



## **TERMS OF REFERENCE 2009**

### **INTRODUCTION**

The Stratford District Partnership is a partnership between public, private and voluntary agencies and community organisations. Its structure is based on six themed partnerships reporting to a strategic and co-ordinating core partnership group. The main roles of the Partnership are to oversee the sustainable community strategy for the District and to co-ordinate the local delivery of actions in support of the Warwickshire Local Area Agreement. The Core Group brings together the major statutory resource holding agencies and representatives of the themed partnerships and the District's six Community Forums.

#### **1. AIM**

To make Stratford District an even better place in which to live and work for all its citizens by ensuring the effective co-ordination of the contribution made by each of the partners.

#### **2. OBJECTIVES**

The main objectives for the Stratford District Partnership (SDP) are:

- Through the preparation of a Sustainable Community Strategy, to set out a shared long term vision for the District that has regard to local economic, social and environmental objectives.
- To promote the role of the Local Development Framework as being the spatial expression of the Sustainable Community Strategy, and to facilitate a broad range of contributions to its development.
- To use the framework provided by the Warwickshire Local Area Agreement as a basis for agreeing priorities for improvement, setting joint targets and clarifying the responsibilities for delivery.
- To encourage collective and collaborative activity when it is evident that to do so will produce real added value to the delivery of local outcomes.
- To promote the engagement of local citizens, communities and the voluntary, community and private sectors in the planning and delivery of local priority outcomes.

### **3. WORK PRIORITIES AND DECISION-MAKING**

The Stratford District Partnership:

- Expects all partner agencies to embrace the aim of the partnership.
- Will work to an agenda agreed by the Partnership within the context of the Sustainable Community Strategy and Local Area Agreement.
- Cannot impose decisions on individual partner organisations.
- Requests partner agencies to consult and/or inform the Partnership over organisational changes that may impact on collective working.

### **4. GEOGRAPHICAL AREA**

The Stratford District Partnership will cover the geographical area administered by Stratford-on-Avon District Council.

### **5. PARTNERSHIP FORUM**

The District Partnership will hold at least one Forum event for the Partnership each year.

### **6. ROLE OF THE CORE GROUP**

The role of the Core Group is to:

- Oversee the development of a Sustainable Community Strategy for the District, establishing a vision to enhance quality of life and to tackle the difficult cross-cutting problems faced locally.
- Act as the overarching strategic partnership in the District, bringing together the key thematic partnerships to deliver the priority outcomes agreed in the LAA. The Core Group will hold the Theme Groups to account for the delivery of the LAA and Sustainable Community Strategy.
- Set priorities for the local area which are consistent with the LAA and Sustainable Community Strategy.
- Co-ordinate local delivery of all aspects of LAA and Sustainable Community Strategy and ensure cross cutting themes are appropriately addressed at the local level.
- Act as the champion of the citizen and local service improvement and be responsive to the needs of local citizens and communities.
- Bring together the public, voluntary, community and private sectors to coordinate the contribution that each can make to improving localities.

### **7. ROLE OF THE THEME GROUPS**

Each themed partnership group will nominate one of its members to sit on the Core Group. The role of the theme groups is to:

- Determine local strategy for a three year period, involving the definition of local priorities, outcomes and approaches to delivery of the agreed county-wide strategies (LAA) and local community strategy priorities (in line with any national standards relevant to the area).
- Produce a resourced annual action plan to deliver agreed strategic outcomes at the district level.
- Ensure alignment of county-wide and local priorities and outcomes
- Co-ordinate and performance manage delivery of district level operational work (including establishing and commissioning work from tactical/operational task and finish/run groups) to support both local and countywide strategies.

- Influence the development of strategies at district/BCU and at county level.
- Performance manage the local impact of the LAA & Sustainable Community Strategy, accounting to the LSP Core Group and the relevant county level themed partnership for delivery of LAA strategies.
- Hold county-wide services to account for the delivery of agreed county wide strategies and activities which impact on local priorities.
- Undertake risk management of local strategies and actions, and escalate as required.

## **8. MEMBERSHIP OF CORE GROUP**

Membership of the Core Group will include a representative from each of the Theme Groups and Community Forums as well as senior representatives from key resource-holding organisations. These are:

### **Theme Groups**

1 representative from each of the following: -

Children & Young People Theme Group.  
 Climate Change & Environment Theme Group.  
 Economic Development & Enterprise Theme Group.  
 Healthier Communities & Older People Theme Group.  
 Safer Communities Theme Group.  
 Stronger Communities Theme Group.

### **Community Forums**

1 representative from each of the six Community Forums.

### **Resource Holders**

1 representative from Warwickshire County Council.  
 1 representative from Stratford on Avon District Council.  
 1 representative from Warwickshire Police.  
 1 representative from Warwickshire NHS.  
 1 representative from the Stratford Council for Voluntary Services.  
 1 representative from the Warwickshire and West Midlands Association of Local Councils.  
 1 representative from the Coventry and Warwickshire Learning & Skills Council.

The Core Group shall be able co-opt up to a maximum of 2 non voting members.

## **9. APPOINTMENT OF CHAIR AND DEPUTY**

Prior to the first Core Group meeting in each municipal year the representatives of the Community Forums, theme groups and the resource holders will appoint two independent members to the group. These independent members shall be appointed from a list of candidates who shall be nominated by a member of the Core Group. The two independent representatives will act as Chair and Deputy Chair of the Core Group for a period of 12 months.

The Chair and deputy shall be eligible for re-nomination.

## **10. ARRANGEMENTS FOR MEETINGS**

- a) Both the Core Group and the themed partnership groups will meet at least four times a year, however additional meetings may be arranged as necessary.
- b) Wherever possible, decisions shall be reached by consensus. If the Chair considers a vote is necessary it will be determined by a simple majority.
- c) Members of the Core Group may arrange for a deputy to attend when their own attendance is not possible, but any such deputy must carry full decision making authority.
- d) Meetings will be serviced and supported by the main resource holding agencies represented on the Core Group in accordance with arrangements that will be reviewed and agreed on an annual basis.
- e) Minutes of all meetings of the Core Group and the themed partnership groups (including a record of attendance and any conflicts of interest) will be circulated within 7 days and submitted for approval to the next appropriate meeting.

## **11. REVIEW**

These terms of reference will be reviewed in the light of experience, and in any event will be subject to formal review by not later than 31 March 2011.

## **12. LOCALITIES**

Warwickshire County Council, with the support of Stratford-on-Avon District Council and the Warwickshire Police, has established six community forums within the Stratford-on-Avon District. These forums provide a key mechanism to engage with local people. This Partnership considers it important that the voice of local people be recognised as influencing the strategies and priorities to be pursued in the District. As such, each of the Community Forums is represented directly on the Core Group of the Stratford District Partnership.