

Palfrey and Pleck Local Neighbourhood Partnership – 31st July, 2006

LNP Terms of Reference

Portfolio: Safer Stronger Communities, Partnerships and Vision 2021

Service Area: Neighbourhood Services

Wards: Palfrey Ward
Pleck Ward

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.

4. 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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**EXTRACT FROM WALSALL BOROUGH STRATEGIC PARTNERSHIP
CONSTITUTION , APPROVED 26TH JUNE 2006**

1. Local Neighbourhood Partnerships

1.1. Name

1. The names of each of the nine local neighbourhood partnerships (Local Neighbourhood Partnerships) set up by Walsall Council through the Walsall Borough Strategic Partnership (WBSP) are shown in Table 1 below, along with the area each shall serve.

Table 1- Local Neighbourhood Partnership Names and Areas Covered

Local Neighbourhood Partnership Name	Council Areas Covered
Brownhills Aldridge North	Brownhills and Aldridge North and Walsall Wood
Pelsall and Rushall	Pelsall and Rushall-Shelfield
Blakenall and Bloxwich	Bloxwich East, Bloxwich West and Blakenall
Willenhall	Willenhall North, Willenhall South And Short Heath
Darlaston	Darlaston South and Bentley and Darlaston North
Aldridge South and Streetly	Aldridge Central & South and Streetly
Pheasey and Paddock	Pheasey Park Farm and Paddock
St. Matthews and Birchills Leamore	St. Matthews and Birchills Leamore
Palfrey and Pleck	Palfrey and Pleck

1.2. Remit

1. Walsall Borough Strategic Partnership and Walsall Council shall support the nine local neighbourhood partnerships. Each partnership shall:
 - a) Act in accordance with the WBSP's constitution and these terms of reference,
 - b) Report to the WBSP upon its progress,
 - c) Engage with local communities to facilitate delivery of improved services and development of vibrant communities, and
 - d) Develop a Neighbourhood Agreement for the area each serves.

2. This Neighbourhood Agreement shall:
 - a) Capture local pledges and actions to create involved, safer, healthier and prosperous communities,
 - b) Secure agreement from all those delivering local services to deliver actions that will result in improved outcomes for the local community.
 - c) Identify for the area served by the Local Neighbourhood Partnership outcomes which can be delivered within that area, and
 - d) Measure community satisfaction with what is planned and what has been achieved.

1.3. Objectives

1. In undertaking and fulfilling their remit the Local Neighbourhood Partnerships have the following key objectives:
 - a) To consult and involve local residents, businesses and partner organisations in agreeing an annual neighbourhood agreement for their area.
 - b) To produce an annual neighbourhood agreement for their area that is consistent with the Borough's Community Plan and Local Area Agreement.
 - c) 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.
 - d) To increase local community involvement in the area and to involve local people in improving the environment in which they live and work.

1.4. Membership

1. Each Local Neighbourhood Partnership will consist of all the Walsall councillors who represent the wards served by the partnership, WBSP nominated partners, and up to 10 locally appointed partners. WBSP nominated partners will be drawn from a representative of each of:
 - a) West Midlands Police,
 - b) West Midlands Fire Service,
 - c) Teaching Primary Care Trust,
 - d) Education Walsall,
 - e) Walsall Housing Partnership, and
 - f) Walsall Community Empowerment Partnership Board.

2. The nominated partners from WBSP will be reviewed in line with any revisions or amendments to WBSP's constitution. WBSP will confirm, at its Annual General Meeting, the partners nominated to each of the nine Local Neighbourhood Partnerships, who shall serve for that municipal year.
3. Locally appointed partners will be chosen by each Local Neighbourhood Partnership to reflect the different communities that each serves.
4. Local Neighbourhood Partnerships' years, and the term of office of all those appointed, will begin at the Annual General Meeting of the WBSP. Members' terms of office will terminate at the end of the municipal year.

1.5. Duties of all Members

1. Every member of an Local Neighbourhood Partnership shall endeavour to:
 - a) Attend the Local Neighbourhood Partnership meetings,
 - b) Contribute positively to the partnership's discussions,
 - c) Work with other members to take important decisions leading to decisive action for the improvement of the neighbourhoods in which people live and work,
 - d) Work to achieve consensus on key issues and address and prioritise action.
 - e) Consider what is in the best interests of the Local Neighbourhood Partnership area by seeking and responding to local people's views,
 - f) Use their experience and expertise in order to develop good, workable solutions to their neighbourhood's problems,
 - g) Raise areas of concern in a constructive and supportive manner in order to improve the quality of life for people in their area, and
 - h) Be committed to equality of opportunity and creating inclusive communities.

1.6. Chairing of Meetings

1. The first meeting of each Local Neighbourhood Partnership, following the Annual General Meeting of the WBSP, shall commence with the election of a chairperson and vice-chairpersons who shall remain in office throughout that municipal year or until they resign.
2. During the year commencing June 2006, the chairperson shall be one of the ward councillors representing the Local Neighbourhood Partnership's area. In addition there will be two vice-chairpersons, one of whom shall be drawn from the WBSP nominated partners and the other from locally appointed partners.
3. The chairperson and vice-chairpersons shall be elected each year with one each from:

- a) Ward members,
 - b) WBSP nominated partners, and
 - c) Locally appointed partners.
4. In the absence of the chairperson, either one of the two vice-chairpersons shall chair the Local Neighbourhood Partnership meetings. They will have the same powers as the Chair at that meeting of the Local Neighbourhood Partnership.

1.7. Specialist Assistance

1. 'Specialists' may be asked to attend a meeting of any Local Neighbourhood Partnership. They shall;
 - a) Inform debate, and
 - b) Assist members in the making of decisions.
2. 'Specialists' shall attend only in an advisory capacity and shall not have a vote or any right other than to be heard.

1.8. Meetings

1. Each Local Neighbourhood Partnership's first meeting will take place only after the Annual General Meeting of the WBSP. A schedule of meetings for the year will be presented at the WBSP Annual General Meeting and circulated to all councillors and to those appointed as members at that meeting.
2. Local Neighbourhood Partnerships shall meet at least six times during of the year. The last of these meetings shall be before the end of the municipal year.
3. Meetings should be held within the area covered by the Local Neighbourhood Partnership and be in venues that are accessible to all.
4. At least five days before the date set for the Local Neighbourhood Partnership meeting, members shall be:
 - a) Informed in writing of the date, time and venue of the meeting, and
 - b) Provided with an agenda for the meeting.
5. The agenda should include, among other things:
 - a) Apologies received from members,
 - b) Declarations of interest by members,
 - c) Agreement of any items to be discussed under any other business,
 - d) Minutes of the last meeting,
 - e) Reports from Theme/Task Groups,
 - f) Public Forum,
 - g) Progress Report on the Neighbourhood Agreement,

- h) Approval or amendment of any report to be made to the Partnership Board or Executive Committee of the WBSP,
 - i) Any other item on the agenda which has been notified to Partnership Board members, and
 - j) Any other business for which the meeting has given its approval.
6. Two community action groups will be established for each Local Neighbourhood Partnership area. One group will consider community safety and environmental issues and the other group will consider matters relating to health and young people.
7. Each community action group will meet bi-monthly. Their purpose is to:
- a) Engage with service providers at the local level, including those from the voluntary and community sector.
 - b) Listen to and advise the Local Neighbourhood Partnership of issues and ideas raised by the wider community.
 - c) Listen to the issues raised by the Local Neighbourhood Partnership and connect these to the issues raised by the wider community.
 - d) Inform the content of the Local Neighbourhood Partnership's neighbourhood agreement and environmental action plan.
 - e) Present potential solutions to the Local Neighbourhood Partnership for approval and endorsement of funding/resources.
 - f) Make known actions agreed and taken by the Local Neighbourhood Partnership and community action groups to the wider community.
8. The core membership of the community action groups will include as a minimum:
- a) An Local Neighbourhood Partnership Champion – who will chair the meeting
 - b) Key service deliverers (eg, Streetpride, Neighbourhood Police Team, Youth Service, Neighbourhood Wardens, GPs)
 - c) Representatives from residents groups, street champions, local interest groups (faith, disability, young people, BME), geographic networks, Neighbourhood Watch, Community Associations

1.9. Minutes of Meetings

1. Every meeting of each Local Neighbourhood Partnership shall be minuted. Minutes of each meeting shall be;
- a) Provided to every Local Neighbourhood Partnership member,
 - b) Discussed and amended for accuracy at the next quorate meeting of the Local Neighbourhood Partnership, and
 - c) Following correction of any errors, approved as a correct record of the business and resolutions of the meeting.

2. Once approved, minutes of meetings shall not be altered except following a resolution of the next meeting.
3. Approved minutes of the Partnership Board's and Executive Committee's meetings shall be;
 - a) Made available to representatives of the Accountable Body and to any body providing funds to the Partnership,
 - b) Published on the Walsall Borough Strategic Partnership's Internet site, and
 - c) Made available to members of the public.

1.10. Inclusion of items on the agenda

1. Any member of the Local Neighbourhood Partnership may comment on items on the agenda and ask the Local Neighbourhood Partnership's chairperson for an item to be included on the agenda, provided that
 - a) the item falls within the remit of the Local Neighbourhood Partnership
 - b) sufficient notice of the item has been given to allow a response to be prepared
2. Notice of such items shall be given to the chairperson or to officers supporting the Local Neighbourhood Partnership, who will consult with the chairperson.

1.11. Decision Making

1. Wherever possible, the Local Neighbourhood Partnership shall make decisions by a consensus of those members present.
2. Where consensus cannot be reached, the Chairperson may call for a vote.
3. Voting will be by a show of hands.
4. A simple majority of the members present shall be sufficient for the chairperson to declare any item carried or defeated.
5. The chairperson may cast a vote upon any item. In the event of a tied vote, the chairperson shall declare the motion carried or defeated.
6. Any member may choose to vote or to refrain from voting on any issue.
6. Where any member or their substitute has declared a prejudicial interest in any issue, they shall not vote upon it.

1.12. Inquorate Meetings

1. A quorum of six members must be present at the Local Neighbourhood Partnership meeting for it to reach any decision. Where a meeting of the Local Neighbourhood Partnership is inquorate, the chairperson shall decide whether to;

- a) Abandon the meeting and reschedule it at another time to be agreed,
 - b) Adjourn the meeting for a period of up to thirty minutes, or
 - c) Continue with the business of the meeting.
2. Where the Local Neighbourhood Partnership chairperson decides to continue the meeting, it may discuss all the matters upon the agenda.
 3. An inquorate meeting will have no authority to resolve upon any matter, but may choose to inform a future quorate meeting of views and opinions expressed. The next quorate meeting will discuss these matters and resolve upon them.

1.13. Public participation

1. Each agenda for an Local Neighbourhood Partnership 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 Local Neighbourhood Partnership area will be able to address the Local Neighbourhood Partnership on an issue that affects a significant number of citizens within the area served. 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.
2. Members of the public will be asked to identify themselves, and state the nature of their interest within the Local Neighbourhood Partnership area prior to being invited to speak. The Local Neighbourhood Partnership 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.
3. 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.
4. 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.