

Daventry District

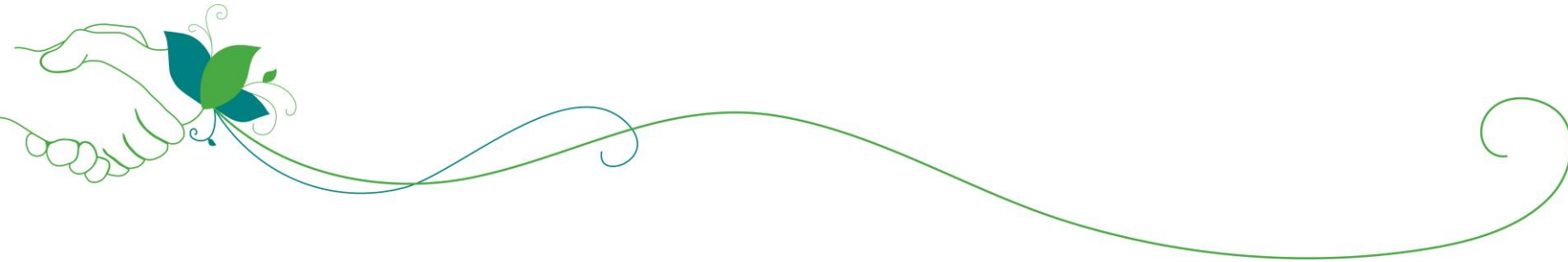
Local Strategic Partnership Executive Terms of Reference

June 2016



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1 What is a Local Strategic Partnership (LSP)?

1.1

An LSP is a non-statutory body that includes representatives from key public agencies, local business, and the voluntary and community sector. Their aim is to collectively identify local needs and agree a strategy for making the locality a better place to live and work in. By coming together as a partnership, information is shared, duplication avoided, and scarce resources used more effectively.

1.2

LSPs are voluntary bodies with no formal powers, so partners are ultimately accountable to their own organisation. There is, however, an expectation that partners take on board the new duties to co-operate and act in accordance with these terms of reference.

- To influence the content of countywide strategies so that they meet with the District needs and aspirations
- To ensure that LSP partners share a strong commitment to CS priorities, have regard to them in exercising their own functions, and allocate resources accordingly.
- To establish appropriate mechanisms for monitoring and reviewing partners' performance against CS priorities in order to identify opportunities for service improvement.
- To promote partnership working generally, and ensure any partnership activity is appropriately co-ordinated, maximises resources, and avoids duplication with what is already happening.
- To act as a joined up voice for the District in order to influence local, regional, and national policy development and decision-making.

2 Objectives

- To prepare an evidence-based Community Strategy (CS) that contains the agreed priorities for improving the social, economic and environmental well-being of Daventry District.
- To prepare the CS in consultation with all partners and stakeholders, particularly the people that live and work in Daventry District.
- To recommend the formal adoption of the CS by Daventry District Council.

3. Membership

3.1

Daventry District LSP includes representatives from the public, private, and voluntary and community sectors. It is an inclusive and open partnership that encourages the involvement of all organisations and stakeholders that have a role to play in developing a vision, identifying priorities, and delivering objectives.

3.2

Member organisations will provide contact details of their main representative and a deputy representative. Both should be able to make strategic decisions on behalf of their organisation, or will be able to positively influence such decision-making.

3.3

Member organisations are expected to attend all meetings as necessary.

3.4

A list of member organisations and contact details is maintained by the LSP Manager.

4. LSP Executive

4.1

The following organisations represent the LSP Executives core membership:

- Daventry District Council (two elected members/one officer)
- Daventry Volunteer Centre
- Futures Housing Group
- Nene Clinical Commissioning Group
- Northampton College
- Northamptonshire ACRE
- Northamptonshire County Association of Local Councils
- Northamptonshire County Council
- Northamptonshire Police

4.2

Each organisation listed in 4.1 is entitled to have one representative on the LSP Board unless otherwise noted. This representative must have the appropriate authority to speak for the organisations they represent, to sign up to the vision and outcomes agreed and be able to commit resources in principle and according to the normal decision making processes of their organisation, in order to achieve the outcomes and vision.

The primary focus of the LSP Executive is the achievement of priorities contained in the Community Strategy. The Executive will meet once a quarter.

4.3

It is expected that all decision-making will be by consensus, but in the exceptional circumstance where a vote is required, each of the core members will have one vote. Such decisions will be by majority vote with the LSP Executive chair having a casting vote if required.

4.4

The chair and vice-chair of the LSP Executive is selected from the core members. Membership of the Executive will be reviewed annually at the last meeting in the calendar year.

4.5

A quorum of three voting members is required.

4.6

The LSP Executive will be able to make decisions in between meetings when such decisions are required before the Executive has time to meet (for instance, when a partner organisation needs LSP approval for work it is undertaking). Such decisions can be made by the LSP chair with the approval of one other board member, or three board members in the absence of the LSP chair. All such decisions will be reported to the following board meeting..

4.7

An agenda will be prepared by the LSP chair and LSP Manager at least 10 days prior to the LSP board meeting. The agenda will include updates from the Health and Wellbeing Partnership Forum

4.8

Any partner can submit an agenda item for the board's consideration.

4.9

Any partner organisation can attend board meetings and engage in discussions.

4.10

Board minutes will be taken and distributed by the LSP support team.

Health and Wellbeing Partnership Forum**4.11**

The Health and Wellbeing Partnership Forum sits 'below' the LSP board and 'reports' to it (refer separate Terms of Reference for the Forum) quarter.

4.12

The Health and Wellbeing Partnership Forum's focus is on the delivery arrangements for CS priorities.

4.13

The Forum meets prior to the LSP Executive meetings and open to any LSP partner that has a role to play in delivering the CS objectives.

4.14

The Forum should nominate a chair and vice-chair which will be subject to LSP Executive approval when it reviews membership (see 4.4).

See structure chart at rear of handbook.

5. Performance Management and Review

5.1

The Executive and the Forum will monitor the achievement of CS priorities by:

- Identifying desired outcomes for CS priorities.
- Establishing performance measures and annual targets for desired out comes as well as identifying projects to deliver outcomes for the community.
- Making periodic evidence based judgments about the likelihood of target achievement.

- Sharing evidence based information about what works and what doesn't, particularly any blockages to target achievement and opportunities for obtaining better value for money.
- Using this information to identify how things could be done better or what else could be done to achieve targets (and outcomes).
- Influencing partners to align and modify service delivery or take on new streams of work if there is a good case for doing so.

5.2

The Executive will agree projects that can be wholly owned and badged by theme groups and which may not require a large resource.

5.3

An annual report identifying achievement and performance issues will be reported to the LSP Executive and made available for the public in order to raise the profile of the LSP.

6. Conduct

6.1

The LSP is a partnership of equals where differing opinions are respected and heard.

6.2

All individuals representing partner organisations should act in an open, honest and supportive manner at all times.

6.3

All individuals representing partner organisations must act in a manner that is in accordance with their own organisation's code of conduct.

6.4

All individuals must declare any personal interest they have in any item discussed at LSP Executive meetings.

7. LSP Support

7.1

Daventry District Council provides a LSP Manager and Support Officer. These officers provide advice, assistance and administrative support to the LSP Executive and Health and Wellbeing Partnership Forum.

7.2

Support may also include co-ordination of community consultation in order to inform priorities, empower citizens and enable a strong evidence base for the Community Strategy.

7.3

The LSP Manager will provide appropriate induction to any new partner to the LSP.

Contacts

LSP Support Team:

LSP Manager:

Alan Burns, aburns@daventrydc.gov.uk, tel. 01327 302403

Support officer:

Fiona Rye, frye@daventrydc.gov.uk, tel. 01327 302400

Structure Chart

