

NEWARK AND SHERWOOD LOCAL STRATEGIC PARTNERSHIP BOARD

TERMS OF REFERENCE

Newark & Sherwood Local Strategic Partnership's Board consists of senior representatives from key organisations, agencies and sectors that have an impact upon the district's communities. In leading the LSP's development and deciding its strategic direction, the core roles and responsibilities of the Board and its members are as follows.

1 Roles

1. Acting as a forum for the development and implementation of the district's Sustainable Community Strategy.
2. Providing the strategic direction for the Local Strategic Partnership by:
 - Consolidating local plans, partnerships and initiatives. Making sure that these align effectively with the Sustainable Community Strategy to ensure that local needs are met and local priorities are effectively addressed.
 - Ensuring that partner organisations' strategies align with the Sustainable Community Strategy wherever they impact on the provision of services or activities affecting the District.
 - Liaising with County, Regional and National bodies to ensure that the Sustainable Community Strategy and local actions complement relevant County/Regional/Nationwide initiatives and priorities.
3. Acting as a Forum for sharing expertise and examples of best practice between members – both individually and organisationally.
4. Overseeing the delivery of the Sustainable Community Strategy's Vision and Strategic Priorities, and district level Nottinghamshire Partnership Agreement (LAA) targets.

2 Responsibilities

1. Encouraging the alignment of partners' internal aims and working practices with those of other LSP partners where possible to facilitate the delivery of the Sustainable Community Strategy.
2. Ensuring awareness of - and commitment to - LSP priorities, direction and undertakings throughout partner organisations.
3. Encouraging the alignment of planning, performance and budgetary processes between partner organisations where practicable.
4. Periodically reviewing the Sustainable Community Strategy's Vision and Strategic Priorities.
5. Encouraging the alignment of partner organisations' consultation with the work of the LSP and its members where appropriate.

3 Membership

The table below details the voting membership of the LSP Board.

<u>Organisation/Sector</u>	<u>Current Board Member</u>	<u>Deputy</u>
District Council elected representative (and Chairman of the Board)	Cllr Tony Roberts	
County Council elected representative	Cllr Keith Girling	
Nottinghamshire Police	Chief Superintendent David Wakelin	
Nottinghamshire Teaching Primary Care Trust	Penny Spring	
Voluntary/Community/Faith Sector	Julia Hughes (Newark and Sherwood CVS)	Rupert Vinnecombe
Education & Skills	John Allen (Lincoln College)	Jean Pardoe (Connexions)
Business	Rodney Hughes (MHI)	
Chair of the Local Development Framework Task Group	Cllr Roger Blaney	

In addition to the above Board members, the Chief Executive of the District Council, Nottinghamshire County Council's Director of Children & Young People's Services and the Chair of the LSP Management Group are invited to attend Board meetings ex officio.

1. Membership of the Board represents personal commitment to the work of the Local Strategic Partnership, to attend meetings personally and regularly and to prioritise LSP business.
2. If a Board member is unable to attend a meeting then their nominated and approved deputy may attend on their behalf.
3. If a member of the Board (or their deputy) is unable to attend for three consecutive meetings then the Board will consider their continued membership or replacement.
4. In order to retain the flexibility required to robustly address the key issues that impact upon the district's communities, membership of the Board will be reviewed as agreed by the LSP Board at a quorate meeting.
5. The Board may invite representatives of partner organisations to attend for, or to present, specific items as appropriate.
6. Subject to the discretion of the Chairman, observers may be allowed to be present at Board meetings. Applications should be made to the Chairman 24 hours in advance of the meeting.

4 Chairmanship of the Local Strategic Partnership

1. The Local Strategic Partnership Board will be chaired by the Leader of Newark and Sherwood District Council. This follows national best practice guidance, which states that the Partnership should be led by the local authority.

5 Voting and Decision Making

1. **Quorum** – No business shall be transacted at a meeting of the LSP Board unless at least 4 voting members are present.
2. Each Board member has equal voting rights.
3. Decisions taken by the Board will be on a consensus basis where possible.
4. In the event of an equality of votes the Chairman will have a second or casting vote. Any member dissenting from a resolution passed by the LSP shall be entitled on request to have his/her name recorded in the minutes as having so abstained. The Chairman may also, in the case of an equality of votes, request a further more detailed report for a future meeting if time permits.
5. In the case of an immediate decision needing to be made, and it not being possible to arrange an extraordinary meeting of the Board, an executive decision can be made by the Chairman of the LSP in consultation with the Chief Executive of the District Council and a relevant Theme Group Chair.

6 Frequency of Meetings

1. Board meetings will take place four times per year.
2. The Chairman may call additional meetings of the Board. Any Board member may also call an additional meeting of the Board provided that the purpose of the meeting is supported by at least three other Board members.

7 Administration

1. Newark and Sherwood District Council will provide administrative support for the Local Strategic Partnership and act as the responsible body.
2. The agenda and accompanying papers for Board meetings will be sent to Board members a minimum of three working days prior to the meeting. Late items may be accepted at the discretion of the Chairman.
3. Minutes of the meeting will be drawn up and circulated to all representatives and will be presented for approval at the next meeting.

8 Reporting Arrangements

1. Feedback from Board meetings will be presented at the subsequent Management and Theme Group meetings as a standing agenda item.
2. Agendas and Minutes of Board meetings will be placed on Newark and Sherwood District Council's website for reference.
3. Progress updates to the community will take place in the form of press articles/press releases, project case studies and an annual progress report.