

Bromsgrove Your **District** Your **Future** Partnership



Terms of Reference

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LOCAL STRATEGIC PARTNERSHIP (LSP)

1. INTRODUCTION

- 1.1 The **Bromsgrove Partnership** is the Local Strategic Partnership (LSP) for the District of Bromsgrove.
- 1.2 As the LSP for the District of Bromsgrove, the Bromsgrove Partnership draws together common aims and aspirations. Members of the Partnership speak and act jointly on vital issues for the District.
- 1.3 These terms of reference set out the agreed working practices of the Bromsgrove Partnership.

2. PURPOSE OF THE PARTNERSHIP

- 2.1 To bring together different organisations from the public, private, voluntary and community sectors to work together to deliver the best possible outcomes for our communities.
- 2.2 To provide a forum for debate and decision making around those key issues and most challenging problems that really matter to local people.
- 2.3 To improve the overall quality of life within the District of Bromsgrove by harnessing the energy, expertise, assets and resources of both partner organisations and local communities.
- 2.4 To provide an ‘umbrella’ under which local groups and partnerships can work together to implement the Partnership vision.

3. VISION

- 3.1 The Partnership’s vision of Bromsgrove District is:
“We will make Bromsgrove District the place to live, do business and to visit.”

4. DISTRICT COLLABORATIVE ARRANGEMENTS

- 4.1 Instead of setting up a separate place-based partnership / District Collaborative, the Bromsgrove Partnership will encompass the Collaborative role.
- 4.2 The overall aim of the District Collaborative is to enable people to live and stay well. Specific Collaborative priorities will be agreed by the Partnership Board.
- 4.3 The Collaborative / Partnership will provide the vehicle to bring organisations across sectors together to ensure a joined-up approach to address local community need. Attention will be given to the wider determinants of health and building on what’s strong locally. The focus will be on prevention and early intervention. The Wellbeing Lead will directly support this work at a local level.
- 4.4 Links with relevant countywide groups will be made, such as those within the wider Integrated Care System (ICS), including the Being Well Strategic Group.

5. STRUCTURE

- 5.1 The Bromsgrove Partnership will be made up of a Board and relevant Theme Groups. The current structure is set out in **Appendix A**.
- 5.2 In addition, Task Groups can be set up, as appropriate, to focus on specific areas of work, such as the Collaborative priorities for instance.

6. COMMUNICATIONS

- 6.1 Press releases, or any other communication, relating to partnership working can be issued by any partner agency; however, to ensure consistent messages and to avoid duplication, ideally the Bromsgrove and Redditch Partnership Manager should be informed where possible.
- 6.2 Reference should be made to partnership working in any communication. Reference can also be made to the Bromsgrove Partnership specifically.
- 6.3 Quotes from the Bromsgrove Partnership Chair and/or Vice-Chair are also recommended, where appropriate.
- 6.4 To avoid over branding on communications, the Bromsgrove Partnership logo can be used, together with the lead partner logo, where helpful.

7. FUNDING AND PROCUREMENT

- 7.1 When any funding is given to the Bromsgrove Partnership for the delivery of partnership projects, it will be the responsibility of to the Bromsgrove Partnership to make a decision on how such funding will be spent. Decisions will be reached by consensus and responsibility and risk will be shared by partners. **Appendix B** outlines the process followed when funding is received.

LSP BOARD

8. PURPOSE OF THE BOARD

- 8.1 To provide a forum for debate and provide strategic direction/input to current partnership initiatives and programmes.
- 8.2 Secure better co-ordination and integration of the different plans, partnerships and initiatives so to avoid duplication and ensure local services are delivered in the most effective and efficient way.
- 8.3 To lead in the strategic planning of partnership services and where necessary to reshape and refocus these services ensuring they are redesigned with community / resident as the primary focus.
- 8.4 To receive regular information from the Theme Groups and support those groups by: providing strategic direction; helping to remove any barriers they may face trying to deliver the Partnership vision; and ensuring linkages are made between the Theme Groups and other initiatives / groups in Bromsgrove and Worcestershire.

- 8.5 To have two-way communication with other groups, such as Worcestershire Being Well Strategic Group, Safer Bromsgrove Group / North Worcestershire Community Safety Partnership and any other groups, to enhance the delivery of services at a local level.
- 8.6 To be proactive and forward thinking in considering appropriate funding opportunities which could help deliver the collective Partnership vision.
- 8.7 To identify and respond to strategic issues which need to be delivered or co-ordinated at a local level, presenting a united voice for the District of Bromsgrove wherever possible.
- 8.8 Promote effective communications and positive working relationships both within and outside of the Bromsgrove Partnership.

9. MEMBERSHIP

- 9.1 The Bromsgrove Partnership Board shall comprise of members drawn from the public, private and voluntary and community sectors.
- 9.2 The membership of the Bromsgrove Partnership Board will usually include one representative from each organisation listed below, with the exception of the District and County Councils which have the option of having both an Elected Member and Officer. Theme Group Chairs are also invited to join the Board and could be from any local organisation from any sector:

<i>Sector</i>	<i>Organisation</i>
Business	<ul style="list-style-type: none"> ▪ Small and Medium Enterprise (SME) <i>(if possible)</i>
Education	<ul style="list-style-type: none"> ▪ Heart of Worcestershire (HoW) College ▪ School representative <i>(invited to attend relevant meetings as appropriate)</i>
Emergency Services	<ul style="list-style-type: none"> ▪ Hereford and Worcester Fire and Rescue Service ▪ West Mercia Police
Health	<ul style="list-style-type: none"> ▪ Bromsgrove Primary Care Network (PCN) ▪ Public Health
Housing	<ul style="list-style-type: none"> ▪ Bromsgrove District Housing Trust (BDHT)
Local Government	<ul style="list-style-type: none"> ▪ Bromsgrove District Council ▪ County Association of Local Councils (CALC) ▪ Worcestershire County Council
Voluntary and Community	<ul style="list-style-type: none"> ▪ Bromsgrove and Redditch Network (BARN) ▪ Citizens Advice Bromsgrove and Redditch (CABR) ▪ NewStarts <i>(Hosts local community builders)</i>
Plus Theme Group Chairs	<ul style="list-style-type: none"> ▪ Act on Energy ~ <i>Better Environment Theme Group</i> ▪ Age UK Bromsgrove, Redditch and Wyre Forest ~ <i>Ageing Well Sub Group</i> ▪ Young Solutions ~ <i>Community Wellbeing Theme Group</i> ▪ Local Business Representative ~ <i>Economic Development Theme Group (if possible)</i>

- 9.3 The Board membership should be flexible so that it can adapt to any changing needs.
- 9.4 Other officers will be expected to attend meetings to support the Board including the Bromsgrove and Redditch Partnership Manager. Representatives from other organisations may also be invited to particular Board Meetings, as and when needed.
- 9.5 Observers may attend meetings with the permission of the Chair.

10. CHAIR AND VICE-CHAIR

- 10.1 The Board shall elect a Chair and Vice-Chair.
- 10.2 It is recommended that the election of the Chair and Vice-Chair shall take place at the same time where possible.
- 10.3 There is no automatic succession from Vice-Chair to Chair.

11. PRINCIPLES

- 11.1 Through its work, the Partnership Board aims to uphold the following principles:
- a) Make the citizen/community the focus of everything we do;
 - b) Recognise the benefits of partnership working as opposed to silo working;
 - c) Co-ordinate activities and funding across partner organisations both strategically and within any chosen priority area(s), to reduce duplication, identify efficiencies and provide a more joined up approach to delivering local services;
 - d) Listen and understand others' viewpoints and ensure the focus is on what we can do to achieve our collective vision;
 - e) Find the best way to support and empower local citizens/communities to get involved in shaping how their community should look and ensure their views influence service delivery in their local area;
 - f) Feedback information to our organisations and other partners;
 - g) Work together to facilitate better sharing of information, data and intelligence; and
 - h) Ensure that best use is made of available resources.

12. FREQUENCY OF MEETINGS AND VENUES

- 12.1 The Board will generally meet on a bi-monthly basis and an annual timetable of meetings will normally be scheduled in advance (May to April).
- 12.2 Where possible, meetings will rotate around different venues within Bromsgrove District and hosted by different partners who have a venue within the District. However, where this is not feasible, meetings will be hosted by whichever partner agency has facilities available.

- 12.3 Meetings can also be held virtually via Microsoft Teams where necessary, although in person meetings will remain the preference.

13. DECISION MAKING ARRANGEMENTS

- 13.1 The Bromsgrove Partnership Board will not have any formal decision making powers as a group. However, representatives should be able to make decisions on behalf of their organisation and/or influence decision makers within their organisation and others. Therefore, as a collective group of partner representatives, it is expected that the Board will help shape, steer and influence strategic decision making in the District.

14. ACCOUNTABILITY

- 14.1 Board members have a responsibility to ensure they are empowered by the organisation they represent to promote that organisation's view, policy and where possible make decisions on behalf of that organisation.
- 14.2 Board members are expected to report back to their organisation or network about the Partnership's business so everyone is fully informed.
- 14.3 Board members are accountable to their own organisations and networks and the wider community of the District of Bromsgrove through their own organisation's accountability arrangements.

15. ATTENDANCE AND QUORUM

- 15.1 All members of the Bromsgrove Partnership are encouraged to aim to attend all meetings. No business shall be decided unless at least 3 member organisations are represented at the meeting. No decisions will be made that affect an agency without their representation.

16. SUBSTITUTIONS

- 16.1 Substitution should not be routine but exceptional.

17. AGENDA

- 17.1 An agenda and accompanying papers will normally be circulated approximately five working days in advance of the meeting. Any additional items may only be introduced onto the agenda with agreement from the Chair.

18. MINUTES

- 18.1 Notes of meetings will be taken and decisions recorded. Minutes can be made public unless the Chair determines that there is a personal, financial or contractual reason why the issue should remain private.
- 18.2 Draft minutes will normally be circulated to Board Members within 10 working days of the meeting where possible.

LSP THEME GROUPS

19. PURPOSE AND WORKING ARRANGEMENTS

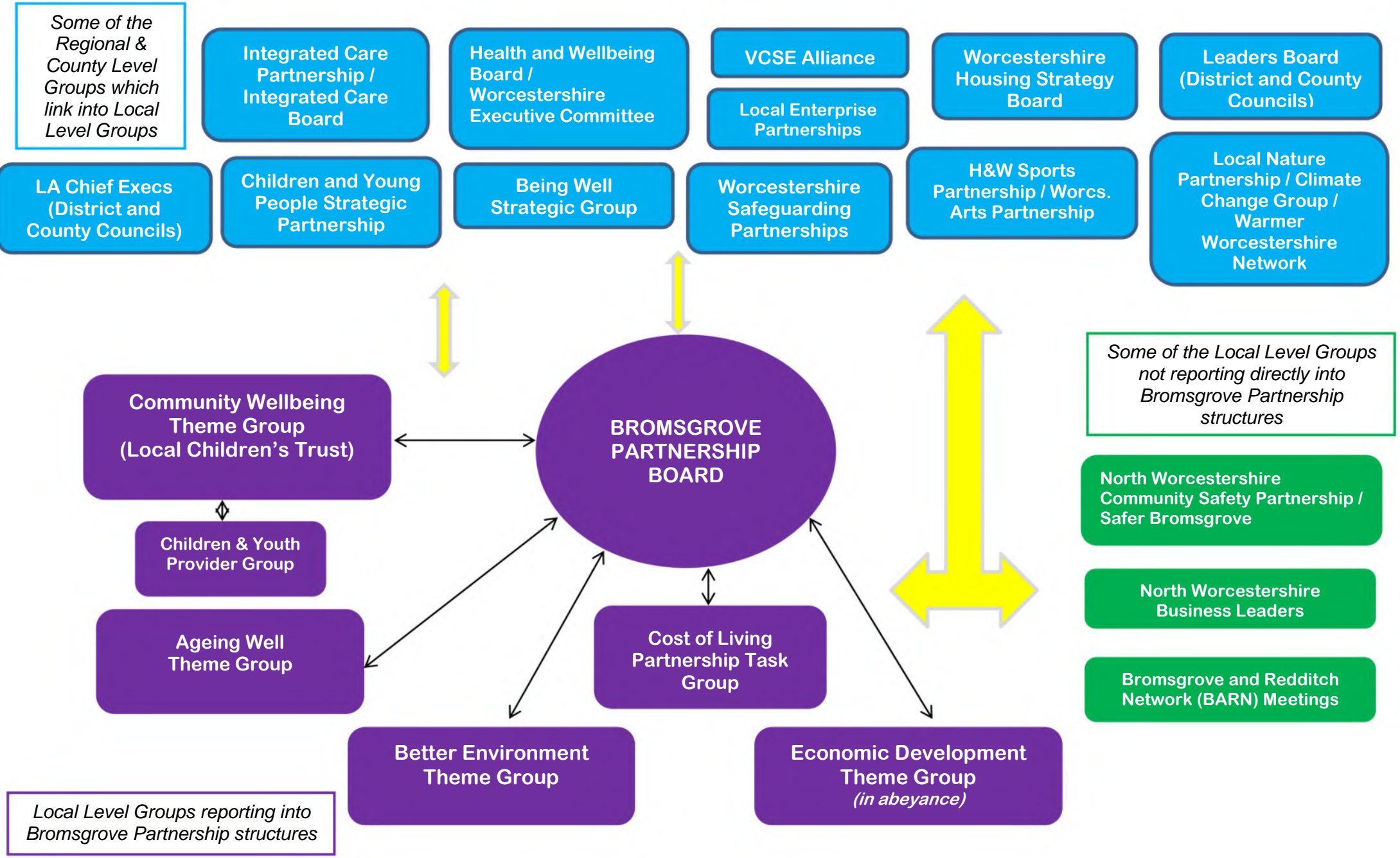
- 19.1 Theme Groups act as the delivery arm of the Bromsgrove Partnership. It will be up to the Bromsgrove Partnership Board Members and Theme Group Leads to determine which Theme Groups should be established or disbanded in order to deliver the Bromsgrove Partnership Vision.
- 19.2 Theme Group Leads are usually appointed by the Theme Group.
- 19.3 Each Theme Group will have its own terms of reference which will be agreed and reviewed by Theme Group members.
- 19.4 Bromsgrove Partnership Theme Groups are encouraged to establish links and closer working relationships with other Partnership Groups such as the Safer Bromsgrove Group, Affordable Warmth Group / Warmer Worcestershire Network and other relevant countywide Partnership Group established at the time.
- 19.5 The District Council's Portfolio Holder with responsibility for the areas of activity associated with each Theme Group will be invited to be involved.
- 19.6 Arrangements will be reviewed as regularly as needed by the Bromsgrove Partnership Board and/or Theme Group and by the Bromsgrove and Redditch Partnership Manager in the interim.

UK SHARED PROSPERITY FUND (SPF)

20. PURPOSE AND WORKING ARRANGEMENTS

- 20.1 **Background:** In April 2022, the Government published the prospectus for the UK Shared Prosperity Fund. The fund is a central pillar in the Government's Levelling Up agenda and replaces EU Structural Funds. It focusses on 3 investment priorities: Community and Place; Supporting Local Business; People and Skills.
- 20.2 Each area has been given a conditional allocation from the fund. Bromsgrove District Council is responsible for the management and delivery of the UK Shared Prosperity Fund – from the development of its investment plan for approval by the UK government, to the delivery of the Fund thereafter, including day to day monitoring. However, the Government requires lead local authorities to have support from local partners. Bromsgrove Partnership takes on this role.
- 20.3 **The role of the Local Partnership Group:** is to provide local insight and expertise, endorse the Investment Plan and advise the Lead Local Authority on strategic fit and deliverability of projects. The aim of having partner involvement is to ensure that Fund investments complements other activities in the area and meets Fund and local objectives.

- 20.4 **Membership:** To fulfil this role, a UKSPF Task and Finish Group under the Bromsgrove Partnership Board will be set up. The Task and Finish Group membership will include representatives from: voluntary and community sector; education and skills; housing. Bromsgrove District Council, as the lead authority, will also be represented. Worcestershire Local Enterprise Partnership will be co-opted to the Task and Finish Group to represent businesses. The Task Group will be chaired by the Chair of the Bromsgrove Partnership Board.
- 20.5 **Quorum and Substitutions:** A minimum of 3 members, including the Chair of the Task and Finish Group, will be required for a meeting to be quorate. Substitutions are allowed where necessary, however, sector representation must be maintained.
- 20.6 **Conflicts of Interest:** Any conflicts of interest must be declared to the Chair of the Task Group. Where there is a conflict of interest, such as a Task Group member submits a bid for funding, the Task Group Member will need to leave the meeting and will not be allowed to partake in any discussion / decision to advise the District Council to accept or reject a bid they or their organisation has submitted or are part of. However, if there is a bid made by an officer / team from the District Council, the Bromsgrove District Council representative will be able to remain and be part of those discussions with partners although will not take part in the decision making.
- 20.7 **Frequency:** Task Group meetings will be scheduled as and when required within timeframes dictated by Government deadlines. The Group will be supported by the lead local authority's UK SPF Manager.
- 20.8 **Partnership Board:** Regular progress updates from the Task and Finish Group will be provided to the Bromsgrove Partnership Board.
- 20.9 **Decision Making:** the decision-making arrangements lies with the lead local authority. The Partnership, whether that be the Board or Task Group, has an advisory role only. Its role is to provide oversight and help inform decisions only, as per government guidance.
- 20.10 **Transparency:** Relevant extracts of all minutes of Board meetings, along with any presentations and reports provided to the Board, including those by the Task and Finish Group, will be published on the District Council's website by Bromsgrove District Council's UK SPF Manager.



APPENDIX A – STRUCTURE

APPENDIX B – FUNDING AND PROCUREMENT

- a) When funding is received to deliver partnership projects, it will be up to either the Bromsgrove Partnership Board or one of its Theme Groups to decide and agree on how funding is spent.
- b) All decisions will be reached by consensus. Where that is not possible, the final decision will be made by the organisation contributing the funding.
- c) Existing partnership projects will be an important consideration when allocating any funding received. It is recognised by the Partnership that there is a need to support the sustainability of existing successful partnership projects, avoid duplication and encourage strong partnership working.
- d) If any partner could potentially benefit from receiving the funding, they will not be allowed to take part in the decision to allocate funds in relation to their particular project/service.
- e) If funding is transferred to Bromsgrove District Council, the Bromsgrove and Redditch Partnership Manager will hold the budget on behalf of the Bromsgrove Partnership and will spend the funding in accordance with what is agreed by partners.
- f) Either the Board or the relevant Theme Group will oversee and monitor the partnership projects and will receive update reports on progress, as deemed appropriate and necessary by partners.
- g) Any goods or services procured as part of the delivery of agreed partnership projects will be done so as agreed by partners. Therefore, any associated risks and responsibilities in relation to procurement will be spread equally across all partners of the Bromsgrove Partnership Board.
- h) If any goods or services commissioned by the Bromsgrove Partnership are, for whatever reason, not delivered, details will be taken back to the appropriate Theme Group and/or Board in order for partners to determine what action needs to be taken and by which partner organisation.

For further information, please contact:

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