

## **PARTNERSHIP FRAMEWORK (Terms of Reference)**

### **Purpose, Aims and Objectives of the LSP**

#### **Core Purpose**

1. To work together to promote the economic, social and environmental well being of people in South Gloucestershire, and to mainstream sustainable development and social inclusion.

To achieve this, the South Gloucestershire Partnership will:

- a) ensure the community strategy is up to date and oversee revisions
- b) drive, track and review progress against the Community Strategy, including agreeing, monitoring and reviewing quality of life indicators. (Progress will be delivered by the supporting structures)
- c) track and influence national and regional and sub-regional policy
- d) test, challenge and promote significant policies and decisions in South Gloucestershire
- e) support and offer backing to delivery structures to achieve their action plans
- f) challenge delivery partnerships to step up delivery through joint working
- g) lobby and influence work of other strategic bodies for example the West of England Partnership
- h) share good practice with others and seek out good practice elsewhere
- i) develop relationships between South Gloucestershire Partnership members and among the wider range of organisations that attend partners conferences.
- j) champion and raise awareness of the work of the partnership to ensure it is owned by the wider public
- k) actively seek the views of the public through the supporting structures and partners conferences
- l) ensure that appropriate supporting structures are in place to deliver the priorities for South Gloucestershire
- m) ensure that appropriate performance management arrangements are in place

2. To monitor the development of the Local Area Agreement for South Gloucestershire.

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3. To monitor the activities of the strategic partnership bodies agreed by Council at its Annual Meeting on 24<sup>th</sup> May 2006 namely:

- a) Health and Well Being Partnership Board
- b) Children and Young People Strategic Partnership Board
- c) Economy and Skills Partnership Board
- d) Environment Strategic Partnership Board.
- e) Safer and Stronger Communities Partnership Board.

### **Measuring Performance**

4. Each year the LSP will submit an Annual Review – this is a mechanism for the partnership to update the partner organisations of progress. As a minimum the review should cover:

- performance against key objectives
- the benefits for partners gained from the partnership
- achievements, progress and work undertaken in the past year

### **Legal Status and Decision Making Powers of the LSP**

5. The LSP is a strategic co-ordinating body, giving advice and guidance to partner organisations and the LAA Strategic Partnerships, and allowing a free flow of information and advice between each of the partners.

6. The LSP does not exercise, for governance purposes, executive authority over constituent members. The LSP *agrees comments* on issues rather than makes decisions. In exercising its functions the LSP will make recommendations to its constituent partner bodies. i.e. it is not a decision making body.

7. Therefore, neither the LSP nor any sub-partnerships or specialist groups set up by the LSP, shall have the power to take decisions that bind local authority or any other partner body. Decisions that require to be ratified by any partner body shall be referred back to those bodies for determination. However, partners will ensure that appropriate communication, consultation and conventional decision-making takes place at an appropriate time within their own organisations to ensure that the LSP has the necessary support, and any formal approval, for the action it proposes.

8. The LSP is a forum for joint working. It has no legal status. The LSP is not a joint committee or joint board, and the LSP will not become a trust or other form of separate legal entity. The LSP is not a Committee of the Council. The LSP shall not constitute a partnership in law.

### **Membership**

9. The current LSP membership (April 08) is as set out below. The LSP may at any time agree to add to its membership. The LSP shall have the power to co-opt partners as

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appropriate for limited time periods for a specific purpose.

<b>Partner</b>	<b>Sector Represented</b>	<b>Sponsoring Organisation</b>
Katharine Bennett	Private Sector	Airbus UK
Andy Francis	Public Sector	Avon and Somerset Constabulary
Dave Salmon	Public Sector	Avon Fire and Rescue
Cllr George Twinn		Avon Local Councils Association.(representing Parish and Town Councils)
Sarah Davies	Public Sector	Centre for Sustainable Energy
David Primrose	Vol and Community Sector	Corporate Equalities Forum
Emma Collier	Vol and Community Sector	CVS South Gloucestershire
David Primrose (temp)	Vol & Community Sector	Faith Groups
Kevin Hamblin	Public Sector	Filton College
Hilary Neal	Observer	Government Office for the South West
Nigel Hutchings	Private Sector	GWE Business West
Moyra Pascoe	Public Sector	Learning and Skills Council SW
Penny Harris	Public Sector	South Glos Primary Care Trust
Chris Payne	Public Sector	South Glos Primary Care Trust
Chris Clarke	Public Sector	South Glos Primary Care Trust
Amanda Deeks	Public Sector	South Gloucestershire Council
Cllr John Calway	Public Sector	South Gloucestershire Council
Cllr John Godwin (Chair)	Public sector	South Gloucestershire Council
Cllr Roger Hutchinson *	Public Sector	South Gloucestershire Council
Cllr Ruth Davis *	Public Sector	South Gloucestershire Council
Sheila Cook	Public Sector	South Gloucestershire Council
Matthew Riddle	Public Sector	South Gloucestershire Council
Peter Holden	Public Sector	South West RDA
Rachel Robinson	Vol & Community Sector	The Care Forum
Jon Edwards	Private Sector	The Mall
John Rushworth	Public sector	University of the West of England

\* Non-voting members

### Chair/Vice Chair

10. The South Gloucestershire Council Executive Member for External Affairs and Partnership Development will Chair the LSP. The LSP will elect a Vice Chair for a period to be determined by the LSP. In the absence of the Chair or Vice Chair, the LSP will elect a Chair for the duration of the meeting.

### Substitutions

11. Should any LSP member be unable to attend a meeting of the LSP, s/he will be

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entitled to nominate a substitute who will have the authority of the person nominating. Substitution should be avoided wherever possible in the interests of consistency.

12. However, substitutions should be notified to South Gloucestershire Council Democratic Services asap before the meeting in order that paperwork can be circulated accordingly.

### **Life of the LSP**

13. The LSP was created in June 2002 and (subject to an annual review) will continue indefinitely.

14. Representatives of partner organisations of the LSP shall serve until such time as the appointing partner body wishes to change its representative.

### **Convening Meetings of the LSP**

15. The meetings of the LSP will be administered by Democratic Services, South Gloucestershire Council.

16. Ordinary meetings of the Partnership shall be held in public\* at least four times a year at suitable accessible venues. Additional meetings of the LSP may be convened with the agreement of the Chair of the LSP.

\*Only those items which can be categorized as “exempt” within the meaning of the Schedule 12A, of Section 100I of the Local Government Act 1972 will be taken in exempt session. Partners will maintain confidentiality of Partnership business where that is expressly required by virtue of information gained through such exempt information or in any other way. See Appendix 2 for an explanation of “Exempt Reports”.

### **Quorum**

17. The decision on what constitutes the Quorum for the LSP is to be deferred until such time as the current membership is reviewed.

18. The decision on what constitutes the Quorum for any sub group is to be deferred until such time as the current membership is reviewed.

### **Public Access**

19. All meetings of the LSP and any sub group will be held in accessible venues, in public open meetings, and all agenda and reports shall be published on the Our Area, Our Future website and also on the South Gloucestershire website.

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## **Agenda and reports**

20. All items to be considered by the LSP must be e-mailed by partners to South Gloucestershire Council Democratic Services (or in the case of a sub-group, to whoever provides the administrative support for that sub group), by the specified deadline time and date with a view to the agenda papers being despatched at least five working days prior to the meeting. Democratic Services (or in the case of a sub-group, whoever provides the administrative support for that sub group) will circulate all partners with the deadline dates and times for all meetings and be responsible for all printing, publication and circulation of all papers.

21. There should be no late reports or items “to follow” on any agenda. This is so that proper notice is given of all items under discussion and to allow proper and informed consideration of all items.

22. There will be no “Matters Arising” from the minutes submitted to any meeting. If there is to be any discussion on any item it must be included as a proper item on the agenda. This is to ensure that proper notice is given for any item and to allow proper and informed consideration of all items.

23. Urgent items will not be allowed except by express permission of the Chair where it is considered that not to allow the item would cause unacceptable consequences. Any urgent report allowed must include an explanation for the reason for urgency.

24. All meetings of the LSP and its sub groups will include an item to allow public participation. (This could allow any member of the public to speak for a maximum of 5 minutes on any issue within the remit of the LSP). It does not involve any requirement for any discussion by the LSP with the member of the public. Items from the public could be taken at the outset or during the meeting at the discretion of the Chair.

## **Sub Groups**

25. The LSP may establish sub-partnerships and specialist groups on a task and finish basis, time limited to 12 months. Any sub-partnerships and specialist groups set up by the LSP will be convened and serviced from resources within the LSP but not normally by Democratic Services. Any such sub-partnerships and specialist groups must be held in accordance with the standard procedures as set out in the Standing Orders governing the Conduct of Meetings adopted by South Gloucestershire Council. They will report to the LSP which will consider any recommendations arising from such sub groups.

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### **Voting**

26. The Partnership will work by consensus only - the Partnership is not a decision making body in the sense of making decisions that bind any partner body, therefore it is not sensible to take votes.

### **Declarations of Interest**

27. In the interests of transparency, and to ensure probity and public confidence in partnership working, it is suggested all LSP partners undertake to abide by the same Code of Conduct relating to Declarations of Interest which are mandatory for elected Councillors. Attached as Appendix 1 is a short briefing note regarding Declarations of Interest. In brief, this means that all LSP partners should decide if they have a conflict of interest in any item to be considered at the LSP and to declare those interests at meeting. In the event of a personal or prejudicial interest, the partner would need to withdraw from the meeting during consideration of the item. Partners will be supplied with a Declarations of Interest form to be submitted at any meeting where they have such an interest.

### **Work Programme for the LSP**

28. The LSP will draw up a work programme for the year

### **Scrutiny of the work of the LSP**

29. LSP accepts that it will be scrutinised by the relevant scrutiny body of each partner organisation.

### **Communication Strategy and Publicity**

30. Any press release or other publicity issued by the LSP will be co-ordinated by the Corporate Communication section of South Gloucestershire Council who will liaise with the relevant communications office of each partner organisation to agree final wording. This does not preclude partners from issuing their own press release.

### **Financing The Work Of The Partnership**

31. The Board has no resources of its own and cannot commit the resources of any of the partners, each retaining control of its own.

## **Equality Issues**

32. The LSP's work will promote equality in its work enabling all partners to benefit. The LSP will systematically build on the aims and principles of equality by:

- meeting the needs of all the communities it serves or hopes to benefit
- improving the way services are delivered
- contributing to a culture of inclusion, based on mutual respect for diverse people
- preventing discrimination and exclusion, in the way the partnership operates and in its outcomes
- improving public confidence in local services

## **Review of the Partnership Framework**

33. This Framework will be reviewed within 6 months of the first meeting of the Partnership held in accordance with this framework (i.e. within 6 months of 18<sup>th</sup> October 2006)

### Code of Conduct: Declarations of Interest – Briefing Note

This note is intended to assist all LSP partners understand the reasons and requirements for including on the agenda of the LSP the items relating to Declarations of Interest.

#### 1 Background

Elected Members of South Gloucestershire Council are bound by the Code of Conduct 2002.

The Code derives from the seven principles of public life set out in the first report of the Committee on Standards in Public life as follows:

- Selflessness
- Honesty
- Integrity
- Accountability
- Openness
- Leadership
- Objectivity.

The code applies to Local Government elected members at all meetings. However, South Gloucestershire Council would wish to seek agreement from the LSP to apply the principles within the Code and the ensuing requirements, as set out below, to the practices of the LSP itself.

The Code sets out certain obligations on Members and includes the need for members to decide if they have a conflict of interest and to declare interests at meetings. The aim of extending this important principle to the LSP is to help in maintaining probity and public confidence in partnership working.

During each meeting Members would have to decide if they have personal interest in any business on the agenda and if so whether it is a prejudicial interest.

#### Definitions of Interests

A **personal interest** is one that could affect the well-being of themselves/ partner/ friend/ relative(s) or their employment/business to a greater extent than the general public. If a personal interest exists, then the person concerned must declare it at the start of the meeting or when an interest becomes apparent, but they may still take part in the meeting and vote.

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A **prejudicial interest** is one which, if the public knew the facts, would think the interest was so significant and particular as to prejudice the judgement and decision of the member concerned. In these circumstances the person should declare the interest and leave the room for the duration of the consideration of that item.

In ordinary discussions, LSP partners would not need to declare, as an interest, the body that they represent. This would not be appropriate as representing that body is the reason that they are a member of the LSP Board. The declaration of interests relates to more personal matters. For example, if a partner from the PCT had a close relative employed at a hospital which is the subject of discussion by the LSP, this should lead the representative to declare a personal and prejudicial interest under Declarations of Interest on the agenda in the item relating to that hospital. The partner should declare that again when the item is reached on the agenda and should leave the meeting completely while that item is being discussed. It is entirely up to the partner to decide whether s/he should declare an interest but is advised to take note of any officer advice given at the meeting.

### **Summary**

- Personal Interests – requires a declaration at meetings
- Prejudicial Interests – requires declaration and withdrawal at meetings.

Further details can be found in Part 5, Section 1 of South Gloucestershire Council's Constitution. Attached at Appendix 3 is an extract from South Gloucestershire Council's website relating to exempt information.

### **Declarations Pro Forma**

All partners will be supplied with standardised forms to allow them to complete any declaration they may wish their representative to make at any individual meeting.

**Exempt reports**

Most paperwork considered by Councillors in public meetings is fully available to the public. However, on rare occasions the law requires that certain information may not be put in the public domain - this is referred to as *exempt information*. If a report contains exempt information, the writers of the report must always explain why, quoting the "exempt information paragraphs" from the revised Schedule 12 A , of Section 100I of the Local Government Act 1972 . From 1 March 2006 there are 7 exempt paragraphs as explained below. (reduced from the previous 15). Much greater detail can be found at: [www.opsi.gov.uk/si/si2006/20060088.htm](http://www.opsi.gov.uk/si/si2006/20060088.htm)

If you have any questions about the new paragraphs, contact anyone in the Democratic Services Team via tel. no: 01454 86 4117.

The new paragraphs (wef 1March 2006) in the revised Schedule 12A, of Section 100I of the Local Government Act 1972 are as set out below:-

<b>Paragraph Number</b>	<b>Descriptions of Exempt Info: England</b>	<b>Precis</b>
1	Information relating to any individual	Information relating to any individual
2	Information which is likely to reveal the identity of an individual	Info likely to reveal the identity of an individual
3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Person's financial or business affairs
4	Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connections with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.	Labour relations
5	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.	Legal professional privilege applies

continued overleaf

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6	Information which reveals that the authority proposes – (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment.	Reveals enactment notice, order or direction
7	Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.	Crime related matters