



## **HARROGATE DISTRICT LOCAL STRATEGIC PARTNERSHIP (HDSP)**

### **TERMS OF REFERENCE**

#### **1.0 The role of the Local Strategic Partnership**

- 1.1 The Harrogate District Strategic Partnership (HDSP) is the key strategic forum for the public, private, community and voluntary sector whereby; “Working together to enhance the many and varied communities, economies and environment of our towns and dales, we will make the District a place where people are valued and protected and where access, opportunity, prosperity and support are available to all”.
- 1.2 The overall aim of the Partnership is to improve economic, social and environmental wellbeing within the Harrogate District and ensure they are delivered through a partnership approach.
- 1.3 The role of the LSP is to be a “Partnership of Partnerships” providing a single focus for collaborative action that is ‘added value’ so to improve services and quality of life to the Harrogate District.
- 1.4 It will deliver against, review and performance manage the priorities and targets agreed within the Harrogate District Sustainable Community Strategy.

#### **2.0 Structure & Membership of the Local Strategic Partnership**

- 2.1 The Partnership comprises of an Assembly, an Implementation Board, Thematic Partnerships and the ability to convene task and finish groups as appropriate to allow the partnership to react quickly to events. The structure can be found diagrammatically in Appendix 1.
- 2.2 A conference will be held annually and a virtual network will be established to assist in communications.
- 2.3 Membership of the Partnership will be public, private, voluntary and community sector organisations that are committed to strategic and collaborative working.
- 2.4 The Partnership will have the ability to include a number of advisors as non-voting co-opted members. These advisors will be from regional or sub-regional organisations whose roles will be to assist and advise the Partnership on policy and strategy.
- 2.5 A Chair and Vice Chair will be elected for each tier, thematic group, and task and finish group. These representatives cannot be from the same

organisation. Where neither are available to chair or represent the partnership a nominee will be sought from the existing membership of the group to stand in.

- 2.6 Any partner who wishes to withdraw from the partnership must notify the Chair with at least a months notice.

The specific roles and responsibilities for each tier and thematic group membership can be found in Appendix 2.

### **3.0 Partner representation & responsibilities**

- 3.1 Any members or substitutes representing an organisation on the Partnership have specific duties to carry out in their representation role and must adhere to the code of conduct. The duties and code of conduct can be found in Appendix 2.
- 3.2 Any member may nominate a named substitute with appropriate seniority and knowledge to attend and act in their absence and be able to make decisions and be held to account for their organisations performance.
- 3.3 Decisions made will be taken by a consensus. In the event of a consensus not being reached, a decision will be reached by a simple majority of members present and voting at the meeting. In the event where a decision is not reached the Chair will have an additional casting vote. A quorum of 10 persons is required at the Assembly when making decisions.

### **4.0 Openness**

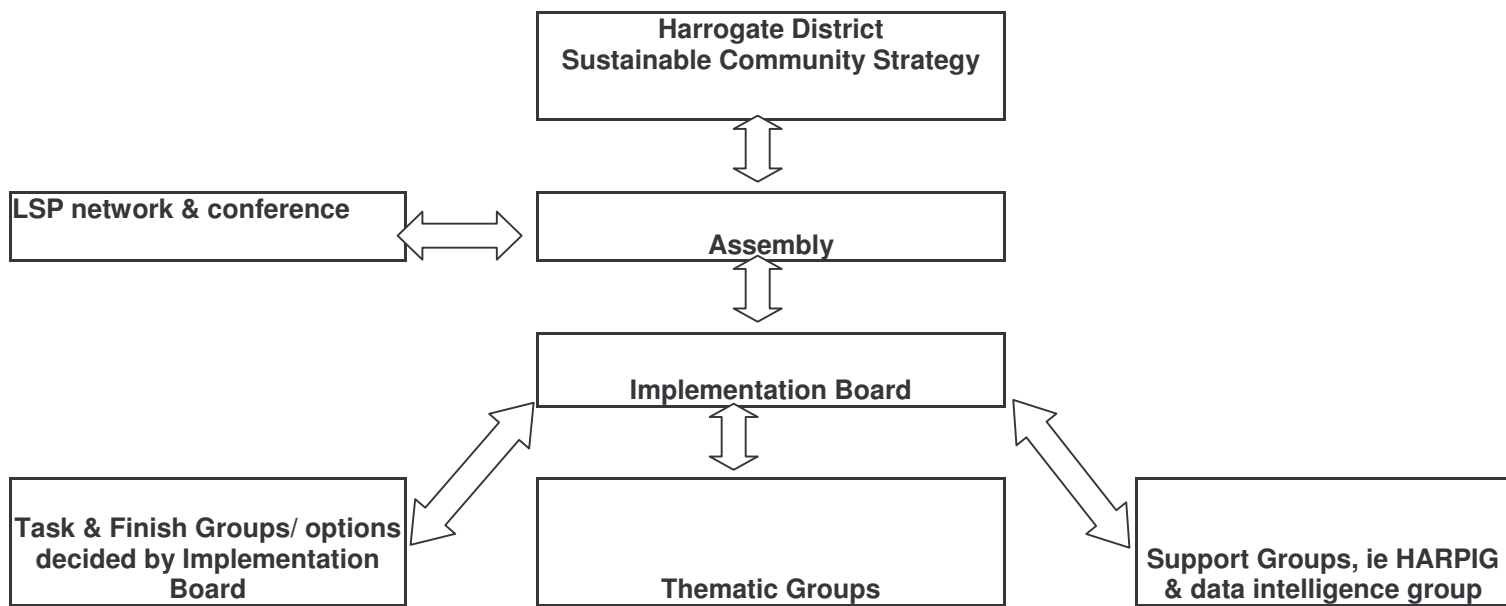
- 4.1 Membership of the Partnership is publicised and contact details of partners are held and maintained by Harrogate Borough Council. Contact details will be made available unless informed otherwise.
- 4.2 All LSP meetings agendas and papers will be available on the HDSP website [www.HDSP.co.uk](http://www.HDSP.co.uk) .

### **5.0 Accountability**

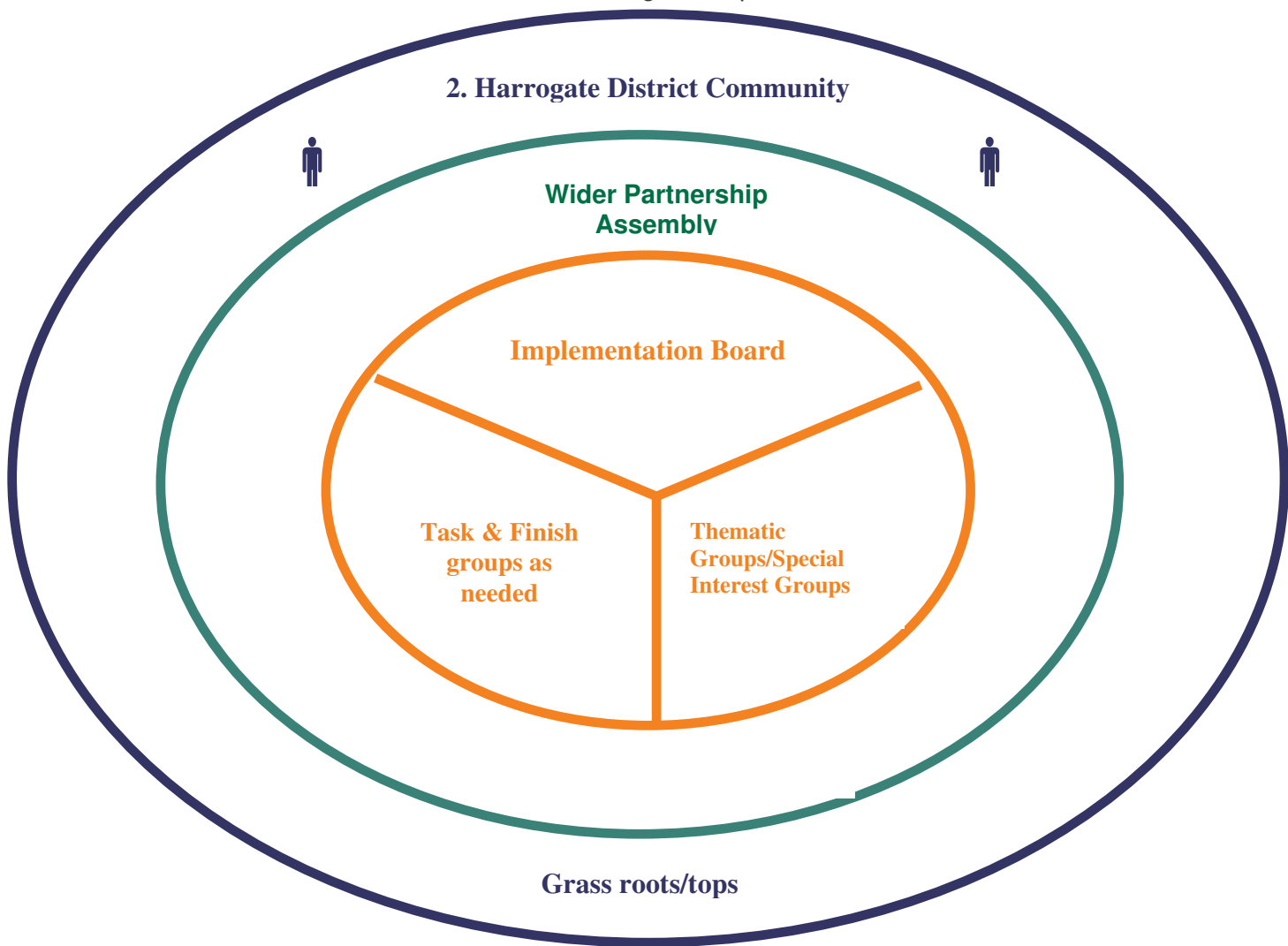
- 5.1 All Partners are accountable to each other, to those organisations that they represent and to the people of Harrogate District for delivering the vision and priorities set in the Harrogate District Sustainable Community Strategy.
- 5.2 All members of the LSP agree to:
- Report back to their own organisations about the work of the LSP and the impact on that organisation
  - Council representatives have an obligation to formally report from the LSP to the Council
  - Report progress on their organisation's delivery of the SCS to the appropriate thematic partnership/ delivery group.

- 5.3 Harrogate Borough Council's Overview and Scrutiny Committee may call the LSP and its partners to account for their performance and actions when compared with the commitments outlined in the Sustainable Community Strategy.
- 5.4 There is to be an understanding that decisions made by the Assembly or Board are collective ones unless an individual member had a fundamental objection and felt they would be acting inappropriately. Senior officers are expected to exercise their judgement on when it is appropriate and necessary to consult with colleagues to get a wider steer on an issue.
- 5.5 Partner agencies involved need to ensure that they have good internal communication mechanisms in place within their own organisations to ensure both accountability to appropriate governing bodies and to ensure that a wide range of people in the organisations know about and are aware of the role of the LSP, the direction it is setting and the work that it is initiating and achieving.
- 5.6 The Partnerships governance will be reviewed and reported on annually.
- 5.7 An annual report will be produced to account for the Partnerships performance.

### HDSP Structure



Delivering action plans



## HDSP Assembly

The role of the Assembly is to:

1. Set long term vision and direction which will be contained within the Harrogate District Sustainable Community Strategy
2. Determine the strategic needs and priorities for the District which will feed into the Harrogate District Sustainable Community Strategy
3. Identify work programmes to help deliver the partnership delivery elements of the Harrogate District Sustainable Community Strategy
4. Monitor and review the implementation of the Sustainable Community Strategy
5. Be strategic decision makers
6. Be an influencing body, provide expertise and comment on issues that impact on the district
7. Provides leadership for the District including national, regional and sub regional voice
8. Develop effective communication networks to ensure key issues are raised, discussed and tackled as well as publicise the work of the Partnership
9. Share information and best practice
10. Use the networks to consult with a wide range of organisations and individuals to ensure wider ownership of the LSP across the District
11. Evaluate the impact of the Partnership on the District and the local community.

### Membership – Representatives from each of the following

Chair	Leader of the Council
Harrogate Borough Council	Leader
North Yorkshire County Council	Area Committee representative
North Yorkshire Police	Representative
North Yorkshire Fire & Rescue	Representative
NHS North Yorkshire & York	Representative
Harrogate District NHS Foundation Trust	Representative
Third Sector (2 seats)	Representative
Private/ Business Sector (2 seats)	Representative
Regeneration Partnerships	Chairs: Knaresborough Nidderdale Boroughbridge Ripon
Town & Parish Council	Representative
Nidderdale AONB	Representative
Churches Together	Representative
Young Person	Representation
<b>Thematic Group Chairs</b>	
Safer Communities	Chair
Environment	Chair
Children & Young People	Chair
Stronger Communities	Chair
Sustainable Communities	Chair
<b>Advisory Capacity</b>	
Yorkshire Forward	Representative
Environment Agency	Representative
Government Office Y&H	Representative
<b>Officer Support/Secretariat</b>	HBC
<b>Invited Observer</b>	
Harrogate Borough Council Overview & Scrutiny Commission	Representative

**Frequency:** The Assembly will meet twice a year and it will also host the annual networking conference that is open to all members of the partnership.

**Accountable to:** The community and each other.

**Decision Making:** Key strategic decisions will be made on behalf of the Harrogate District. There is to be an understanding that decisions made by the Assembly are collective ones unless an individual member had a fundamental objection and felt they would be acting inappropriately. Senior officers are expected to exercise their judgement on when it is appropriate and necessary to consult with colleagues to get a wider steer on an issue.

**Performance Management:** Harrogate District Sustainable Community Strategy

**Resources:** The Assembly meetings and annual conference will be funded through the Partnerships admin fund and the secretariat provided by Harrogate Borough Council. The Assembly partners will be pro-active in identifying and applying for any funding opportunities.

## **HDSP Implementation Board/Delivery Group**

The role of the Implementation Board is to:

- 1) Reviews and performance manages progress against priorities, targets, outcomes and milestones held within the Sustainable Community Strategy, Local Area Agreement and any other agreed action plans
- 2) Manages and has oversight of planning and alignment of resources
- 3) Resolves issues between organisations
- 4) Provides advice and support to the Assembly
- 5) Enabling group to ensure delivery, takes the strategy and priorities and turns it into action.
- 6) Co-ordinate the work of the thematic groups/task and finish groups, oversight of cross cutting issues
- 7) Commissioning group where appropriate
- 8) Ensure effective communications across the LSP at every level
- 9) Exercise a leadership and governing role, identify and articulate the needs and aspirations of local people, steering collective partnership capacity

### **Membership: Representative from each of the following**

Chair
Harrogate Borough Council
North Yorkshire County Council
North Yorkshire Police
North Yorkshire Fire & Rescue
NHS North Yorkshire & York
Harrogate District NHS Foundation Trust
Third Sector (2 seats)
Private/Business Community (2 seats)
<b>Thematic Group Chairs/ task &amp; finish group chairs/nominees</b>
Safer Communities
Environment
Children & Young People
Stronger Communities
Sustainable Communities
<b>Officer Support/Secretariat</b>

**Frequency:** Bi-monthly

**Accountable to:** LSP Assembly and each other

**Decision Making:** Operational decision-making including any related to the thematic partnerships. There is to be an understanding that decisions made are collective ones unless an individual member had a fundamental objection and felt they would be acting inappropriately. Senior officers are expected to exercise their judgement on when it is appropriate and necessary to consult with colleagues to get a wider steer on an issue.

**Performance Management:** Harrogate District Sustainable Community Strategy, North Yorkshire Local Area Agreement, Thematic Partnership Action Plans

**Resources:** The Implementation Board meetings are to be held at partner venues and the secretariat provided by Harrogate Borough Council. The Implementation Board partners will be pro-active in identifying and applying for any funding opportunities on behalf of the partnership or identify resource within existing partner budgets.

## **HDSP Thematic Groups/Task & Finish Group**

Frequency: As and when required

Accountable to: Assembly, Implementation Board, & each other

The role of the Thematic Group/Task and Finish Group is to:

- 1) Own performance targets
- 2) Prepare and report on local action plans
- 3) Delivery
- 4) Share resources across agencies
- 5) Encourage team/partnership working
- 6) Have oversight and co-ordinate action and engagement
- 7) Sharing of best practice
- 8) Provide the LSP Assembly or Implementation Group with sufficient information to make decisions
- 9) Identify resource and funding opportunities in order to deliver specific pieces of work

## **LSP Network**

Who will be a virtual network of partners to whom key messages and updates on the work of the Partnership will be sent to on a regular basis in order to engage with the wider community.

### **Thematic Groups:**

**Safer Communities:** This is represented in its current form of the Harrogate District Safer Communities Partnership (HDSCP) who will deliver against any community safety priority areas on behalf of the HDSP.

**Children & Young People:** the group will be the main partnership within the Harrogate District to address and co-ordinate priority work areas relating to Children and Young People.

**Environment:** The role of the group will be to deliver in partnership a programme of environmental aspects including climate change mitigation and adaptation, energy efficiency and biodiversity.

**Stronger Communities:** The group will focus on cohesive communities, healthier communities and developing a holistic approach to community empowerment and neighbourhood management.

**Sustainable Communities:** The group will address cross cutting sustainability issues and priority areas including economy, employment and skills, housing, sustainable development, tourism, culture, regeneration and transport.

## Support Groups:

**Harrogate Public Involvement Group (HARPIG):** This group has been existence for several years, is accountable to and is the public engagement/ community engagement arm of the Strategic Partnership. The group will continue with a renewed focus and revised terms of reference on co-ordinating community engagement and consultation activity, sharing best practice and identifying joint areas of working within the Harrogate District.

**Harrogate District Data Intelligence Group:** This group will exist virtually more than often and will be the pool of partner officers who can provide performance data and intelligence that feeds into the Partnership to support priority setting and issues based action.

## Representation responsibilities and code of conduct

### 1. Responsibilities

In Partnership meetings and when working on behalf of the Partnership you will:

- Contribute positively in all matters relating to the strategic development of the Harrogate District
- Work together with other members to reach agreement on key issues and priorities for action
- To think of issues holistically and not just from a single agency perspective
- Work for the best interests of the Harrogate District, as a whole, and its residents and align this to the interests of your organisation
- Ensure that your own organisation's governance / management team is kept fully informed on the work of the Partnership and promote the work of the partnership where ever possible
- Be prepared to attend any meetings of the Partnership as required
- Promote, and be committed to, equality of opportunity.

### 2. Code of Conduct

When in Partnership meetings or when representing the Partnership, you will:

- Respect the confidentiality of certain matters that may arise as a result of Partnership business
- Demonstrate a professional and accountable approach in your dealings with the Partnership and when representing the Partnership
- Respect the views of other members and to offer constructive challenge
- Remain focused and strategic
- Be prepared to learn from good practice examples locally, regionally and nationally for the benefit of the Partnership.