

Neighbourhood Partnership for Buckskin and South Ham

TERMS OF REFERENCE

1. What is the Neighbourhood Partnership for Buckskin and South Ham?

- 1.1 **The Neighbourhood Partnership is a voluntary partnership. It brings together community representatives with service providers across different sectors in a collaborative and co-ordinated way to enable local people to influence and improve the quality of life for their community.**
- 1.2 The Neighbourhood Partnership is a joint approach with all working to the same overall aim of improving the quality of life to the benefit of everyone living and working in the wards of Buckskin and South Ham. Working collaboratively helps community representatives and organisations to come up with solutions together that are responsive to local community priorities. Working together enables us to share information and resources, understand each other's priorities and constraints, and achieve more than we could do on our own.
- 1.3 The Neighbourhood Partnership will operate with a flexible structure made up of elected representatives from the district and county councils, and representatives of the community, voluntary, public, and private sectors.

2. What are the main responsibilities of the Neighbourhood Partnership?

The main responsibilities of the Neighbourhood Partnership are to:

- 2.1 Enable local people to influence decisions that affect their area, and improve the quality of life for their community; involve the community to help inform the planning and delivery of local services.
- 2.2 Agree, adopt, and champion community-led plans that fall within the wards of Buckskin and South Ham; oversee and monitor implementation of the action plans¹.
- 2.3 Agree relative priorities for collaborative action in the area; work together to identify gaps in provision and eliminate duplication of effort and inefficient use of resources; add value to activities through co-ordinating and sharing resources and information between existing and planned initiatives.
- 2.4 Act as a champion of the communities; representing local views and highlighting issues to develop responses to local priority issues.
- 2.5 Act as a representative body for the area for influencing other decisions by the local councils and other agencies.
- 2.6 Agree and oversee the allocation of any funding streams and grants that may be available for the Neighbourhood Partnership to further its aims.

¹ In line with the [Community Plan Protocol](#)

3. What will the Neighbourhood Partnership do?

The Neighbourhood Partnership will aim to:

- 3.1 Actively involve the wider community and all the key players in the public, private and voluntary sectors involved in local initiatives through establishing appropriate and transparent processes and mechanisms; ensure community and voluntary organisations are given the chance to express their views and to see how these are taken into account.
- 3.2 Bring about improvements in Buckskin and South Ham by focussing actions on agreed priorities and exert influence on the planning and delivery of services, ensuring community views are represented.
- 3.3 Respond to consultations on issues that are important to the local areas.
- 3.4 Report on actions against shared priorities to the local communities and to a nominated committee of elected members of the Borough Council.

4. How will the Neighbourhood Partnership work?

The Neighbourhood Partnership will operate in a way that:

- 4.1 Is independent and autonomous from any of the individual partner organisations.
- 4.2 Includes representative partnership members, able to contribute with the authority and support of their sector; recognises the role elected councillors have to play.
- 4.3 Provides equality of partnership with each partnership member having an equal say in the process.
- 4.4 Enables a co-ordinated approach to service delivery targeted at specific priorities, groups and/or areas.
- 4.5 Adapts to suit the objectives it is attempting to deliver together with adaptable procedures to support the partnership process, and agreed protocols to aid communication and transparency. Operating procedures and protocols will be set out in separate annexes.
- 4.6 Allows for flexibility in its structure to meet need (as separate Annex 1) and reflecting the roles and responsibilities of partners (Annex 2). Working groups may be established to provide expertise and focus on specific tasks as directed.
- 4.7 Selects its own officers from the partnership members; including a Chair and Vice Chair and other officers as appropriate.
- 4.8 Is quorate when at least 50% of the agreed partner members are in attendance.

- 4.9 Seeks consensus – when voting is required, protocols on voting rights should be followed (as separate Annex *to be developed*).
- 4.10 Reports on actions and achievements to the wider community and to a nominated committee of Basingstoke and Deane Borough Council.
- 4.11 Communicates well across the Partnership, and to wider stakeholders.
- 4.12 Build equalities and diversity into its activities, being guided by the principles of equal opportunity and inclusion.
- 4.13 Work towards a more sustainable community, being guided by the principles of sustainable development across its work.

5. How will the Neighbourhood Partnership be supported?

- 5.1. The Neighbourhood Partnership is non-statutory; it does not have access to mainstream budgets and is not directly responsible for service delivery. This responsibility remains with the individual partner members. There is however a resource requirement for the Neighbourhood Partnership to carry out its own operational aims and objectives. This covers things such as:
 - staff resource for administration and to co-ordinate activities
 - meeting venues
 - operating budgets and financial management

6. Exit Strategy

- 6.1. If the Neighbourhood Partnership decides it is necessary or advisable to dissolve the Partnership, it may do so by calling a meeting of the Neighbourhood Partnership giving 21 days notice. The Partnership will be dissolved if the proposal is confirmed by a two-thirds majority of those present and voting at the meeting.
- 6.2. The Neighbourhood Partnership does not own any assets. All remaining assets held on its behalf by any partner, will be returned to the contributing partner organisations on a pro-rata basis.

7. Review

- 7.1. The Terms of Reference will be reviewed annually by the Partnership Board, or as need arises, with a clear 'agreed' and 'review date'.
- 7.2. The Neighbourhood Partnership for Buckskin and South Ham is a pilot scheme and all representatives from different sectors will be invited to provide information and evidence, including against agreed measures of success. This

will be considered by nominated committee of members of the Borough Council.

Terms of Reference Agreed: 26 September 2013

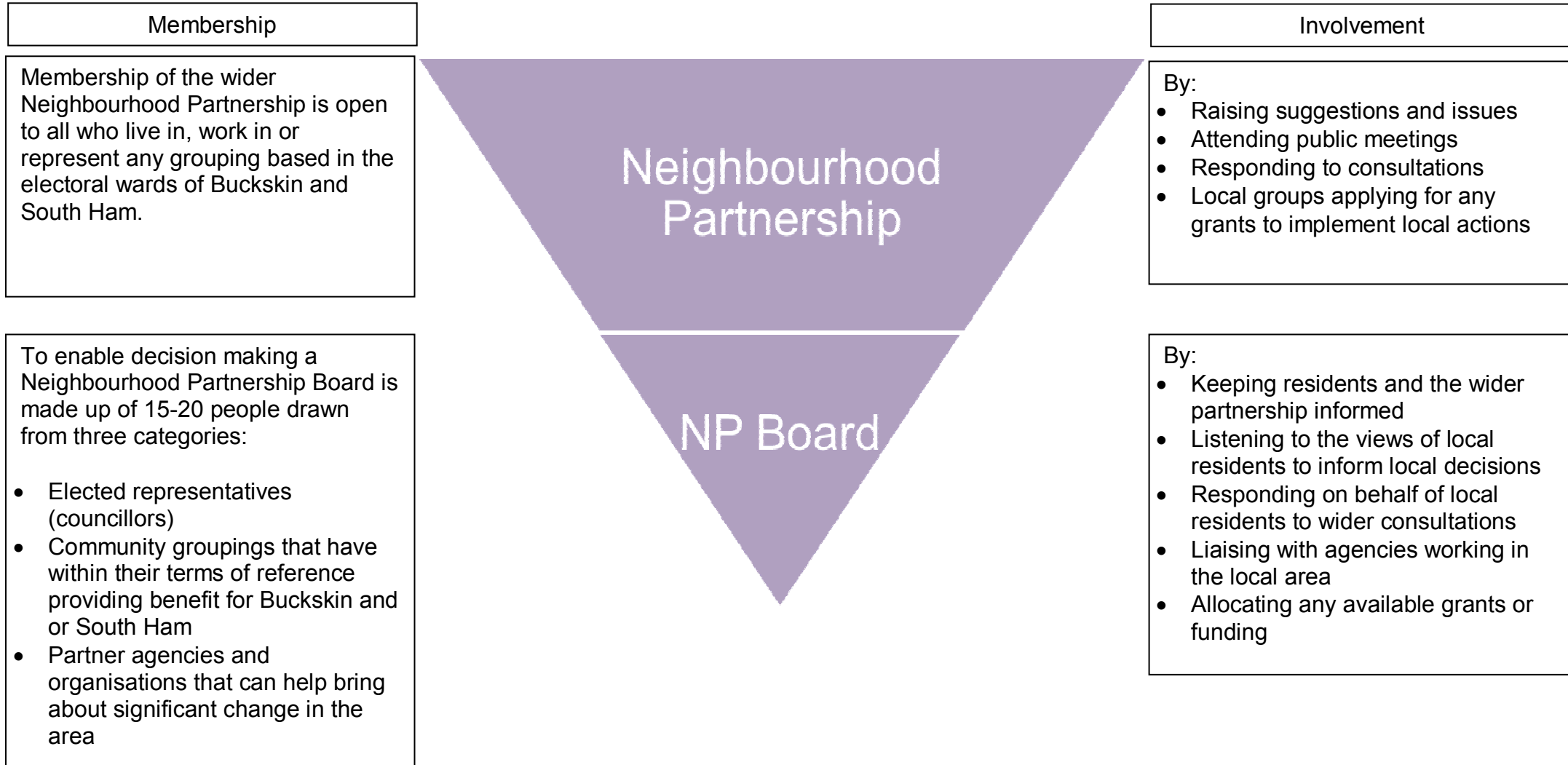
ANNEXES to the Neighbourhood Partnership's Terms of Reference

Annex 1 Neighbourhood Partnership Structure – Agreed 26 September 2013

Annex 2 Roles and Responsibilities – Agreed 26 September 2013

Neighbourhood Partnership for Buckskin and South Ham

STRUCTURE



Neighbourhood Partnership for Buckskin and South Ham

ROLES AND RESPONSIBILITIES (Annex 2 to Terms of Reference)

ROLES: a partnership for all sectors

The Neighbourhood Partnership is made up of representatives of different sectors; each have a unique role and perspective which are equally valued.

1 Public Sector Service Providers

- 1.1 All public sector services have direct contact with the local community and have intelligence on issues affecting them.
- 1.2 Statutory agencies have specific duties to provide, and are held to account for certain services to the public.
- 1.3 In addition some public services have duties that relate to working in partnership, such as in the Crime and Disorder Reduction Partnership (locally Safer North Hampshire) to meet local need, and may be held to account on how they do so.

2 Local authorities

- 2.1 As elected representatives local authorities have a democratic legitimacy that confers a responsibility to provide community leadership. They are accountable to their electorate. The Neighbourhood Partnership places a strong emphasis on the role of elected councillors as local advocates and champions for their neighbourhoods. There are different “tiers” of local government with different functions.
- 2.2 The Localism Act 2011 introduced a range of ways in which communities can take ownership or influence matters at a local level. The Act gives councils freedom about how to organise and run their affairs, and is seeking “to achieve a substantial and lasting shift in power away from central government and towards local people”.
- 2.3 Basingstoke and Deane Borough Council (BDBC) has the onus to facilitate this shift and be responsive to community priorities. It will be an active member of the Neighbourhood Partnership and will provide support through co-ordination and administrative support in recognition of its role as a community leader.

3 Community Sector

- 3.1 Local people will belong to both their own neighbourhoods and communities of interest. Community groups tend to be rooted in their locality, and have a strong local connection. Representatives of community groups provide a voice for the issues and concerns of local people.

4 Voluntary Sector

- 4.1 The voluntary sector is made up of a wide range of not-for-profit organisations that are value driven. Some voluntary organisations have paid employees, many do not; they are also governed by volunteers. The voluntary sector provides many client-based services and is uniquely close to the most vulnerable in the community. The work of the voluntary sector makes a strong social and economic contribution to the vitality of the community.

5 Housing Associations

- 5.1 Housing associations, as registered housing providers, have a large housing stock in the borough and are a major source of housing subsidy. They help meet government targets for the provision of housing and have a growing input to regeneration initiatives that determine the quality of life in an area.

6 Private Sector

- 6.1 Local businesses are commercial organisations ranging in size from sole traders to large multi-nationals. Businesses are answerable to their share holders and contribute to the prosperity of the local area - financially through the business rates and to social and environmental wellbeing through corporate social responsibility.

RESPONSIBILITIES when participating in the Neighbourhood Partnership

Effective partnership works best through constructive debate to seek consensus. The overarching principle for the Partnership is to enable local people to influence and improve the quality of life for their community. This should be at the heart of, and provide the focus for all Neighbourhood Partnership discussions and decisions.

7 Conduct

7.1 When acting within the Neighbourhood Partnership all parties will:

- 7.1.1 Respect the different roles and perspectives of all sector representatives,
- 7.1.2 Work to agreed Neighbourhood Partnership protocols
- 7.1.3 Provide positive and constructive input; and so
- 7.1.4 Ensure that the Partnership is not brought in to disrepute.

8 Sector Representatives

8.1 Representatives of a sector in the partnerships within the Neighbourhood Partnership have the following responsibilities:

- 8.1.1 Reflect a wide range of interests from their sector; be clear and consistent about who they represent
- 8.1.2 Provide information and feedback to those they represent
- 8.1.3 Make effort to liaise with and consult their sector to feed into partnership working
- 8.1.4 Refer to the community-led plans and agreed local priorities in partnership working
- 8.1.5 Be transparent through declaration of any interests or competing priorities

9 Neighbourhood Partnership Board Members

9.1 Neighbourhood Partnership Board Members should:

- 9.1.1 Represent the community, public, private, or voluntary sectors in Buckskin and or South Ham.
- 9.1.2 Have sufficient seniority and authority to speak for and influence decision-making in their respective organisations or have knowledge of the needs of their community
- 9.1.3 Be ambassadors for the Neighbourhood Partnership, promoting its purpose and values
- 9.1.4 Champion the community-led plans within their own sector; align their own organisation's service planning to the community-led plans

- 9.1.5 Focus partnership working on locally agreed priorities and ensure activities have regard to the community-led plans.
- 9.1.6 When acting as a Neighbourhood Partnership Board member be transparent through declaration of any interests or competing priorities
- 9.1.7 Commit to attend or provide representation at every meeting
- 9.1.8 Channel information on the activities and decisions of the Neighbourhood Partnership Board to the organisations and sectors they represent
- 9.1.9 Seek ways to improve communication and links with the wider Partnership.

10 Particular skills and expertise expected of Neighbourhood Partnership Board Members

- 10.1 Neighbourhood Partnership Board Members should:
 - 10.1.1 Be well informed of the nature of Buckskin and South Ham and its communities
 - 10.1.2 Take a broad outlook – considering relative need and priorities across the partnership area.
 - 10.1.3 Be influential within and across their organisation, sector and local level partnership working
 - 10.1.4 Recognise skills and resources needed for effective partnership working

CHAIR AND VICE CHAIR

11 CHAIR

Main responsibility: Lead and be an active ambassador for the Neighbourhood Partnership

- 11.1 Leadership of the Neighbourhood Partnership:
 - 11.1.1 Provide leadership to the Neighbourhood Partnership Board and wider partnership
 - 11.1.2 Ensure appropriate representation is made by all sectors
 - 11.1.3 Mobilise commitment and build a sense of common purpose; seek to resolve any conflicts
 - 11.1.4 When acting as Chair, act impartially, representing the interests of the partnership as a whole; being transparent through declaration of any interests or competing priorities
 - 11.1.5 Promote the values and purpose of the Neighbourhood Partnership in all the partnership does
 - 11.1.6 Act on matters swiftly that may be deemed “urgent” (i.e. when a delay may be to the detriment of the partnership), whenever possible in agreement with the Vice Chair
 - 11.1.7 Delegate responsibilities to the Vice Chair and the other Board members when appropriate
 - 11.1.8 Liaise with Basingstoke and Deane Borough Council’s lead officer to ensure the smooth running of the partnership between meetings
- 11.2 Chairing of Neighbourhood Partnership Board Meetings:
 - 11.2.1 Agree the agenda for meetings and approve the draft minutes of the meetings
 - 11.2.2 Preside over and facilitate discussions at meetings of the Partnership Board in an impartial and inclusive way; ensuring business and discussion focuses on key issues and priorities of the Partnership in a respectful manner.
 - 11.2.3 Ensure that decisions made by the Board and throughout the partnership are reached in an open and transparent way

12 VICE CHAIR

Main responsibility: Support the Chair in the undertaking of their responsibilities and deputise in the absence of the Chair.

- 12.1 In addition:
 - 12.1.1 Undertake responsibilities delegated to the Vice Chair by the Board
 - 12.1.2 When acting as Vice Chair, act impartially, representing the interests of the partnership as a whole; being transparent through declaration of any interests or competing priorities
 - 12.1.3 Work with the Chair to act on matters swiftly that may be deemed “urgent”.