



## haringey strategic partnership

### Terms of Reference 2008/09

#### 1. Introduction

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

#### 2. Aims and guiding principles

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

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 a common performance management framework to monitor the Haringey Community Strategy
- Monitor the progress a 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 co-ordination, implementation and review of:
  - ▶ The Community Strategy

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- ▶ The Local Area Agreement
- ▶ The Local Neighbourhood Renewal Strategy
- ▶ The Neighbourhood Renewal Fund and the Safer and Stronger Communities Fund
- ▶ Other programmes or initiatives as directed by government

## 4. Membership

4.1 The Haringey Strategic Partnership membership for 2007/08 is as follows:

	Sector Group	Organisation (s)	No. of reps
Statutory and Core Agencies	Local Authority	Haringey Council (Leader and Chief Executive)	2
	Health	Haringey Teaching Primary Care Trust	2
	Housing	Registered Social Landlord Homes for Haringey	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
Voluntary and Community Sector	Councillors	Haringey Council	3
	Community representatives	Community Link Forum HAVCO	6 2
Other Interests/Sectors	Youth	Haringey Youth Council	2
	New Deal for Communities	The Bridge, NDC	1
Themes	Thematic boards	Representative from each thematic board: Better Places Partnership Children & Young People's Strategic Partnership Enterprise Partnership Integrated Housing Board Safer Communities Executive Board Well-Being Partnership Board	6
MP's	MP's and GLA reps	2 MP's and 1 GLA rep	3
		<b>Total</b>	<b>34</b>
Observers		Government Office for London Housing Corporation Strategic Health Authority London Development Agency	4

## 4.2 Chair

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The Leader of Haringey Council will be the Chair of the HSP. This appointment will be confirmed at the HSP Annual General Meeting.

## 4.3 Vice Chair

A Vice Chair from an organisation other than the Council will be selected annually by the HSP.

## 4.4 Deputies

Members may arrange for a Deputy to attend on their behalf. This person should be formally notified to the HSP secretariat so they can be included in all mailings etc.

Members cannot arrange for a Deputy to attend on their behalf on more than two occasions, and not consecutively.

## 4.5 Reps

Partner bodies are responsible for ensuring that they are represented at an appropriate level.

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.

## 4.6 Co-opting

The Partnership may co-opt additional members by agreement who will be full voting members of the Board.

## 4.7 Observers

The four 'standing observers' identified in the membership list (GOL, LDA, Housing Corporation and the Strategic Health Authority) may participate in all meetings.

With 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.

## 4.8 Performance Management Group

The Performance Management Group (PMG), a sub-group of the HSP Board, will oversee and guide the work of the HSP and its thematic partnerships.

The PMG will be chaired by the Chair of the HSP, or in his/her absence will be chaired by the Vice Chair or a nominated deputy. The group will meet monthly, and special meetings may be called at the discretion of the Chair to consider any urgent business, if necessary. Membership of the group will be confirmed at the HSP AGM. The membership for 2008/09 is:

- The Chair of the HSP – Leader of the Council
- The Vice Chair – Principal of CONEL
- The Chief Executive of the TPCT

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- Job Centre Plus -Regional Director
- The Borough Commander
- Haringey Council's Chief Executive
- The Chief Executive of HAVCO

## 4.9 Thematic Boards

The thematic boards will be determined by the HSP. Each theme board is responsible for its own operating arrangements and will lead on the strategic themes identified in the Community Strategy. The thematic boards will also be responsible for monitoring and reporting on progress in delivering the outcomes and targets within their thematic area e.g. LAA

## 4.10 Review

Membership of the Partnership 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 Frequency

Ordinary meetings of the Partnership will be held four times a year.

Additional special meetings will be arranged if necessary.

Meetings will be held at an appropriate venue within the borough.

HSP meetings will generally be **open** to the public as observers, but will be closed for certain exempt business, as necessary.

## 6 Proceedings

### 6.1 Quorum

To make decisions, meeting must be quorate. A quorum will be 8 voting members of which a least four are core agencies.

### 6.2 Voting and decision making

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.

Each member has one vote. Decision will be by simple majority. Observers are not eligible to vote.

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.

### 6.3 Agendas

Agendas and reports will be circulated at least five working days before the meeting.

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Additional late items will be taken at the discretion of the Chair.

## 7 Accountability

### 7.1 The Partnership

The London Borough of Haringey is the accountable body for the HSP. The Partnership is accountable through the London Borough of Haringey to regional and central government and the wider community.

Representatives are responsible for keeping their agencies informed of the decisions and work of the partnership. Representatives will provide a link with their own organisation regarding reporting back and instigating partner action.

### 7.2 Reports to the partnership

An update on the work of the thematic boards will be a standing item on the HSP agenda.

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

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

## 9 Rules of conduct

### 9.1 Interest

Members must declare a 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 Absence

If a representative is absent for three consecutive meetings the organisation/sector will be asked to re-appoint/confirm its commitment to the partnership.

*(To be agreed 3<sup>rd</sup> July 2008)*