

## Management Group Terms of Reference (Draft)

### Herefordshire Partnership Management Group

#### Purpose:

- Assume responsibility for preparing the Sustainable Community Strategy (SCS) Action Plan for the Board
- Ensure the delivery of the SCS Action Plan
- Report progress of the SCS Action Plan to the Board
- Make decisions within delegated authority
- Ensure resources are utilised to address identified priorities
- In conjunction with the Team Manager, set and review the Support Team Service Plan

#### Responsibilities:

PURPOSE	Activity
<b>Policy</b>	<ul style="list-style-type: none"> <li>• Assume responsibility for preparing the SCS Action Plan for approval by the Board</li> <li>• Ensure activity is commissioned by the six Policy and Delivery Groups to deliver action plan priorities</li> <li>• Ensure resources are allocated and used effectively</li> <li>• Identify lead agencies to deliver tasks identified by the Board</li> <li>• Develop plans for delivering key outcomes in response to emerging funding opportunities</li> </ul>
<b>Performance Management</b>	<ul style="list-style-type: none"> <li>• Manage performance to ensure agreed outcomes are achieved by partners and Policy and Delivery groups and report progress to the Board at each of its meetings</li> <li>• Allocate resources to the six Policy and Delivery groups in line with the strategic direction set by the Board.</li> <li>• Ensure the outcomes of the Strategy are achieved within designated timescales and budgets.</li> <li>• Promote cross partnership working in order to improve outcomes and add value.</li> </ul>
<b>The Wider Picture</b>	<ul style="list-style-type: none"> <li>• Maintain awareness of best practice regionally and nationally</li> </ul>
<b>Raising the profile of the County regionally and nationally</b>	<ul style="list-style-type: none"> <li>• Ensure Herefordshire Partnership is networked with other areas facing similar challenges.</li> <li>• Ensure examples of innovation or creative and successful practice are identified and disseminated</li> </ul>
<b>Consultation and data sharing</b>	<ul style="list-style-type: none"> <li>• Bring together, where possible, strategic consultation activity by partners.</li> <li>• Ensure data quality policy is followed by all partners</li> <li>• Develop common data collection mechanisms where appropriate</li> <li>• Develop analysis of local trends and data</li> <li>• All areas of data collection and reporting will be fully compliant with the Council's Data Quality procedures</li> </ul>
<b>Relationship management, inclusion and equality</b>	<ul style="list-style-type: none"> <li>• Report back to and consult with key partners (particularly those who are not members) as appropriate.</li> <li>• Report back to and consult with Herefordshire Partnership Board</li> <li>• Ensure the Infrastructure of Herefordshire Partnership is in place and fit for purpose</li> </ul>

## **Ways of working**

- Regular meetings (minimum of six times per year) to monitor performance
- Focus on delivery of agreed outcomes and targets

## **Principles applied to membership**

The Management Group is made up of people who:

- Can influence agreed targets and outcomes
- Command resources which deliver targets and outcomes
- Oversee the continuous development of the Herefordshire Partnership as a driving force for change locally
- Are able to commit to attendance at Management Group meetings

## **Membership**

The Management Group shall be no more than twelve people, each of whom must have substantial executive responsibility for resource allocation in the County. The membership is allocated as follows:

- 1 Senior Officer from each of the six Policy and Delivery Groups
- Herefordshire Council / Primary Care Trust
- West Mercia Constabulary
- Fire and Rescue Service
- Learning & Skills Council
- Herefordshire Association of Local Councils
- Voluntary Sector representative

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

## **Chair of the Management Group**

The Chair of the Management Group to be determined by the majority vote of the members of the relevant group.

The person chairing the Management Group 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.