

STOCKTON LOCAL STRATEGIC PARTNERSHIP

REVISED TERMS OF REFERENCE

AIM

To promote through a not for profit making partnership of the public, private, voluntary and community sectors the vision of **A Brighter Borough For All** - Tackling Family Poverty in Stockton-on-Tees.

1. **OBJECTIVES**

a) Primary Objectives

- i) To lead the preparation and monitoring of **A Brighter Borough for All – Tackling Family Poverty in Stockton-on-Tees.**
- ii) To provide a single overarching local co-ordination framework within which other geographic and thematic partnerships can operate.
- iii) To improve the delivery of local services by developing common aims and joint priorities. Building a common purpose and sharing commitment.
- iv) To take a strategic view of the problems and opportunities in Stockton-on-Tees, and prepare plans for the future as appropriate.
- v) To consider local priorities and resource allocations to encourage the most effective use of resources, where appropriate. To maximise resources by creating synergy, and attracting new money from outside.
- vi) To lead in developing new initiatives to tackle disadvantage and provide a framework to support and endorse funding bids, if appropriate.
- vii) To make representations to Government and other bodies about priorities within Stockton-on-Tees. To interpret national and regional priorities into a local context.
- viii) To build a strong Borough using the capacities and energies of local people and organisations.
- ix) To enhance the sharing of local information and best practice.
- x) Provide a broadly inclusive Local Strategic Partnership for debate and discussion with all partner agencies including local residents.

b) Secondary Objectives

- i) To act as a bidding body where appropriate.
- ii) To monitor future local associated activity within the thematic and locality elements of the infrastructure to ensure that the Local Strategic Partnership is effective.

- v) To establish and liaise with geographic and thematic partnerships and groups in Stockton. To delegate tasks and receive proposals from these groups, and other representative groups within Stockton-on-Tees (See Appendix 1).

2. MEMBERSHIP

Stockton Local Strategic Partnership shall comprise a maximum number of 34 Members with the following composition:-

Constituency

- a) Community Sector (4)
- b) Voluntary Sector (2)
- c) Local Authority (5)
- d) Business Sector (2)
- e) Locality For a Chairs (4)
- f) Housing and Neighbourhoods (2)
- g) Community Safety (2)
- h) Health and Wellbeing (2)
- i) Regeneration and Transport (2)
- j) Children and Young People (2)
- k) Financial Inclusion (2)
- l) Green agenda (2)
- m) Public Service Board Chair (1)
- n) Black and Minority Ethnic groups (1)
- o) Arts and Culture (1)
- p) Disability (1)

Nominating Body

- Catalyst Voice Development Function**
covering Central, Eastern, Northern, Western
locality fora
- Catalyst Voice Development Function**
Stockton-on-Tees Borough Council
- Business Forum
- Central Locality Forum
- Eastern Locality Forum
- Northern Locality Forum
- Western Locality Forum
- Housing and Neighbourhood Partnership
- Safer Stockton Partnership
- Health and Wellbeing Partnership
- Head of Regeneration (SBC)
- Area Transport Group Officer
- Children and Young People Health and
Wellbeing Group
- Infinity
- Fuel Poverty Partnership
- Environmental Forum
- Stockton Local Public Service Board
- Catalyst Voice Development Function**
- Arts and Culture Forum
- Disability Advisory Group

Each member of Stockton Local Strategic Partnership shall be an equal and active partner. They are appointed on a personal basis, and nominating bodies cannot substitute.

Board members will be representing their thematic partnership and or locality forum and are responsible for feeding back information to their partnership / forum.

Nominations will be invited bi-yearly to serve a two year term of office on the Board from April to March.

Any Member may retire from office upon giving two months notice in writing to the Secretary to the Board. Upon any Member retiring from office Stockton Local Strategic Partnership may replace the outgoing Member by seeking a nomination from the relevant Body, provided that any nomination made shall be subject to approval by the Board.

Each nominating body shall be entitled to make representations to Stockton Local Strategic Partnership regarding the replacement of their nominee at any time and they shall duly consider any such representation made to it.

Any Member failing to attend 3 consecutive Stockton Local Strategic Partnership Board meetings will 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.

3. DELEGATION

Stockton Local Strategic Partnership may delegate any of its functions to any sub-group, thematic or geographic partnership of Members; Chair and Vice-Chair; or other partners; or to staff, as it feels is appropriate for specific tasks or functions.

4. FUNCTIONS

When appropriate Stockton Local Strategic Partnership will:-

- (a) Lead the development and monitoring of **A Brighter Future for All – Tackling Family Poverty in Stockton-on-Tees** in partnership with relevant organisations.
- (b) Prepare and submit funding bids and delivery plans etc.
- (c) Lead the development and monitoring of the Delivery Plan.
- (d) Co-ordinate, direct, define priorities, approve plans and monitor strategies to achieve the Delivery Plan targets.

5. ADVISERS TO STOCKTON LOCAL STRATEGIC PARTNERSHIP

In order to obtain specialists, local knowledge and expertise Stockton Local Strategic Partnership shall have power to co-opt non-voting members and to appoint advisers.

6. STOCKTON LOCAL STRATEGIC PARTNERSHIP CHAIR AND VICE-CHAIR

Stockton Local Strategic Partnership shall elect a Chair and Vice-Chair who shall hold office for two years, commencing on the 1st April and ending on the 31st March in any year. The Chair and Vice-Chair shall be eligible for re-appointment. Stockton Local Strategic Partnership will be chaired by the Leader of the Council or Council representative and the Vice-Chair elected from the membership.

7. MEETINGS

- (a) Meetings of Stockton Local Strategic Partnership will be called by the Secretary on three or four times a year or as and when required. One meeting per year will be a business meeting where progress **against A Brighter Borough for All – Tackling Family Poverty in Stockton-on-Tees** will be monitored and priorities for the following year agreed, Chairs of each of the Locality Fora will present the outcomes from their work programmes and a forward programme for the remaining themed meetings for the year agreed. A minimum of fourteen days notice of meetings will be given, unless urgent deadlines need to be met.

- b) Reports from Stockton Local Strategic Partnership will be presented to the Stockton Borough Council's Cabinet.
- c) Stockton Local Strategic Partnership can invite individuals to attend meetings to give advice and information.

8. ADMISSION TO MEETINGS

Meetings of Stockton Local Strategic Partnership shall be open to the public unless the business involves confidential information.

9. DECISION MAKING

Decisions shall be made by Stockton Local Strategic Partnership on the basis of a simple majority. Every member shall have one vote and in the case of equality of votes, the Chair shall have a second or casting vote.

10. CODE OF CONDUCT/CONFLICT RESOLUTION

The public is entitled to expect the highest standards of conduct from Stockton Local Strategic Partnership members.

Board members should act impartially and should not use their position on Stockton Local Strategic Partnership to further their private interests. Where there is potential for private interests to be affected by Stockton Local Strategic Partnership business the interest should be declared and recorded in the Board minutes. Details should also be recorded in a Register of Interests, available from the Stockton Local Strategic Partnership secretariat, which will be open to the public.

11. QUORUM

For Stockton Local Strategic Partnership Meetings there shall be a quorum of 8 members, except for changes to the Terms of Reference where the quorum will be 12.

12. SECRETARY

The Head of Policy, Improvement and Engagement of Stockton-on-Tees Borough Council, or his/her nominee, will act as Secretary to Stockton Local Strategic Partnership. The Secretary shall keep minutes of all meetings of Stockton Local Strategic Partnership. The minutes shall be signed by the Chair at the next meeting and shall be circulated with the agenda for that meeting.

13. DISSOLUTION

The dissolution of Stockton Local Strategic Partnership shall be a decision of Stockton Local Strategic Partnership. Upon dissolution, Stockton Local Strategic Partnership shall decide on the satisfaction of any debts and liabilities in accordance with the principles of the Partnership as set out in the objectives under this agreement.

14. PERSONAL INTERESTS

14.1 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 your 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, you 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 your family;
 - (ii) any person with whom you 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 you are a member or in a position of general control or management, and which:-
 - a. you are appointed to by your 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 your judgement of the public interest, and the business affects your financial position, or the financial position of any of the persons specified in paragraph (b), you should not participate in any discussion or vote on the matter