



**A LOCAL STRATEGIC PARTNERSHIP
FOR SUFFOLK COASTAL DISTRICT**

CONSTITUTION AND TERMS OF REFERENCE

(February 2010)

DEFINITIONS

“SCLSP” means the Suffolk Coastal Local Strategic Partnership

“District” means Suffolk Coastal District

“Local Area Agreement” means the Local Area Agreement for Suffolk

1. PURPOSE:

The SCLSP is a single body that:

- brings together, at a district level, public, private, business, community and voluntary sectors so that initiatives and services support each other and work together;
- operates at a level which enables strategic decisions that affect the district to be taken;
- is a non-statutory organisation;
- is aligned with the District boundaries (although fully recognising the various administrative boundaries that different organisations within the SCLSP work to or are constrained by)

2. MEMBERSHIP

The SCLSP membership will include:

- public sector organisations which serve the District
- community organisations and local people
- voluntary organisations
- local businesses

The Board will review the membership and size of the SCLSP not less than once every two years to ensure that it reflects its aims and the issues with which it is dealing.

Current Membership is contained in Appendix 1.

3. STRUCTURE

There will be four components to the SCLSP:

- The Board, which exercises policy and decision making responsibility and determines the award of expenditure to fulfil its aims.
- The Delivery Steering Group tasked with overseeing delivery on SCLSP priorities as agreed by the Board.
- The Governance and Finance Group, which gives timely advice to the Board on matters of finance and governance and oversees the day to day management of the SCLSPs funds.
- The Forum, which represents the 'wider SCLSP'.

3.1 COMPOSITION OF THE BOARD

3.1.1 The Board consists of those members of the SCLSP as shown in Appendix 1 and the Board will review composition not less than once every two years. Board Members can bring in advisors to support them when discussing agenda items at Board meetings.

3.1.2 Role:

- (a) Bring together a representative cross-section of local organisations; and encourage those organisations to work together on behalf of the local community, jointly and individually within their areas of responsibility and speciality.
- (b) Oversee the development, implementation and monitoring of the Suffolk Coastal Community Strategy.
- (c) Oversee SCLSP's local contribution to the delivery of the Local Area Agreement.
- (d) Promote the interest of the District in furtherance of the Vision of the Community Strategy.
- (e) Identify gaps in local service provision and delivery and work to enhance and extend existing successful services and initiatives.
- (f) Look at primary crosscutting issues for which no one organisation is clearly responsible.
- (g) Act as a focus for debate on local issues that affect people in the District.
- (h) Respond to consultation on plans and developments in the District.
- (i) Establish working groups to consider, report on or address directly specific issues.
- (j) Be responsible for the distribution of any monies allocated to SCLSP.

3.1.3 CHAIRMAN OF THE BOARD

At the first meeting of the Board, the members of the Board will elect a Chair and Vice-Chair who each will hold that position for the rest of the calendar year. After that, at the first meeting of the Board in each calendar year the Board will elect the Chair and Vice Chair annually from amongst its members. Nominations will be sought and, if necessary, put to a vote. In the absence of the Chair, the Vice Chair shall take on responsibility for chairing the Board. If the Chair stands down during his/her term then the Vice Chair will assume the role of Chair for the remainder of the term.

3.2 MEETINGS

3.2.1 Frequency: The Board will meet four times in a year. The Chairman may cancel a meeting following consultation with the Vice-Chairman if there is insufficient business. Additional meetings may be called by the Chairman or at the request of at least a quarter of the members of the Board submitted in writing to the Chairman.

3.2.2 Venue and Time: Board Meetings will be held at such suitable venues in the district as the Chairman may decide and at such reasonable times as the Chairman shall decide.

3.2.3 Quorum: The quorum for any meeting will be one third of the total number of Board Members. If at any time during any meetings of the Board a quorum is not present, the meeting will not be able to make decisions and any item of business which required a decision would need to be considered at the next meeting

3.2.4 Admission of the public: Meetings of the SCLSP Board shall ordinarily be open to members of the public to attend as observers and papers will be published and made available for inspection at the offices of the District Council no later than five working days before the date of each meeting. Observers shall be requested to sit at the back of the meeting room. In order to facilitate confidential debate, protect commercial confidentiality or encourage openness and the sharing of information, however, the Chairman may decide to exclude the public for all or part of the meeting where information is to be discussed that falls within one of the following categories:

- i. Information relating to any individual.
- ii. Information which is likely to reveal the identity of an individual.
- iii. Information relating to the financial or business affairs of any particular person, including the organisation holding that information.
- iv. Information relating to any consultations or negotiations being undertaken by a partner organisation, or contemplated consultations or negotiations, in connection with any labour relations matter arising between that organisation or a Minister of the Crown and employees of, or office holders under, that organisation.
- v. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

vi. Information which reveals that any partner organisation proposes to (a) give under any enactment a notice under or by virtue of which requirements are imposed on a person or (b) make an order or direction under any enactment.

vii. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

3.2.5 Business for meetings: Any member of the Board may request of the Chairman that an item be included on the agenda for a meeting. The papers for each meeting will be sent out by electronic mail or by post to all members of the Board no later than five working days before the date of each meeting.

3.2.6 Decisions: Matters before the Board will normally be settled without a vote, the aim being to reach a consensus on issues. In circumstances where a formal decision is required, a vote shall be decided on a simple majority of those present. the Chairman of a meeting will have the casting vote in the event of an equality of votes. In the absence of the Chairman, the Vice-Chairman shall take on responsibility of the Chairman.

3.2.7 Minutes: The draft minutes of the previous meeting will be circulated to all members of the Board with the agenda for the next meeting and will be formally agreed as a true record at that Board meeting. The draft minutes will be published on the SCLSP Website as soon as is possible after each meeting and replaced by the approved minutes when they become available.

3.3 EXPECTATION AND RESPONSIBILITY OF INDIVIDUAL BOARD MEMBERS

3.3.1 Members of the Board are expected to either live, work or trade in the District. It is essential that they are able to demonstrate a commitment to Suffolk Coastal. They should have sufficient authority to speak for their organisation or partnership and will be expected to report regularly to their organisation or partnership on the activities of the Board.

3.3.2 The Boards ethos and mode of working will be represented by consensus building, mutual trust and respect, collective leadership and an emphasis on drawing on skills and knowledge of its representatives to articulate the aspirations of the districts community. At the discretion of the Chairman, voting will be shown by a show of hands if consensus is not readily gained.

3.3.3 The Board will have a collective responsibility for its work. each partner being responsible for actions they agree to undertake. Decisions on admitting new members to or on members leaving the Board will take account of the value they bring to the SCLSP, their influence, resources, expertise and knowledge.

3.3.4 The Board shall make arrangements to bring to the attention of other organisations issues or requests for action arising from discussions at the Board that specifically concern those organisations.

3.4 ROLE OF THE BOARD MEMBERS

3.4.1 The SCLSP Board Members must be able and willing to:

- i. Focus on the needs of the whole District with an inclusive concern for all citizens, especially the marginalised and disadvantaged;
- ii. Exert influence within their own partnership or organisation in order to shape decisions, commit resources, adjust priorities and deliver any necessary changes;
- iii. Champion and communicate the work of the SCLSP throughout their sector;
- iv. Work in collaborative partnership with a range of partners from different sectors and organisations,
- v. Attend Partnership meetings and training events, and participate in them.

3.4.2 All members should seek to act co-operatively, in an open and honest manner, value others' contributions and be prepared to learn from each other in seeking to achieve the objectives of the SCLSP.

3.4.3 All members are responsible for taking reasonable steps to ensure that their contribution is genuinely representative of their sector and/or organisation. Members must engage in two-way communications with their sector and/or organisation on key issues being considered by the SCLSP so that they can express the views and interests of their sector and/or organisation. Members must report back to their sector and/or organisation on key decisions taken by the SCLSP. This approach will ensure that all the key sector partnerships, other partnerships; organisations, forums and groups are engaged in the business of the SCLSP.

3.4.4 SCLSP members undertake not to criticise publicly the functioning of the SCLSP without first discussing any criticisms or concerns with the SCLSP Board and allowing an opportunity to address them.

3.5 CHAIRMAN AND VICE CHAIRMAN

3.5.1 The SCLSP will have a Chairman whose role is to drive forward the Partnership's work programme. The Chairman will act in all matters with impartiality and neutrality, and provide a strong sense of purpose and direction for the SCLSP. He/she will chair the meetings of the Board and Forum.

4. WORKING GROUPS

4.1 The Board may set up working groups to examine in detail and report to the Board on specific matters or make detailed arrangements to deliver on the priorities of the Board. Each group will be of such a size and for such a purpose as the Board shall decide.

4.2 Working Groups will not meet in public and the terms of reference of each working group shall be determined by the Board and shall be set out in writing. The Board will identify a lead officer or organisation to take responsibility for organising the working group. A Board Member will be identified to represent each working group and report back progress to the Board at the Boards request and at least annually.

4.3 The Board will determine when a working group shall cease to exist; normally this will be once it has completed the purpose for which it was established.

5. DELIVERY STEERING GROUP (“DSG”)

5.1 The DSG will consist of a Chairman and the representative listed in Appendix 2. The Board will decide the Chairman of the DSG. The Board will delegate in writing to the DSG those responsibilities that it wishes to be carried out by the DSG, including any powers to spend monies on the Boards behalf.

5.2 The Board shall review the membership of the Delivery Steering Group at least once every two years.

5.3 The DSG will not be required to meet in public and must report back to the Board annually.

6. GOVERNANCE AND FINANCE GROUP (“GFG”)

6.1 The role of the GFG is to give timely advice to enable the Board to function within a framework of sound governance and financial control. It will also be required to manage the SCLSP’s finances and will have powers delegated to it in writing by the Board, as the Board considers appropriate to enable it to spend monies on its behalf. The GFG will be required to report to the Board at least once a year on its activities.

6.2 The membership of the Governance and Finance Group is shown in Appendix 3. The Board will determine the Chairman of the GFG and the Board shall review its size and membership not less than once every two years. Meetings of the GFG will not be held in public.

7. THE FORUM

7.1 The purpose of the Forum is:

- To promote a shared commitment amongst the SCLSP to implement the Suffolk Coastal Community Strategy
- To provide a mechanism for the Board to report progress and secure feedback on the development and implementation of the Suffolk Coastal Community Strategy to representatives of local communities

7.2 The Forum will consist of representatives of organisations and groups involved or interested in the development and delivery of the Suffolk Coastal Community Strategy and Suffolk's Local Area Agreement. The District Council will maintain a list of partners.

7.3 Any organisation may put itself forward for membership of the Forum, in writing, to the District Council. The SCLSP Board shall make decisions on membership.

8. DIVERSITY AND INCLUSION

8.1 The SCLSP is committed to ensure its membership and work adheres to values of equality, diversity and social inclusion. All members of the SCLSP will adhere to the five principals of the Compact in Suffolk Code of Good Practice for Black and Minority Ethnic communities and Diversity:

- i) Recognising that everyone is different and has different needs because of their race, colour, ethnic or national background, age, gender, disability, sexual orientation, or religion
- ii) Recognising the importance of equality and diversity and human rights to a prosperous and cohesive society
- iii) Developing effective methods so all groups and individuals can get involved in their community and in wider society
- iv) Supporting marginalised groups and individuals
- v) Celebrating people's differences in our communities

9. FINANCE

9.1 One or more of the organisations that are members of the Board as may be agreed by the Board will hold monies on behalf of the SCLSP. The GFG will report to the Board on resources held on behalf of the SCLSP at least once a year.

Membership of the Suffolk Coastal Local Strategic Partnership**The Board**

Nominated Board Members	
Representative of Community based Amenity Groups (1 member)	Registered Social landlords (1 member)
Army (Woodbridge Garrison) (1 member)	Suffolk ACRE (1 member)
BT (1 member)	Suffolk Association of Voluntary Organisations (1 member)
Choose Suffolk (1 member)	Suffolk Association of Local Councils (1 member)
A Community Care organisation representing their sector (1 member)	Suffolk Coastal Business Forum (2 member)
Environment Agency (1 member)	Suffolk Coastal District Council (3 members)
A representative of the voluntary sport sector (1 member)	Suffolk Fire Service (1 member)
A representative of the faith community (1 member)	Suffolk Primary Care Trust (1 member)
Greenprint Forum (1 member)	Suffolk Constabulary (1 member)
Job Centre Plus (1 member)	Suffolk County Council (2 members)
Learning & Skills Council for Suffolk (1 member)	Suffolk Police Authority (1 member)
	TOTAL 26

APPENDIX 2**The Delivery Steering Group**

The Delivery Steering Group membership	
Chairman (Chosen by Board)	
LSP Coordinator	
1 representative for the following:	
Young People Working Group	Local Area Agreement (Suffolk County Council)
Community Development Working Group	District Council Local Development Framework Team
Healthier Lives for All Working Group	Suffolk and Haven Gateway Investing in Communities Boards
Access to Services Working Group	Coastal protection
Economy, Learning & Skills Working Group	Affordable Housing
Crime & Disorder Reduction Partnership	
Climate change and the Environment Group	

APPENDIX 3**Governance and Finance Group**

Governance and Finance Group membership	
Representative of Voluntary Organisations	Suffolk County Council
Suffolk Coastal District Council	Delivery Steering Group Chairman
NHS Suffolk	LSP Co-ordinator (Reporting member)