

Herefordshire Partnership Management Group

Purpose:

- Assume responsibility for preparing the Sustainable Community Strategy (SCS) Action Plan for the Board
- Ensure the delivery of the SCS Action Plan
- Report progress of the SCS Action Plan to the Board
- Make decisions within delegated authority
- Ensure resources are utilised to address identified priorities
- In conjunction with the Team Manager, set and review the Support Team Service Plan

Responsibilities:

Purpose	Activity
Policy	<ul style="list-style-type: none"> • Assume responsibility for preparing the SCS Action Plan for approval by the Board • Ensure activity is commissioned by the six Policy and Delivery Groups to deliver action plan priorities • Ensure resources are allocated and used effectively • Identify lead agencies to deliver tasks identified by the Board • Develop plans for delivering key outcomes in response to emerging funding opportunities
Performance Management	<ul style="list-style-type: none"> • Manage performance to ensure agreed outcomes are achieved by partners and Policy and Delivery groups and report progress to the Board at each of its meetings • Allocate resources to the six Policy and Delivery groups in line with the strategic direction set by the Board. • Ensure the outcomes of the Strategy are achieved within designated timescales and budgets. • Promote cross partnership working in order to improve outcomes and add value.
The Wider Picture	<ul style="list-style-type: none"> • Maintain awareness of best practice regionally and nationally
Raising the profile of the County regionally and nationally	<ul style="list-style-type: none"> • Ensure Herefordshire Partnership is networked with other areas facing similar challenges. • Ensure examples of innovation or creative and successful practice are identified and disseminated
Consultation and data sharing	<ul style="list-style-type: none"> • Bring together, where possible, strategic consultation activity by partners. • Ensure data quality policy is followed by all partners • Develop common data collection mechanisms where appropriate • Develop analysis of local trends and data
Relationship management, inclusion and equality	<ul style="list-style-type: none"> • Report back to and consult with key partners (particularly those who are not members) as appropriate. • Report back to and consult with Herefordshire Partnership Board • Ensure the Infrastructure of Herefordshire Partnership is in place and fit for purpose.

Terms of Reference – Management Group

Ways of working

- Regular meetings (minimum of six times per year) to monitor performance
- Focus on delivery of agreed outcomes and targets

Principles applied to membership

The Management Group is made up of people who:

- Can influence agreed targets and outcomes
- Command resources which deliver targets and outcomes
- Oversee the continuous development of the Herefordshire Partnership as a driving force for change locally
- Are able to commit to attendance at Management Group meetings

Membership

The Management Group shall be no more than twelve people, each of whom must have substantial executive responsibility for resource allocation in the County. The membership is allocated as follows:

- 1 Senior Officer from each of the six Policy and Delivery Groups
- Herefordshire Council / Primary Care Trust
- West Mercia Constabulary
- Fire and Rescue Service
- Learning & Skills Council
- Herefordshire Association of Local Councils
- Voluntary Sector representative

Individual organisations and groups will consider representation to ensure membership is inclusive, balanced and of the appropriate level.

Chair of the Management Group

The Chair of the Management Group to be determined.