

## **WESTERN SUFFOLK LOCAL STRATEGIC PARTNERSHIP**

### **CONSTITUTION**

#### **1. NAME**

The name of the Partnership will be Western Suffolk Local Strategic Partnership (WSLSP)

#### **2. AIMS AND OBJECTIVES**

- 2.1 To bring together at a local level the different parts of the community from the public, private, business, community and voluntary sectors so that different initiatives and services support each other and work together
- 2.2 To operate at a level which enables strategic decisions to be taken and is close enough to individual neighbourhoods to allow actions to be determined at a community level

#### **3. ROLE AND POWERS**

- 3.1 The broad role of the WSLSP is to guide the development and implementation of a Community Strategy, which sets out the vision for the future of Western Suffolk, to promote and improve the economic, social and environmental well-being of the community.
- 3.2 To set an overall strategic vision for Western Suffolk and to secure partnership commitment and action to deliver the vision
- 3.3 Develop and implement a Community Strategy identifying and delivering the priorities and keeping track of progress
- 3.4 To develop strategies and actions to reduce crime, create employment, improve learning, improve health and other priorities as the needs of Western Suffolk dictate.
- 3.5 To work with and bring together other partnerships, other organisations and individuals to provide a Forum for mainstream providers to work together to address local needs and priorities.
- 3.6 Work with the Local authorities to develop actions to enhance Public Service Agreements and Local Area Agreements
- 3.7 Each partner will have a working knowledge of, a commitment to improving life in, and working to do what is best for Western Suffolk
- 3.8 The Partnership will be able to establish sub-groups, working groups or action teams as is required and appropriate

#### **4. MEMBERSHIP AND STRUCTURE**

- 4.1 The WSLSP is set up with the directive to produce a Community Strategy according to the Local Government Act 2000 and in line with guidelines for LSP's as issued by the Office of the Deputy Prime Minister

4.2 Members and Officers of the major organisations within Western Suffolk will be nominated to form an Executive Board to decide the future work and direction of the Partnership

These will comprise

- Forest Heath District Council
- St Edmundsbury Borough Council
- Babergh District Council
- Suffolk County Council
- Suffolk West Primary Care Trust
- Suffolk Police Authority
- Western Suffolk Consortium for Voluntary Organisations
- Suffolk ACRE
- Suffolk Learning and Skills Council
- Suffolk Association of Local Councils

Each of the four Local Authorities named will nominate one officer and one elected member. Other partners will have one representative each.

Other members are:

- 2 Business Representatives who will stand for two years.

Adverts will be placed in local papers inviting interested people from business to offer their services. From those coming forward interviews will be held to decide which ones will be recommended to the Board for ratification.

- 3 Representatives of Voluntary Organisations will be elected by the Forum every two years.

Invitations will be sent to all members of the Forum to nominate in writing suitable people to stand for election to the Board. An election will ensue at the relevant Forum meeting.

4.3 The Board will elect from its number or appoint from outside a Chairman and Vice-Chairman who will hold office for two years.

4.4 Officers of the major statutory and voluntary organisations in Western Suffolk will be nominated to form a Management Group to work together to recommend the future work and direction of the Partnership. For the time being this will be called the Community Strategy Steering Group (CSSG)

These will comprise

- Forest Heath District Council
- St Edmundsbury Borough Council
- Babergh District Council
- Suffolk County Council
- Suffolk West Primary Care Trust
- Suffolk Constabulary
- Western Suffolk Consortium for Voluntary Organisations
- Suffolk ACRE

- The Environment Agency
- Community Strategy theme leads

4.5 Representatives of organisations and individuals with an interest in Western Suffolk will be able to join a Forum which will be the major consultative and advisory body for the Partnership

4.6 The Forum, the CSSG and the Executive Board will each have Terms of Reference which will state their function, membership and rules of operation

## **5. MEETINGS**

5.1 The Executive Board will meet at least four times per year, the CSSG at least ten times per year, and the Forum at least three times per year

5.2 A quorum for Board and CSSG meetings will be a third of the membership. If the quorum is not reached within a half hour of the designated start time the meeting will be postponed and a new date set for another meeting

5.3 A quorum for the Forum will be those present at any particular meeting

5.4 The host Local Authority for any meeting of the Board will provide minutes for the meeting, and the host partner will provide the chairman and minutes for the CSSG. The host Local Authority will be responsible for all administration for the Forum including the minutes for that meeting.

## **6. FINANCIAL POWERS**

6.1 The Board will have the power to allocate, commission or grant funds to appropriate organisations.

6.2 The Board will appoint one of its partners to hold funds and be accountable to the Board for the budget and for financial management.

6.3 The partnership will be able to seek funds from any sources considered to be appropriate and relevant to its work

## **7. CHANGES TO THE CONSTITUTION**

Any changes to this constitution or to the membership will need to receive the agreement of the Board

**This constitution was agreed at a Board meeting of the West Suffolk LSP held on 2 December 2005**