

Tunbridge Wells Together Terms of Reference

1. Introduction

Tunbridge Wells Together (TWT) is the Local Strategic Partnership for the district and is established in the spirit of the Local Government Act 2000. It is made up of representatives from the private, public and community, voluntary and faith sectors. The LSP is the single body that:

- Brings together at a local level the different parts of the public sector as well as the private, business, voluntary and community sectors in a partnership arrangement to ensure initiatives and services can be delivered for the residents of the borough.
- TWT operates at a level, which enables strategic decisions to be taken, and allows the partnership to direct services and initiatives at a local level.
- TWT is a non-statutory, non-executive partnership and sits under the Countywide LSP (Kent Partnership)

2. Government Guidance

Government Guidance identifies the role of the local authority with its LSP partners as being to:

- Exercise a leadership and governing role through identifying and articulating the needs of local communities and reconciling and arbitrating between competing interests
- Have oversight of and aims to co-ordinate community consultations and engagement activities of individual partners and where appropriate combine them.
- Produce a Sustainable Community Strategy (SCS) based on evidence and data from the local area and its population, to establish a shared vision and priorities for action
- Produce a county wide Local Area Agreement (being done by the Kent Partnership) based on priorities identified in the SCS
- Have an oversight of the planning and alignment of resources in the locality in order to achieve more effective commissioning and ultimately better outcomes. Although, each partner is accountable for its decisions taken in relation to funding streams allocated to it.
- Review and performance manage progress against the priorities and targets agreed in the LAA and ensure delivery arrangements are in place. Part of fulfilling this will require the local authority and its partners to seek to ensure that sufficient support is provided to the LSP

to help it co-ordinate the delivery of the targets that have been agreed through the LAA.

3. Purpose of Partnership

TWT is the 'partnership of partnerships' with overall responsibility for encouraging community leadership, supporting the delivery of services and create an environment where partners can work together to deliver better outcomes for the residents of the borough.

The TWT partnership is the overarching governing body and will be supported by a range of thematic delivery groups including:

- Community Safety Partnership (statutory partnership)
- Borough Housing Partnership
- Cleaner Greener Group
- Economic Development, Transport and Skills
- Local Children Services Partnerships
- Health and Older People Group
- Stronger Communities Group

The partnership will also be supported by a Public Service Board, which will consist of statutory partners (and other relevant local partners as deemed necessary) to co-ordinate delivery on behalf of TWT.

The key responsibilities of TWT are:

1. To be the 'partnership of partnerships' and to act together to improve and enhance opportunities for all communities in the borough of Tunbridge Wells
2. To ensure delivery of the Vision as set out in the Sustainable Community Plan (SCP)
3. To ensure delivery of the Local Action Plan underpinning the Sustainable Community Plan and the Kent Agreement Two.
4. To provide leadership in achieving the Vision and communicating it widely and simply to all our residents and wider stakeholders
5. To set longer term priorities taking account of external factor and priorities identified by the constituent member of partnership
6. To influence the deployment of mainstream resources
7. Promote and foster synergy and coherence between the partnership and wider partnerships

8. To have oversight of and aim to co-ordinate community consultation engagement and consultation across partners and where appropriate combine them.
9. Encourage innovative thinking to tackle cross cutting issues between economic, social and environmental objectives.
10. To work towards the following strategic areas as set out in the SCP
 - Safeguarding our environment
 - Maintaining a thriving economy
 - Enabling people to take part in and enjoy leisure activities
 - Increasing community safety and reducing the fear of crime
 - Transport – getting around the borough
 - Meeting the need for housing
 - Promoting health and improving well-being
 - Encouraging social inclusion by supporting independence
 - Learning for all

4. Membership and Governance

The TWT partnership builds on the Community Plan Partnership, which was responsible for the review of the SCP. TWT will have membership from all key sectors - voluntary, community, faith, statutory, public and private sectors

Advisors to the Board

One representative each from GOSE and SEEDA will act as advisors to the Board. The advisors will not have voting rights.

Other nominees

The Board may from time to time invite someone to attend a specific Board meeting whose special knowledge would be of assistance. These attendees will have no voting rights.

Resignation

Board members who wish to resign should notify the chair. The relevant organisation or sector will be invited to nominate another representative

Appointment of Chair and Vice Chairs

The Chair will be the Leader of the Council, a Vice Chair will be nominated at the inaugural meeting of the LSP. The chairmanship will be subject to rotations after the first two years period.

In the absence of the chair, the vice chair will preside. If neither the chair nor the vice chair is present, the voting members of the Board will elect a chair for the meeting.

Board Meetings

Frequency

The Board will meet no fewer than three times a year. Dates, times and venues will be set at the beginning of each year and will, where possible, reflect the needs and constraints of all members. The chair may vary these dates according to the nature or volume of business to be discussed.

Agendas

Meetings will be no longer than two hours and Members of the Board may put items on the agenda, if they give notice in writing at least ten clear working days before the date of the meeting.

All papers will be dispatched to the Board, at least five clear working dates before the date of the meeting.

It is proposed that the format of the meetings is as follows:

1. Main business including updates from PSB and the thematic delivery groups for one hour
2. Strategic discussions on a particular borough wide issue that requires cross sector intervention (such as addressing impact of an ageing population). Actions would be delegated to PSB to develop in more detail on behalf of the partnership.

Voting

All issues will be decided by a majority of the voting members of the Board present and voting. If there is an equality of vote, the chair of the meeting will have a second or casting vote.

Voting will be a show of hands and will only be recorded if requested.

Quorum

The Board may make decision provided that at least 8 voting members are present.

Attendance at meetings

If a Board member misses three consecutive meetings, the Board will ask their organisation or sector to nominate another representative.

Urgent Decisions

Where an urgent decision is needed between meetings, the chair or vice chairs in consultation with three other members of the Board may take that decision.

Urgent decisions taken between decisions will be reported to the next meeting of the Board.

Declaration of Interest

When all Board members join, all partners should declare their financial and personal interests to Tunbridge Wells District Council, so those interests can be recorded in the registers maintained by the Council.

At the beginning of each meeting, members will declare their financial and/ or personal interests.

Confidentiality

Members of the Board will take all reasonable steps to maintain confidentiality of any information of a personal nature, or relating to the financial or business affairs of other persons, or which is commercially sensitive, that comes into their possession or knowledge arising out of their members of the Board (including delivery sub groups)

Annual General Meeting

The Board will call an AGM each year, to report on the membership, the achievements and future plans.

Support to the LSP

Tunbridge Wells Borough Council will provide administrative support to the partnership and will co-ordinate monitoring of the Sustainable Community Plan and the Local Action Plan on behalf of TWT.

TUNBRIDGE WELLS TOGETHER
(Local Strategic Partnership)



PUBLIC SERVICES BOARD
(Executive Delivery Group)



SAFER
(Community Safety Partnership)

STRONGER COMMUNITIES

CLEANER & GREENER

Economic Development, skills and transport

HEALTH & OLDER PEOPLE

CHILDREN & FAMILIES
Local Children's Service Partnerships

BOROUGH HOUSING PARTNERSHIP

Thematic Delivery Groups