

Council

30th June 2008

8. **MATTERS ARISING –
EXECUTIVE COMMITTEE 11 JUNE 2008 –
REDDITCH PARTNERSHIP AGREEMENT & PROTOCOL.**

(Report of Director of Borough Director)

1. **Purpose of Report**

To update Members on the contents of the draft Redditch Partnership Agreement & Protocol considered by the Executive Committee on the 11th of June 2008.

2. **Recommendations**

The Council is asked to RESOLVE that

- 1) the updated Redditch Partnership agreement & protocol be endorsed.

3. **Report / Key Issues**

- 3.1 At the meeting of the Executive Committee on 11th of June 2008, Members endorsed the Redditch Partnership agreement & protocol.
- 3.2 At its meeting of the 18th of June 2008 Redditch Partnership requested changes to the document which have been incorporated into the document (Appendix A).

4. **Conclusion**

In the light of the above, Members are requested to endorse the Redditch Partnership agreement & protocol as now amended / updated.

5. **Consultation**

Consultation has taken place with the Redditch Partnership Management Board.

6. **Background Papers**

Executive Committee Agenda and Decision Notice
- 11th of June 2008

7. **Author of Report**

The author of this report is Matthew Bough (Housing Policy Manager) who can be contacted on extension 3120 (e.mail: matthew.bough@ redditchbc.gov.uk) for more information.

8. **Appendix**

Appendix A - Redditch Partnership agreement & protocol.



Partnership Agreement and Protocol

1. INTRODUCTION

The purpose of this Agreement is to establish a framework within which the Members of the Redditch Local Strategic Partnership (LSP) (Redditch Partnership) can demonstrate their commitment to support and participate in the Partnership.

The Agreement and Protocol is not a binding contractual agreement and is intended to show commitment to the aims of the Partnership and to the other members of the Partnership.

2. VISION

‘Redditch to be successful and vibrant with sustainable communities built on partnership and shared responsibility. We want people to be proud that they live or work in Redditch’.

3. PARTNERSHIP PRINCIPLES

- Quality and Value for Money – partners in the LSP are committed to providing value for money services which are of the highest quality within the available resources;
- Probity and Ethics – the LSP partners will, in all their dealings and activities ~~comply with the law and~~ operate to the highest standards of probity and ethics;
- Equalities – all the partners in the LSP believe that every person in our community is important whatever their age, race, gender, background or personal circumstances. We will treat everybody – whether resident, worker or visitor – with respect. We will incorporate this approach in all aspects of our work and contacts;
- Sustainability – all the partners in the LSP recognise that they have a crucial part to play in protecting the local environment and in promoting sustainable development in the Borough;
- Shared responsibility – the partners in the LSP believe that the best way to tackle problems is by working together within the partnership and with the community at large.

4. PURPOSE

- To develop, implement and monitor the Sustainable Community Strategy for Redditch Borough. Establish common targets, agreed actions and milestones that lead to demonstrable, positive and sustainable change in the community
- To jointly or through partner agencies, commission research and analysis on the long-term challenges affecting the Borough;
- To assist in consulting with all sectors of the community to identify key economic, social and environmental concerns for the Borough to ensure the Sustainable Community Strategy is focused on issues impacting on the community;
- To jointly or through partner agencies deliver the sustainable community strategy and ensure that plans and agencies are co-ordinated, to create services that provide improved value for money and are better designed to meet local needs and priorities;
- To contribute to the development, management and delivery of the Worcestershire Sustainable Community Strategy and Local Area Agreement and its key themes as below;
 - Communities that are safe and feel safe
 - A better environment – for today and tomorrow
 - Economic success that is shared by all
 - Improving health and wellbeing
 - Meeting the needs of children and young people
 - Stronger Communities.
- To monitor and evaluate the delivery of the sustainable community strategy and feed any relevant information back to local residents in a clear and simple format.
- To promote and encourage shared purpose and commitment to the Redditch Partnership process from all
- ~~To deliver the Local Heroes Awarded annually~~
- To provide a forum for debate to influence and shape national, regional and sub-regional proposals to help improve the quality of life in the Borough of Redditch for people who live, work or visit the area and to improve the image of the Town.
- To provide support to the development of an annual State of the Borough Conference
- To support partners through their inspection framework

5. DUTIES AND RESPONSIBILITIES**i) Resources**

All of the members of the Partnership will need to identify how they will support the Redditch Sustainable Community Strategy both in terms of general allocation of resources and in terms of the specific allocation of resources designed to support a project for which they are responsible, or involved in, but which is to be undertaken within the framework of the Redditch Sustainable Community Strategy

It is envisaged this may be through:

- Members of the Partnership giving general support to the partnership both through the commitment of staff time and where appropriate through the commitment of both revenue and capital resources. Where necessary it is intended that whenever such resources are made available, they are committed to be spent within the remit established by the Redditch Sustainable Community Strategy.
- The Members of the Partnership may also, when appropriate, commit themselves to making available resources that would normally be spent by them in their own right in support of individual members' programmes, but where those programmes form part of the Redditch Sustainable Community Strategy it has been agreed that the partners will commit those resources through the Partnership.

Consideration needs to be given to a budget/allocation of resources solely for the use of the Partnership and its members in achieving outcomes identified in the Sustainable Community Strategy.

Existing resources or grants through normal working practice of the members will also be a main source of funding. At all times any funding or resource will still be the responsibility of the member organisation.

This Protocol records the need for flexibility, recognising that each of the Members will have different audit and public probity demands to satisfy. However, within those constraints, the Members agree to commit themselves to operating through the Redditch Partnership in accordance with the Redditch Sustainable Community Strategy.

ii) Operating Agreement

This Agreement and Protocol recognises the need to establish an Operating Agreement which will cover:

- the branding and promotion of the Redditch Partnership;
- the authorising of individual partners to speak on behalf of the Partnership through the Chair of the Management Board;

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- the issue of press statements and public relations material in relation to the activities of the partnership. This is to be managed by the Board;
- establishing conventions on how the Partners should distinguish between statements made on behalf of the members acting in their own right and the members acting through the Redditch Partnership.

iii) Contracts

In the interests of simplicity any contracts with third parties, whether for employment, supplies or services, will be entered into by one of the members, not the partnership as a whole.

If the partner entering into the contract is only willing to do so on the basis of financial support from any or all of the other partners, then no contract should be awarded until the financial support relied upon is agreed and set out in writing.

No partner has the power to commit any other partner to any expense unless expressly and specifically agreed.

Any partner holding funds provided by any other partner will maintain accounts and provide such information at any time as may reasonably be requested.

iv) Sharing information

It is agreed that, wherever possible, Partnership members shall share information about their organisations, services and customers where that information is relevant to the aims and objectives of the Partnership and the Sustainable Community Strategy.

It is further agreed that where such information is confidential - for example for reasons of commercial, customer or client confidentiality - that members shall seek to provide the information in such a form as to assist the Partnership while resolving those confidentiality issues – for example by providing numbers of car crimes in a given area without naming the offenders.

Members shall at all times abide by the requirements of the Data Protection Act.

6. MEMBERSHIP AND TERMS OF OFFICE

The Redditch Partnership is an inclusive forum to bring together partnerships and organisations based on good will and a shared common purpose.

It is agreed and understood that it is the senior partnership in the area, with its membership drawn from the most senior decision makers. While the LSP is a non-statutory partnership, Redditch Borough Council has a statutory responsibility to prepare a Sustainable Community Strategy. Partners acknowledge that to fulfil this duty effectively, a senior partnership is required.

At present it does not have a separate legal entity and cannot be an "approved body".

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The Partnership operates strategically. Implementation will be through its associated partnerships and member organisations.

Organisations and partnerships have existing accountabilities and these remain the same. Individual partners will remain responsible and accountable for decisions about their own services and resources.

Where an individual partner has goals primarily set by central government, the Partnership will identify the appropriate contribution that its members can make to achieve those goals. Where local and regional or national priorities are not aligned - either in respect of specific outcomes or resource implications, the Partnership will seek regional Government Office's advice.

Membership is open to any organisation and / or service provider in Redditch wishing to support the work of the Partnership and its aims. Membership includes the acceptance of the responsibility to work within the terms of this Agreement and Protocol.

Membership is primarily aimed at organisations rather than at individuals who do not represent an organisation. However, the Partnership has a responsibility to actively involve under-represented groups and it may wish to involve individuals where they represent a minority interest or issue.

i) Structure of the LSP

The structure of the LSP is outlined in Appendix A and consists of:

- The Redditch Partnership
- The Redditch Partnership Management Board
- Task & Finish Groups and **Theme Groups (Children & Young People and Health & Well Being)**

ii) The Management Board

The Management Board shall oversee the work of the Partnership and progress in meeting targets in the Sustainable Community Strategy.

The Management Board of the Partnership shall be restricted to a maximum of 12 member **organisations** drawn from the public, private and voluntary and community sectors.

- Redditch Borough Council – Councillors and Officers
- Worcestershire County Council – **Councillor and Officers**
- West Mercia Police Service
- Worcestershire Primary Care Trust
- Bromsgrove and Redditch Network
- North East Worcestershire (NEW) College
- Hereford & Worcester Fire and Rescue
- Business Community Representative
- **Hereford & Worcestershire Chamber of Commerce**
- **Redditch Community Safety Partnership Chair**

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It is recommended that the public, private and community sectors be represented as equally as possible although this may vary to reflect changing priorities and issues over time.

The member organisations of the Management Board shall commit themselves to being represented at the most senior managerial level.

Management Board members must ensure attendance at all meetings. Each named representative from each organisation will be permitted to have one named substitute who must be of a senior level.

Observers may attend meetings with the permission of the Chair.

The Management Board may, from time to time, co-opt organisations for a specific purpose.

iii) Selection of Management Board Members

The Partnership Board is not a body which is elected by the public. The Partnership is a group of organisations from the public, community and private sectors that come together voluntarily to improve the quality of life of the residents of Redditch. The Management Board is composed of representatives of the main public, voluntary and community and private sector organisations and agencies that can make a difference to quality of life issues. Its membership is selected by the partnership members rather than being elected by the public.

Government guidance and national practice recommend that the Board should include senior decision-making representatives from the principal local authorities – the Borough Council, the County Council, Primary Care Trust and the Police. They are the largest public sector budget holders and can clearly bring benefit to local people through joint planning. Therefore these four organisations will be permanently represented on the Management Board.

The membership of the Board will be reviewed annually by each sector (public, private, community) involved in the Partnership.

The Management Board will provide a Chairman and Vice-Chairman for the LSP. These appointments will be subject to review every 12 months, or earlier if either of these posts becomes vacant.

Meetings of the Management Board will be agreed by the Board Members on a frequency to enable the effective development of the Partnership and its work.

The Management Board shall require a quorum of 6 members to be present in order to make decisions on behalf of the Board.

iv) Task & Finish Groups and Theme Groups

As with the LSP Management Board, the Task & Finish Groups and Theme Groups are not bodies elected by the public. Their membership is reviewed by the Groups themselves or the Management Board of the LSP.

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There will be no pre-determined approach to Task & Finish Groups. For example, they can include:

- Existing partnerships (**Community Safety Partnership**) who are constituted in their own right;
- Wider networks or forums

Links between the Management Board of the LSP and the Task & Finish **and Theme** Groups are twofold:

- A 'commissioning link' – this means that the Management Board of the LSP may set up new groups or ask existing groups to deliver specific projects or research that will contribute to the delivery of the Community Strategy;
- A 'consultation link' – this means that Task & Finish **and Theme** Groups will feed upwards to the Management Board of the LSP data and information to inform the Community Strategy, new project ideas, funding opportunities etc.

Day-to-day management arrangements are as follows:

- Task & Finish Groups will not be facilitated by the LSP Co-ordinator, unless specifically requested;
- Communication between the Management Board and Task & Finish **and Theme** Groups will be achieved through regular meetings between the Chair of the LSP and the Chairs of Task & Finish **and Theme** Groups. The purposes of these meetings are also to ensure a cross-cutting approach of projects and avoid 'silos'. It is proposed that these meetings will take place at least quarterly;
- The Management Board may request Task & Finish **and Theme** Groups to report progress at regular intervals, e.g. quarterly.

7. ACCOUNTABILITY

i) Redditch Partnership

The Partnership will include a broad number of groups and organisations based in Redditch, for example community groups, Parish Councils and other 'informed stakeholders' but not individuals. However, the Partnership has a responsibility to actively involve under-represented groups and it may wish to involve individuals where they represent a minority interest or issue. The Partnership would enable the LSP to engage with a broad range of partners both thematic and area based. The group will meet annually and the purpose of these meetings is to:

- Receive feedback from the Management Board on progress of delivery against the community strategy;
- Hold the Management Board to account and 'test' what it is doing is of use to local people in the Borough of Redditch;
- Be consulted on and raise current or emerging issues that need to be considered in revising the existing / preparing a new community strategy.

ii) Accountability of the Partnership

All members of the Partnership, the Management Board and the Task & Finish **and Theme Groups** shall abide by the extant and nationally recognised procedures, guidelines and standards for ensuring probity and good governance in public life.

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The Management Board shall report annually to the full Council of Redditch Borough Council. The purpose shall be to report on the progress and activities of the Partnership.

iii) Operations

This protocol will establish a clear statement of the aims and objectives of the Partnership.

Members are accountable to the Partnership, in terms of their responsibilities, as set out in the Redditch Sustainable Community Strategy and for agreements made by the Partnership.

In addition Members are accountable to the Partnership for the commitments they make with regard to the implementation within their organisations / partnerships of relevant aspects of the Redditch Sustainable Community Strategy.

The Redditch Sustainable Community Strategy will be the key document for the Partnership. Its broad principles, and identified issues and actions, will provide the basis for establishment of new Task & Finish or Theme Groups or to commission existing Task & Finish or Theme Groups to deliver policies, action and meet agreed targets.

The Redditch Sustainable Community Strategy will be approved by the Partnership as a whole and by the individual members and once approved, will be annexed to and form part of this Protocol.

Community interest and involvement during the preparation of the Redditch Sustainable Community Strategy will be of vital importance and shall develop throughout the life of the Partnership.

Public awareness will continue to be developed. This will include all meeting information being made public, promotional events and a dedicated website.

8. DECLARATIONS OF INTEREST & DISPUTES

Members of the Management Board and Task & Finish and Theme Groups shall declare any financial, personal, business or organisational interest in writing and verbally to the Management Board.

The Management Board shall note any such declarations in the minutes and notes of their meetings.

The minutes and notes of meetings including any such declarations shall be available for public scrutiny at all times. The original documentation shall be available on request and the information shall be published or distributed electronically or in paper form.

The Management Board shall evaluate and make rulings on all declarations of interest as they arise. A declaration of interest may disbar a member from participating in a Partnership project, the Management Board, Task & Finish and Theme Groups or the Partnership itself if it is judged that the interest declared is prejudicial to the aims, objectives and spirit of the Partnership. Or, that such an interest can reasonably be judged to be mostly to the benefit of the individual or organisation making the declaration rather than mostly to the benefit of the Partnership.

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Where the Chair or Vice Chair of the Management Board makes a declaration of interest, this shall be resolved by a majority vote of the Board.

The Management Board in consultation with the Task & Finish **and Theme** Groups shall resolve any disputes.

9. SECRETARIAT

Redditch Borough Council will provide administrative support until such a time that the Management Board shall decide to make other arrangements.

This will include:

- Preparation of the community strategy and action plan, including performance monitoring and reporting
- Planning of management board meetings, including the preparation and distribution of papers
- Other administrative tasks

10. REVIEW & DISSOLUTION

The Members are entering into this Protocol so that they have a framework to oversee the development of the partnership, the production of the Redditch Sustainable Community Strategy and its subsequent implementation.

The Members recognise the need to keep the operation of the partnership within this Protocol under constant review. They recognise changes in legislation may amend the way its Members deliver services in the future. There is also an awareness of the constraints which are imposed through audit and central government on the spending programmes of many of the Members and the Partnership will need to keep under review the opportunities which more formal structures may provide for the more effective spend of such monies through the partnership and the Redditch Sustainable Community Strategy.

If any individual member wishes to withdraw from the Partnership written and verbal notice must be given of how any funding committed to the partnership will be maintained.

11. CHANGES AND ADDITIONS TO THIS AGREEMENT AND PROTOCOL

The Redditch Local Strategic Partnership Management Board shall review this Agreement and Protocol annually.

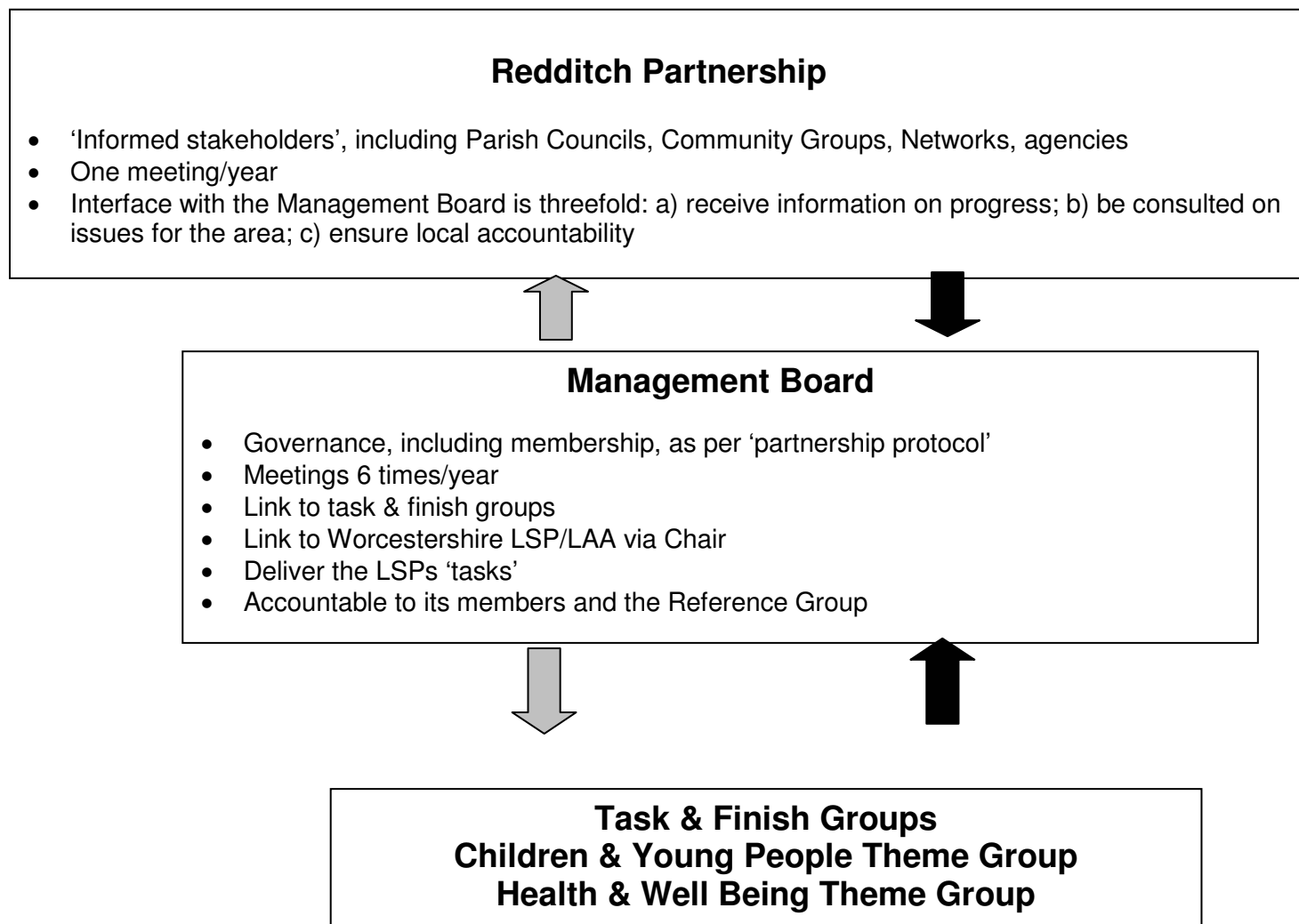
The current version shall be publicly accessible on the Partnership website and available in hard copy on request.

Date approved:

Date to be reviewed:

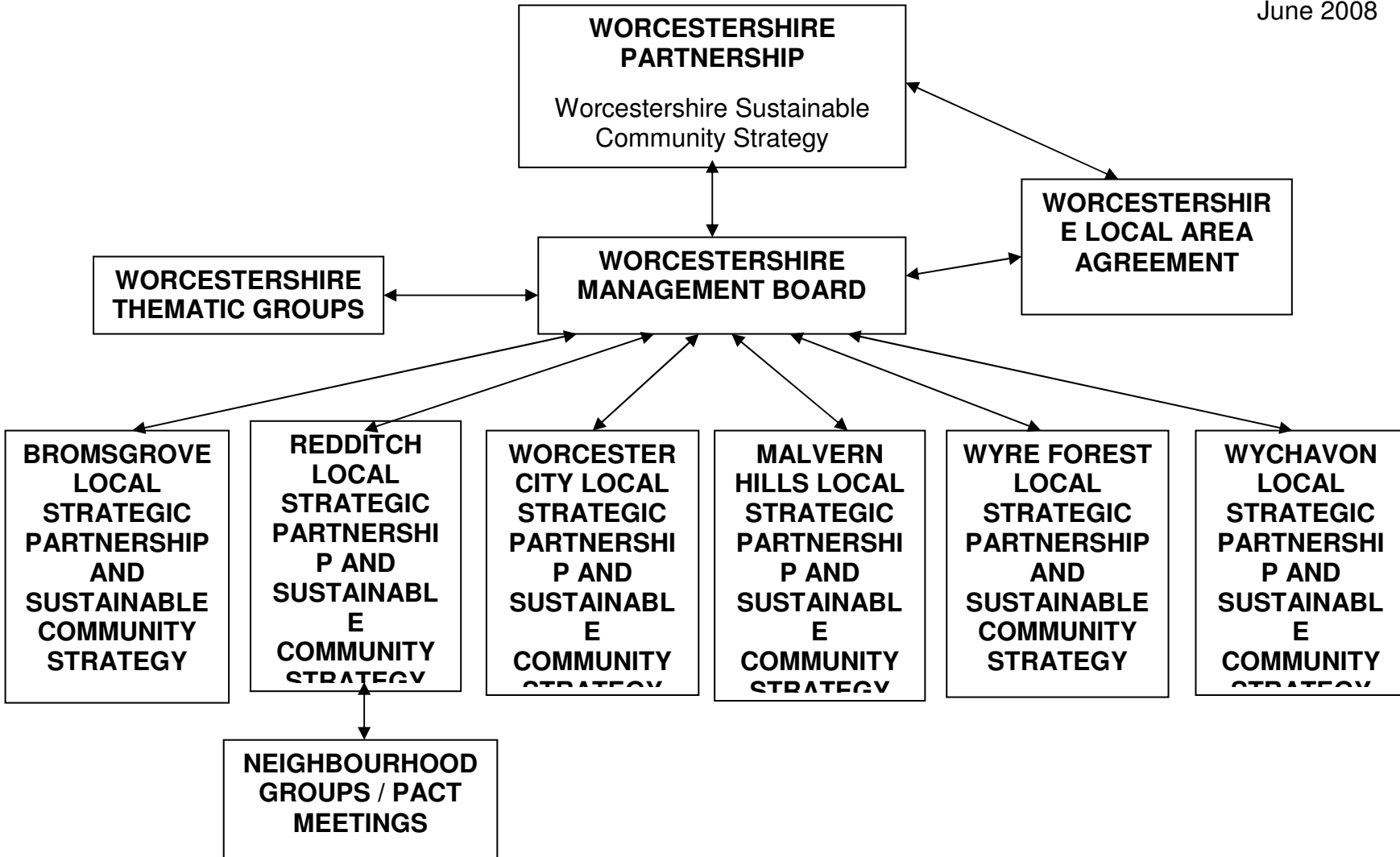
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Appendix A Structure of Redditch LSP



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Appendix A

Council

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Public Sector			Private Sector			Voluntary & Community Sector		
Representing			Representing			Representing		
	Nominated			Nominated			Nominated	
	Substitute			Substitute			Substitute	
	Nominated			Nominated			Nominated	
	Substitute			Substitute			Substitute	
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