

WAVENEY LSP BOARD TERMS OF REFERENCE

1. Background

Waveney Local Strategic Partnership (LSP) brings together the public, private and third sectors in order to deliver improvements for the residents of Waveney. Every local authority area is expected to have a LSP. It is a non-statutory, multi agency partnership, bringing together the key agencies at a local level to deliver real improvements for local residents.

Members of the Partnership have set out a shared strategic vision for Waveney's future, based on the priorities of local residents and communities. This is set out in Waveney's Sustainable Community Strategy (SCS) and is expressed through our shared vision – *'Make Waveney a great place for anyone to grow up, live, work and visit'*. The four key priorities identified in Waveney's SCS are:

- *A Prosperous & Vibrant Economy*
- *Learning and Skills for the Future*
- *Safe, Healthy and Inclusive Communities*
- *The Greenest County*

The '[Compact](#)' is a framework for partnership working recognised and supported by the Waveney LSP, underpinning the contribution they can each make to improving the lives of individuals and communities. Working together in this way also brings wider benefits, such as the creation of stronger working relationships across government and the third sector, underpinned by mutual understanding, trust and respect.

2. Role of the LSP Board

The LSP Board is the strategic governance body for the Waveney LSP. Its role is to:

- Set the overall strategic direction for the Partnership.
- Identify the strategic priorities for Waveney, based on analysis of community needs and trends.
- Consult with the local community on the development and review of the Sustainable Community Strategy.
- Task the LSP Executive with delivering against the strategic priorities.
- Hold partners to account for making progress against the Sustainable Community Strategy and delivery of the Local Development Framework.
- Provide leadership to the wider Partnership
- Ensure that Waveney is represented at a county level and contribute to the development and implementation of the Suffolk Local Area Agreement
- Feed into and support the Comprehensive Area Assessment process
- Feed back to communities on progress against identified strategic priorities.

2. Membership

Members of the LSP Board will be:

- An executive or elected official of the organisation / partnership / sector they represent;
- From organisations / partnerships that operate within the Waveney district;
- From public, private or voluntary organisations, or other partnerships that further public interest.

Members must have the authority and mandate to take strategic decisions on behalf of their organisation / partnership / sector. The membership seeks to be inclusive and flexible, reflecting the objectives of the LSP Board. The size needs to be manageable, enabling members to make an effective contribution, develop trust and team working.

Members are drawn from a variety of district- and county-wide organisations and key strategic partnerships. They are nominated by the relevant organisation or partnership.

Members of the LSP Board should not normally be members of the LSP Executive.

To enable the Board to continue to be manageable and strategic, admission of new members will require a vote by the whole Board. An existing member should nominate new members, stating a clear case for their inclusion.

Substitutes for individuals in meetings will be allowed if they carry the delegated decision-making authority of the member they are representing. Members will be represented from the organisations listed below:

ORGANISATION	POSITION
Waveney District Council	Leader / Deputy of the Council
Suffolk County Council	County Councillor
Waveney	MP
Suffolk Coastal	MP
NHS Great Yarmouth & Waveney	Board Representative
Suffolk Constabulary	Lead officer for the Constabulary in Waveney
Police Authority	Waveney Member
Fire & Rescue	Eastern Group Commander
Lowestoft College	Principal
Learning Skills Council (until March 2010)	To Be Confirmed by SCC March 2010 (<i>Suffolk Partnership Manager (SCC Children & Young People from March 2010 ??)</i>)
Job Centre Plus	Suffolk District Manager
Suffolk Association of Local Councils	District Chair
VCS representative	Nominee
Faith Representative	Nominee
Youth representative	UK Youth Parliament representative
Older people representative	Age UK (tbc)
Business Sector representative	Nominee
Waveney District Council	Portfolio Holders with responsibility for the four LSP Priorities

In some cases a single organisation will clearly fit one of the above positions. In other cases, a number of organisations may meet the specification. In the case of the latter, an election may be appropriate. In such cases, it will be important that there is a mechanism that enables the elected nominee to feed issues from and to the wider group of organisations / sector. Where election processes already exist, these will be the preferred method electing nominees.

In addition to the core members of the Board, observers will be invited to attend the meeting and supporting officers will be invited to attend as required. Observers and supporting officers will not have voting rights.

ORGANISATION	POSITION
Observers	
Suffolk Coastal LSP	LSP Manager
Great Yarmouth LSP	LSP Manager
GO-East	TBC
Audit Commission	TBC
Supporting Officers	
Waveney District Council	Assistant Chief Executive
Waveney LSP Executive	Chair
Waveney LSP	LSP Manager
Suffolk County Council	Area Director for Waveney
	Support officer (minute-taker)

Additional supporting officers may be invited to attend all or part of any meetings as required in order to provide support around specific issues.

The Chief Executive of Waveney District Council (shared with Suffolk Coastal District Council) will have a standing invitation to attend the Board.

The LSP Manager will fulfil the role of Secretary.

LSP Board meetings will be public meetings, so members of the public will be able to attend as observers. Members of the public will be able to access papers from all meetings via the Waveney LSP website.

3. Our Expectations of Members

Generally, members of the Waveney LSP Board are expected to live, work or trade in the District. They should be at a sufficiently senior level of their organisation to speak for and take strategic decisions on behalf of their organisation / partnership / sector. It is essential that they are able to demonstrate a commitment to Waveney. In their role as a member of the LSP Board they must consider "What is best for Waveney".

Members are expected to challenge and support each other, display consistency and respect confidentiality. They must be focused and strategic.

The Board will have a collective responsibility for its work. Decisions on membership will take into account the value that individuals bring to the Board, their influence, resources, expertise and knowledge.

Members are expected to attend quarterly meetings. If a member is unable to be present at a meeting then a substitute should be nominated to attend instead, providing he/she has the delegated decision-making authority of the member he/she is representing and feeds any issues and decisions back to the member. Members are responsible for ensuring that their substitute is well-briefed and provides feedback from meetings.

Attendance of all members will be recorded and reviewed on an annual basis.

In addition to attending meetings, members are expected to commit to representing the interests of the Waveney LSP and Executive in their own organisations and ensuring that decisions taken by the Executive are followed through in-between meetings.

Members are expected to communicate regularly with the LSP Manager on any relevant issues that arise in between meetings.

4. **Chair and Vice Chair**

A Chair and Vice Chair will be elected by the members of the LSP Board every two years at the first meeting in the calendar year. The Chair and Vice Chair can stand on more than one occasion and are responsible for chairing meetings, drawing up agendas and representing the LSP and reporting back as appropriate. Nominations for these positions will be sought from each organisation named as a partner who attends the Board.

5. **Decision-Making**

The LSP Board will meet four times a year. The quorum for a meeting will be a third of all members.

In cases and discussions requiring a vote, each member will be entitled to one vote. Members of the LSP Board will be expected to declare any personal, prejudicial or other interests which could have an impact on the decision making process.

Decisions on allocation of funding will be made at LSP Executive level, against priorities set by the LSP Board. The LSP Executive will be accountable to the LSP Board for any funding decisions made.

5. **Governance and accountability**

The **LSP Board** has responsibility for identifying and agreeing the strategic priorities for Waveney. The Board is supported by the LSP Executive.

The LSP Board tasks the LSP Executive with delivering against the identified strategic priorities for Waveney and holds the LSP Executive to account for progress against delivery. The Chair of the LSP Executive will report on progress against the priorities at each LSP Board meeting. He/she may invite one or more officer to attend the LSP Board meeting to provide support where necessary.

The LSP Executive will commission specific groups to deliver against specific tasks and will oversee them in so doing. In some cases, new time-limited groups (**task and finish groups**)

will be set up by the LSP Executive to deliver a specific task. In other cases, it may be appropriate for existing **standing groups** to deliver specific time-limited tasks in addition to their ongoing activities. The task and finish groups and, where appropriate, standing groups, will be accountable to the LSP Board, through the LSP Executive, for delivering against these tasks.

Once a year, the wider group of LSP partners will come together at a community event.

The Chair of the LSP Board will represent Waveney LSP at **Suffolk Strategic Partnership** and will ensure that issues are fed back to the LSP Board and wider LSP partners.

The LSP Manager will attend LSP Co-ordinators Meetings and regional and national LSP Forums.

As Waveney LSP is an unincorporated body, Waveney District Council acts as the Accountable Body for any programme or initiative where Waveney LSP is the decision-making body.

The LSP Board is accountable to the people of Waveney in the following ways:

- Consultation with the local community on the development and review of the Sustainable Community Strategy;
- Reporting back to the Overview & Scrutiny Committee at Waveney District Council on progress on an annual basis;
- Regular communication through the Waveney LSP website and the local press to ensure openness and transparency.
- The use of key performance indicators to measure progress and achievements against identified local priorities.

6. Support and Administration

Administrative and organisational support to the Partnership will be provided by the LSP Manager. The statutory agencies will fund the cost of this role.

Other organisations will endeavour to contribute towards the costs of operating the Partnership.

The dates of meetings will be set as far in advance as possible.

Items for the agenda must be received by the LSP Manager no less than two weeks prior to the next meeting and agendas will be sent out a minimum of seven days before each meeting. Minutes will be circulated to members within ten working days of the meeting.

Documents will be issued electronically, not printed. Members are to be responsible for any printing and electronic documents to be displayed at meetings.

8. Communication

The WDC communications team provide support to Waveney Local Strategic Partnership, working to the direction of the LSP Chair and LSP Manager within a Communications 'Protocol' on behalf of the LSP. The LSP also has a separate Communications & Marketing Strategy, which sets out how it will work to promote the role and the achievements of the LSP within Waveney.

9. Consultation and Community Involvement

An annual Networking Event will be held by the wider Waveney LSP to celebrate the achievements of the LSP and to share in developing its priorities for the future. It will bring together a range of key stakeholders to contribute to the ongoing development of the LSP and the Sustainable Communities Strategy.

The Waveney LSP will also seek to use existing consultation processes, including Community Engagement Forums and Suffolk Speaks. Wherever possible, partners will consider combining consultations working in line with the Comprehensive Community Engagement Strategy.

11. Diversity, Equality and Social Inclusion

The Waveney LSP Board will seek to ensure that its membership and work adhere to the values of equality, diversity, sustainability and social inclusion and is committed to ensuring equality of opportunity in the delivery and accessibility of its activities.

Except where activities are specifically and legally targeted to address the needs of particular sectors of the community, the LSP Board will ensure equitable access to these regardless of a person's gender, race and ethnicity, disability, sexual orientation, religious affiliation (or none), age, condition of pregnancy, marital status, level of income, family responsibility, family definition or educational attainment. Partners are committed to providing a safe environment free from unlawful discrimination and harassment both in employment and service delivery.

Additionally, the LSP Board recognises that some of its constituent partners who are public authorities are subject to additional legislative requirements with respect to equalities and diversity, enshrined in their various equality schemes and/or equality plans. These duties commit such authorities to ensuring that any partnerships they enter into meet the statutory equality duties forbidding discrimination which they themselves are subject to.

12. Review

These Terms of Reference will be reviewed annually by the Board to ensure that they remain relevant to the working of the Partnership.

A review of the LSP Board will also be carried out on an annual basis as part of a wider review of the Partnership. This will draw on external support such as the Aspire 2 Achieve programme. The review will assess the LSP Board's effectiveness and progress against its key aims and objectives.