

## BOARD TERMS OF REFERENCE (DRAFT)

### PURPOSE OF THE HEREFORDSHIRE PARTNERSHIP

Herefordshire Partnership is the over-arching strategic partnership for the county. Its key purpose is to establish and achieve the Vision for the county through the delivery of the outcomes and targets specified in the Sustainable Community Strategy (SCS) and Local Area Agreement (LAA).

### Herefordshire Partnership Board

#### Purpose:

- Set and review the Vision for Herefordshire
- Set and regularly review a medium term (3-5 year) Sustainable Community Strategy designed to attain its Vision by achieving its specified outcomes
- Maintain awareness of issues affecting the county and all partners
- Express the Voice of Herefordshire locally, regionally and nationally
- Identify cross-cutting gaps and overlaps in countywide provision and initiate and oversee remedial action, where appropriate
- Set key tasks for delivery by partners within the Management Group and identify responsibility for their delivery

### RESPONSIBILITIES

PURPOSE	ACTIVITY
<b>Strategic Delivery</b>	<ul style="list-style-type: none"> <li>• Develop a single strategic Vision for the county and a medium term (3-5 year) Sustainable Community Strategy.</li> <li>• Agree initial allocation of resources to the Management Group</li> <li>• Ensure the targeting of resources is consistent with the achievement of the Vision, through the outcomes and targets agreed in the SCS and its Delivery Plan.</li> </ul>
<b>Monitoring and Scrutiny</b>	<ul style="list-style-type: none"> <li>• Ensure outcomes of the SCS are achieved through exception reporting and scrutinising performance management processes and procedures</li> <li>• Where a possibility exists that the outcomes will not be achieved, ensure remedial action is instigated.</li> </ul>
<b>The Wider Picture</b>	<ul style="list-style-type: none"> <li>• Maintain an understanding of current issues and long-term trends as they affect the county, its regional context and the quality of life for people who live, work or visit Herefordshire.</li> <li>• Develop and use local networks across the county to gauge opinion and attitudes and ensure community cohesion.</li> </ul>
<b>The Voice of Herefordshire</b>	<ul style="list-style-type: none"> <li>• Lobby, campaign and champion the issues of importance to the county at regional and national government level and in the media.</li> <li>• Act as an ambassador of the Partnership by communicating the priorities, activities and achievements of the Partnership (and its Policy and Delivery Groups) to the public and across the wider partnership.</li> <li>• Ensure effective communication channels with the Policy and Delivery Groups.</li> </ul>
<b>Consultation and data sharing</b>	<ul style="list-style-type: none"> <li>• Identify and address cross cutting issues, gaps and overlaps in county provision.</li> <li>• Promote and encourage multi-agency working</li> <li>• Ensure data and information is shared amongst partners and make</li> </ul>

	<p>certain data sharing protocols are in place.</p> <ul style="list-style-type: none"> <li>• All areas of data collection and reporting will be fully compliant with the Council's Data Quality procedures</li> </ul>
<b>Accountability</b>	<ul style="list-style-type: none"> <li>• Ensure the Partnership's activities are understood and are relevant and accessible to the public.</li> <li>• Ensure strong governance and partnership agreements are in place and these are reviewed annually.</li> </ul>

## Frequency of meetings

Herefordshire Partnership Board meets four times a year, with a partnership event taking place annually. Focus groups, special discussions and sub-groups will be convened from time to time.

## Principles to be applied to membership:

The Board is made up of people who:

- Have the ability to take a broad view of Herefordshire's interests
- Demonstrate the ability to act corporately and be an ambassador for Herefordshire Partnership
- Help develop and deliver Herefordshire Partnership's Vision, as expressed through the Community Strategy, Local Area Agreement and action plans.
- Represent the views and interests of significant communities and/or sectors
- Ensure those most disadvantaged in the community are identified and their needs addressed.
- Contribute tangibly to the delivery of the Sustainable Community Strategy, through expertise, resources etc
- Commit to equality of opportunity and participation
- Are recognised people of influence
- Are able to commit to attendance at Board meetings and other Board level activities

## Membership

The Board will have the power to co-opt non voting members who have particular expertise or skill to assist in delivery agreed tasks. The membership of the Board shall be no more than eighteen people and comprise:

- Chair of each of the six Policy and Delivery Groups
- Chief Executive, Herefordshire Council/ Primary Care Trust
- Leader, Herefordshire Council
- Primary Care Trust
- Chamber of Commerce
- Representative, local business
- 2 Voluntary Sector Representatives

- West Mercia Constabulary
- Fire and Rescue Service
- Herefordshire Association of Local Councils
- Elected Member (unless already included as one of the above)

Individual organisations and groups will consider representation to ensure membership is inclusive, balanced and of the appropriate level.

### **CHAIR OF THE BOARD**

The Leader of the Council to Chair the Herefordshire Partnership Board, with two Vice Chairs, being one each from the Business and Voluntary/Community Sector. The person chairing the Partnership Board shall do so for a period of 2 years and there shall be a mechanism for reducing or extending that period if required by the majority.