

Terms of Reference - Stronger Communities Partnership 060109

Preamble

These terms of reference are the output from

- Two workshops organised by the Council with various stakeholders and interested parties to develop ideas about the new Stronger Communities Partnership.
- Discussions held internally with senior officers in the Council, officers in the Safer and Stronger Communities, Partnerships and Neighbourhood Support Service, and with the portfolio holders for Safer and Stronger Communities.
- Discussions held with the Communities of interest Working Group, New Arrivals Strategic Steering Group, and VCS lead on BDP.

The terms of reference should be read with the draft BDP terms of reference which set out guidance for Strategic Delivery Partnerships.

1. Aim of the Stronger Communities Partnership

The Stronger Communities Partnership (SCP) is one of the Strategic Delivery Partnerships (SDPs) supporting the work of the Bradford District Partnership (BDP).

The BDP is the Local Strategic Partnership (LSP) with overall responsibility for the Big Plan 2008-11 (Our Sustainable Community Strategy).

The aim of the Stronger Communities Partnership is to give meaning to BDP's commitment to fostering stronger and empowered communities where life opportunities are not restricted on grounds of age, disability, faith or belief, gender, race or sexual orientation, where people feel safe and secure in their areas, can contribute to community life, and where communities can live in harmony with each other.

The Partnership will formally meet 6 times a year as a minimum.

2. Objectives

The SCP exists to ensure implementation of the Strong and Cohesive Communities chapter of the Big Plan, and has lead responsibility for ensuring effective delivery of the Local Area Agreement (LAA) in relation to:

- a. Equality – giving everyone an equal opportunity to succeed.
- b. Civic Action – providing opportunities for everyone to get involved and contribute.
- c. Community Relations – supporting people from different backgrounds to get on well.
- d. Community Reassurance – helping everyone to feel secure and at ease.

The SCP will ensure the relevant contribution to the development and delivery of the SCS and LAA is made by:

- a. Contributing to the evidence base through the observatory and other forms of data gathering
- b. Developing draft submissions for SCS priorities within sphere of operation

- c. Taking responsibility for overseeing the performance management of an agreed set of National and Local indicators including taking remedial action in areas of underperformance and where this is not possible to refer such matters to the LSP Board
- d. Overseeing the implementation of an SCS/LAA delivery plan within sphere of operation
- e. Ensuring that delivery plans support the key principles outlined in the SCS and outcomes overseen by other partnerships
- f. Overseeing and commissioning resources available to the Partnership
- g. Consulting and involving stakeholders in the development and delivery of SCS priorities
- h. Participating positively in cross partnership events and activities
- i. To hold individual partners to account for their contribution to the delivery of SCS outcomes
- j. Pursuing and maximising opportunities to join up delivery with partners and other partnerships
- k. Developing and operating by clear terms of reference and agree a memorandum of understanding with the LSP Board
- k. Contributing to the CAA process

3. Accountability

The SCP is a Strategic Delivery Partnership of the BDP, and is accountable to BDP. The chair of the SCP will sit on the BDP Board and will ensure the necessary two-way communication.

4. Membership

Membership is focused around the 4 areas reflective of the Big Plan Strong and Cohesive chapter themes and its LAA indicators. Membership and linkages should mirror and link back to the stronger communities outcomes.

One of the SCP objectives is to hold individual partners to account for their contribution to the delivery of Strong and Cohesive Communities and Big Plan outcomes. Membership of the Stronger Communities Partnership is evolving and flexible subject to the work programme.

Proposed membership list

Named alternates can attend Partnership meetings

Name	Representing	Theme	Stronger Communities Role
Members			
LSP Representative	LSP		Chair Member
Council portfolio holder	CBMDC		Member
VCS Assembly x2	VCS representational body	Civic Participation - aspect of VCS linked to Stronger	Member
Volunteering	Partnership/VCS	Civic Participation	Member

Partnership		- aspect of VCS linked to Stronger	
Community Accord	VCS Organization	Community Reassurance/Community Tension	Member
Safer Communities Reassurance Member - Police	Safer Communities Partnership	Community Reassurance/Community Tension	Member
Equity partnership	VCS/ Community representational body	Equalities/Civic Participation/Community Relations	Member
Consortium of Ethnic Minority Organisations	VCS/Community representational body	Equalities/Civic Participation/Community Relations	Member
Bradford and Keighley Women's Forum	VCS/Community representational body	Equalities/Civic Participation/Community Relations	Member
Bradford Older People's Alliance	VCS/ Community representational body	Equalities/Civic Participation/Community Relations	Member
Bradford Youth Development Partnership	VCS / Community representational body	Equalities/Civic Participation/Community Relations	Member
Faith Forum	VCS/Community representational body	Equalities/Civic Participation/Community Relations	Member
Strategic Disability Partnership	Partnership	Equalities/Civic Participation/Community Relations	Member
CLASP	Partnership/VCS	Equalities/Civic Participation	Member
Communities of Interest Working Group	Working Group	Equalities/Civic Participation/Community Relations	Member
Asylum Seeker, Refugee and New Arrival Strategic Steering Group	Partnership	Equalities/Civic Participation/Community Relations/Community Reassurance	Member
Cultural Consortium	Partnership	Civic Participation/Community Relations	Member
Urban villages	Partnership	Equalities/Civic Participation/Community Relations	Member
Deprived Neighbourhoods	Partnership	Equalities/Civic Participation/Community Relations	Member

Rural Communities-Parish Council Representative/WYRP	Partnership	Equalities/Civic Participation/Community Relations	Member
Advisory roles			
Centre for Participation	University of Bradford	Civic Participation	Advisory
Joseph Rowntree Foundation Communities Bradford	JRF Communities Bradford Programme	Equalities/Civic Participation/Community Relations	Advisory
Support roles			
Stronger Communities Lead Officers	CBMDC	Equalities Civic Participation Community Relations Community Reassurance	Outcome leads Performance management Support
Stronger Communities Partnership Manager	CBMDC	Equalities Civic Participation Community Relations Community Reassurance	Performance management Support
Diversity and Inclusion and Engagement Leads	CBMDC	Equalities Civic Participation Community Relations Community Reassurance	Support
Rural Communities - officer	CBMDC	Equalities/Civic Participation/Community Relations	Support
Neighbourhood Support Service – officers	CBMDC	Equalities/Civic Participation/Community Relations/Community Reassurance	Support
Community Cohesion Reference Group	Officer Network	Equalities/Civic Participation/Community Relations/Community Reassurance Responsibility for overseeing implementation of the CCI Framework	Support
Equality Practitioners Group	Officer Network	Responsibility for overseeing implementation of the BDP Equalities and Diversity Statement	Support

5. Roles & Responsibilities

The SCP has an ambition to improve service delivery across the District by influencing and supporting many organisations and partnerships deliver stronger communities priorities; and this is reflected in its working practices i.e.

- Light, flexible, swift and transparent.
- Working not talking: partners are expected to work at and between meetings; the partnership is a live entity, to make things happen and make things different.
- Keeping it simple

- Building on what exists, not duplicating: use critical interventions and activities to capitalise on opportunities and maximise the value of what is going on already.

There will be different expectations on Partners, but all Partners must be:

- a. Clear about what they can contribute and about the purpose of their membership.
- b. Ready to be challenged about their contribution, participation and performance.
- c. Drawn from all communities, bringing in the right representation, authority and expertise; not just more of the same but new partners to deal with new challenges.
- d. Willing to trust each other; represent each other; share responsibility; work together.

5.1 Role of Partnership Board Members

The role of partnership board members is to assist the Partnership in developing and delivering its aims and objectives by:

- a. Representing their organisation at Partnership meetings
- b. Taking decisions on behalf of their organisation at Partnership meetings
- c. Contribute to all actions set out under section 2 'objectives'.
- d. Facilitating an effective dialogue between their organisation and the LSP as a whole
- e. Ensuring that actions they have committed to as a member of the SCP are communicated and acted upon within the organisation they represent
- f. Supporting joint activities where appropriate in the interests of efficiency and effectiveness e.g. the Bradford Observatory
- g. Take responsibility for identifying issues for Partnership discussion and therefore shaping event agendas

Contributing to the CAA process

5.2 Role of the Chair and Vice Chair of Strategic Delivery Partnerships (SDP)

The Partnership will elect a Chair and Vice Chair on a bi-annual basis

- a. The role of the Chair will be to lead the SDP in developing and delivering its contribution to the SCS and LAA on behalf of the District. This will include the following:
- b. Chairing meetings and events
- c. Representing the partnership theme at LSP Board where applicable
- d. Ensuring that the Board's guidelines (see Accountable Body Guidance Manual) on partnership governance are met
- e. Facilitating communication between the SDPs the Board, and other stakeholders
- f. Ensuring that the SDPs sets down a strategy for the District and that the strategy is represented in the Sustainable Community Strategy, the LAA and partners' strategic plans with delivery guided by appropriate plans within the sphere of operation
- g. Overseeing the performance management of the partnership strategy and ensuring relevant reports are produced and presented. Tackling issues of performance with the relevant partner where necessary and referring unresolved issues to the LSP Board for their consideration
- h. Ensuring that value for money is achieved through the SDPs arrangements
- i. Facilitating the partnership and partners contribution to the CAA process

5.3 Code of Conduct

- a. A member must observe the code of conduct whenever he or she conducts the business of the Board or acts as a representative of the Board.
- b. A member must promote equality by not discriminating unlawfully against any person
- c. A member must treat others with respect
- d. A member must not do anything which compromises or which is likely to compromise the impartiality of those who work for, or on behalf of, the Partnership
- e. A member must not in his or her official capacity, or any other circumstance, conduct him or herself in a manner which could reasonably be regarded as bringing the Partnership into disrepute.
- f. A member must, if he or she becomes aware of any conduct by another member which he or she reasonably believes involves a failure to comply with the Board's code of conduct, make a written allegation to that effect to the Director of Regeneration and Business Partnerships, representing the Accountable Body, as soon as it is practicable for him or her to do so.
- g. Members must observe the Seven Principle of Public Life, see Appendix 1

6.Support to the Partnership

The Partnership will be supported by the BDP Board; A Stronger Communities Lead Officer from the Safer and Stronger Communities Service to lead negotiations with GOYH, Partners, and Central Government Departments on the development, performance management and delivery of SCS/LAA thematic outcomes; and a Partnership Manager who will be employed by Bradford Council to coordinate all aspects of development and delivery of SCS/LAA thematic outcomes.

Partnership Delivery Team

The SCP will also contribute and attend the Partnership Delivery Team which will comprise of officers enabled to implement LSP Board decisions across the partnership with support from the Council's partnership co-ordination function. PDT will meet 8 times a year as a minimum. The purpose of the partnership delivery team is to feed into the Board's decision making process and ensure the effective implementation of that decision making.

7. Performance management

Performance management of LAA targets will remain with the partnership and regular partnership updates will be provided. The partnership is accountable to BDP for its performance.

Performance management of contracts remain with the commissioning body.

8. Links & Membership

Full details of links (with other organisations, groups and partnerships) and membership roles will be reviewed as the partnership develops.

Sub-groups of the Partnership may be established at the request of the Partnership to deliver specific pieces of projects/research. The purpose and membership of each sub-group will be determined by the Partnership.

THE SEVEN PRINCIPLES OF PUBLIC LIFE

The Nolan Committee on Standards in Public Life set out the following seven principles to guide members of public bodies. They apply to members of all regeneration partnerships.

Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.

*These principles apply to all aspects of public life.
The Committee has set them out here for the benefit of all who serve the public in any way.*

Glossary

Acronym	Title	Explanation
BDP	Bradford District Partnership	The name for Bradford's Local Strategic Partnership
CAA	Comprehensive Area Assessment	An assessment which will look at the public services in an area delivered by councils and their partners including the private and voluntary sectors. CAA will provide assurance about how well-run local public services are and how effectively they use taxpayers' money. But it also aims to be more relevant to local people by focusing on issues that are important to their community. It will develop a shared view about the challenges facing an area and will also create a more joined up and proportionate approach to public service regulation
GOYH	Government Office for Yorkshire and Humber	Central Government's representation in the region
LAA	Local Area Agreement	Three year agreement between Central Government and the LSP. The agreement sets out priority issues for local action and what partners will deliver. Set of targets against 35 of the 198 National Indicators
LSP	Local Strategic Partnership	Partnership of public, private, community and voluntary sectors in a local Authority area seeking to improve quality of life. The Government intends that LSPs be used to coordinate better local service delivery.
NI	National Indicator	Measure progress against Government's key outcomes covering health, environment, economic regeneration, skills and Education. There are 198 NIs, 35 of which have been chosen for target setting in the LAA
SCS	Sustainable Community Strategy	Strategy which sets out the priorities and objectives for delivering long-term improvements in quality of life for the whole District. SCS is called 'The Big Plan' in Bradford and is the responsibility of BDP and it's themed partnerships and partners
SDP	Strategic Delivery Partnership	Themed Partnerships which sits underneath and report to BDP
VCS	Voluntary and Community Sector	Groups and organisations whose activities are carried out other than for profit but which are not public or local authorities. They may or may not use volunteer help or employed staff
WNF	Working Neighbourhoods Fund	Funding allocated to LSPs to tackle worklessness

