

Chorley Partnership Constitution 2008





CONTENTS

	PAGE
Why does the Chorley Partnership exist?	3
Who is involved in the Chorley Partnership?	4
How is the Chorley partnership structured?	6
Performance Management & Operating Arrangements	8
Code of Conduct	10

Why does the Chorley Partnership exist?

Purpose

The Chorley Partnership is the Local Strategic Partnership (LSP) for Chorley. In the Local Government White Paper, LSPs are tasked as the main vehicle for developing a vision for transforming a place and for tackling hard cross-cutting social problems, and for producing and delivering the Sustainable Community Strategy.

LSPs are not statutory bodies, however they do have a very important role in bringing together the public, private, voluntary and community sectors to co-ordinate joint working and expertise in improving localities.



The role of the LSP

The Key roles of the Local Strategic Partnership are:

- 1 To oversee the production of Chorley's Sustainable Community Strategy, delivered through an Action Plan that is owned and agreed by all Partners
- 2 To oversee the delivery and performance management of Chorley's contribution to the Lancashire Local Area Agreement
- 3 To draw on the expertise of the public, private, voluntary and community sectors to co-ordinate joint working and expertise in improving Chorley.
- 4 To encourage the improvement and joint-working of public services throughout Chorley to bring about efficiencies and improved services for the people of Chorley
- 5 To monitor the overall progress of the Chorley Partnership and be publicly accountable to the wider community.

Who is involved with the Chorley Partnership

An overarching Board of 40 representatives from:

- 10 Borough/County Councillors (6 District / 4 County)
- 10 Business Sector representatives
- 10 Representatives from other public sector organisations
- 10 Representatives from the Faith, Community and Voluntary Sectors.

An Executive steering group made up of:

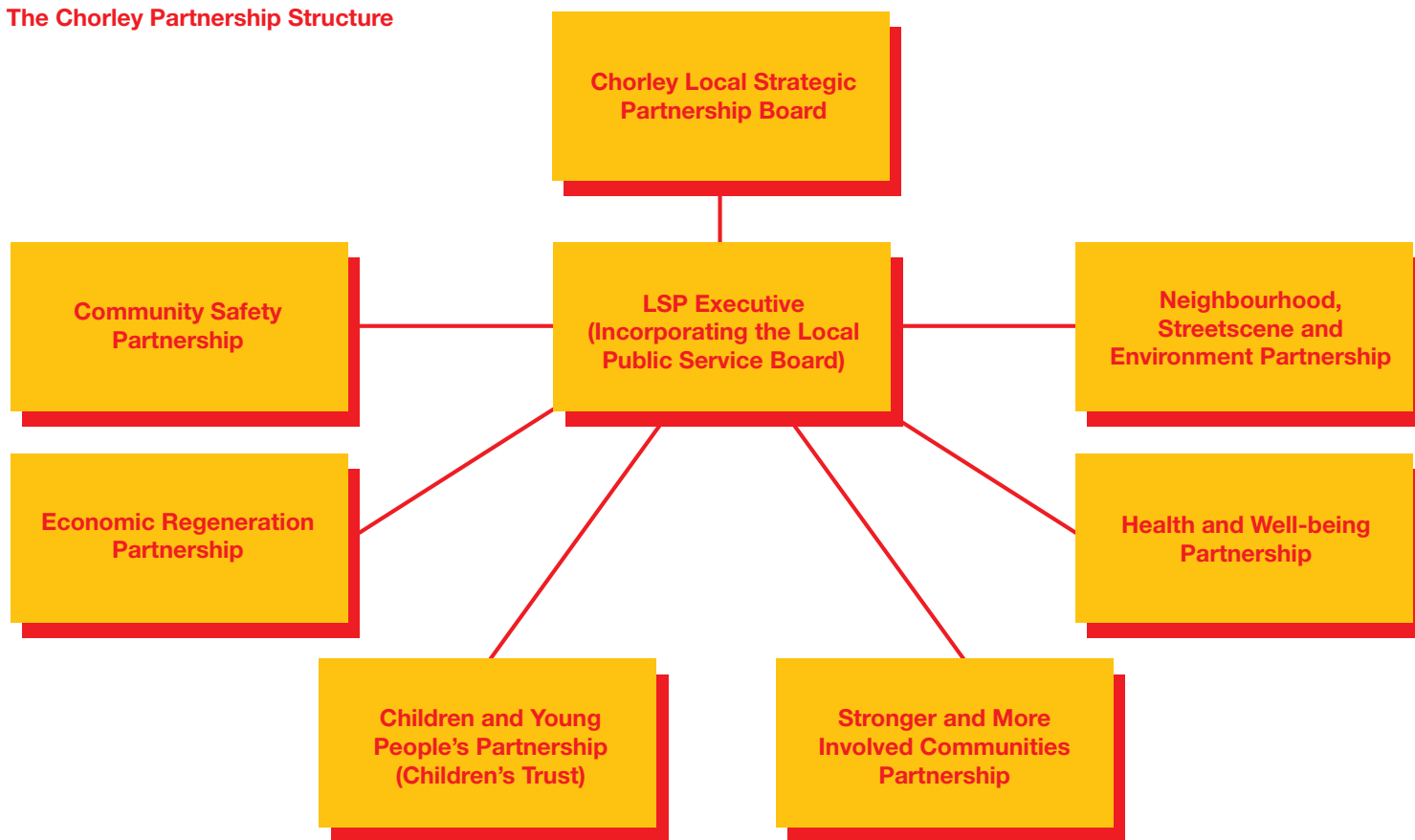
- The 6 chairs of the thematic groups
- Chief Officers from Chorley's major public sector partners:
 - o *Chief Executive, Chorley Council*
 - o *Chief officer for Chorley, Lancashire County Council*
 - o *Chief Executive, Central Lancashire PCT*
 - o *Chief Superintendent, Lancashire Police, Southern Division*
 - o *Director of Facilities & Services, Lancashire Teaching Hospitals*
 - o *Community Protection Manager, Lancashire Fire and Rescue Services*
 - o *Partnership Executive, JobCentre Plus*
 - o *Vice Principal, Runshaw College*

- A representative of the Chorley Branch of the Lancashire Association of Town and Parish Councils
- A representative from the South Ribble Partnership
- District Partnership Officer, Lancashire County Council
- Assistant Chief Executive (Policy and Performance), Chorley Council
- Performance Advisor (Partnership), Chorley Council

6 Sub-Groups, which focus in more detail on delivering the specific themes of the Sustainable Community Strategy (hence they are known as thematic partnerships)

- **Community Safety**
- **Stronger and More Involved Communities**
- **Children & Young People**
- **Economic Regeneration**
- **Health & Wellbeing**
- **Neighbourhood, Environment & Streetscene**

The Chorley Partnership Structure



How is the Chorley Partnership structured?

The board

The Board is the overarching management panel of the LSP. It meets four times a year in venues across the Borough. Representatives will speak for the organisation or network that they represent at meetings and carry back to their organisations the key messages and decisions of the LSP.

The board acts as the centre of a communication network that ensures that key issues for the Borough are raised and discussed at the LSP. Its primary role is to articulate the needs and aspirations of local people and to ensure that the Chorley Partnership is addressing these.

It also scrutinises performance management information on an annual basis on the progress towards the targets in the Sustainable Community Strategy through the Annual Report, produced after the end of each financial year, as well as Chorley's contribution to the Local Area Agreement.

The Chairperson of the Board will be appointed through an election involving all Board members every two years.

The terms of reference for the Board are:

- To monitor Chorley's progress against the Local Area Agreement targets
- To scrutinise performance of the sustainable community strategy throughout the year, in particular at the end of the financial year through the Annual Report
- To act as the main opportunity for partners to meet and share information to inform future Partnership activity
- To raise topical, relevant issues that affect the Chorley Partnership's remit, as appropriate

The executive

This group brings together the key decision makers in the borough, enabling them to take on a leadership and governing role. The Executive gives steer to the sub-groups to develop action plans and partnership-based projects to deliver improved local services.

This group ensures that the Sustainable Community Strategy is being delivered at an operational level – checking that

milestones and targets are being met and that project plans are on track. It monitors performance indicator information as it becomes available, particularly against the Local Area Agreement targets for Chorley.

The terms of reference for the Executive are:

- To be the accountable body for Chorley Partnership's work to achieve the Sustainable Community Strategy
- To drive the delivery of the Community Strategy at operational level ensuring milestones, targets and projects plans are being delivered.
- To co-ordinate the work of the sub-groups and ensure effective communications across the Chorley Partnership at every level.
- To develop specific initiatives which will benefit the Chorley Partnership and facilitate the delivery of the Sustainable Community Strategy priorities.
- Identify and rationalise current local partnership structures to maximise the potential for using existing arrangements into one single focus for joined up public service delivery
- Develop joint procurement opportunities and encourage efficiency savings through joint asset management and work force management
- To bring together the key decision-makers in the Borough in a way that is visible, meaningful, and accountable to local people and which delivers improved public services.

The Chair of the Executive will be the Borough Council leader.

The thematic partnerships

There are 6 thematic partnerships that sit below the Executive group, that are tasked with delivering projects to meet the Sustainable Community Strategy objectives.

- To develop action plans which will ensure that progress can be demonstrated against Sustainable Community Strategy targets year on year
- To consult with a wider range of individuals and organisations linked to their sub-groups to ensure the action plan responds to the needs and wishes of local people
- To reshape policies, practice and structures to enable innovative joint working across organisational boundaries
- To develop excellent new models of service delivery to progress Community Strategy priorities
- To map and keep a track of all the organisations that feed into the remit of the sub group
- To be responsible for the delivery of projects to deliver the Sustainable Community Strategy

Performance management

The Chorley Partnership has a performance management framework that allows for the regular monitoring of its performance.

In particular, this includes the monitoring of:

- LAA targets the Chorley contributes to the delivery of Sustainable Community Strategy targets
- The Chorley Partnership's cross-cutting projects

Information on performance against these targets will be reported on a quarterly or annual basis, depending on the nature of the target, by the Performance Advisor (Partnership). This data will be collected on the Council's performance management information system and used to monitor and report on the Chorley Partnership's performance.

Quarterly reports will be presented to Chorley Council's Executive Cabinet on the progress of the Chorley Partnership in the delivery of its projects, for further scrutiny.

An Annual Report will be published at the end of the financial year and presented to the June Board, as well as published on the Chorley Partnership website, detailing the performance of the Chorley Partnership over the whole year.

Operating Arrangements

1. Agenda setting

The board

Each Board Member is entitled to send items for a Board meeting agenda to the Performance Advisor (Partnership) for possible inclusion. This must be done at least 7 working days prior to the meeting.

The agenda will ultimately be agreed by the Chair of the Chorley Partnership.

Each Board Member will receive copies of the agenda and accompanying papers not less than 5 working days prior to the meeting.

Other items may be tabled at the meeting for information purposes.

The executive

The agenda will be compiled by the Performance Advisor (Partnership) and be approved by the Chair of the Executive. Items for the agenda will be sought from each member of the Executive before the meeting.

Each Executive Member will receive copies of the agenda and accompanying papers not less than 5 working days prior to the meeting.

Other items may be tabled at the meeting for information purposes.

2. Decision making

The partnership 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.

Voting will be needed in the case of decisions that commit finance and beyond that only in exceptional circumstances. When voting does need to take place there will be an equality of votes amongst those members present and

voting on that question. In the case of a tied vote, the Chair of the partnership will have a second or casting vote.

3. Declaration of Interests

In the spirit of openness, Any member having a pecuniary interest (direct or indirect) within the meaning of the National Code of Local Government Conduct (non financial) or Sections 94 – 98 Local Government Act 1072 (financial) must disclose the fact orally.

Those declaring an interest may be asked to leave the room and/or take no part in the discussions around the particular item. However, the Chair of the meeting can, if appropriate, invite the interested party to provide factual information before the discussion begins.

4. Records of meetings

A full record of those present at the meeting, of apologies of absence and non-attendance shall be recorded in the minutes. The minutes of every meeting of the Board and sub-groups of the LSP shall be drawn up and approved by the Chairs of the meetings.

5. 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 Board meetings will be considered as resignation from the Board.

Code of Conduct

The members of the Chorley Partnership agree to abide by the following general codes of conduct when attending meetings or other business of the Chorley Partnership:

Selflessness

1. Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

Honesty and Integrity

2. Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

Objectivity

3. Members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

Accountability

4. Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

Openness

5. Members should be as open as possible about their actions and those of their authority, and should be prepared to give reasons for those actions.

Personal Judgement

6. Members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

Respect for Others

7. Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority's statutory officers, and its other employees.

Duty to Uphold the Law

8. Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

Stewardship

9. Members should do whatever they are able to do to ensure that their authorities use their resources prudently and in accordance with the law.

Leadership

10. Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.



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Chorley
Partnership