

ITEM 2

Camden Local Strategic Partnership

Meeting	27th March 2008
Report Title	Camden LSP Terms of Reference
Report by	Mike Webb Senior Policy Officer, London Borough of Camden tel. 020 7974 4328 e-mail michael.webb@camden.gov.uk
Purpose	The LSP agreed revised Terms of Reference at its 1 February meeting. They have now been revised further to take account of comments from that meeting and the Council's Legal Services Team.
Recommendations	The LSP is asked to agree the changes to the LSP Terms of Reference at Appendix 1 and the appointment of link members to the thematic partnerships.

1 Introduction

- 1.1 The LSP agreed revised Terms of Reference at its 1 February meeting. They have now been revised further to take account of comments from that meeting and the Council's Legal Services Team. This paper sets out the significant changes to the Terms of Reference, updates LSP members on the nomination of link members to the thematic partnerships and on the recruitment of new members.

2 Significant changes to Terms of Reference

- 2.1 Significant changes to the version of the Terms of Reference presented at the 1 February are as follows:
- A general description of the types of body represented at the LSP and the position of members in their organisation
 - Definitions of the three types of members of the LSP – those whose membership is part of their job, those who are elected by another body and those who are co-opted on to the LSP.
 - A role description for link members to the thematic partnerships
 - A protocol for the handling of personal and prejudicial interests
 - The ability of the LSP to set up subgroups and working groups as it sees fit
 - A definition of a quorum for LSP meetings
 - A clarification that ultimate legal responsibility for the Sustainable Community Strategy rests with the Council
- 2.2 The list of members in paragraph 4.3 of the Terms of Reference does not specify current members of the LSP. The LSP should note that the Executive Member post is held by Andrew Marshall and the only co-opted member post currently occupied is held by Stephen Jordan.

- 2.3 The revised Terms of Reference (version 5) can be found at Appendix 1. Changes from the previous version have been tracked for the convenience of LSP members.

3 Link members

- 3.1 The Children and Young People's Partnership has nominated the Director of Children's Services, Heather Schroeder, as its representative on the LSP. The Partnership felt that the Director of Children's Services was the most appropriate link member as she has a statutory partnership role.
- 3.2 By becoming a link member, Heather will also become a new member of the LSP. The LSP has already agreed this in principle but they are asked to formalise her membership of the LSP.
- 3.3 At their meeting on 12th March, the Community Safety Partnership nominated Dominic Clout as its link member to the LSP. The LSP are asked to formally agree this nomination.
- 3.4 The Economic Development Partnership meets on 19th March and the nomination of a link member is on the agenda. The LSP will be updated verbally on the outcome.
- 3.5 The LSP is reminded that the Camden Public Health Partnership already has a link member to the LSP, Professor Anthony Kessel.

4 New members

- 4.1 Claire Tunley and Mike Webb met Terry Bishop of the Bloomsbury Colleges on 5th March. The Colleges are extremely keen to engage with the LSP and they will be considering membership at their next board meeting. The LSP will be updated on the outcome.
- 4.2 Discussions are ongoing with other prospective members to fill the new posts agreed at the 1 February meeting.

Camden Local Strategic Partnership Terms of Reference

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Version 45, January-March 2008

Revised by Michael Webb, Senior Policy Officer, London Borough of Camden

Version	Date
1	July 2002
2	February 2003
3	July 2005
4	January 2008
<u>DRAFT 5</u>	<u>March 2008</u>

1 Aims and guiding principles

- 1.1 The Camden Local Strategic Partnership (LSP) aims to bring together the public, private, voluntary and community sectors to work together to improve the quality of life for all who live in, work in and visit Camden.
- 1.2 The Government's guidance on LSPs identifies the distinct role of local councils in helping to establish LSPs in terms of their key role as service providers and their democratic responsibility for local communities. The guidance emphasises the need for genuine involvement from all sectors, and that effective community involvement is essential in partnership working.
- 1.3 In partnership LSP members have set a shared strategic vision to shape Camden's future. This is set out in the Sustainable Community Strategy. By working together within the framework of the Compact for Camden, harnessing collective resources, and building from a diverse base of knowledge and expertise, the LSP recognises that more can be achieved in partnership.
- 1.4 The LSP will work to promote the interests of Camden beyond the Borough's boundaries with external organisations, regional bodies and Central Government.
- 1.5 The LSP will utilise existing partnerships and organisations to deliver its priorities. The LSP will seek to reduce the need to develop new structures that would add to the bureaucratic burden and will look to rationalise partnerships operating in Camden where there is overlap.
- 1.6 The LSP will set the direction for other strategic partnerships in Camden and oversee the performance management and delivery of joint strategies and outcomes for Camden, working within the framework of the Compact for Camden.
- 1.7 The LSP will work to deliver on common priorities, targets, agreed actions and milestones leading to demonstrable improvements against measurable baselines.
- 1.8 The LSP is supported by officers employed by the London Borough of Camden.

2 Core Business

- 2.1 At a strategic level the LSP will take a co-ordinated approach to issues that influence the quality of life of those who live in, work in and visit Camden.
- 2.2 The LSP has no legal decision-making powers. Any decisions it makes must be adopted by the local authority and/or other LSP partners before they have any legal force.

Sustainable Community Strategy

- 2.3 The ~~Local Strategic Partnership~~LSP will be responsible for co-ordinating the formulation, implementation, monitoring and review of the Sustainable Community Strategy, a long-term partnership plan to improve the economic, social and environmental well being of Camden. However the legal duty to ensure a Sustainable Community Strategy is published is ultimately that of the Council.
- 2.4 ~~Camden's second Community Strategy "Camden Together" was developed by the partners and launched on 23 April 2007. It has a five-year life span, until 2012.~~The LSP will consult representatives of local people during the formulation of the Sustainable Community Strategy and ensure that they are informed of progress towards its strategic goals.
- 2.5~~It was developed over the course of two years, led by a Community Strategy Steering Group of the LSP and was subject to extensive public consultation.~~

Local Area Agreement and Local Public Service Agreement

- 2.6~~The LSP will be responsible for agreeing, overseeing and monitoring the implementation of the Local Area Agreement (LAA) and Local Public Service Agreement for Camden (LPSA).~~
- 2.5 The Local Area Agreement (LAA) is a formal agreement between the local authority and central government lasting three years. The local authority and the public sector members of the LSP have a legal duty to consult and cooperate on the LAA. The local authority has a legal duty to consult statutory Partner Authorities (as defined by the Local Government and Public Involvement in Health Act 2007) and the local private and voluntary & community sectors and ~~other relevant bodies~~ when developing the LAA. The LSP is the major vehicle for this duty.
- 2.6 The LSP will be responsible for agreeing, overseeing and monitoring the implementation of the LAA and Local Public Service Agreement for Camden (LPSA). The latter is an agreement with government to 'stretch' performance in a range of services in return for additional Government funding.
- 2.7 The LSP will set out a clear process for the negotiation of the LAA

including key milestones and time-scales. ~~Some of the work will be delegated to an LAA Steering Group made up of LSP members or their delegates and local authority officers.~~ It will seek the views of all relevant organisations and individuals both within and outside the LSP when negotiating the LAA.

- 2.8 While it will seek to achieve consensus among the LSP, the Council reserves the right to modify the content of the LAA if it is unable to do so, in its role as the body legally responsible for the LAA.
- 2.9 Once agreed by the LSP, the LAA remains in draft form until it has been approved by the full Council and the Secretary of State.
- 2.10 The LSP will ensure that the LAA and progress on delivering its targets are available and actively communicated to Camden's citizens.
- 2.11 Full details of the LAA process are set out in two government guidance documents *Creating Strong, Safe and Prosperous Communities Statutory Guidance* and *Development of the new LAA framework - Operational Guidance 2007*.
- 2.12 Camden's Local Public Service Agreement, based on the theme of improving outcomes for children and young people, was agreed with government to cover a period 1 April 2006 to 31 March 2009. During this period Camden will endeavour to meet 34 "stretch" performance targets across 13 priority areas. A reward grant is available at the end of the LPSA term if all the targets are achieved.

Consultation and Engagement

- 2.13 The LSP has oversight of and aims to co-ordinate community consultation and engagement activities of individual partners and where appropriate combine them. It will delegate operational aspects of this role to the Camden Consultation Board, convened by the local authority.

Thematic Partnerships

- 2.14 The four thematic partnerships support the LSP in the delivery of its priorities by providing a more detailed oversight of partners' operations relevant to their theme.
- 2.15 The thematic partnerships are as follows:
- Community Safety Partnership (established 1998; statutory)
 - Children and Young People's Partnership Board (established 2001, made statutory in 2005)
 - Camden Public Health Partnership (evolved from Local Health Partnership)
 - Economic Development Partnership (established in 2004, restructured in 2006)

- 2.16 Each thematic partnership will nominate a link member to the LSP who will be responsible for reporting on progress made by that partnership towards the aims and targets of the Sustainable Community Strategy and the Local Area Agreement at the LSP. A description of the role is set out in paragraph 4.9 below. They may delegate these responsibilities to officers as they see fit.
- 2.17 The LSP may establish links with other partnership bodies operating in the local area which it regards as strategically important to achieving the goals of Sustainable Community Strategy and the targets of the LAA.

Public Services Board Subgroups and working groups

- 2.18 The LSP may from time to time set up subgroups or working groups to look at particular issues in depth. The LSP will agree Terms of Reference for these groups and may delegate membership to officers in their organisations as they see fit.
- 2.19 The Public Services Board is a standing subgroup. The Public Services Board ~~It is a subgroup of the LSP which~~ focuses on delivery of the LSP's broad objectives work programme. Its Terms of Reference were agreed by the LSP in 2005. Its membership comprises senior executives from all the main public service providers in the borough, as follows:
- Chief Executive, London Borough of Camden (Chair)
 - Deputy Chief Executive and Director of Housing and Adult Social Care, London Borough of Camden
 - Assistant Chief Executive, London Borough of Camden
 - Chief Executive, Camden Primary Care Trust
 - Borough Commander, Metropolitan Police
 - Senior area manager, Learning and Skills Council
 - Senior area manager, Job Centre Plus

3 Meetings and Reporting Arrangements

- 3.1 The LSP will meet up to six times per year in public. These are known as business meetings. It may also meet in private either for briefings or for seminars on single topics.
- 3.2 Meetings will usually be at the Town Hall but can be held at any venue within the Borough. Members may send substitutes if they are unable to attend meetings themselves. Substitutes have the same rights as members.
- 3.3 A meeting will be quorate if eight members of the LSP are present. Two of these members must be from the postholder group of members as defined in paragraph 4.2 below.
- 3.4 The LSP is supported by officers from the Customers, Strategy and Performance Directorate of the London Borough of Camden. Agenda items and associated documentation must be submitted in writing to the LSP

Support Officers not less than three weeks before the date of the meeting of the LSP, unless otherwise agreed by the Chair. Inclusion of items will be at the discretion of the Chair of the LSP.

- 3.5 The agenda and any background papers for the LSP business meetings will be circulated to all members not less than two weeks in advance of the meeting. They will also be made available to interested parties, Camden councillors and the general public through the Council's website.
- 3.6 Any decisions or agreements necessary will be arrived at by show of hands called by the Chair at meetings. When the partnership is split in equal numbers the Chair will have a casting vote.
- 3.7 Members will be required to declare any pecuniary interests with respect to agenda items and will be barred from taking part in any vote required with respect to these items.
- 3.8 Meetings will be run in accordance with the principles laid down in the Compact for Camden.

4 Membership

4.1 The LSP has 23 members. They include major public sector bodies operating in Camden such as the Council, Police Authority and NHS Primary Care Trust along with the voluntary and private sectors. Members must have the authority within their organisation to be able to implement strategic decisions. , as follows:

4.2 There are three types of members:

- Post-holders – membership accompanies a post in a public sector body.
- Elected – the member is nominated by a representative body that the LSP has decided should have membership. The method of their nomination and duration of their membership is decided by the representative body. However their membership is subject to the agreement of the Chair and is non-transferable for the duration of their membership.
- Co-opted – the member is asked to join by the Chair with the agreement of the LSP. They will remain a member until they choose to leave or the LSP agrees to remove them.

4.3 Membership is as follows:

Organisation or sector	Post	Type of member
<u>Executive of the</u> London Borough of Camden	Leader and Chair of LSP	<u>Postholder</u>
<u>Executive of the</u> London Borough of Camden	Executive Member <u>chosen by Executive</u>	<u>Postholder</u>
London Borough of Camden	Chief Executive	<u>Postholder</u>
The Metropolitan Police Service	Borough Commander	<u>Postholder</u>
Camden Primary Care Trust	Chief Executive	<u>Postholder</u>

Camden Primary Care Trust	Director of Public Health	<u>Postholder</u>
<u>Transport for London</u>	<u>Representative</u>	<u>Postholder</u>
<u>London Central Learning and Skills Council</u>	<u>Partnership Director</u>	<u>Postholder</u>
<u>Job Centre Plus</u>	<u>External Relations Manager, Central London District</u>	<u>Postholder</u>
<u>London Fire and Emergency Planning Authority</u>	<u>Borough Commander</u>	<u>Postholder</u>
Children and Young People's Partnership Board	<u>Representative</u> <u>Director of Children's Services</u>	<u>Postholder</u>
Business sector – <u>Camden Town Unlimited</u>	Representative	<u>Elected</u>
Business sector – <u>The Holborn Partnership</u>	Representative	<u>Elected</u>
Voluntary and community sector	Representative <u>elected by of</u> Camden Community Empowerment Network	<u>Elected</u>
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<u>The Bloomsbury Colleges</u>	<u>Representative</u>	
Camden Housing Association and Co-op Forum	Chair	<u>Elected</u>
<u>Higher and further education sectors</u>	<u>Representative, The Bloomsbury Colleges</u>	<u>Co-opted</u>
Cultural and media sector	Representative	<u>Co-opted</u>
<u>Business sector</u>	<u>Representative</u>	<u>Co-opted</u>
<u>Business sector</u>	<u>Representative</u>	<u>Co-opted</u>
<u>Business sector (small and medium enterprises)</u>	<u>Representative</u>	<u>Co-opted</u>

- 4.4 If additional members are to join the LSP a proposal must be put forward by an existing member and agreed by majority vote. Any changes in membership or constitution will be subject to discussion at the LSP.

Chair

- 4.5 The LSP chair will be the current Leader of Camden Council.
- 4.6 There will be a post of Vice Chair, subject to annual election. As long as the Chair is from Camden Council, the Vice Chair should not also be from Camden Council. The Vice Chair will chair LSP meetings in the absence of the Chair.

LSP member responsibilities

- 4.7 LSP members are expected to represent the breadth of opinion within their identified organisation, sector, community, constituency or partnership and be accountable to the latter in a manner they see fit. -

- 4.8 Within their relevant area each board member is committed to:
- Ensuring that plans and strategies produced reflect the vision and priorities within the Community Strategy
 - Negotiating to ensure delivery of the LSP objectives
 - Improving the efficiency of partnership working and streamlining partnerships where necessary
 - Working to align planning cycles and delivering performance management information to enable the monitoring of the Community Strategy
 - Ensuring that the agreed policy, strategic direction and decisions of the LSP are appropriately disseminated
 - Ensuring that appropriate consultation mechanisms are in place so that a representative range of views and opinion are canvassed
 - Working within the principles laid out in the Compact for Camden
 - Borough wide representation
- 4.9 Thematic Partnership link members have a particular role as the conduit for the relationship between the Thematic Partnerships and the LSP, a two way flow of information and accountability. Their major duties are to:
- Communicate major strategic decisions made by the thematic partnership to the LSP
 - Inform the thematic partnership of decisions made by the LSP relevant to their area of work
 - Ensure the LSP has sufficient performance and financial information to assess the thematic partnership's progress towards Sustainable Community Strategy aims and Local Area Agreement targets
 - Take responsibility for addressing any concerns raised by the LSP about the thematic partnership's progress towards Sustainable Community Strategy aims and Local Area Agreement targets
- 4.10 It is the responsibility of the members of the LSP to declare personal and/or prejudicial interests, as defined by the Constitution of the London Borough of Camden, at an appropriate time during the meeting. The Chair of the meeting will decide how to handle any declared personal or prejudicial interests. Personal interests should not normally prevent people participating in the meeting or voting.