

South Derbyshire Local Strategic Partnership

Board meeting Thursday 20th November 2003

Agenda Item 6

Feedback from the Forum Annual General Meeting

The Annual General meeting was attended by some 60 individuals representing some 29 partner organisations. The principal purpose of the AGM was to receive the Chair's Annual Partnership Report and to formally adopt the Constitution and approve a 'Project Brief' for the preparation of the Community Strategy.

The Partnership Report outlined the work of the Shadow Board and the year's achievements. It also set out the challenges for the forthcoming year including :

- Developing the 'capacity' of the Partnership Board (in terms of effective team working)
- Ensuring that the Partnership is properly resourced and is sustainable in the long term.
- Developing an effective communications strategy so that local people and organisations are fully informed about the work of the Partnership.
- Progressing the development of the Community Strategy through processes which involve and engage local people and groups and which reflects the needs and aspirations of local people.
- Working together to provide services and facilities that make a difference to local people.

A presentation on the Constitution followed and, subject to very minor amendment, the Partnership formally adopted the Constitution. A copy is attached for information.

Further presentations were given on feedback from the Forum event in June, an outline of the Derbyshire Community Strategy, which focused on those issues of a countywide nature, and the relationships between community strategies and the South Derbyshire Local Plan and the Local Development Framework.

The other main business of the day centred around the approval of the 'Project Brief' for preparing the Community Strategy. The Brief outlines the arrangements and timetable for its preparation along with some of the key issues that will need to be investigated further. Further consultations are now underway (Agenda item 7)

Recommendation

That the report be noted.

SOUTH DERBYSHIRE LOCAL STRATEGIC PARTNERSHIP

CONSTITUTION

1. Name

The name of the partnership will be the *South Derbyshire Local Strategic Partnership*.

2. Definitions

SDLSP	South Derbyshire Local Strategic Partnership
Board	Partnership Board of the SDLSP
Accountable Body	The organisation responsible for the receipt and management of financial and other resources
Partnership Forum	Forum for the SDLSP
Community Sector Forum	Forum for the Community Sector
Community Strategy	Strategy for the Community
Designated Office	Civic Offices, Swadlincote
Designated Officer	Legal & Democratic Services' Manager

3. Legal Status

The SDLSP will be an unincorporated, non-statutory, non-executive body with South Derbyshire District Council acting as the Accountable Body.

This is not seen as being prescriptive but as appropriate in present circumstances. The SDLSP may later wish to consider a move to being a company limited by guarantee or establishing a community development trust in order to assume responsibility for delivery of certain services.

4. Aims and Objectives

Initially, there is a need to create a vision for the SDLSP. From this a mission statement and the means to achieve it will flow. In the legislative context it might be "To develop and establish with the community both a sustainable vision for South Derbyshire and the means to achieve it".

To achieve this the SDLSP will need to :-

- ◆ Facilitate the development of common aims and joint priorities
- ◆ Build common purpose and shared commitment
- ◆ Draw on the expertise of the public, community, voluntary and private sector partners to make local services more responsive and effective
- ◆ Ensure, by working with appropriate agencies and partners, that mainstream services are of the highest quality

- ◆ Secure, by working with appropriate agencies and partners, the development of the local economy
- ◆ Work to ensure, as far as possible, that actions of the agencies and partners and plans and programmes of the SDLSP lead to and enhance sustainable communities

5. Values of the SDLSP

The SDLSP shall be governed by the following values:-

- ◆ making decisions openly and with integrity
- ◆ being accountable to the people of South Derbyshire for our decisions
- ◆ involving all communities in choices about services and local priorities
- ◆ being open and responsive to change
- ◆ promoting equality of opportunity and treating people fairly in everything we do
- ◆ working collectively and collaboratively to achieve more than we can on our own
- ◆ valuing the contribution of local people and partner organisations to the work of the SDLSP
- ◆ achieving a better quality of life for everyone now and for generations to come

6. Membership of the SDLSP

The SDLSP is intended to be broadly representative of the public, private, community and voluntary sectors in South Derbyshire. Any organisation or resident operating within the community of South Derbyshire is eligible for membership.

7. Structure of the SDLSP

The SDLSP will consist of an overarching *Partnership Forum* with a duly nominated *Board* to oversee the business of the Partnership. *Working Groups* will be established under the Board's jurisdiction to focus on specific issues or special projects as and when required.

8. Functions and Responsibilities of the Partnership Forum

The Partnership Forum's principal role will be largely consultative, offering opportunities to debate policy and advice to the Board. Specific remits include:-

- ◆ Overseeing the work of the Board.
- ◆ Guiding the development and implementation of the Community Strategy
- ◆ Promoting Community involvement in the work of the SDLSP
- ◆ Developing and realising the vision.
- ◆ Ensuring that activities are conducted in an inclusive way and to reduce inequality

9. Officers of the Partnership

A Secretary and Financial advisor will be appointed to aid the running of the SDLSP

10. Membership of the Board

The Board shall consist of 24 members comprising 6 from the local authorities, 6 from other 'public sector' organisations, 6 from the private sector and 6 from the voluntary/community sectors

All representatives should be of sufficient seniority to enable them to make strategic decisions that may impose requirements or impact upon their organisations. It will be for each sector to nominate appropriate representatives.

Any nominating body/sector shall have the right at any time to remove a representative and make a replacement nomination subject to formal notice to the Board.

Board representatives may offer a relevant substitute representative in their absence.

Representatives of the Government Office for the East Midlands and the East Midlands Development Agency are eligible to attend Board meetings in their advisory capacity but will not have voting rights. Other observers may be in attendance at Board Meetings at the Chair's discretion and only in relation to a particular issue for discussion. Observers will have no voting rights.

11. Functions and Responsibilities of the Board

The Board will be required to:-

- ◆ act as the strategic body to and oversee the general development and management of the SDLSP and seek its endorsement as fit for purpose.
- ◆ represent the views of the local community on matters of significance.
- ◆ seek to co-ordinate and rationalise existing partnerships and practices to maximise efficiency and reduce duplication.
- ◆ co-ordinate plans and initiatives for service providers to work together with the community to meet local needs and priorities.
- ◆ prepare and implement the Community Strategy.
- ◆ encourage a community ethos in the public and private sector partners and encourage the adoption of innovative practices in the delivery of mainstream services.
- ◆ champion South Derbyshire by promoting the interests of the area to outside agencies, lobbying and projecting a positive image of the area.
- ◆ deliver and co-ordinate funding proposals to outside agencies

12. Appointment of Chair/Vice Chairs of the Board

The Chair and Vice Chairs will be elected by the Board Members and the term of office shall be two years from the date of election.

13. Board meetings

The Board will usually meet at least once every three months.

A special meeting may be convened at the request of the Chair at any time to discuss urgent business.

Partnership Forum meetings will be held twice a year one of which will be the Annual General Meeting

14. Voting Rights

Board decisions, if not by consensus, shall be taken by a simple majority with the Chair having an additional casting vote in the event of equality voting. The Quorum should be 50% of the Board representatives with at least one member from each sector. Officers to the SDLSP will have no voting rights.

15. Declarations of Interest

Any Board representative having a personal interest within the meaning of the Accountable Body's Code of Conduct shall at the start of the meeting, or as soon as possible thereafter, disclose the existence and nature of that interest. However, they can remain in the meeting and consider, discuss and vote on the matter. Where the interest is a prejudicial one within the meaning of the Code, the representative must declare the existence of that interest and leave the room where the meeting is being held and must not seek improperly to influence a decision about the matter. The Board representative will take no part in the consideration, discussion or voting in respect of the business. The minutes of the meeting will record the declaration.

16. Openness and Transparency

In the interests of Openness and Transparency Board meetings will be regulated as follows:-

- ◆ Members of the public may attend all meetings subject only to that specified below
- ◆ Copies of the agenda and reports open to the public will be available for inspection at the designated office at least five clear days before the meeting.
- ◆ If an item is added to the agenda later, the revised agenda will be open to inspection from the time the item was added to the agenda. (Where reports are prepared after the summons has been sent out, the designated officer shall make each such report available to the public as soon as the report is completed and sent to members of the Board).
- ◆ The public will be excluded from meetings whenever it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that confidential information would be disclosed.

17. Financial Matters

The management of the Board's financial affairs will be conducted in accordance with the Financial Regulations and the associated Financial Procedure rules of the Accountable Body as set out in Part 4 of the Accountable Body's Constitution.

18. Changes to the Constitution

The Constitution of the SDLSP may be varied or changed at a Special General meeting or Annual General Meeting of the Partnership Forum called for that purpose. Twenty one days notice in writing shall be given to all SDLSP representatives of the proposed change.

19. Resources

Members can contribute funds to the running of the SDLSP and these will be administered by the Accountable Body.