

LSP Constitution – Updated Draft December 2008 (Changes Underlined)

1. Officers of the Partnership

There will be a Chair man and Vice Chairman of the Partnership, elected by the members of the LSP every 2 years. They will be responsible for chairing meetings, drawing up agendas and representing the LSP as appropriate. The District Council will act as Treasurer for the purposes of managing the partnerships budget. The Local Strategic Partnership Manager, will act as Spending Control Officer.

2. Criteria for membership of Board

Members of the LSP board will be:

- An executive or elected official of the organisation they represent
- From organisations that operate within the Epping Forest District
- From public, private or voluntary organisations, or other partnerships that further public interest
- Supported for membership by a simple majority of the LSP voting members.

3. Our expectations of members

Generally, members of the Epping Forest Local Strategic Partnership are expected to live, work or trade in the District. They should be at Chief Executive level or their nominated representative and therefore have sufficient authority to speak for their organisations and partnerships. It is essential that they are able to demonstrate a commitment to Epping Forest. At the LSP meetings Members must primarily consider "What is best for Epping Forest?" as opposed to their host organisation.

Members are expected to challenge and support each other, display consistency and respect confidentiality. They must be focused and strategic.

The membership seeks to be inclusive and flexible, reflecting the objectives of the LSP. The size needs to be manageable, enabling members to make an effective contribution, develop trust and team working.

There are members of the board from a variety of District-wide organisations and key strategic partnerships. The Board will have a collective responsibility for its work. The Membership of the Board will be kept under ongoing review to ensure that representation is appropriate to changing circumstances. Decisions on admitting new members to, or on members leaving, the LSP, will take into account the value they bring to the LSP, their influence, resources, expertise and knowledge.

To enable the Board to continue to be manageable and strategic, admission of new members will require a vote by the whole of the partnership. An existing member should nominate new members and they must state a case for their inclusion.

4. Current membership is drawn from the following partnerships and organisations.

Members are nominated by the relevant organisation or partnership. Substitutes for individuals meetings will be allowed if they are notified in advance and carry the specific delegated authority of the member.

Generally groups will be represented through the partnerships set out below, and will be encouraged to participate in working groups of the LSP.

The partners as of December 2008 are as set out below:

Epping Forest District Council

Representatives: Cllr Mrs Diana Collins (Chairman of the LSP) and Cllr Mrs Anne Grigg

Deputy: Derek Macnab

West Essex Primary Care Trust

Representatives: Alison Cowie & Catherine O'Connell (Vice-Chairman of the LSP)

Deputy: Caroline Skinner

Epping Forest Local Council

Cllr Brian Surtees and Colin Thompson

Essex County Council

Representative: Cllr Colin Finn

Deputies: Yvette Wetton

Voluntary Action Epping Forest

Representative: Jacqui Foile

Deputy: Charlotte Copping

Epping Forest College

Representative: Peter Sadler

Deputy: Barbara Stock

Learning Partnership

Representative: Terry Collin and Monica Bird

Essex Police

Representative: Simon Williams

Essex Fire & Rescue Service

Representative: Ray Skinner

City of London

Representative: Paul Thompson

Local Business

Representative: Clive Snell

Faith

Representative: Rev Gay Ellis

Children & Young People

Representative: Cllr Ann Haigh

Deputy: Lonica Vanclay

5. Members of the LSP steering group will be:

- Chairman of the LSP
- Vice Chairman of the LSP
- The Chairman of each of the LSP's four Thematic Action Groups i.e. Safer Communities, Children and Young People, Healthier Communities, Sustainable Communities.

- The LSP Steering Group will support the work of the Full Board, by co-ordinating the work of the Thematic Action Groups and Task and Finish Panels. Responsibility for performance management, monitoring and evaluation of the outcomes of the activities of the LSP, on behalf of the Board will rest with the Steering Group. The Steering Group will also make recommendations to the Board with respect to pieces of project work to be commissioned.
- **Members of the Task and Finish Panels:**
Task and Finish Panels will be established to undertake specific tasks/projects on behalf of the Local Strategic Partnership. The Task and Finish Panels will operate to a Specific Brief and Terms of Reference as directed by the main LSP Board. Membership of the Panels, whose work will be time limited, will be drawn from across the Partner Organisations of the LSP, depending on the particular area of expertise required. Task and Finish Panels will not be exclusive to or aligned within any particular Thematic Group, but will, as necessary draw resources from across the Action Groups, again dependent on the nature of the Task to be undertaken.

6. Decision Making

The Full Board of the Epping Forest Strategic Partnership will meet quarterly. The dates where possible will be set in advance. The meetings will be held in public but agendas will have the facility to exclude the press and public for discussion on confidential matters at the end of business. In addition, Steering Group meetings, Thematic Action Group meetings and Task and Finish Panels, will be held generally in private session, although non-members may be invited to attend as necessary.

The quorum for Full Board and Steering Group meetings will be a third of the membership. Agendas will be sent out a minimum of seven days before the meetings. Minutes of the meeting will be circulated to members within ten working days after the meeting.

In cases and discussions requiring a vote, each organisation will be entitled to one vote. This will usually be their named representative or nominated official.

Task and Finish Panels will have scope to operate on a less formal basis as agreed by the participants, however, decisions and actions should be recorded in meeting notes. It is not anticipated that voting would be required at Task and Finish Panels. Issues requiring a formal decision with respect to policy, strategy or the commitment of additional resources, should be referred to the Steering Group or Board.

In all Forums, Members of the Epping Forest Local Strategic Partnership will be expected to declare any pecuniary or other interest which could have an impact on the decision making process.

7. Support

Epping Forest Local Strategic Partnership requires support to operate effectively. Epping Forest District Council, West Essex Primary Care Trust and Essex County Council will contribute core funding towards the cost of providing administrative and organisational support to the partnership. Other organisations will endeavour to contribute towards the costs of operating the partnership. In addition, sources of external funding by means of grant aid or sponsorship will be pursued.

The District Council will be responsible on behalf of the LSP for the employment and management of the LSP Manager. Voluntary Action Epping Forest will be responsible, on behalf of the LSP, for the employment and management of the LSP Admin Support Officer.

9. Communication

Epping Forest Local Strategic Partnership will have its own website, with links to all partners' websites. This will contain information on current issues, consultations, the Sustainable Community Strategy, reports on meetings and contact details for members and the LSP. Agendas and Minutes will be published on the Council's publicly accessed "Coms" system available through the District Council's Website.

It will be part of the role of the Partnership Manager to co-ordinate media coverage and raise the profile of the Partnership.

10. Consultation and Community Involvement

The Epping Forest Community Conference will be held once a year to bring together all those interested to contribute to the planning and prioritisation of the work of the LSP Board and the Sustainable Community Strategy.

The Epping Forest Local Strategic Partnership will also seek to use existing consultation processes, including the statutory Place Surveys to influence its work.

Wherever possible partner members or other partnerships will consider combining consultations.

11. Accountability

The Epping Forest LSP is the local strategic partnership body for Epping Forest. As such it is accountable to the people of Epping Forest for the following:

- Consultation with the local community on the development and review of the Sustainable Community Strategy
- Co-ordination the work of Partner Organisations to ensure that the needs of the people of Epping Forest are not in the most efficient way possible. To add value through partnership working in areas where no sole agency would be able to delivery services.
- To commission targeted work to meet particular priority needs.
- The delivery of the targets contained within the Essex Local Area Agreement and steps to meet the aspirations of the County-wide Community Strategy on behalf of the Essex Partnership Forum.
- The use of key performance indicators to measure progress and achievements.

12. Equality and Diversity

The Epping Forest Local Strategic Partnership will seek to ensure that its membership and work adhere to equality, diversity, sustainability and social inclusion values.

13. Review

The content of this constitution will be reviewed as necessary, but at least annually, to ensure they remain relevant to the working of the Partnership.