

## Policy and Delivery Groups Terms of Reference (Draft)

### HEREFORDSHIRE PARTNERSHIP POLICY AND DELIVERY GROUPS

#### General

Herefordshire Partnership has six Policy and Delivery Groups, each of which is responsible for delivering the outcomes of the Sustainable Community Strategy.

These are:

- Children and Young People
- Safer Communities
- Stronger Communities
- Environment
- Economic Development
- Healthier Communities and Older People (Health and Well-being)

A review of these groups is planned to ensure that Purposes, Membership, Terms of Reference, reporting arrangements etc are fit for the purpose envisaged by the Board.

#### Accountability

Some of the Policy and Delivery Groups fulfil a statutory function. They are accountable for the delivery of outcomes and achievement of targets in relation to this responsibility to Departments of State.

These Terms of Reference therefore relate to those outcomes and targets which fall into the Sustainable Community Strategy Delivery Plan. Each Policy and Delivery Group is accountable to the Herefordshire Partnership for performance relating to each of these outcomes and targets.

Partners must ensure that all members nominated to a Policy and Delivery Group have a mandate for their position. All relevant Duty to Co-operate organisations should be represented on Policy and Delivery Groups. Facilitation of a Policy and Delivery Group should be recognised within Job Descriptions, with resources required, at a senior (Director or equivalent) level. There should be regular reporting on the work of the outcomes between the facilitator and the relevant Director.

#### Purpose:

Each Policy and Delivery Group will achieve the following purposes for the Herefordshire Partnership:

- Maintain comprehensive information on the needs of Herefordshire in relation to the relevant outcome theme, and prepare a report for the Management Group identifying risks and opportunities presented by changes observed from practice or on issues on which the group needs a 'steer'.
- Prepare an Action Plan for the Management Group designed to achieve the SCS Delivery Plan Outcomes and targets for which it is accountable and report on progress to the Management Group.

- Be accountable to the Management group for the commissioning and delivery of work designed to achieve the relevant outcomes and targets of the Sustainable Community Strategy.
- Ensure Area Based Grant resources allocated to the group are used to best effect to achieve delivery plan targets
- Make decisions (e.g. certain allocation of funds) within delegated authority
- Maintain active contact across all Policy and Delivery Groups

**RESPONSIBILITIES OF EACH OUTCOME GROUP:**

<b>PURPOSE</b>	<b>Activity</b>
<b>Data and Information Management</b>	<ul style="list-style-type: none"> <li>• Collate data and information from each partner on Herefordshire's Needs</li> <li>• Provide information on risks and opportunities for the annual report on 'The State of Herefordshire'</li> <li>• All areas of data collection and reporting will be fully compliant with the Council's Data Quality procedures</li> </ul>
<b>Planning</b>	<ul style="list-style-type: none"> <li>• Prepare an Action Plan for the Management Group which will achieve the relevant outcomes and targets assigned to the group</li> <li>• Circulate draft action plans to other Policy and Delivery Groups to identify opportunities for collaboration</li> <li>• Review the plans of the five other Policy and Delivery Groups to consider best fit with the groups' priorities.</li> <li>• Working collaboratively with other groups on cross cutting themes</li> <li>• Co-ordinate existing resources including mainstream budgets of partners to achieve key outcomes</li> </ul>
<b>Delivery and Commissioning</b>	<ul style="list-style-type: none"> <li>• Maintain responsibility to co-ordinate or realign if appropriate the resources of each partner to achieve the outcomes and targets of the Action Plan</li> <li>• Commission work to fill gaps in delivery with any additional funds available</li> <li>• Monitor delivery against the Action Plan and report to the Management Group by exception.</li> </ul>
<b>Decision making</b>	<ul style="list-style-type: none"> <li>• Partners should ensure that membership of each Policy and Delivery Group is appropriate, and that the representative attending the Board and Management Group has the responsibility and ability to report on progress and make informed decisions across all areas of activity.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Develop a Member reference group to ensure the effective engagement of Local Authority Members</li> <li>• Provide information and 'news' for dissemination by the Partnership</li> <li>• When asked provide input and expertise to guide discussion by the Board</li> </ul>

## **Membership**

It is necessary to ensure that a wide representation of appropriate partnerships and organisations participate fully in each Policy and Delivery Group, to ensure the successful delivery of the outcomes and indicators for which the Group is responsible.

Also within the membership, each Policy and Delivery Group has responsibility to ensure that Duty to Co-operate organisations and representation from the Voluntary Sector are identified and involved.