a) Any proposals to alter the terms of reference must be agreed by the Board with a two-thirds majority vote of those present and should be put forward as an agenda item before the agenda is circulated.

## Glossary of Terms

**The Partnership:** The Partnership brings together at a local level all member organisations from parts of the public, private, business, community and voluntary sector with responsibility for co-ordinating and promoting the economic, social and environmental wellbeing of the people who live in, work in and visit the Durham City District area.

**The Board:** The Board is responsible for conducting the business of the partnership and through a form of governance makes up the LSP. It provides; leadership, strategic direction and is the key decision making body.

**The Executive Group:** The Executive Group is a sub group of the Board, which fulfils the purpose of implementing the decisions of the board and developing the strategic direction to a more explicit form of action.

**Policy and Cross Cutting Groups:** sub groups of the LSP which act as forums for change in designated areas and themes identified as specific aspects of life in the district.