



# haringey strategic partnership

## Terms of Reference

### 1. Introduction

- 1.1 Haringey Strategic Partnership was formally constituted in March 2002. Set out below are the principles and operational arrangements for how the partnership conducts its business.

### 2. Aims and guiding principles

- 2.1 The Haringey Strategic Partnership will:
- Seek to engage the diverse communities and interests that exist within Haringey within its work
  - Set a shared strategic framework to improve the quality of life for all who live, work and visit Haringey
  - Identify priorities for co-ordinated action with all key partners from the Public, Private, Voluntary and Community sectors
  - Interface with Government, regional and sub-regional bodies and partner organisations to maximise benefits to the borough.
  - Ensure that all partners have equal opportunity to express the views of their organisation or community of interest and that those views are given equal consideration
  - Coordinate the work of its thematic boards and local neighbourhood and renewal partnerships focusing on issues and services that cut across thematic, geographical and organisation boundaries

### 3. Core business

- 3.1 The Haringey Strategic Partnership will:
- Seek to develop an agreed vision for Haringey and plan of action working towards this vision.
  - Share information about the borough and local needs and best practice in planning and delivery of services
  - Work towards common Service Standards and a coordinated performance management framework
  - Monitor the progress of agreed actions and their impact against measurable baselines to assess the effectiveness of both the strategy and its implementation on the borough
  - In accordance with government guidelines, oversee the coordination, implementation and review of:
    - The Community Strategy
    - The Local Neighbourhood Renewal Strategy
    - The Neighbourhood Renewal Fund
    - The Local Area Agreement
    - Other programmes or initiatives as the partnership considers appropriate.

## 4. Membership

4.1 The Haringey Strategic Partnership membership for 2006/2007 is as follows:

	Sector Group	Organisation (s)	No. of reps
Core Agencies	Local Authority	Haringey Council (Leader and chief exec)	2
	Health	Haringey Teaching Primary Care Trust	2
	Housing	Metropolitan housing trust (RSL) Almo	2
	Community Safety	Metropolitan Police	1
	Jobs and Training	JobCentre Plus	1
	Higher Education	Middlesex University	1
	Further Education	Learning and Skills Council CONEL	2
Community And Voluntary Sector	Councillors	Haringey Council	3
	Community Sector	HarCEN	3
	Voluntary sector	HAVCO	3
	Race Equality	Race Equality Joint Consultative Committee	1
	Faith Groups	Peace Alliance	1
	Youth	(To be appointed)	1
	New Deal for Communities	The Bridge NDC	1
Themes	Thematic boards	Representative from each thematic board; Better Places, Enterprise, Well Being, C&YPSP and Safer Communities	5
MP's	MP's and GLA reps	2 MP's and 1 GLA rep	3
		<b>Total</b>	<b>32</b>

4.2 Chair. The HSP will select a Chair. This will be at the annual meeting. The Chair can serve for a maximum of three years.

4.3 Vice Chair. A Vice Chair from an organisation other than the organisation represented by the Chair will be selected by the HSP. The board will select a Vice Chair annually. This will be at the annual meeting. The Vice Chair can serve for a maximum of three years.

4.4 Deputies. Members may arrange for a regular alternate/deputy to attend on their behalf, or when they are unable to attend. This person should

be formally notified to the HSP secretariat so they can be included in all mailings etc.

- 4.5 Members may also arrange for another deputy to attend in their place provided this information is made available at least five working days before the meeting.
- 4.6 Reps. Partner bodies are responsible for ensuring that they are represented at an appropriate level.
- 4.7 These representatives are responsible for disseminating decisions and actions required back to their own organisation, ensuring compliance with any actions required and reporting back progress to the HSP.
- 4.8 Co-opting. The Partnership may co-opt additional members by agreement who will be the full voting members of the Board
- 4.9 Observers. The four 'standing observers identified in the membership list (GOL, LDA, Housing Corporation and the Health Authority) may participate in all meetings
- 4.10 With the permission of the chair observers from organisations/groups not represented on the main board may attend and participate in meetings to bring particular expertise and knowledge. Requests should be received at least 10 days before the meeting. Observers will be expected to brief their organisations.
- 4.11 Thematic Boards. The thematic boards are determined by the HSP. Each theme group has adopted its own operating arrangements so that all members are clear about their position and responsibilities.
- 4.12 Review. Membership will be reviewed annually to ensure that all interests are adequately represented and consider whether the membership of the HSP is still appropriate.

## **5. Meetings**

- 5.1 Ordinary meetings will be held four times a year.
- 5.2 Additional special meetings will be arranged if necessary.
- 5.3 Meetings will be held at an appropriate venue within the borough.
- 5.4 HSP meeting will generally be **open** to the public as observers, but will be closed for certain exempt business, as necessary.

## **6. Proceedings**

- 6.1 To make decisions, meeting must be quorate. A quorum will be nine voting members of which at least four are core agencies.

- 6.2 The HSP will endeavour to arrive at all decisions by consensus. In exceptional circumstances if at least three members request it, a vote may be taken. In this case the Chair will take a vote by show of hands.
- 6.3 Each member has one vote. Decision will be by simple majority. Observers are not eligible to vote.
- 6.4 If necessary because of urgency and the timing of meetings decisions may be taken by email on the basis of a report and recommendations. Decision will be made by a simple majority. Abstainers will be recorded.
- 6.5 Agendas and reports will be circulated at least five working days before the meeting.
- 6.6 Additional late items will be at the discretion of the chair.

## **7. Accountability**

- 7.1 Representatives are responsible for keeping their partners agencies informed of the work of the partnership.
- 7.2 Representatives will provide a link with their own organisation regarding reporting back and instigating partner action
- 7.3 An update on the work of the thematic boards should be a standing item on the HSP agenda.
- 7.4 The agenda, papers and minutes will be available to the public on request from the Committee Secretariat and accessible via Haringey Council website <http://www.haringey.gov.uk>

## **8. Funding**

- 8.1 Partners can make financial or “in kind” contributions to supporting the partnership.

## **9. Rules of conduct**

- 9.1 Members must declare any personal and/or pecuniary interests with respect to agenda items and must not take part in any decision required with respect to these items.
- 9.2 If a representative is absent for three consecutive meetings the organisation/sector will be asked to re-appoint/confirm its commitment to the partnership.