

Willenhall Local Neighbourhood Partnership – 25th July 2006

Terms of Reference

Purpose of the Report

To inform LNPs of the revised terms of reference to be adopted, as approved by the Walsall Borough Strategic Partnership (WBSP).

Recommendations

The LNP is asked to:

- (a) Note the revised terms of reference as approved by the Walsall Borough Strategic Partnership, attached as an appendix.
- (b) Adopt and sign up to the Terms of Reference.

Background

From April 2006 the LNP's will report to the Walsall Borough Strategic Partnership Board in relation to its membership and governance arrangements and to the Pillar Executive Groups and Commissioning Executive in relation to neighbourhood commissions and delivery of borough-wide targets at the local level.

A Terms of Reference has been developed and agreed by the WBSP to reflect this change in governance. The Terms of Reference also include minor changes to the chairing and existing membership arrangements with the addition of representatives from the Fire Service, Housing Partnership and Community Empowerment Partnership Board and the inclusion of 2 vice-chairs to support the current Chair.

Amendments have also been made to the re-selection of Locally Appointed Partners, with one third of the membership being reselected each year.

A report was presented to a full meeting of the Council on 24th April where approval was given to the revised governance arrangements for LNPs.

Revised Terms of Reference

The attached terms of reference for LNP's aim to reflect the style used by WBSP for its pillar and stakeholder groups. The detail contains membership, areas covered, duties of members, public participation, decision making, as well as the LNP's remit and objectives.

Until recently the LNP's have been governed by the Council's Constitution and Code of Conduct. The updated documentation reflects the new way of working across all partnerships as they become part of WBSP's structure. In addition it removes some of the barriers to participation highlighted by local and council appointed partners because of the requirement to sign the Council's code of conduct.

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WALSALL BOROUGH STRATEGIC PARTNERSHIP
LOCAL NEIGHBOURHOOD PARTNERSHIPS
TERMS OF REFERENCE

2006

FINAL VERSION



Walsall Council



1. Introduction

- i. Walsall Borough Strategic Partnership and Walsall Council support the nine Local Neighbourhood Partnerships (LNPs), who engage with the local communities to facilitate the delivery of improved services and vibrant communities.

2. Number and area covered

- i. The nine Local Neighbourhood Partnerships are designed to improve their communities, and to be a means by which to better consult with communities and partners. Details of the LNPs, and the areas they cover are set out below:-.

LNP	Areas covered
Brownhills Aldridge North	Brownhills, Aldridge North, Walsall Wood
Pelsall and Rushall	Pelsall, Rushall, Shelfield, High Heath
Blakenall and Bloxwich	Bloxwich, Blakenall, Coalpool, Goscote, Harden, Ryecroft
Willenhall	Willenhall North, Willenhall South, Short Heath, New Invention
Darlaston	Bentley, Darlaston, Moxley
Aldridge South and Streetly	Aldridge Central & South and Streetly
Pheasey and Paddock	Pheasey Park Farm, Paddock, Chuckery
St. Matthews and Birchills Leamore	St. Matthews, Birchills, Leamore, Caldmore, Beechdale
Palfrey and Pleck	Palfrey and Pleck

3. Membership

- i. Each LNP will consist of all of their ward members for that area, up to 10 locally appointed partners and WBSP nominated partners. WBSP nominated partners will be:
 - West Midlands Police
 - West Midlands Fire Service
 - Teaching Primary Care Trust
 - Education Walsall
 - Walsall Housing Group plus one nomination from Walsall Housing Partnership where another registered social landlord has a substantial stakeholding in the area.
 - Walsall Community Empowerment Partnership Board

- ii. The nominated partners from WBSP will be reviewed in line with any revisions or amendments to WBSP governance structures and constitution. WBSP will confirm the nominated partners annually for each LNP.
- iii. Locally appointed partners will be chosen by each LNP to reflect the different communities that each LNP serves. One third of the local partners will be re-selected each year. When accepting membership as a local partner the term of office will be detailed.

4. Duties of all Members

All members of the LNP will:

- i. Contribute positively to discussions and work with other members to take important decisions leading to decisive action to improve the neighbourhoods in which people live and work.
- ii. Work to achieve consensus on key issues and address and prioritise action.
- iii. Consider what is in the best interests of the LNP area listening to the views of local people.
- iv. Contribute experience and expertise to LNP discussions in order to achieve good, workable solutions. This will include raising areas of concern in a constructive and supportive manner in order to improve the quality of life for people in their area.
- v. Be prepared to attend all LNP meetings. Failure to attend 3 consecutive meetings without leave of absence will trigger a partnership review.
- vi. Be committed to equality of opportunity and creating inclusive communities.
- vii. The role of WBSP nominated partners will be made explicit and agreed annually by the WBSP Board.

5. Chairing of meetings

- i. At the first meeting of each LNP every year (1 June – 31 May) the first item of business will be to elect a Chair and two Deputy Chairs for that year. The Chair in the first year (2006) will continue to be a ward member for that area. In addition there will be two Deputy Chairs one each from the WBSP nominated partners and the locally appointed partners.
- ii. The Chair and Deputy Chairs will be re-elected each year with one each from:
 - Ward members
 - Locally appointed partners
 - WBSP nominated partners
- iii. In the absence of the Chair one of the two Deputy Chairs will be elected to facilitate the meeting. They will have the same powers as the Chair at that meeting of the LNP.

6. Specialist Assistance

- i. 'Specialists' may be asked to attend LNP meetings to:

- Inform debate, and
 - Assist the LNP in the making of decisions.
- ii. 'Specialists' will attend only in an advisory capacity and will not have a vote or any right other than to be heard.

7. Support available from the Neighbourhood Partnerships Team

- i. The Neighbourhood Partnerships Team will:
- Facilitate the monthly community action meetings and ensure key services are represented at each meeting.
 - Advise the WBSP pillar leads of the issues and priorities raised by the LNPs
 - Develop and maintain links between the LNP and community based organisations
 - Organise and facilitate regular meetings of community representatives and residents outside of the main LNP meetings to elicit views of residents/community based groups that cannot be heard within the formality of the LNP meetings.
 - Facilitate constructive input from locally appointed partners and other community members at the LNP and community action meetings.
 - Keep track of actions agreed and lead agencies, reporting progress at each LNP and community action meeting and facilitating publicity within the wider community.
 - Lead on the involvement of the voluntary sector in developing local neighbourhood agreements.
 - Co-ordinate consultation events, information days and other related activities on behalf of the LNPs.
 - Co-ordinate sharing of best practice between LNPs and collaboration on common issues.
 - Facilitate the production, updating and publication of local neighbourhood agreements.
 - Organise learning and development activities and events for individual members and LNPs.

8. Meetings

- i. There will be six meetings of the LNP in each year (1 June to 31 May). The meetings will be held in venues that are situated in the area covered by the LNP and be in venues that are accessible to all.
- ii. A schedule of meetings for the year will be set in advance and circulated to all members at least one month before the date of the first meeting.
- iii. At least five days before the date set for the LNP meeting, members shall be:
- Informed in writing of the date, time and venue of the meeting
 - Provided with an agenda for the meeting.
- iv. The agenda will include, among other things:
- Apologies received from members

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- Declarations of interest by members
 - Minutes of the last meeting
 - Reports from Theme/Task Groups
 - Public Forum
 - Progress Report on the Neighbourhood Agreement
 - Any other item on the agenda which has been notified to Partnership Board members.
- v. Two community action groups will be established for each LNP area. One group will consider community safety and environmental issues and the other group will consider people and health.
- vi. Each community action group, acting as sub-groups to the LNP, will meet bi-monthly. Their purpose is to:
- Engage with service providers at the local level, including those from the voluntary and community sector.
 - Listen to and advise the LNP of issues and ideas raised by the wider community.
 - Listen to the issues raised by the LNP and connect these to the issues raised by the wider community.
 - Inform the content of the LNP's neighbourhood agreement and environmental action plan.
 - Present potential solutions to the LNP for approval and endorsement of funding/resources.
 - Feedback actions agreed and taken by the LNP and community action groups to the wider community.
- vii. The core membership of the community action groups will include as a minimum:
- An LNP Champion – who will chair the meeting
 - Key service deliverers (eg, Streetpride, Neighbourhood Police Team, Youth Service, Neighbourhood Wardens, housing, GPs)
 - Representatives from residents groups, street champions, local interest groups (faith, disability, young people, BME), geographic networks, Neighbourhood Watch, Community Associations.

9. Minutes of Meetings

- i. Every LNP meeting will be minuted. Minutes of each meeting shall be;
- Provided to every LNP member, via electronic means where possible,
 - Discussed and amended for accuracy at the next quorate LNP meeting and
 - Following correction of any errors, approved as a correct record of the business and resolutions of the meeting.
- ii. Minutes of the meetings will be published in agreement with the Chair.
- iii. Approved minutes of LNP meetings will be;

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- Made available to representatives of community based organisations in the LNP area who have requested to receive such details
 - Published in all Council libraries and made available on the Walsall Strategic Borough Partnership's Internet site, and the LNP web pages of Walsall Council
 - Made available as hard copy to members of the public, when requested.

10. Inclusion of items on the agenda

- i. Any member of the LNP may comment on items on the agenda and ask the LNP for an item to be included on the agenda provided that
 - the item falls within the remit of the LNP
 - 10 working days notice of the item has been given to allow a response to be prepared
- ii. Notice of such items shall be given to the LNP Team Support who will consult with the Chairperson and/or Vice Chairpersons.

11. Decision Making

- i. Wherever possible, the LNP shall make decisions by a consensus of those members present.
- ii. Where consensus cannot be reached, the Chairperson may call for a vote.
- iii. Voting will be by a show of hands.
- iv. A simple majority of the members present shall be sufficient for the Chairperson to declare any item carried or not agreed.
- v. The Chairperson will not normally vote, but shall hold a casting vote.
- vi. Any member may choose to vote or to refrain from voting on any issue.
- vii. Where any member has declared an interest in any issue, they shall not vote upon it.

12. Inquorate Meetings

- i. A quorum of six members must be present at the LNP meeting for it to reach any decision. Where a meeting of the LNP is inquorate, those members present shall decide whether to;
 - Abandon the meeting and reschedule it at another time to be agreed,
 - Adjourn the meeting for a period of up to thirty minutes, or
 - Continue with the business of the meeting.
- ii. Where the LNP agrees to continue the meeting, they may discuss all the matters upon the agenda.
- iii. An inquorate meeting will not have authority to;
 - Approve any changes to the Neighbourhood Agreement or

- Make recommendations relating to financial expenditure.
- iv. Any decisions made by the inquorate meeting regarding these matters will be brought to the next meeting of the LNP in the form of proposals. The next quorate meeting will discuss these proposals and determine whether to approve them or not.

13. Public participation

- i. Each agenda for an LNP will have open session, lasting no more than 30 minutes. During this period any member of the public who resides, works or has an interest within the LNP area will be able to address the LNP on an issue that affects a significant number of citizens within the LNP boundary. The decision of the Chair is final as to whether an item affects a significant number of members of the public residing or working in the area.
- ii. Members of the public will be asked to identify themselves, and state the nature of their interest within the LNP area prior to being invited to speak. The LNP may respond to the matter raised at the meeting, agree to respond in writing directly or agree to have the matter included on the agenda for their next meeting.
- iii. In addition to the open session any member of the public may speak on any agenda item for no more than 5 minutes with the agreement of the Chair.
- iv. Members of the public will be invited to present petitions for a maximum of 5 minutes on those things that are of great importance to them and action is not taking place.

14. Remit

- i. The role of the LNP's is to develop a neighbourhood agreement for their area that:-
 - Captures local pledges and actions to create involved, safer, healthier and prosperous communities.
 - Secures agreement from all those delivering local services to deliver actions that will result in improved outcomes for the local community.
 - Identifies from each local area outcomes which can be delivered in their area and community satisfaction with what has been achieved.

14. Objectives

In undertaking and fulfilling their remit the LNPs have the following key objectives:

- To consult and involve local residents, businesses and partner organisations in agreeing an annual neighbourhood agreement for their area.
- To produce an annual neighbourhood agreement for their area that is consistent with the Borough's Community Plan and Local Area Agreement.
- To manage and monitor the implementation of their neighbourhood agreement and to annually publish the achievements consistent with the

Walsall Borough Strategic Partnership's performance management framework.

- To increase local community involvement in the area and to involve local people and organisations in improving the environment in which they live and work.