

# North Hertfordshire Partnership

## Suggested new constitutional document Draft agreed for discussion by the

Executive meeting 19<sup>th</sup> May 2008



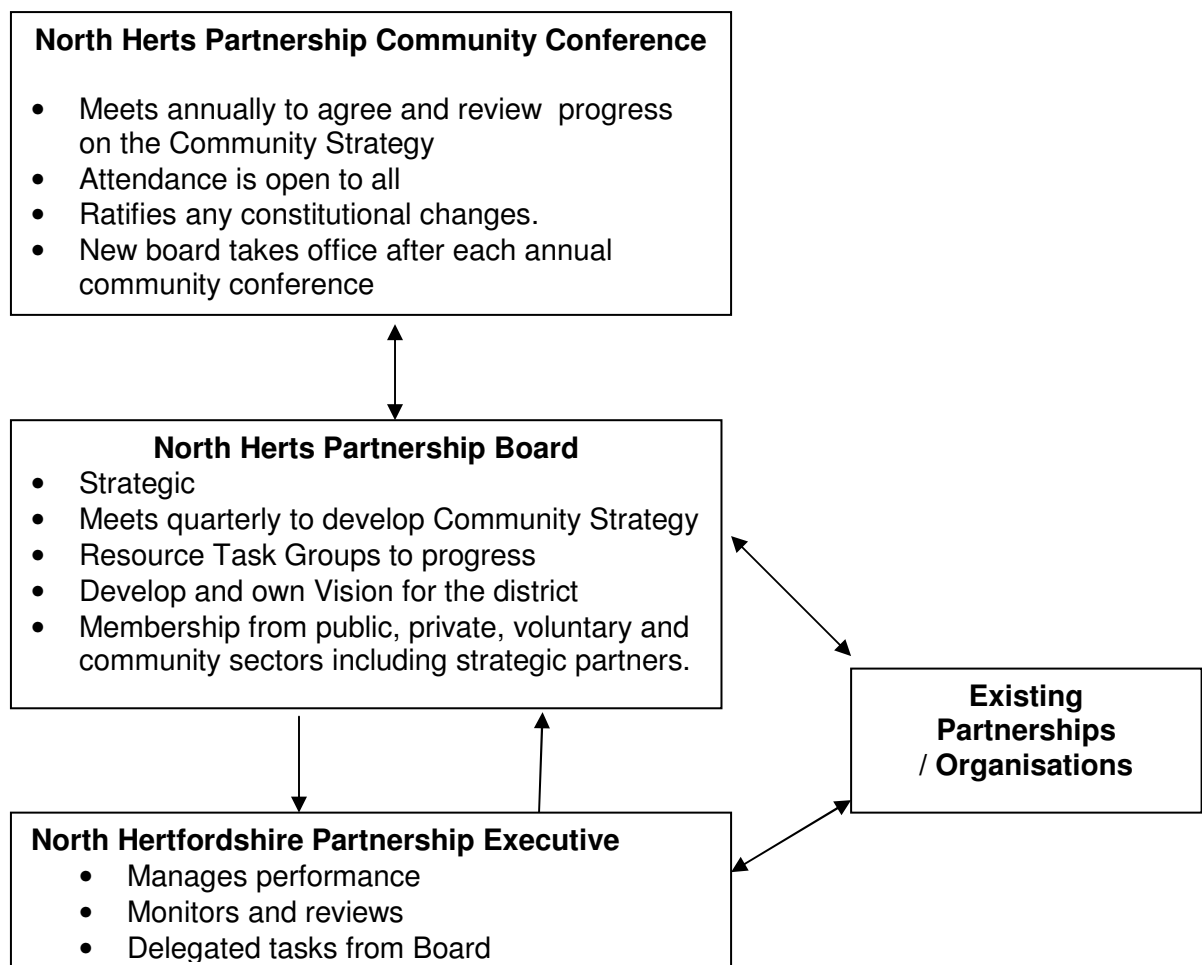
## 1 Introduction

1.1 The North Hertfordshire Partnership is the Local Strategic Partnership (LSP) covering the geographical area of the district of North Hertfordshire.

1.2 It was first established in June 2002 following the provisions of the Local Government Act 2000. The role of the LSP was enhanced by the Local Government and Public Involvement in Health (LGPIH) Act 2007.

1.3 The District Council is the legally accountable body for the Sustainable Community Strategy and the LSP but recognises that effective partnership working is essential to enhance the well-being of North Hertfordshire as a whole.

1.4 The Management structure of the partnership is illustrated in the diagram below:



## **2. Aim**

**The North Herts Local Strategic Partnership will be a non-statutory, non-executive body working together to improve the quality of life for people living in North Herts**

The North Hertfordshire Partnership will be accountable, strategic, performance managed, inclusive, responsive and effective. Our work will be prioritised, evidence-based, risk managed, financed, outcomes-driven, reported, monitored and evaluated.

## **3. Objectives**

- 3.1 To develop a vision – the Sustainable Community Strategy - for the economic, environmental and social advancement of the North Herts geographical district
- 3.2 To implement the Sustainable Community Strategy for North Herts and to monitor progress in achieving agreed actions, via a Performance Management Framework to be developed by the partnership
- 3.3 Promote and help develop improved partnership working by exchanging best practice
- 3.4 Promote and help develop clear protocols for the sharing and dissemination of information between the statutory, voluntary, community and private sector partners to progress the work of the partnership
- 3.5 To ensure that the partnership focuses on a delivery plan for strategic objectives where joint action is the most efficient and effective means of tackling issues
- 3.6 To provide an initial strategic analysis of how partners currently contribute to delivering the vision of the partnership and identify performance indicators relevant to monitoring progress in achieving the Vision
- 3.7 To bring together local plans, partnerships and initiatives and ensure that key bodies work effectively together to deliver them
- 3.8 Ensure that the delivery and commissioning of services in the North Herts district corresponds with the agreed vision and objectives for this partnership
- 3.9 To seek the views and involvement of our communities and ensure this 'voice' is heard at a county, sub-regional, regional and national level
- 3.10 The partnership will review the resourcing implications of actions agreed within the vision and consider the pooling of resources or amalgamation of budgets to finance development.
- 3.11 The Partnership will work together to seek the external funding necessary in order to further the agreed Vision
- 3.12 The Partnership would hope to endorse funding submissions made to statutory, voluntary or public sector organisations within the district and consider prioritising those bids in accordance with the Sustainable Community Strategy for the North Herts area. A framework to promote this will need to be developed by the partnership.

#### **4 Chair(man) and Vice-Chair(man)**

- 4.1 The Chair(man) and Vice Chair(man) of the Partnership will be members of the Board and will be elected by the Board from amongst its members at its first meeting following the annual community conference

#### **5. Annual Community Conference**

- 5.1 A community conference will be held at least once a year.
- 5.2 The Annual Community Conference will receive a report from the Partnership Board which will include progress with the implementation of the Sustainable Community Strategy. Comments from the wider community will be encouraged.
- 5.3 The Annual Community Conference will ratify any constitutional amendments.
- 5.4 The Annual Community Conference will receive a report of nominations for the partnership board and fill any places which have not been allocated.
- 5.5 All members of the community will be welcome at the annual community conference, which will be well publicised in advance and held in an accessible, central location.
- 5.6 Additional community conferences can be organised as necessary. For example to launch new strategies or initiatives.

#### **6. The Board**

- 6.1 The board is responsible for the strategic direction of the partnership.
- 6.2 The board will meet at least four times a year.

#### **7. Membership of the Board**

- 7.1 The Board will consist of up to 41 representatives as follows:

##### **(a) Public Sector**

North Hertfordshire DC	4 representatives
Hertfordshire CC	2 representatives
Fire and Rescue Service	1 representative
Jobcentre Plus	1 representative
Police (Herts Constabulary)	1 representative
Police Authority	1 representative
Health Service	2 representatives
North Hertfordshire College	1 representative
Parish and Town Councils' Conference	3 representatives

In addition the Chief Executive of North Hertfordshire District Council will be an ex-officio member of the Board.

Note: The Health Service will normally be represented by one from the Primary Care Trust and one from the hospital trust. The Parish and Town Council's Conference will normally be represented by two representatives from parishes and one from a town council. Integrated Youth Support Services (IYSS) will be represented through the Children's Trust Partnership.

### **(b) Voluntary and Community Sector**

COMPACT	10 representatives
Community Sports Network (or equivalent)	1 representative
Arts Council for N Herts (or equivalent)	1 representative
Youth Council(s)	total of 2 representatives

Note: It is suggested that young people are defined as those up to and including 19 years of age.

### **(c) Private / Business Sector**

Herts Chamber of Commerce and Industry	1 representative
SBI (Business Initiative)	1 representative
Baldock Town Partnership	1 representative
Hitchin Initiative	1 representative
Letchworth Town Centre Partnership	1 representative
Royston Town Centre Forum	1 representative
Business Ratepayers' Consultation Forum	1 representative

### **(d) Partnerships and Representative Groupings**

District Children's Trust Partnership	1 representative
Registered Social Landlords	2 representatives
Environment Partnership (or equivalent)	1 representative

Notes: The RSL representatives will normally come from two different housing associations. The Environment Partnership place could be taken by a lead agency until the partnership is established.

7.2 A new board takes office at the first meeting following the partnership's annual community conference.

7.3 Organisations and representative groupings can change their representation at any time provided written notice is given to the partnership co-ordinator.

7.4 If organisations change between annual meetings representation will pass to the successor organisations.

7.5 Non-voting co-optees and ex officio members of the Board and Executive will be appointed as agreed necessary to further the delivery of the Community Strategy

## **8. Executive**

- 8.1 The Executive will consist of up to twelve full members taking into account the range of representation on the board and the themes in the Sustainable Community Strategy.
- 8.2 The Executive will be appointed by the Partnership Board.
- 8.3 One place on the Executive will be reserved to North Hertfordshire District Council.
- 8.4 In addition the Chief Executive of North Hertfordshire District Council will be an ex-officio member of the Executive.
- 8.5 The Executive will monitor and review the Sustainable Community Strategy and its action plans.
- 8.6 The Executive will progress matters delegated to it by the Board.
- 8.7 The Executive will be supported by staff from partner organisations as appropriate.
- 8.8 The Executive will meet at least four times a year and will report to the Board.

## **9. Representatives**

- 9.1 All members of the Board and Executive will be elected or appointed every year.
- 9.2 LSP representatives will be valued for their different backgrounds, skills and experience. As members of the LSP they will work together to advance the environmental, social and economic wellbeing of North Hertfordshire as a whole.
- 9.3 Representatives should endeavour to attend all meetings of the partnership to which they are invited. Continuity of representation at a senior level is preferred but if a representative is unable to attend they are encouraged to send a substitute.
- 9.4 Representatives will declare any conflicts of interest that may arise and will withdraw from discussion of any topic where there is a conflict if necessary.
- 9.5 Representatives will be asked to complete a short declaration when they are appointed and re-appointed.
- 9.6 Members of the Board will be responsible for promoting the work of the North Hertfordshire Partnership through their own organisations and partnerships.

## **10. Communication**

- 10.1 Members of the Board will be responsible for promoting the work of the North Hertfordshire Partnership through their own organisations and partnerships.
- 10.2 Outcomes from North Hertfordshire Partnership meetings and progress against the Sustainable Community Strategy action plans will be reported to the public through NHDC Outlook, partner magazines and publications and the website.

## **11. Theme Partnerships and Sub Groups**

- 11.1 The Board can establish or help to establish thematic delivery partnerships as needed.
- 11.2 The Board can set up Task and Finish groups as necessary.
- 11.3..Thematic Partnerships, task and finish groups and sub groups can include people who are not members of the Board.
- 11.4 Any theme partnerships and sub groups will report to the LSP Board or Executive as necessary.

## **12. Amendments**

Amendments to the terms of reference can be made by a two-thirds majority of those voting members present at a board meeting provided notice is given on the agenda and subject to ratification at the next annual community conference.

**This version 28 May 2008 (1200)**

***This draft was agreed for discussion on 19<sup>th</sup> May. Comments will be welcome up to 27<sup>th</sup> June. A decision will be made on 14<sup>th</sup> July.***