

## **CENTRAL LOCALITY FORUM TERMS OF REFERENCE**

### **1. AIM OF THE FORUM**

To bring together representatives of the public, private, voluntary and community sectors to champion and support the delivery of the LSP priorities contained within **A Brighter Borough for All – Tackling Family Poverty in Stockton-on-Tees**.

#### **1.1 Primary Objective**

- I. To support the delivery of the ambitions set out in the key strategic plans of the LSP via a 'task and finish' approach:
  - A Brighter Borough for All – Tackling Family Poverty in Stockton-on-Tees
  - Council Plan
  - Health and Wellbeing Strategy
  - Community Safety Plan
  - LEP Statement of Ambition/ City Deal
  - Affordable Warmth Strategy
  - Green Vision
  - Housing Strategy
  - Area Transport Strategy
  - Third Sector Strategy
  - Health and Wellbeing Delivery Plan

#### **1.2 Secondary Objectives**

- I. To support, advise and review the way services are delivered at the local level linked to "A Brighter Borough for All".
- II. To support neighbourhoods at all levels to tackle their own issues.
- III. To ensure that the CLF's strategies and priorities remain valid in meeting the needs of the local area and its activities fulfil its objectives in line with a Brighter Borough for All – Tackling Family Poverty in Stockton-on-Tees and key strategies within the LSP.
- IV. To establish, as required, effective procedures for appraising and approving activities under new funding streams, to ensure value for money and consistency with the aims and objectives of the LSP and the CLF.
- V. To monitor progress towards achieving the aims and objectives of LSP strategies and to establish effective procedures to evaluate services and activities that are subsequently implemented.
- VI. To feedback activity and progress to the annual LSP business meeting.

## 2. MEMBERSHIP

- 2.1 The Central Locality Forum (CLF) shall comprise a maximum number of **27 members**. Membership of the partnership will be divided between 4 sectors and representative elected/nominated, wherever possible, through a nominating body.

<u>Sector</u>	<u>Nominating Body</u>
I. Voluntary Sector	Voluntary Agencies elected via <b>Catalyst Voice Development Function (6)</b>
II. Community Sector	Local residents elected via <b>Catalyst Voice Development Function (6)</b>
III. Rural Sector	Elected via <b>Catalyst Voice Development Function (2)</b>
IV. Public Sector	Stockton Borough Councillors (5) Cleveland Police (1) Parish Councillors (2) Public Health (1)
V. Private Sector	Business Forum (1) Local Business (1)
VI. BME	Elected via <b>Catalyst Voice Development Function (1)</b>
VII. Disability	Disability Advisory Group (1)

- 2.2. Each representative will be nominated/elected upon their ability to provide positive contribution to The CLF and they must belong to an organisation that lies and works within the boundary area of the Locality Forum. All VCS representatives will undertake training provided by Catalyst Voice Development Function.
- 2.3. Each member of the CLF Board will be an equal and active partner. They are elected to act on behalf of a particular sector and not the organisation or geographic area that they are aligned too. Each member attends in his or own right and substitutes are not permitted. Any interests in this regard must be declared.
- 2.4. Each member shall hold office for a fixed period of two years from 1<sup>st</sup> April to 31<sup>st</sup> March. Members will be able to seek re-appointment. In anyone year only half of the members will step down.
- 2.5 Any member may retire from office, upon giving two months' notice in writing to the Chairman of the CLF. Upon any partner retiring from office, the CLF may replace the outgoing partner, by seeking a nomination from the relevant nominating body, or direct appointment by the Local Strategic Partnership.
- 2.6 Any member failing to attend 3 consecutive CLF Board meetings may be deemed to have retired. The Board may then invite the nominating body to propose a new Member, or invite the existing Member to continue if it feels there is a satisfactory reason for non-attendance.

- 2.7 Subject to paragraph 2.4 above, each nominating body shall be entitled to make representations to The CLF regarding the replacement of their nominee at any time and The CLF shall duly consider any such representation made to it.
- 2.8 All members will sign up to the Code of Conduct and Behaviour.

**All elections will be initiated by the secretariat.**

### **3. DELEGATION**

- 3.1 The powers and objectives of the Locality Forum have been laid down by Stockton Local Strategic Partnership (SLSP). SLSP may amend these powers in the future.

### **4. FUNCTIONS**

The Partnership will be responsible for:

- (i) Advising and supporting Stockton Local Strategic Partnership in the development and implementation of programmes to tackle disadvantage and Family Poverty, through delegated powers provided by Stockton Local Strategic Partnership.
- (ii) Providing a local area based forum to consider Stockton based issues and linked to the development and implementation of **A Brighter Borough for All – Tackling Family Poverty in Stockton-on-Tees**, the Family Poverty Framework for the Borough.
- (iii) Developing a Locality priority plan linked to the key strategic documents within the LSP infrastructure and establish Task and Finish groups as required to deliver actions.
- (iv) Supporting the whole LSP structure and its constituent members to improve the quality of life for residents of the CLF area and beyond.

### **5. ADVISERS TO THE PARTNERSHIP**

- 5.1 In order to obtain specialist and local knowledge/expertise, the CLF shall have power to co-opt non-voting members to the board and to appoint advisers to the partnership and to request reports from agencies working in the area on specific issues.
- 5.2 Stockton-on-Tees Borough Council will co-ordinate the Secretariat function to the CLF.

### **6. CLF CHAIR & VICE-CHAIR**

- 6.1 The CLF shall elect a Chair and Vice-Chair who shall hold office for 2 years, commencing 1<sup>st</sup> April and ending on 31<sup>st</sup> March in the second year. The Chair and Vice-Chair shall be eligible for re-appointment and shall be elected using the same process as members, detailed in Section 3.

- 6.2 Newly elected Chairs will attend training on Chairing and conflict management provided through their relevant constituent bodies e.g. VCS via Catalyst Voice Development Function, SBC staff and members via Democratic Services.

## **7. MEETINGS**

- 7.1 Meetings of the CLF will be called by the Secretariat, on a bi-monthly basis, or as and when required by the CLF (Task and Finish groups, on particular work themes, to support the work of the partnership can be called between meetings). Seven days' notice of a meeting will be given. Meetings of an exceptional nature are exempt from this period of notice.
- 7.2 The CLF can invite individuals to attend meetings to give advice and information.

## **8. ADMISSION TO MEETINGS**

- 8.1 Meetings of the CLF shall be open to the public except the extent that they are excluded (whether during the whole or part of the proceedings) under sub-paragraph (i) below:
- (i) The public shall be excluded from a meeting of the Locality Forum whenever it is likely, in view of the nature of the business to be transacted or the nature of proceedings, that, if members of the public were present during that item, confidential information would be disclosed to them in breach of the obligation of confidence.

For the purposes of sub-paragraph (i) above, 'confidential information' is defined as: -

Information furnished to the Partnership upon terms (however expressed) which forbids the disclosure of the information to the public, and Information, the disclosure of which to the public is prohibited by or under any enactment or by the order of a Court.

## **9. DECISION MAKING**

- 9.1 Decisions shall be made by the CLF on the basis of a consensus, however in the event of a vote, every member shall have one vote and in the case of equality of votes, the Chair shall have a second or casting vote.

## **10. QUORUM**

- 10.1 For the CLF Meetings there shall be a quorum of eight members, comprising one member from at least three of the four different sectors as shown in paragraph 2.1.above.

## **11. DISSOLUTION**

- 11.1 The Dissolution of the CLF shall be a decision of the Local Strategic Partnership. Upon dissolution, the Partnership shall decide on the settlement of

any debts and liabilities, in accordance with the principles of the LSP as set out in the objectives under the agreement.

## **12. PERSONAL INTERESTS**

12.1 The advice below relates to all the above items and can be applied to each item

- (a) Where a decision in relation to any business affects Forum members well being or financial position, or the well being or financial position of a person described in paragraph (b), to a greater extent than most of the inhabitants of the area affected by the decision, Forum members should disclose the existence and nature of that interest at the start of the business or when the interest becomes apparent, if later.
- (b) The persons referred to paragraph (a) are:-
  - (i) a member of a Forum members family;
  - (ii) any person with whom Forum members have a close association;
  - (iii) in relation to persons in (i) and (ii), their employer, any firm in which they are a partner, or any company of which they are a director; or
  - (iv) any body, of which Forum members are a member or in a position of general control or management, and which:-
    - a. Forum members are appointed to by their parent organisation or employer; or which
    - b. exercises functions of a public nature; or
    - c. is directed to charitable purposes; or
    - d. one of whose principal purposes includes the influence of public opinion or policy
- (c) Where an interest referred to in paragraph (a) is one which could be regarded by a member of the public with knowledge of all the relevant facts as so significant that it is likely to prejudice Forum members judgement of the public interest, and the business affects Forum members financial position, or the financial position of any of the persons specified in paragraph (b), Forum members should not participate in any discussion or vote on the matter

## **13 STAFF**

13.1 The CLF shall be advised by Officers of Stockton-On-Tees Borough Council and other appropriate persons and shall not have the power to engage staff.