

## EASTBOURNE LOCAL STRATEGIC PARTNERSHIP

Terms of Reference – Agreed ESP 12<sup>th</sup> April 2002

# Primary Aim

The Eastbourne Partnership shall, in partnership with Eastbourne community and others, provide a Community Strategy that addresses the economic, social and environmental well-being and health inequalities of the Eastbourne community and that will contribute to the sustainable development of East Sussex and the South East region of the United Kingdom.

The Partnership will work to integrate existing strategies and plans into the Strategy and action plan.

# Operating Principles

The Partnership will:

- 1) Operate in a collaborative way, an open and effective strategic partnership that; views each member as an equal partner; values the contribution of the partner organisations, recognises their autonomy and, has regard to the national and local democratic mandate
- 2) Make meetings open to the public and the media. Each meeting to be reported in formal minutes, treated as public documents at the expiry of five days following initial circulation to allow for inaccuracies to be resolved
- 3) Actively engage and involve the people and organisations of Eastbourne. This will be public, voluntary and private, including the business and employment community. A maximum of three months will be allowed for quality responses, and The Partnership will take into account the expressed needs, priorities and aspirations. A range of methods will be used, including open meetings, targeted public consultation, other existing mechanisms and through documents written in plain English.
- 4) Have regard to the issues and priorities of local people and neighbouring communities seeking collaborative relationships that will maximise efficiency, effectiveness and bring about mutually advantageous improvement
- 5) Establish common priorities and targets, agreed actions and milestones that drive and lead to demonstrable, positive and sustainable change in the community
- 6) Incorporate relevant elements from the Community Strategy into the business plans and strategies of the partner organisations and align the relevant performance management systems
- 7) Reduce the bureaucratic burden; co-ordinate activity, reduce duplication, streamline partnerships, rationalise plans and improve lines of responsibility and accountability
- 8) The Chairman and Vice Chairman should be elected annually, at the first meeting of every calendar year.
- 9) The Chairman will represent the Partnership at the East Sussex Strategic Partnership (ESSP). In the event that the Chairman cannot attend either the ESP or the ESSP, they will be substituted by the Vice Chairman. The minutes of the ESSP will be a standing item on the ESP agenda.
- 10) Provide a Secretariat for the first twelve months, from Eastbourne Borough Council, thereafter as determined by the Partnership. Meetings will be held quarterly and additionally at the Chairman's discretion

11) Ensure that all public money spent by the partners is used in an effective, efficient and co-ordinated way in respect of the Community Strategy and relevant Public Service Agreements

12) Operate with an executive core group. For this group and its decisions to be valid a minimum of 6 organisations must be present. Representatives of the core group are required to declare any conflict of interest and abstain from related decisions

13) The Terms of Reference will be reviewed annually at the first meeting of the calendar year.

**Protocols:**

**Commitment from members:**

1. Regular attendance at meetings and participation in reviews and working groups
2. Working together as a group of decision makers seeking to reach a beneficial consensus rather than determining the action of others
3. To analyse expenditure, staffing and skills to maximise effective and sustainable action by identifying and committing adequate resources to delivering the agreed action plan