

DRAFT FOR COMMENT

**SOUTH HAMS LOCAL STRATEGIC PARTNERSHIP
PARTNERSHIP AGREEMENT**

Adopted xxx

- Mission: To improve the well-being of the people of the South Hams in a sustainable way. (Taken from the South Hams Sustainable Community Strategy 2007-11)
- Remit: To identify opportunities where working together across service and organisational boundaries has the potential to deliver greater benefit for the people of the South Hams.
- Aims: The Strategic Partnership exists to:
- improve strategic co-ordination and communication between key agencies and organisations serving and supporting the people of the South Hams;
 - promote social, economic and environmental well-being;
 - steer and champion the delivery the South Hams Sustainable Community Strategy.

1 PURPOSE

- 1.1 The purpose of this agreement is to establish that partners confirm their commitment to the aims of the South Hams Local Strategic Partnership, to other members of the Partnership and to the wider community by agreeing to work together to improve the communities of the South Hams.

2 MEMBERSHIP AND GOVERNANCE

- 2.1 The South Hams Local Strategic Partnership is a forum to bring together partnerships and organisations based on good will and a shared common purpose.
- 2.2 The Partnership operates through a Steering Group. Implementation of the Sustainable Community Strategy Priority Themes will be progressed by Delivery Groups linked to the theme action plans. Scrutiny of the Partnership will be undertaken by the wider Community Partnership Forum.
- 2.3 Individual partners remain responsible and accountable for decisions about their own services and resources.
- 2.4 Membership is open to any organisation and/or service provider in the South Hams wishing to support the work of the Partnership and its aims. Taking on membership includes the acceptance of the responsibility to work within the terms of this Agreement.

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- 2.5 Membership is for organisations rather than individuals. However, the Partnership has a responsibility to actively involve under represented groups and it may wish to involve specific individuals where they represent a minority interest or issue.
- 2.6 South Hams District Council has a requirement to produce a Sustainable Community Strategy and there is an expectation that it will convene a Local Strategic Partnership (LSP), and therefore assumes the role of lead partner of the South Hams Local Strategic Partnership.
- 2.7 A copy of the governance structure is attached at Appendix A.

3 STEERING GROUP – SOUTH HAMS STRATEGIC PARTNERSHIP

- 3.1 The Steering Group (SHSP) is responsible for championing the mission for the South Hams, agreeing the strategic priorities, supporting the delivering of the Sustainable Community Strategy and overseeing the theme action plans.
- 3.2 The SHSP is not an elected body. Its membership is selected to reflect the established needs identified within the Sustainable Community Strategy.
- 3.3 Membership of the steering group will consist of:-

Chair	Independently selected
South Hams District Council	2 Elected Members Chief Executive* (or their nominee)
Devon County Council	2 Elected Members (Executive and Scrutiny) County Community Strategy Officer*
Devon Primary Care Trust	South Hams representative*
Devon and Cornwall Police	South Hams representative*
Voluntary and Community Sector	Nomination from the Voluntary Sector Forum Chief Officer, South Hams Council for Voluntary Service*
Business and Skills Sector	3 Representatives
Social Housing Sector	1 Representatives
Environment Sector	2 Representatives
Town Councils	1 elected member from each of 4 main towns in South Hams

- 3.4 It is acknowledged that the SHSP may need to make changes in its membership to reflect changing needs and priorities. Should a member wish to resign, notification should be provided in writing to the Partnership. Current membership is detailed at Appendix B. The role of partners is set out in Appendix C.
- 3.5 The member organisations of the SHSP shall commit themselves to being represented at the most senior managerial level and will be required to attend at least half the meetings per annum.

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- 3.6 Meetings of the SHSP will take place at least quarterly or more frequently should the need arise. Minutes will be taken at each meeting, circulated to Partnership members and posted on a website. A summary of the Partnership's activities will be provided to the South Hams Community Partnership Forum. (* More regular communication between 5 nominated contacts may take place to facilitate the smooth administration of these partnership arrangements.)
- 3.7 The Chair shall be independent of the SHSP and recruited for a 3 year period. The Vice-Chair shall be the Leader of South Hams District Council.
- 3.8 A quorum shall be declared when a minimum of 8 members are present. Wherever possible the Partnership representative should attend the meetings but may, when necessary, send a named substitute. All decisions should be reached by consensus.
- 3.9 Members of the SHSP shall commit themselves to ensuring that the work of the South Hams LSP and its theme delivery groups is conveyed to their respective organisations/groups.
- 3.10 Members of the SHSP are responsible for ensuring that their organisations are represented at the relevant and appropriate theme delivery groups.

5 LSP COMMUNITY PARTNERSHIP FORUM

- 5.1 The Community Partnership Forum is a wider group of organisations from the public, private and community and voluntary sectors who come together under the 'Duty to cooperate' and the 'Duty to involve' to improve the quality of life of the South Hams. The Forum aim to meet 2 times a year.
- 5.2 Meetings of this Forum are the opportunity to review progress and set new direction, as appropriate. In addition, briefings or updates on policy developments or initiatives are also provided. Members of the Steering Group are encouraged to attend the Forum.

6 DELIVERY GROUPS

- 6.1 Delivery Groups will be established to develop action plans to ensure implementation of Sustainable Community Strategy priorities.
- 6.2 Lead Officers for each activity area will be identified whose responsibility will be the establishment and support of a Delivery Group, and the ongoing arrangements for the group to feedback on delivery and update the action plan accordingly. Progress will be reported to the Steering Group and Community Partnership Forum.

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- 6.3 The Lead Officers are also responsible for ensuring their plan makes the necessary linkages to the South Hams Local Development Framework, Devon Sustainable Community Strategy, Devon Local Area Agreement and other relevant local/sub-regional/regional working.
- 6.4 Each Delivery Group will be composed of representatives of the public, private, community and voluntary sectors that can add value to the work of the particular priority.
- 6.5 The Terms of Reference and membership of Delivery Groups will be agreed and reviewed by the group itself.

7 RESOURCES

- 7.1 All the members of the Partnership will need to identify how they will support the LSP and its work. It is envisaged that this may be through the commitment of staff time or through the commitment of revenue or capital resources.
- 7.2 It is intended that where financial resources are available, they are committed to be spent to achieve the Partnership's overall objectives or to deliver a specific action as set out in the Sustainable Community Strategy.
- 7.3 As lead partner, South Hams District Council will provide the administrative resources for the Partnership to operate effectively.

8 COMMUNITY ENGAGEMENT

- 8.1 All partners must be committed to the Partnerships objectives to:
- Improve consultation methods and community engagement across the area
 - Encourage and enable public engagement and participation
 - Adhere to the Community Involvement Policy.

9 VOLUNTARY SECTOR

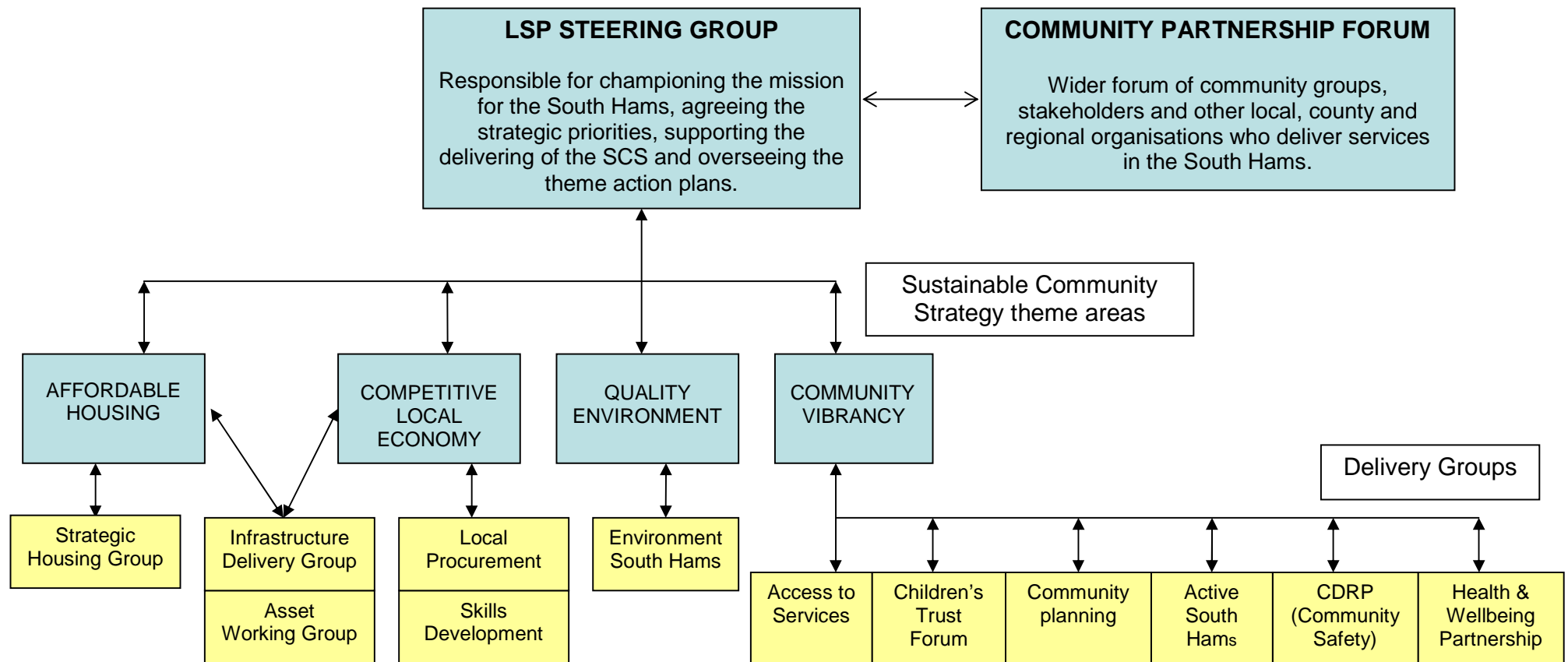
- 9.1 All partners must be committed to the Partnerships objective to maximise the contribution of the voluntary sector and accordingly adhere to the terms of the Devon Compact with the voluntary sector

10 REVIEW

- 10.1 The Steering Group shall review this Partnership Agreement periodically.

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GOVERNANCE STRUCTURE



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Appendix B

Membership of Steering Group at June 2009

Independent Chair – Vaughan Lindsay, The Dartington Hall Trust

South Hams District Council

- 2 elected members – Cllr Anne Ward & Cllr John Tucker (Vice Chair)
- Strategic Director (Community) - Alan Robinson

Devon County Council

- 2 elected members – Cllr Julian Brazil & Cllr Roger Croad
- County Community Strategy Officer - Roger Grainger

Devon Primary Care Trust

- South Hams representative - Tina Henry (Head of Health Improvement)

Devon & Cornwall Constabulary

- South Hams representative - Supt. Sarah Sharpe

Voluntary Sector

- Nomination from South Hams Voluntary Sector Forum - Emma Handley (CAB)
- South Hams Council for Voluntary Service (Chief Officer) - Jill Davies

Business & Skills Sector

- South Devon College (Head of Employer Engagement) - Adele Dawson
- Devon Renaissance - Peter Tansey
- Federation of Small Businesses (South Hams Branch Chair) - David Shephard

Social Housing Sector

- Tor Homes (Chief Executive) - Howard Toplis

Environment Sector

- Nomination from Environment Agency - Paul Sadler
- Nomination from Dartmoor National Park Authority* - Jo Rumble

Town Councils

- Dartmouth – Cllr Debbie Morris
- Ivybridge – Lesley Hughes (Clerk)
- Kingsbridge – Cllr John Binns
- Totnes – Cllr Tony Whitty

(* Although DNPA were nominated as an environment sector representative, the SHSP recognise the wider socio-economic role that DNPA play.)

Other non-voting members who regularly attend:

Lee Bray – Head of Community Regeneration Service SHDC
Kay Kilgallon – Community Development Officer SHDC
Amanda Harvey – Community Development Assistant SHDC
Jo Doney – Member Support Services SHDC (minutes)

Appendix C

Role of the LSP Steering Group Chair

The Chair should:

- Facilitate the smooth running of the meeting to ensure it is effective;
- Ensure that all agencies around the table have an opportunity to input into discussion and decision-making process;
- Represent the SHSP at Devon's Strategic Partnerships Chairs meeting;
- Be a representative voice of the SHSP;
- Be a figurehead for SHSP;
- Pull together the work of the SHSP and the Working Groups.

Role of individual members

Individual members should:

- Attend meetings of the SHSP regularly;
- Endeavour to accurately reflect the views of the sector they represent;
- Endeavour to accurately feedback to the sector they represent;
- Promote the influencing role of the Partnership on behalf of communities in the South Hams;
- Facilitate the joined-up working of the Partnership, adding value to an existing activity;
- Take a lead (or supporting) role in the development and/or delivery of one (or more) of the Sustainable Community Strategy Action Plans;
- Suggest new ways of working and strive for innovation in service delivery;
- Make the most of learning opportunities.