

Rugby Local Strategic Partnership

DRAFT TERMS OF REFERENCE

1. INTRODUCTION

The Rugby Local Strategic Partnership is a partnership between public, private and voluntary agencies. Its purpose is to make Rugby a better place in which to live and work through effective joint working between partners and by developing a shared vision for the Borough, having regard to the economic, social and environmental needs of the area and the priorities identified by the local community.

The Rugby Local Strategic Partnership will cover the geographical area administered by Rugby Borough Council.

2. OBJECTIVES

The main objective of the Rugby Local Strategic Partnership is to provide an effective framework and structure for strategic partnership working in Rugby Borough, with particular focus on developing the Rugby Regeneration Strategy and delivering against the supporting Action Plan. It will achieve this by:

- (i) Understanding issues affecting local people
- (ii) Sharing resources and expertise
- (iii) Addressing gaps in services
- (iv) Avoiding duplication

3. STRUCTURE, MEMBERSHIP AND ROLES/RESPONSIBILITIES

The Rugby Local Strategic Partnership

- (i) Expects members to have sufficient delegated powers to deal with matters or if not, to ensure that all necessary approvals of the member's nominating organisation have been obtained in advance;
- (ii) Requires its members to work constructively to achieve consensus on key local priorities and actions to address them;
- (iii) Requires its members to attend all appropriate meetings, or in exceptional circumstances to arrange for a suitable named substitute to attend in his/her place

The Rugby Local Strategic Partnership shall comprise the following groups/boards

3.1. The Rugby Local Strategic Partnership Management Board

The Management Board brings together a number of partner agencies responsible for the delivery of the Rugby Sustainable Community Strategy and is the strategic partnership for the Borough.

The membership of the Management Board shall include the Leader or relevant portfolio holder of Rugby Borough Council. Membership is as follows;

- 1 elected member representative of Rugby Borough Council
- 1 elected member representative of Warwickshire County Council
- 1 representative of Warwickshire Police
- 1 representative of Health and Wellbeing Group

- 1 representative of the Coventry and Rugby Clinical commissioning Group
- 1 representative of the Voluntary & Community Sector
- 1 representative of Chamber of Commerce
- 1 representative of the Warwickshire Association of Local Councils

In addition other individuals may from time to time be co-opted onto the Rugby Local Strategic Partnership or invited to attend meetings in a non-voting / advisory capacity;

The role of the Management Board is to;

- (i) Promote collective and collaborative activity across partner agencies and seek to engage local citizens in the planning and delivery of local priority outcomes
- (ii) Co-ordinate the development and delivery of local strategies and priorities, taking into account other partnership strategies
- (iii) Agree Action Plans that will deliver against the objectives of the Regeneration Strategy. Actions should involve at least two (and preferably more) partners and other bodies, with an emphasis on giving residents and communities to get involved, as appropriate
- (iv) Performance manage delivery of the Rugby Regeneration Strategy through regular reports from the LSP Co-ordinating Group
- (v) Ensure appropriate links to relevant county level partnership structures to assist delivery of local strategies and priorities

3.2. The Rugby Local Strategic Partnership Co-ordinating Group:

The role of the Co-ordinating Group is to;

- (i) Promote collective and collaborative activity across partner agencies and seek to engage local citizens in the planning and delivery of local priority outcomes.
- (ii) Monitor the local impact of the Rugby Regeneration Strategy
- (iii) Supervise the delivery of the actions agreed by the LSP Board
- (iv) Design and implement programmes of work to deliver agreed outcomes at the Borough level, subject to approval by the Board
- (v) Set up Task and Finish groups as necessary, drawing from a range of partners and groups as appropriate, in order to carry out activity in support of the the Rugby Regeneration Strategy.
- (vi) Agree clearly defined objectives for Task and Finish groups that are SMART and are regularly monitored for progress
- (vii) Regularly report to the Board on progress against the Rugby Regeneration Strategy

3.3. The Rugby Local Strategic Partnership Task and Finish Groups:

The role of the Task and Finish Groups is to;

- (i) Promote collective and collaborative activity across partner agencies and seek to engage local citizens in the planning and delivery of local priority outcomes
- (ii) Work to deliver the objectives that have been agreed by the Co-ordinating Group and to report back regularly on progress
- (iii) Ensure appropriate links to relevant local partnership structures and other groups to assist delivery of the specified actions

The following principles shall apply to Task and Finish Group arrangements

- (i) The creation of new Task and Finish Groups and the termination of existing Task and Finish Groups will be the responsibility of the Rugby Local Strategic Partnership Board, with advice from the Co-ordinating Group
- (ii) The expectation is that Task and Finish Groups will be task-specific and time limited and will only be established where a clear need has been identified

4. MEETINGS AND GOVERNANCE

Quorum for any Local Strategic Partnership Board meetings is 40% or 3 members (whichever is greatest). In the event of the board not being quorate, board members will make recommendations for ratification at the next board meeting.

4.1. APPOINTMENT OF CHAIR AND VICE CHAIR

- (i) The Chair and Vice Chair shall be elected from within the membership of the Core Group / Management Board
- (ii) After the first appointments, the Chair and Vice Chair shall be elected annually at the Annual General Meeting of the Management Board and shall hold office for one year. The Chair and Vice Chair shall be eligible for re-election
- (iii) The appointment of a Chair (and Vice Chair where appropriate) for the other groups/ partnership boards within the Rugby Local Strategic Partnership structure will be a matter for each group to decide

4.2. ARRANGEMENTS FOR MEETINGS

- (i) It is envisaged that the Management Board will meet at least four times a year (one of which being the Annual General Meeting) and the Co-ordinating Group will meet at least four times a year, however additional meetings may be arranged as necessary
- (ii) The agenda for meetings, agreed by the Chair, and all accompanying papers will be sent to members at least 5 working days before the meeting. Late agenda items and/or papers may be accepted in exceptional circumstances at the discretion of the Chair
- (iii) Meetings of the Management Board will be in public
- (iv) Wherever possible, decisions shall be reached by consensus. If a vote is necessary, it will be determined by a simple majority
- (v) Meetings will be serviced and supported by such leading agencies represented on the Management Board, the Co-ordinating Group or the Task and Finish Groups as appropriate

in accordance with arrangements that will be reviewed and agreed by the Management Board

- (vi) Minutes of all meetings (including a record of attendance and any conflicts of interest) will be circulated within 10 working days and submitted for approval to the next appropriate meeting

5. REVIEW

5.1. These terms of reference will be reviewed on an annual basis, taking into account views expressed by the relevant partner agencies.

Revised LH – 15/05/16