

**Revised Partnership Agreement for networkfareham  
To be adopted December 2007**

**Contents**

<b>1</b>	<b>Introduction .....</b>	<b>2</b>
<b>2</b>	<b>Mission, aims &amp; objectives of the Board .....</b>	<b>2</b>
	2.1 Aims.....	2
	2.2 Objectives.....	2
<b>3</b>	<b>The role of Board members .....</b>	<b>3</b>
	3.1 Period of office.....	3
	3.2 Removal from Board membership.....	4
<b>4</b>	<b>Chairman &amp; Vice-Chairman of Board .....</b>	<b>4</b>
<b>5</b>	<b>Basis on which Board is made up.....</b>	<b>5</b>
<b>6</b>	<b>Board procedures .....</b>	<b>5</b>
	6.1 Notice & frequency of meetings .....	5
	6.2 Agenda .....	5
	6.3 Administrative matters.....	6
	6.4 Quorate meetings .....	6
	6.5 Meeting procedures .....	6
	6.6 Dealing with conflict & grievances.....	6
<b>7</b>	<b>Financial / management arrangements.....</b>	<b>6</b>
<b>8</b>	<b>Advisors and staff.....</b>	<b>6</b>
<b>9</b>	<b>Thematic Partnerships .....</b>	<b>7</b>
<b>10</b>	<b>Review of this agreement and partnership evaluation .....</b>	<b>7</b>

## 1 Introduction

This document is Fareham's Local Strategic Partnership ([networkfareham](#))'s agreement and sets out the various roles and responsibilities of the members of [networkfareham](#) and protocols on ways of working.

This document is not a legally binding agreement. However, all members of [networkfareham](#) and their participating organisations are expected to abide by this agreement.

This document will be reviewed annually, although it can be updated at any time with the Board's agreement.

## 2 Mission, aims & objectives of the Board

The [networkfareham](#) Board exists to bring together the public, private, community and voluntary sectors in Fareham, in order to jointly improve Fareham's economic, social and environmental conditions, both now and in the long term.

### 2.1 Aims

- a) Agree a long-term strategic vision for the area that is in line with the principles of sustainable development.
- b) Develop and maintain a framework to ensure coherent working between the public, voluntary, community and private sectors, seeking to reduce duplication, address gaps and align priorities.
- c) Provide the means to bring together local plans, partnerships and initiatives, so that partners agree on and work more effectively to address key local needs and priorities.
- d) Improve the quality and efficiency of services delivered by the public sector, through more 'joined up' working and responding better to the needs of users.

### 2.2 Objectives

- a) Prepare and ensure implementation of a Sustainable Community Strategy (SCS) for the area, identifying a vision and key priorities for the next 10 - 20 years, monitoring progress annually, and keeping the SCS up to date.
- b) Ensure the strategies of the organisations and partnerships and SCS align, so that everyone is working in the same strategic direction, sharing resources, information and expertise to address key issues and local problems.
- c) Maximise the use of existing resources across all sectors and facilitate access to additional funding and resources for the benefit of Fareham.
- d) Speak on behalf of and lobby for the area's communities and their interests, to county, sub-regional, regional and national bodies. This will include commenting on and contributing to other agency and government strategies that impact on the area
- e) Undertake an ambassadorial role for the area and promote the image of Fareham outside its boundaries.
- f) Engage in the development of and assist with the implementation of Hampshire's Local Area Agreement.

- g) Support innovative approaches to key issues, and the use of an evidence-based approach to tackle them.
- h) Promote the engagement of all Fareham's communities in decisions about the future of the area. As part of this, work to ensure that the views of traditionally under represented and hard to reach groups are obtained.
- i) Rationalise existing partnership arrangements where necessary.

### **3 The role of Board members**

Board members are expected to:

- a) Show commitment to:
  - the overarching social, economic and environmental well-being of the area covered by the LSP
  - the goals set out in the Sustainable Community Strategy
  - the work of the LSP as a whole
  - represent the wider perspective of their sector.
- b) Contribute to the implementation, monitoring and evaluation of the LSP's Sustainable Community Strategy and any related action plans.
- c) If required, act as a 'champion' or lead on a given area of activity.
- d) Ensure that the different voices within their sector and organisation, and the different themes within the Sustainable Community Strategy, are heard.
- e) Be an active link (which includes communication and reporting) between the LSP and their thematic partnership, organisation and sector.
- f) Be active ambassadors for the LSP.
- g) Promote equality of opportunity in the work of the LSP and constructively challenge discriminatory practice.
- h) Contribute to the LSP's continuing development as a partnership, for example by:
  - participating in personal learning and development activities
  - engaging in any partnership performance management system that the LSP decides to use.
- i) Be responsible for declaring a conflict of interest.
- j) Support the principles set out in the One Compact for Hampshire.

#### **3.1 Period of office**

- a) The Board will annually elect its Chairman and Vice Chairman. The Chairman's appointment is subject to the Leader of the Council's agreement.
- b) There is no set length of time that Board members shall serve – but the Board will undertake an informal ongoing review and a formal annual review of:

- the basis on which the Board is made up. I.e. as set out in section 5 of this document.
- whether the right individuals from the constituent organisations / sectors are on the Board and if any changes need to be made. This will be linked to a review of the commitment of individual members, against the role of individual Board members, and 'desirable attributes' as set out in section 3.

### **3.2 Removal from Board membership**

- a) If a Board member fails to attend three meetings without sending apologies within a reasonable period of the meeting, they will be required to leave the Board.
- b) If a Board member sends apologies for three consecutive meetings, or sends a deputy to three consecutive meetings, the Chairman of the Board will lead on an appropriate course of action.
- c) If a Board member does something which is considered to seriously breach any elements of this partnership agreement, to generally bring the LSP into disrepute, the Chairman of the Board, will, together with at least three other Board members, determine the most appropriate course of action. Their decision will be final.

## **4 Chairman & Vice-Chairman of Board**

- a) The Chairman & Vice-Chairman will be elected on an annual basis at an Annual Meeting of the Board. The Leader of the Council has the right to agree the Chairman's appointment.
- b) The Chairman will ensure that Board meetings are run in an inclusive manner, and that all members have an opportunity to speak and offer an opinion.
- c) The Chairman will make sure that appropriate time is given to key issues and ensure that all relevant information has been made available.
- d) The Chairman will create an environment where decisions, as far as possible, are reached by consensus. However votes may be taken as appropriate and decisions reached by majority vote. The Chairman will retain the casting vote.
- e) The Chairman will sum up LSP business in a way that ensures everyone understands clearly.
- f) The Chairman will ensure that [networkfareham](#) meets the aims and objectives set out in section 2 of this document.
- g) The Vice-Chairman is responsible for the duties of the Chairman in his/her absence and should report all developments to the Chairman.

## 5 Basis on which Board is made up

Table for Board make up		
Thematic Partnership	No of people	Board Member
Community Engagement Partnership	1	Paul O'Beirne (Fareham Community Action)
Community Safety Partnership	1	Steve Wallace (Hampshire Constabulary)
Children & Young People's Partnership	1	Reverend Frank Wright (Churches Together)
Economic Development Partnership	1	Cllr Trevor Cartwright (Fareham Borough Council)
Health & Wellbeing Partnership	1	Kathryn Rowles/Noreen Kickham (Hampshire Primary Care Trust)
Housing Partnership	1	Hazel Warwick (Portsmouth Housing Association)
Planning & Sustainability Partnership	1	tbc
<i>Subtotal</i>	7	
Council	No of people	Board Member
Fareham Borough Council	1	Cllr Seán Woodward
Hampshire County Council	1	Cllr Ray Ellis
<i>Subtotal</i>	2	
Non-Executive Members (non-voting)	No of people	Board Member
Fareham Borough Council	1	Peter Grimwood
Hampshire County Council	1	Margaret St George
<i>Subtotal</i>	2	
<b>TOTAL BOARD MEMBERS</b>	<b>11</b>	

## 6 Board procedures

### 6.1 Notice & frequency of meetings

- a) The Board will meet at least quarterly
- b) Any five Board members can call for a special meeting. Such requisition, made to the secretariat, must set forth the nature of the matter requiring consideration and the notices summoning the meeting will contain details of the matter to be discussed. The meeting must take place within 21 days of its notification.

### 6.2 Agenda

- a) The LSP Coordinator will email all members at least 3 weeks in advance of the meeting to request details of any matter they wish to be included on the agenda. Members should respond with any items within 1 week of this email notification.
- b) The agenda will be finalised by the Chairman.

- c) The agenda and related papers will be circulated by email 7 days in advance except in cases of urgency when 3 days notice will be given.
- d) Agendas and dates of meetings will be placed on the LSP website.

### **6.3 Administrative matters**

- a) Minutes will be kept and these minutes will be agreed at the following meeting.
- b) Minutes will include a list of those attending and of apologies received along with decisions made and actions arising.
- c) Minutes will be placed on the LSP website.

### **6.4 Quorate meetings**

- a) For a Board meeting to be quorate, 5 voting members must be present.

### **6.5 Meeting procedures**

- a) Meetings can include both formal and informal proceedings and ways of working.
- b) Board meetings are to be made accessible to the public.

### **6.6 Dealing with conflict & grievances**

- a) In the event of any grievance raised by a Board member, an independent adjudicator will be appointed by the Board to resolve the conflict.

## **7 Financial / management arrangements**

- a) LSP projects and initiatives will be “championed” by partnership members and normally be led by the organisation the champion represents. This organisation will be considered the lead stakeholder.
- b) Budgets will be held by stakeholders and pooled as appropriate. The LSP Board will not normally hold budgets or be responsible for their management.
- c) The jointly funded LSP Co-ordinator will be employed by Gosport Borough Council from April 2008, hosted by Hampshire PCT and managed by Fareham and Gosport Borough Councils.

## **8 Advisors and staff**

A number of people will receive all Board papers because their job requires them to know what is going on. This includes:

- a) The LSP Coordinator who:
  - can contribute to meetings
  - will be expected to attend all Board meetings.

### **b) Advisors**

These people are either supporting individuals from their own organisation to play their role fully on the Board, or are from organisations playing a key role in the work of the LSP. They can:

- contribute orally to meetings, with the agreement of the Chairman

- attend Board meetings if this is required by their organisation's Board member.

## 9 Thematic Partnerships

Although subsidiary to the LSP, each thematic partnership is a decision-making body in its own right. There are seven thematic partnerships: Community Engagement; Community Safety; Children & Young People; Economic Development; Health & Wellbeing; Housing; and Planning & Sustainability.

Each thematic partnership will:

- a) Agree a terms of reference.
- b) Annually elect a representative to sit on the LSP Board
- c) Operate within the powers and responsibilities determined by the Partnership Board.
- d) Have the right to invite, either as members of the thematic partnership, or as advisers, any people they see fit. However, such people must accept and operate within the terms of reference and scope as agreed for the thematic partnership. Members of networkfareham may volunteer to join any thematic partnership/s to which they consider they can make a contribution.
- e) Be expected to provide appropriate servicing and recording of their meetings and deliberations from within their membership. All agendas, meetings and actions should be minuted or recorded and copies sent to the LSP Coordinator.
- f) Meet as often as they consider appropriate and they can set their own agendas.
- g) Be expected to identify existing Partnerships and agencies responsible for service delivery or planning in their designated area of responsibility. They will also be aware of Plans and Strategies in that area, and be mindful of networkfareham's responsibility for coordinating, or bringing together, existing Plans and Strategies and ensuring coordination of service delivery.
- h) Be able to take on a 'scrutiny' or 'inspectorate' role in fulfilling their responsibilities – by calling for evidence from, and where appropriate calling to account, appropriate service providers and planners, calling for collaborative working and aiming for joint agreement on the way forward.
- i) Be responsible for preparing a plan which will describe how they intend to address their priorities and work towards delivering the Sustainable Community Strategy.
- j) Report quarterly on progress to the Board.

## 10 Review of this agreement and partnership evaluation

- a) This agreement will be reviewed and updated at least annually.
- b) Any Board or thematic partnership member can make proposals to the Board regarding proposed changes to the agreement at any time. These will be considered and a reply made.
- c) The Board has the final word on any changes to this partnership agreement.