

Herefordshire Partnership Executive Group Terms of reference

Core Purpose

The leadership, planning, and control function of the Herefordshire Partnership. The group has a clear understanding of the issues facing the county (intelligence), knows where resources are deployed, shapes future plans and influences resource allocation and action through joint commissioning (linked to Partnership Groups)

Fulfil the statutory requirements of the Crime and Disorder Act

Countywide strategic leadership in partnership working

Provide leadership locally, in respect of partnership working both at a county and locality level and act as advocates. Work closely with local partnership groups, especially those with statutory obligations, such as the Health and Well-being Board, avoiding duplication, bringing services together and improve joined up working. Encourage good partnership working between public, private, community and voluntary organisations/ groups to ensure co-ordination/ collaboration of efforts within the County.

Shared understanding, planning and setting of priorities

Ensure sharing of information on the needs of Herefordshire and the development and maintenance of a joint evidence base to inform priorities. Provide strategic direction and decide strategic priorities, informed by the evidence base. Develop a Community Plan, providing focus for partnership working (business plan) in a shared co-operative manner and ensure its implementation, through management within own organisations. Design and approve the Delivery Plan that sets out the main objectives/ activities for each financial year and monitor progress/achievements of the priorities through measurement of outcomes for local people and manage performance and delivery of actions. Report progress on the delivery plan to the wider Partnership annually.

Resource alignment and consideration of risk

Ensure resources are aligned to where need is greatest and will have maximum impact. Make decisions to align and jointly deploy resources (people, assets and funding), on behalf of their organisation, focused on strategically agreed areas of greatest need. Bring a collective approach to management, alignment and sharing of resources around joint priorities. Share organisational plans and consult with partners and be mindful of opportunities for partnership working in their development and consider wider, partner impacts through organisational change.

Creative working and sharing of best practice

Bring ideas, and work creatively together to overcome challenges and maximise opportunities. Enable sharing of information and experience and good practice to inform decision making and actions. Abide by Guiding Principles, such as the Herefordshire Compact and Equalities and Human Rights charter and ensure that they are adhered to within the working of own organisation.

Background

The Herefordshire Partnership Executive Group has been formed to bring local strategic leaders together to focus effort and resources on jointly addressing shared strategic priorities. The overall purpose of the group is to be the planning, command and control function of the Herefordshire Partnership and to undertake the functions formerly carried out by the Safer Herefordshire Strategy Group. They need to ensure the statutory requirements for the reduction of crime and disorder in Herefordshire as set out in the Crime & Disorder Act 1998, as amended by the Police Reform Act 2002, and for the local implementation of the updated National Drugs Strategy are undertaken.

The Executive Group is supported by The Partnership, the wider partnership bringing together organisations from all sectors, to share knowledge expertise and resources, to assist local understanding, decision making and joint working.

Community Safety Responsibilities

1. Those statutory partners, in regard to Community Safety, on the Executive group will cover the responsibilities formerly carried out by the Safer Herefordshire Strategy Group - governed by the Crime and Disorder Act 1998; Police and Reform Act 2002; ASB Act 2003; Drugs Act 2005; Police and Justice Act 2006, and the Police and Crime Act 2009. The acts place a statutory duty on the partnership to reduce levels of crime, anti-social behaviour and reduce re-offending by adults and young people. The CSP also has the duty to carry out the function of the Drug Action Team (DAT) for Herefordshire in delivering the government's drug strategy at a local level. Non statutory partners on the group, will not be statutorily responsible, but help provide a wider perspective through contributions.
2. To consider and deliver the following as the Community Safety Partnership:
 - Provide a forum for the discussion of matters relating to community safety, re-offending and substance misuse and new legislation
 - Produce an Annual Strategic Assessment
 - Produce, implement and review a 3 year Community Safety Partnership Plan
 - Consult and engage with stakeholders and communities on the priority issues to be addressed
 - Ensure compliance with the partnership's agreed Information Sharing Protocol and any other partnership strategies
 - Establish Domestic Homicide Reviews as appropriate (DHR) (as set out in the Domestic Violence and Crimes Act 2004).
 - Ensure that all authorities (including town and parish councils) consider section 17 of the Crime and Disorder Act 1998 (review 2005) showing that crime and disorder, anti social behaviour; behaviour that adversely affects the environment and substance misuse issues are considered in policy and delivery.
 - Ensure a crime and disorder scrutiny committee is in place (sec 19-21 Police and Justice Act 2006) with the power to review or scrutinise decisions in connection to the discharge of the responsible authorities functions around crime and disorder.
3. Drive implementation of the Business Plan and fulfil the statutory requirements relating to crime and disorder. Ensure the plans to deliver change are comprehensive, evidence based, owned by all with measurable measures of success.

Membership

1. The Executive Group comprises senior representatives from the Third Sector, Business Sector and Public Sector along with the following responsible authorities as set out in the Crime and Disorder Act; Local Authority, Police, Police Authority, Fire & Rescue Service, PCT and Probation.
2. Officers responsible for executive decision making and resource allocation within their organisations, with strategic links to local and national organisations, partnership groups and communities (maximum 10 people)
3. In the main, only organisations/individuals with a countywide interest in the delivery of the Business Plan and accompanying delivery plan will be members.
4. Executive Group members who are unable to attend a particular meeting may arrange for a substitute from their group/ organisation to attend in his/her place, so long as they are sufficiently briefed and enabled to contribute fully at meetings and in making decisions. If Executive Group members are unable to make more than three consecutive meetings their membership may be reviewed and amended if need be.
5. An individual acting as a representative of a group/ organisation will cease to be a member of the Executive Group should he/she leave that group/ organisation. The group/ organisation will be invited to nominate a new representative.
6. Individuals with particular skills and knowledge may be co-opted on to the Executive Group in an advisory capacity as non-voting members and for a specified period.
7. An up-to-date list of members will be held by the secretariat of the Executive Group and made available to the group upon request.

Election of Chair and Vice-Chair

1. Elections for the Chair and Vice-Chair will be held annually, with each period of office running for 12 months.
2. Nominations for the Chair, Vice-Chair will be open to any member of the Executive Group.
3. Nominations will be accepted up to one week before the meeting.
4. Each nomination will need an Executive Group member as a proposer.
5. Where more than one member contests a position, an election will be decided by a majority vote using a secret ballot at the meeting.
6. No Chair, Vice-Chair, will be allowed to hold post for more than 2 consecutive periods of office. A period of office would be considered to be 12 months long.

Operating Procedures

1. The Executive Group will meet monthly with the Chair given discretion to call additional meetings as and when necessary. Members will also be expected to attend Partnership twice yearly events.
2. Agendas for meetings will be structured around agreed priorities of the Community Strategy. Decision items will form the first part of the agenda, with time allocated for cross partnership discussion in the second part. Community safety items will be incorporated into the agenda at the most appropriate section and not treated separately to the rest of the work of the group.
3. The Partnership Support will provide secretariat support to the Executive Group.
4. The Chair (in conjunction with the group's Secretariat) will have the right to invite representatives of other bodies to the Partnership to discuss particular issues where necessary.
5. Four voting members are required in order to make the meeting quorate, therefore no Executive Group meeting will be held unless there are at least four voting members present.
6. An agenda will normally be circulated at least one week before each meeting. Members with significant items for discussion must notify the Facilitator of these in time for them to be included on the agenda.
7. Key decisions and items for action will be kept for record purposes.
8. The Executive Group may establish task and finish Groups to undertake specific areas of work on its behalf, as and when required. Task and Finish Group members may include both Executive Group members and others co-opted by members of the Executive Group, for their specific skills.

Joint decision making and voting

1. The Executive Group will seek to reach agreement on recommendations by discussion and consensus. On occasions when a formal vote is required each Member or substitute shall be entitled to one vote and decisions will be made on the basis of a simple majority.
2. In the event of an equal split of votes, the Chair will have the casting vote.
3. Executive Group members with any personal or financial interest in a matter being discussed must declare that interest at the earliest opportunity and will not be entitled to vote on that item.
4. Advisors are not entitled to vote.

Members should not vote on an issue/ application for funding if: -

- A member has declared a prejudicial interest;
- an application being considered has been submitted by or on behalf of a member(s); or
- The member has not been present for the whole of the presentation of and discussion of the item concerned.

Executive Group Code of Conduct

Members are required to declare any personal or financial interests in any of the business of the Executive Group at the commencement of meetings.

The Executive Group Members will be expected to conduct themselves in accordance with the “seven principles of public life” set out by the Committee Standards in Public Life (the Nolan Committee) these are:-

Selflessness

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their families or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts or recommending individuals for awards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.

Whistle blowing

If you become aware of any conduct by another Member that you reasonably believe will have a damaging effect on the Executive Group and/or projects supported by it, you must make representations to that effect to the Executive Group Chair as soon as possible.

Changes to this document

The Terms of Reference for the Executive Group shall be open to review at any time but any proposed changes shall require the agreement of the majority of members and must be clearly recorded in minutes.

List of members

Representative (Position and Organisation)	Links to Statutory Partnerships/bodies
Chief Executive, Herefordshire Council/NHS Herefordshire	Health and Well Being Board, Leader of Herefordshire Council, NHS Board, Herefordshire Hospital Trust and Safeguarding Board
Chair or Vice Chair of GP consortium	Health and Well Being Board
Territorial Policing Unit (TPU) Commander	crime and disorder responsible authority and Police Authority
Chair of the Third Sector Board	Voluntary and community sector
Chief Executive Herefordshire Association of Local Councils	Parish and Town Councils
Senior Officer Fire and Rescue Service	crime and disorder responsible authority and Fire Authority
Probation Service	crime and disorder responsible authority
Chair of Herefordshire Business Board	Local Enterprise Partnership
Senior Officer from one of the Defra agencies	the Defra agencies - the Environment Agency, Forestry Commission and Natural England
Secretariat / support	Partnership Support