

## **South Hams & West Devon Joint Partnership Agreement**

### **1.0 PURPOSE**

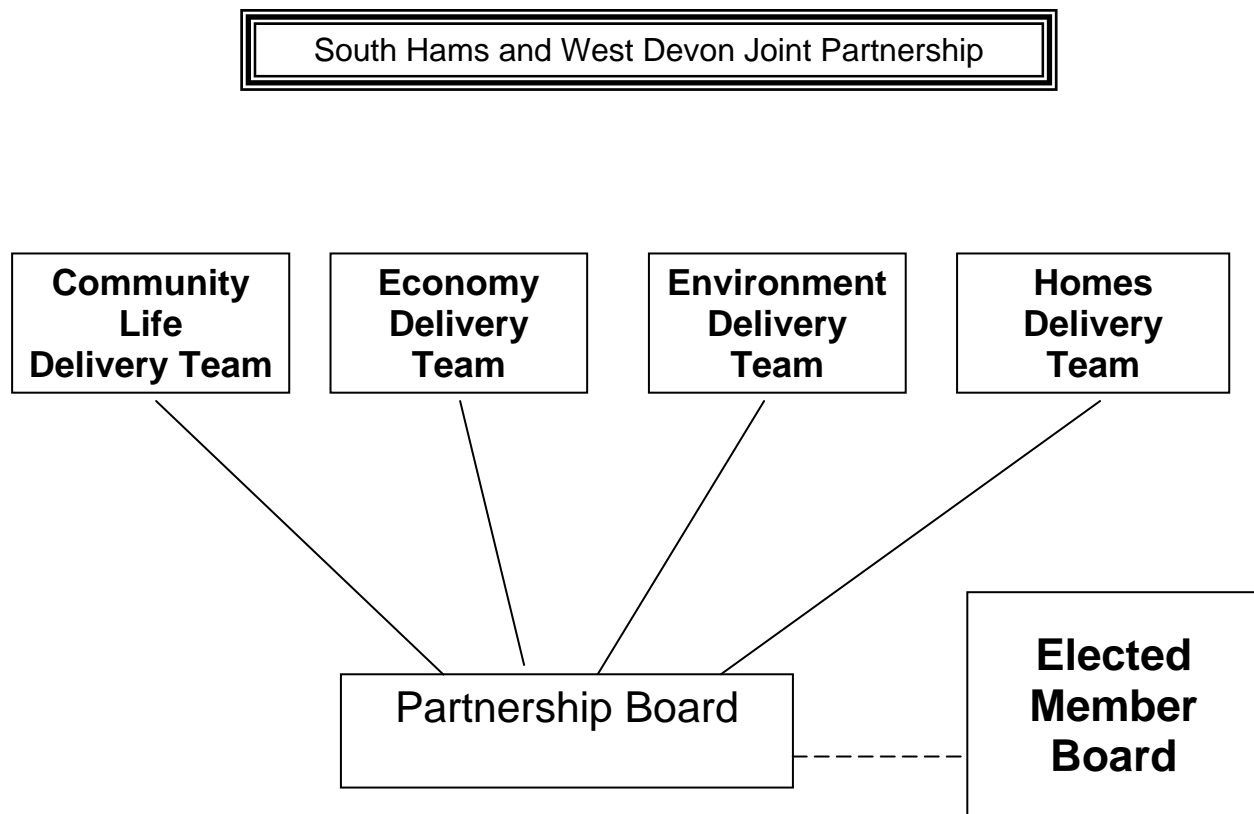
- 1.1 The purpose of this agreement is to establish a framework within which the Partners of the Joint Partnership can demonstrate their commitment to support and participate in the partnership, to work with other agencies and the wider community.
- 1.2 The agreement also sets out the Governance Structure for the Joint Partnership and basic Terms of Reference for the Partnership's groups.

### **2.0 OBJECTIVES**

- 2.1 The objectives of the Joint Partnership are as follows:
  - To develop and deliver a Joint Community Strategy for South Hams and West Devon which clearly sets out the priorities for action in the local area.
  - To strengthen partnership working to coordinate strategic direction, sharing resources, information and expertise to address key issues and local problems to support better outcomes for local people.
  - To support local communities by focussing on those problems and issues which no one organisation can solve on their own.
  - To empower communities to resolve problems and engage effectively with the local community to coordinate activity across partnership.
  - To ensure that there are the necessary linkages to wider strategic partnerships.

### **3.0 MEMBERSHIP AND GOVERNANCE**

- 3.1 The Joint Partnership is an inclusive forum to bring together partnerships and organisations based on good will and a shared common purpose.
- 3.2 It is agreed and understood that it is the “partnership of partnerships” in South Hams and West Devon and its membership is drawn from the most senior decision makers.
- 3.3 The Joint Partnership operates strategically through the Partnership Board. Implementation and delivery of the priorities will be through Priority Delivery Teams. Scrutiny and monitoring of the Partnership will be undertaken by the Elected Member Board.
- 3.4 The structure of the Joint Partnership will be as follows:



3.5 Individual partners remain responsible and accountable for decisions about their own services and resources.

3.6 The lead partners of the Joint Partnership are South Hams District Council and West Devon Borough Council.

#### **4.0 ELECTED MEMBER BOARD**

Membership of the Elected Member Board will consist of:

- South Hams Member x 2
- West Devon Member x 2
- DNPA Member Representative
- 4 Parish Cluster Representatives (to represent the rural area)
- 3 Link Committee Chairs
- PCT Board Member
- DCC Member
- Fire Board Member
- Police Board Member
- Town Representatives (7)

- 4.1 The Elected Member Board is responsible for scrutinising the work of the Joint Partnership. They will monitor the Community Strategy and Priority Delivery Plans to ensure that actions which have been agreed are delivered and any change in policy is evidence based.
- 4.2 Members of the Elected Member Board shall commit themselves to ensuring that the work of the Joint Partnership and its Priority Delivery Groups is conveyed to their respective organisations / groups.
- 4.3 Meetings of the Elected Member Board shall take place at least quarterly or more frequently should the need arise. All agendas and minutes of the meetings will be available on the Partnership webpage available through the Local Authorities websites.
- 4.4 As community leaders, Members must seek to stimulate community interest and engagement in the Joint Partnership and its work.

## **5.0 PARTNERSHIP BOARD**

- 5.1 The Partnership Board is responsible for upholding the vision for South Hams and West Devon and for delivering the Community Strategy and work in four priority areas.
- 5.2 It is not a body elected by the public but is a group of organisations from the public, private and community and voluntary sectors who come together voluntarily to improve the quality of life in the South Hams and West Devon.
- 5.3 The member organisations of the Partnership Board 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.
- 5.4 The Partnership Board will support the four Priority Delivery Plans and should work to resolve problems both with partners and within their own organisations that may arise through the delivery of the plans.
- 5.5 The Partnership Board will play a pivotal role in linking the work of the Joint Partnership to their own organisations. They are responsible for ensuring the two way flow of information works effectively.
- 5.6 Meetings of the Partnership Board will take place at least quarterly or more frequently should the need arise. All agendas and minutes of the meetings will be available on the Partnership webpage available through the Local Authorities websites.

5.7 The Partnership Board will be chaired by the Leader of South Hams District Council or West Devon Borough Council.

5.8 The Partnership Board is responsible for considering bids under the Sustainable Communities Act 2007.

5.9 Membership of the Partnership Board will consist of:

Chairman (Leader of South Hams District Council or West Devon Borough Council)

Devon County Council

Dartmoor National Park Authority

NHS Devon

Devon & Cornwall Police

Devon & Somerset Fire & Rescue Service

Community & Voluntary Services

Lead Officer for SHDC & WDBC

2 x Community Representatives

Business Community Representative

Environment Agency

## **6.0 PRIORITY DELIVERY TEAMS**

6.1 Each priority will have a Lead Officer and the Priority Delivery Team will be composed from representatives of the public, private, community and voluntary sectors that can add value to the work of the particular priority.

6.2 Each Priority Delivery Team is responsible for the production of its individual Delivery Plan and for ensuring that consideration is given to countywide and regional plans and strategies.

6.3 Priority Lead Officers are responsible for ensuring effective community engagement with their priority and specifically for ensuring that engagement takes into account the demographics of the local community.

6.4 Lead Officers may attend meetings of the Partnership Board to update on progress of the Delivery Plans. They may also raise issues of concern to the Partnership Board to seek assistance with resolving problems.

6.5 The Terms of Reference and Membership will be agreed and reviewed by each of the Priority Delivery Teams themselves.

## **7.0 PRIORITY STAKEHOLDER GROUPS**

7.1 The Lead Officer for each priority will be responsible for organising wider community engagement through Stakeholder events.

7.2 These groups will play a central role in enabling effective community engagement and the representatives should contribute to the development of the Priority Delivery Plans.

## **8.0 RESOURCES**

8.1 All of the members of the Joint Partnership will need to identify how they will support the Partnership and its work. It is envisaged that this may be through the commitment of staff time or through the commitment of revenue or capital. It is intended that whenever financial resources are made available, they are committed to be spent to achieve the Partnership's overall objectives or to deliver a specific action set out in the Community Strategy.

8.2 Any funds committed to the Joint Partnership will be held by West Devon Borough Council who will maintain accounts and provide such information at any time as may be reasonably requested.

## **9.0 ASSOCIATED STRATEGIES**

9.1 All Partners should commit to maximise the contribution of the voluntary sector and accordingly adhere to the terms of the Devon Compact and associated Codes of Practice with the voluntary sector.

9.2 All Partners should commit to the Community Planning Protocol.

## **10.0 REVIEW**

10.1 This is a new arrangement to have a Joint Partnership across South Hams and West Devon and therefore the Terms of Reference will need to be reviewed annually to ensure continuing operational effectiveness.

Signature

For and on behalf of:

South Hams District Council	.....
West Devon Borough Council	.....
Devon County Council	.....
Dartmoor National Park Authority	.....
NHS Devon	.....
Devon & Cornwall Police	.....
Devon & Somerset Fire & Rescue Service	.....
SH Community & Voluntary Services	.....
WD Community & Voluntary Services	.....

Final Version 07.03.11

SH Community Representative  
WD Community Representative  
Business Representative  
Environment Agency

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