

CHORLEY PUBLIC SERVICE REFORM BOARD

CHORLEY PUBLIC SERVICE REFORM BOARD TERMS OF REFERENCE

PURPOSE OF REPORT

1. This report, and the attached draft terms of reference, is presented to the Chorley Public Service Reform Board for their approval. This will clarify the role and responsibilities of the Board and its members.

RECOMMENDATION

2. That the terms of reference attached are approved.

BACKGROUND

3. At the last meeting of the Chorley Partnership Executive in April 2014, it was agreed to refocus the purpose and aims of the partnership. At that meeting, it was acknowledged that there were a number of drivers for change;

- To take advantage of the opportunities available within the shifting public sector landscape
- To maximise the impact of partnership working in areas to ensure better services for communities and more effective spending of our joint resources
- To establish and commit to a common purpose

The Partnership agreed to a new objective and four workstreams to make up the programme of work for 2014/15.

“Work together to ensure high quality public services with the best outcomes and value for residents and provide better coordinated and integrated services which are intelligence led.”

These have been developed into the attached terms of reference

TERMS OF REFERENCE

4. The terms of reference are split into four sections;
 - i. Purpose of the Board – as agreed at the last meeting of the Partnership Executive
 - ii. Membership – this remains largely the same as before, however changes to the Champion Roles have been included to ensure that these roles fit with the new structure. There are three Champion roles – Start Well, Live Well and Age Well. This

reflects the feedback from the Partnership about ensuring that all sections of our communities are covered in our work.

- iii. Role of Board Members – to define the role and responsibilities of the Board members
- iv. Operating Arrangements – to confirm the administration and governance arrangements for the meetings themselves.

CONCLUSION

It is recommended that the terms of reference are approved and adopted.

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CHORLEY PUBLIC SERVICE REFORM BOARD

TERMS OF REFERENCE

1.1 Purpose of the board

- 1.1.1 The purpose of the board is to **“Work together to ensure high quality public services with the best outcomes and value for residents and provide better coordinated and integrated services which are intelligence led.”**
- 1.1.2 The board will work to fulfil this purpose and improve outcomes for the people of Chorley
- 1.1.3 The board will deliver this through an annual work plan. The four workstreams for 2014/15 are;
- Intelligence led services and sharing intelligence
 - Joint Commissioning
 - Integrated assets
 - Chorley wellbeing and resilience system
- 1.1.4 Each board member will be responsible for gaining commitment from their organisation to support the delivery of these workstreams. Each board member has committed to;
- Strong and dedicated leaders who are able to commit their organisations to exploring and where agreed, delivering, the new ways of working
 - Allocation of staff resource to workstreams to deliver on workstreams on their behalf
 - Removal of organisational barriers to data sharing where possible
 - Collective honesty up front about what is and isn't deliverable in partnership
- 1.1.5 The board will lobby and influence other partnership bodies, such as the Children's Trusts, Community Safety Partnerships, Health and Wellbeing Partnerships, to ensure that Chorley issues are recognised and acted upon.

1.2 Membership

Organisation	Representative
Chorley Council	Leader of the Council
Chorley Council	Opposition Member
Chorley Council	Chief Executive
Chorley VCFS Network	VCFS Network Representative
DWP	Divisional Manager
Business Representative – focus on social responsibility	Business Sector Representative
Chorley and South Ribble Clinical Commissioning Group	Chief Officer
Lancashire Care Foundation Trust	Chief Operating Officer
Lancashire Constabulary	Chief Inspector
Lancashire County Council	Director of Public Health
Lancashire County Council	Elected Member
Lancashire Fire and Rescue Service	Group Manager
Lancashire Teaching Hospitals Trust	Director of Strategy
Runshaw College	Principal
Start Well Champion	LCC Children's Services Representative
Live Well Champion	VCFS Network Representative
Age Well Champion	Chief Executive, Age UK Lancashire

1.3 Role of Board Members

- 1.3.1 Attending meetings in person, avoiding the use of deputies.
- 1.3.2 Leading change and the transformation of services across the borough.
- 1.3.3 To take the lead on specific pieces of work on behalf of the board, ensuring the board delivers and to report success into their own organisation.
- 1.3.4 Ensuring two way communications/reporting arrangements between the board and their own organisation having regard to their own processes.
- 1.3.5 Ensuring full buy in from their own organisation, underpinned by signed agreements, based on business cases and full cost benefit analysis where this is appropriate.
- 1.3.6 Identifying resources within their own organisations (including finance, policy and HR) to support the delivery of agreed partnership work-streams
- 1.3.7 To consider and suggest improvements to the operation of the board and its work programme and have ultimate responsibility for ensuring work-streams remain on course
- 1.3.8 The Champions (Start Well, Live Well and Age Well) will ensure that the needs and issues of these respective groups are represented at the Board discussions.

1.4 Operating arrangements

- 1.4.1 Agenda Setting – Items for the agenda must be forwarded in advance of the meeting and the agenda and associated reports will be distributed electronically no less than five days before the meeting. Meetings will be based on a clear and prioritised agenda and be action orientated.
- 1.4.2 Appointment of Chair – The board will be chaired by the Leader of the Council.
- 1.4.3 Attendance - Should any member miss 2 consecutive meetings the board will consider whether that member should be asked for a written explanation. Unless there are exceptional reasons, missing 3 consecutive Executive meetings will be considered as resignation from the board
- 1.4.4 Decision making - The board will seek to make decisions by consensus whenever appropriate. In the event of any disagreement it will be for the Chair to seek to resolve any differences. If disagreement cannot be resolved then a vote can be taken.
- 1.4.5 Declaration of Interests - In the spirit of openness and transparency, any member having a personal interest within the meaning of the Code of Conduct as set out in the Local Government Act 2000 must disclose the fact at the meeting. Where that interest is also prejudicial and therefore may give others the perception that their view is affected by their personal situation, then the member concerned should leave the room and/or take no part in the discussions around the particular item
- 1.4.6 Meetings – The meetings will be held five times a year with dates agreed at the start of each year. Meetings of the board are not open to the public. Meetings will be supported and serviced by the Policy and Communications Service of Chorley Council. A full record of those present at the meeting, of apologies of absence and non-attendance shall be recorded in the minutes

The board will review its performance and effectiveness after a 12 month period.