St Helens Local Strategic Partnership (LSP)

Terms of Reference

The name of the St Helens Local Strategic Partnership is ‘St Helens Together’ (referred to as the Partnership in this framework).

1. In accordance with the Government’s Paper ‘Creating Strong, Safe and Prosperous Communities’ the role of the LSP is to provide the forum for establishing the Sustainable Community Plan and to collectively review and steer public resources to the identified priorities and through the Local Area Agreement

2. To undertake this role, the Partnership is expected to exercise the following responsibilities:

2.1 Exercise a leadership and governing role through analysing and identifying needs, articulating aspirations of local communities, and reconciling or arbitrating between competing interests to promote cohesion.

2.2 Have oversight of and aim to co-ordinate community consultation and engagement activities of individual partners and where appropriate combine them.

2.3 Agree a Sustainable Community Plan based on data and evidence from the local area and its population, to establish a shared local vision, ambition and priorities for action.

2.4 Agree a Local Area Agreement and to contribute to any Multi Area Agreement based on the priorities identified in the area's Sustainable Community Plan.

2.5 Ensure that all Partners maximise improvements in the key Strategic drivers of health, worklessness and liveability

2.6 Have oversight of the planning, development and alignment of resources in the locality (where relevant to delivery of the Sustainable Community Plan and LAA) in order to achieve more effective commissioning and ultimately better outcomes. Each partner will remain accountable for its decisions taken in relation to funding streams allocated to it.

2.7 Ensure value for money is obtained in the delivery and outcomes of the Local Area Agreement.

2.8 Review and performance manage progress against the priorities and targets agreed in the LAA and ensure delivery arrangements are in place.

2.9 Receive quarterly Performance Management Reports and recommend necessary actions arising from these.

2.10 Oversee the outcomes, actions, indicators, targets and milestones in the Local Area Agreement and the Sustainable Community Strategy.
2.11 Establish and maintain sound working relationships with GONW

2.12 To do all other things as directed by Government or agreed locally to fulfil the aims and objectives of the Sustainable Community Plan

3. **LSP Governance and Accountability Between Partners and to the Local Area**

In order to effectively achieve its role, the LSP should follow these key principles:

3.1 To collectively develop clear and transparent lines of accountability and responsibility between Partners.

3.2 To ensure that a structure is in place to reflect local circumstances which is able to take strategic decisions underpinned by the main Thematic Partnerships for the area.

3.3 The Chair of the LSP Board will need to be formally recognized by the Local Authority

3.4 Representatives of the third sector, private business sector and public sector should be represented on the LSP and relevant Thematic Partnerships.

3.5 All representatives should take account of the wider community view, including the views of minority and hard to reach groups.

3.6 The LSP must draw on environmental, social and economic expertise through its own membership and that of its Thematic Partnerships.

3.7 Be accountable through transparent decision making to the local community and its representation.

4. **The Relationship between the LSP and the Thematic Partnerships**

In order to ensure the effective delivery of the agreed priorities, the Thematic Partnerships should underpin and support the LSP Board.

This support will need to include:

- Providing the LSP with sufficient transparent information and recommendations to make decisions
- Leading the delivery of relevant priorities agreed by the LSP

5. **Governance Arrangements and Membership of the LSP**

Membership of the Partnership is determined collectively by the members of the Partnership:

- The Chair of the Partnership is the Leader of St Helens Council unless the Partnership determines otherwise.
- The Secretariat to the Partnership is provided by St. Helens Council
- The Partnership can appoint and remove members

**Scrutiny**

- The Council's Overview and Scrutiny Commission will be able to carry out area based scrutiny reviews.

The Organisational Structure of the Partnership is illustrated in the diagram attached below. Any amendments to the Organisational Structure will be agreed by the Partnership.

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**Governance Structure**

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COUNCIL

SCRUTINY  EXECUTIVE

LOCAL STRATEGIC PARTNERSHIP

STATUTORY OFFICER'S PANEL

Children's Trust Board  Healthier Communities Partnership Board  Crime & Disorder Partnership Board  Economic Development and Enterprise Partnership Board  Communities and Neighbourhoods Partnership Board
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6. **Membership of the Local Strategic Partnership**

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>St Helens Council</td>
<td>Council Leader (Chair)</td>
</tr>
<tr>
<td>St Helens Council</td>
<td>Council Executive Member for Children and Young People</td>
</tr>
<tr>
<td>St Helens Council</td>
<td>Council Executive Member for Safer Communities</td>
</tr>
<tr>
<td>St Helens Council</td>
<td>Chief Executive</td>
</tr>
<tr>
<td>St Helens Council</td>
<td>Director of Urban Regeneration and Housing</td>
</tr>
<tr>
<td>St Helens Council</td>
<td>Assistant Chief Executive (Finance)</td>
</tr>
<tr>
<td>St Helens Council</td>
<td>Head of Policy and Performance</td>
</tr>
<tr>
<td>Halton and St. Helens PCT</td>
<td>Chair</td>
</tr>
<tr>
<td>Halton and St. Helens PCT</td>
<td>Chief Executive</td>
</tr>
<tr>
<td>St. Helens Chamber</td>
<td>Chair</td>
</tr>
<tr>
<td>St. Helens Chamber</td>
<td>Chief Executive</td>
</tr>
<tr>
<td>Learning &amp; Skills Council</td>
<td>Area Manager</td>
</tr>
<tr>
<td>Merseytravel</td>
<td>Chief Executive</td>
</tr>
<tr>
<td>St. Helens CVS</td>
<td>Chair</td>
</tr>
<tr>
<td>St. Helens CVS</td>
<td>Chief Executive</td>
</tr>
<tr>
<td>Helena Housing</td>
<td>Chief Executive</td>
</tr>
<tr>
<td>St. Helens Police</td>
<td>Area Commander</td>
</tr>
<tr>
<td>Merseyside Fire &amp; Rescue Service</td>
<td>Area Commander</td>
</tr>
<tr>
<td>Department for Works and Pensions</td>
<td>Job Centre Manager</td>
</tr>
<tr>
<td>Private Sector</td>
<td>3 Representatives</td>
</tr>
<tr>
<td>St Helens College</td>
<td>Principal</td>
</tr>
<tr>
<td>Community Representatives* (4)</td>
<td>St Helens Churches Representative (1), CEN Representatives (2), Minority Interest Representative (tbd) (1)</td>
</tr>
</tbody>
</table>

Observer Status – NWDA/GONW

*Community Representatives must be residents of the Borough.
8. **The Statutory Officer’s Group**

The main functions of this Board are to ensure that any recommendations arising from the Thematic Groups:

8.1 Meet the objectives and priorities agreed by the Council in consultation with the LSP contained in the Sustainable Community Plan and the LAA

8.2 Meet legal requirements

8.3 Support national priorities

8.4 Support local priorities

8.5 Are affordable

8.6 Provide value for money

8.7 Are risk assessed

8.8 Have clear measurable outcomes and include effective performance management arrangements

**Membership of the Statutory Officer’s Group:**

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Title</th>
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<tbody>
<tr>
<td>St. Helens Council</td>
<td>Chief Executive (Chair)</td>
</tr>
<tr>
<td>St. Helens Council</td>
<td>Monitoring Officer</td>
</tr>
<tr>
<td>St. Helens Council</td>
<td>Section 151 Officer</td>
</tr>
<tr>
<td>St. Helens Council</td>
<td>Head of Policy and Performance</td>
</tr>
</tbody>
</table>

Supported by Lead Officers of the Thematic Partnerships
9. **LSP Thematic Partnerships – Terms of Reference and Membership**

Economic Development and Enterprise – Lead Partnership: City Growth Strategy Board

Children and Young People - Lead Partnership: Children’s Trust Board

Safer Communities – Lead Partnership: Crime and Disorder Reduction Partnership Board

Healthier Communities and Older People – Lead Partnership: Healthier Communities Partnership

Communities and Neighbourhoods – Lead Partnership: Communities and Neighbourhoods Partnership Board

**The main functions of the Thematic Partnerships are:**

- To advise the LSP Board on issues relating to the Thematic Partnerships, the Sustainable Communities Plan, the Local Area Agreement and the Local Development Framework;

- To co-ordinate the development of an Annual Action Plan for Improvement to the Local Strategic Partnership Board for the Thematic Partnership Group. The plan should clearly identify practical ways in which activities to address their agenda will be implemented, how key targets and outcomes will be addressed, and key outcomes to be achieved by the Partnership;

- To ensure that strategies and action plans for cross cutting themes are openly shared across all relevant Thematic Partnerships;

- Through the Thematic Partnerships and its members, encourage Sustainable Community Plan/LAA objectives and targets to be integrated into Partner actions/plans or other key organisations operating in St Helens;

- To monitor, report upon, evaluate, and review progress being made by the Thematic Partnerships in working towards their objectives and targets and provide feedback to the LSP Board on a regular basis;

- To support the decision – making process of funding programmes and help to prioritise projects;

- To respond to new and emerging Government policy that may impact upon the Thematic Partnership Group issues locally.

Individual Thematic Group Terms of Reference and Membership details can be found on the St Helens Together LSP website www.sthelenstogether.org.uk.
10. Responsibility of individual Members of the Partnership

All members will seek to act co-operatively, be open and honest, value others’ contribution and learn from each other in seeking to achieve the objectives of the Partnership.

All members are responsible and accountable for ensuring that staff under their control are able to work in an environment free from discrimination and harassment. Local Strategic Partnership and Thematic Partnership members are expected to lead by example and follow the Equality Objectives within St Helens Sustainable Community Plan – to eliminate unlawful discrimination, promote equality of opportunity and promote good relations within the diverse community of St Helens.

Individual members will ensure that all proposed decisions, policies, strategies, projects and plans within their remit have been informed by an adequate Equality Impact Assessment.

All members are responsible for taking reasonable steps to ensure that their contribution is genuinely representative of their organisation and/or sector that they are from. Members must engage in two-way communications with their organisations and/or sector on key issues being considered by the Local Strategic Partnership so that they can express the views and interests of their organisation and/or sector. Members must report back to their organisation and/or sector on key decisions taken by the Partnership. In this way the Partnership will ensure that all the major partnerships, organisations, groups and sectors are engaged in the business of the Partnership.

Members of the Local Strategic Partnership are required to communicate positively about the value and role of the Partnership. Members undertake not to criticise the functioning of the Partnership meetings without first discussing any criticisms or concerns within the Partnership and providing the Partnership the opportunity to address them.

11. Proceedings of the Partnership

The Local Strategic Partnership shall review its membership annually.

Except where the framework provides otherwise, a decision of the Partnership should be reached by consensus. Should consensus not be possible a vote may be requested. Should a vote be agreed it should be resolved by a majority of those members present and voting at the Partnership meeting.

Any member of the Partnership who is unable to attend a meeting may nominate a named substitute to represent the member of the Partnership. The substitute may speak and vote on behalf of that member of the Partnership.

A schedule of meetings will be agreed annually by the Board.

No business shall be transacted at a meeting of the Partnership unless a quorum of members is present. A quorum shall be half of the members of the Partnership. If a quorum is not present within thirty minutes of the scheduled starting time of the meeting it will be adjourned to such a date, time and place as may be determined. Notice of the date, time and place of the resumed meeting will be sent to members as soon as is reasonably practicable.
12. **Operating Year**

The operating year of the Partnership will commence on 1\textsuperscript{st} April in each calendar year and will end on 31\textsuperscript{st} March of the next calendar year.

13. **Changes to the Framework**

This framework may be changed by a resolution passed by a two-thirds majority of members of the Partnership. The resolution must set out the terms of the changes proposed.

14. **Dissolution**

If the Partnership decides it is necessary or advisable to dissolve the Partnership it may do so by calling a meeting of the Partnership for which twenty-one days notice will be given. The Partnership will be dissolved if the proposal is confirmed by a two-thirds majority of members, subject to the Partnership's agreement about any outstanding obligations, liabilities and assets as an LSP.