



Constitution

2007/2008

This document will be reviewed on an annual basis

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1. AIM AND PURPOSE OF PARTNERSHIP

1.1 What is the Bassetlaw Local Strategic Partnership (BLSP)?

The BLSP is made up of public, community, voluntary and business sector organisations that operate within Bassetlaw. Representatives from these organisations meet regularly to look at the way services are provided in the District and how they can be improved. The LSP also works to include the local community in decision making across the District.

The Government set up LSP's to encourage key organisations to work together more closely. LSP's are key to tackling problems, which need resolving in a number of different ways, by different agencies. Local partners working through the LSP are expected to take many of the major decisions about priorities for their local area.

A total of 88 areas within the country received a considerable amount of extra funding through the Neighbourhood Renewal Fund to help this process. The Bassetlaw Local Strategic Partnership was not one of these. This means it is primarily a free will partnership with a strong desire to raise aspirations for the District.

1.2 Why do we have a Local Strategic Partnership?

LSP's are the key mechanism promoted by the Government to join up public services at an authority wide level. Local authorities are expected to develop such partnerships where they do not currently exist, despite the establishment of an LSP not being statutory.

A lack of joint working at local level has been one of the main reasons for the lack of progress in delivering sustainable economic, social and physical regeneration, or improved public services, that meet the needs of local people. A combination of organisations, and the community, working together as part of an LSP will have a far greater chance of success.

1.3 Turning the Vision into Action

The BLSP has an ambitious vision, but one which we are confident we can deliver. We have amended this for the new Strategy to reflect the need to consider the impact of our work on future generations. Through consultation with Bassetlaw people and the commitment of the Partnership's members we are dedicated to ensuring:

“Bassetlaw will be a place where everyone has the opportunity to live, work, learn, enjoy leisure time and take pride in working together to create a safe, fair and healthy environment, now and for future generations”

The partners of the BLSP are constantly reviewing ways in which to bring additional resources in to the District in order to support new and existing projects. As both individual organisations and BLSP partners, we are committed to ensuring that we **‘move forward’**. Outside Bassetlaw the BLSP must ensure that the Community Strategy addresses the priorities of key agencies at County, Regional and National Level.

In line with the statutory duty imposed through the Local Government Act 2000, Bassetlaw District Council must seek to improve the economic, social and environmental well-being of the District. This is something that the Council carries out through the BLSP and the current Community Strategy to ensure a partnership approach to improving the District.

“... a strategy for promoting or improving the economic, social and environmental well-being of their area and contributing to the achievement of sustainable development in the United Kingdom.” (s.4(1), Local Government Act, 2000)

Through the new Sustainable Community Strategy, our vision for each of these three objectives is as follows:

Economic Well-being - Creating **Jobs & Enterprise** within the District to secure our long-term viability

Social Well-being - Ensuring our communities are **Safe & Strong** enabling residents to take an active role in their local neighbourhoods, lead a healthy lifestyle and live without fear of crime

Environmental Well-being - We want Bassetlaw to be a **Clean & Green** area for those that live and work here

These three over-arching objectives have also been adopted by the District Council for the new Corporate Plan to ensure that their work aligns fully with that of the new Sustainable Community Strategy, and achieves local improvement in accordance with the Government's three over-arching areas for improvement.

1.4 How do our Sub-Groups support these three objectives?

The table below briefly outlines how the Sub-Groups, and the three Board level projects discussed in Chapter 3 of the Sustainable Community Strategy link to the over-arching objectives:

	Jobs & Enterprise	Safe & Strong	Clean & Green
Board Strategic Projects:	Skills & Worklessness	Well-being & Success of Children & Young People	Skills & Worklessness
	Well-being & Success of Children & Young People	Alcohol Misuse	
BLSP Sub-Group Action Plans:	Enterprising Communities	Safer Communities	Sustainable Communities
	Learning Communities	Stronger Communities	Every Child Matters
	Every Child Matters	Healthier Communities	
		Every Child Matters	
Cross-cutting Issues:	Community Engagement	Community Engagement	Community Engagement
	Accessible Communities	Accessible Communities	Accessible Communities

Each of the Board Strategic Projects, and Sub-Group Action Plans has a series of priorities that will together support local improvements for our three over-arching objectives:

Economic Well-being - **Jobs & Enterprise**
 Social Well-being - **Safe & Strong**
 Environmental Well-being - **Clean & Green**

1.5 Legal Status

The Bassetlaw Local Strategic Partnership is an unincorporated, non-statutory, non-executive organisation.

2. PRINCIPLES AND VALUES

2.1 Values and Principles of the Partnership

Listed below are the values of the BLSP. These values will provide a guide for the actions of the BLSP and other organisations it works with:

- ▶ equality of opportunity and social inclusion;
- ▶ honesty and transparency;
- ▶ plain language;
- ▶ joint accountabilities;
- ▶ respect for similarity and differences in ways of working,
- ▶ the rightful place of legitimate conflict in partnership.

The following guiding principles describe how the BLSP will act:

- ▶ a strong and inclusive partnership;
- ▶ quality and customer focused;
- ▶ commitment to decision-making at local level;
- ▶ best-value and effective use of resources;
- ▶ co-operation;
- ▶ valuing the knowledge of other stakeholders;
- ▶ making clear priorities;
- ▶ promoting self-help and independence;
- ▶ making a partnership approach mainstream.

3. STRUCTURE

3.1 Partnership Structure

In order to deliver the new Sustainable Community Strategy the Board have approved the following Partnership Structure (shown on page 8).

The Partnership Structure is based on the findings of the BLSP Survey of members and the consultation carried out via Sub-Group meetings - (see 2.2 within the main Sustainable Community Strategy document). This structure allows more controlled focus on key management elements of the BLSP, namely the introduction of the Executive Group (wider brief than the previous Operations Group).

The findings from the BLSP Survey indicate that members are happy with the current structure, however, it was also agreed that there needed to be clear links to the NLAA themes and that the new structure needed to reflect the gaps identified in the first Community Strategy/BLSP Structure.

As the NLAA develops further, and population changes lead to a greater emphasis on older people's service provision, it is likely that a formal group will become part of the BLSP structure when we produce the next Strategy. There are two other key Groups not formally shown on the structure diagram:

- ▶ BEAN (Bassetlaw Elderly Action Network) - This Group reports to the BLSP through the Health Sub-Group, however, there is some cross-membership with other Sub-Groups, which allows members to stay informed of developments.
- ▶ New Community Group - This Group reports to both the Social & Community Development Sub-Group and the Board. It is likely that the work programme of this Group will be steered through the new Executive Group.

STRATEGIC

BLSP Board

Co-ordination and Admin: BDC Community Engagement and Performance

Board Task Group – New Community Group

Admin: BDC Community Engagement & Performance

MANAGEMENT

Executive Group

Co-ordination and Admin: BDC Community Engagement & Performance

This Group will look at performance management of the BLSP/LAA, delivery of the Engagement Improvement Plan, and exception reporting from the Sub-Groups, as well as progress/issues relating to the 'Top 3'. This Group also monitors progress of the New Community Group on behalf of the Board.

DELIVERY

Enterprising Communities (Economic Regeneration Sub-Group)

Co-ordination and Admin: BDC Economic Development Unit

Learning Communities (Learning & Skills Sub-Group)

Co-ordination and Admin: NNC
This Group has links to Older People's Service provision.

Sustainable Communities (Environment Sub-Group)

Co-ordination: RAC
Admin: BDC Environment and Policy

Healthier Communities (Health Sub-Group - Bassetlaw Partnership for Health)

Co-ordination and Admin: BPCT
This Group has links to Older People's Service provision.

Stronger Communities (Social & Community Development Sub-Group)

Co-ordination and Admin: BDC
This Group has links to Older People's Service provision and the New Community Group.

Safer Communities (Bassetlaw, Newark & Sherwood Community Safety Partnership (CSP))

Co-ordination and Admin: Bassetlaw, Newark & Sherwood CSP Team

Every Child Matters (Children & Young People Sub-Group)

Co-ordination and Admin: BPCT This Group cuts across all other Sub-Groups.

Accessible Communities (Transport & Accessibility Group)

Co-ordination: RAC Admin: BDC Support Services

This Group cuts across all other Sub-Group's and has direct links to Older People's service provision. This Group reports to the Board via the Environment Sub-Group.

Manton Neighbourhood Management Pathfinder

Co-ordination and Admin: Manton Community Alliance

The Pathfinder Groups deliver the aims of the Sustainable Community Strategy at local neighbourhood level, adapted where necessary to the needs of the community.

4. BLSP BOARD

The Bassetlaw Local Strategic Partnership (BLSP) Board consists of a range of public, private, voluntary and community representatives.

4.1 Roles, Responsibilities and Protocols for the Partnership Board

- 1 The Board will constitute the Bassetlaw Local Strategic Partnership (BLSP) for the whole of the area within the local authority boundary of the District of Bassetlaw. It will undertake responsibilities of an LSP as set out in Government guidance having regard to local and national Good Practice i.e. *to prepare and implement a community strategy, bring together local plans, partnerships and initiatives to provide a forum through which mainstream public service providers can work effectively to meet local needs and priorities, contribute to the achievement of Public Service Agreements and work in target areas to reduce deprivation.*
- 2 To promote the social, economic and environmental well-being of the area through the preparation and implementation of the Sustainable Community Strategy.
- 3 To follow the principles applied to LSPs that have received Neighbourhood Renewal funding: the Partnership is committed to be *Strategic, Inclusive, Action Focused, Performance Managed, Efficient and Learning/Developmental.*
- 4 The Board will be chaired by the Leader of Bassetlaw District Council as set out in national best practice guidance, which states that the Partnership should be led by the Local Authority.
- 5 The Vice-Chair will be elected from the membership of the Board for a two-year term of office.
- 6 To plan and co-ordinate the work of the Partnership.
- 7 To oversee the work of the Executive Group, Board Strategic Projects, and Sub-Groups and ensure that key issues are reported throughout the Partnership.
- 8 To bring together the different parts of the public sector as well as the private, business, community and voluntary sectors to support one another and work more effectively.
- 9 To promote the image of the District and approve appropriate marketing strategies.
- 10 To lobby and promote Bassetlaw and secure inward investment and external resources.
- 11 To respond to the needs of the residents and communities and feed this into the development of the Sustainable Community Strategy and all other key documents relating to the work of the BLSP.
- 12 The agenda of the meetings will include discussion on items identified in the Sustainable Community Strategy, a progress report of the Executive Group, and other items identified by individual Members and confirmed by the Chair of the Board.
- 13 The Partnership will report on progress in delivering the Sustainable Community Strategy through the production of an Annual Progress Report.
- 14 The quorum for the Board will be ten members from five different partner organisations.
- 15 Issues deemed from time-to-time to be sensitive should remain confidential to limit recognised consequences of disclosure. Members will be expected to adhere to any confidentiality agreement within their own organisations and public meetings until such time that the embargo is lifted. Items will only be identified as confidential with the agreement of the Chair.

4.2 Membership

- 1 Members of the Board will be Chairs of Sub-Groups, senior managers of partner agencies and specialists from the private or community/voluntary sectors. This includes:

Representative	Representative 2007/08	Nominated Deputy if unable to attend	Representative 2007/08
Chair of Partnership	Cllr Mike Quigley MBE	Vice-Chair	Michael Newstead, Director, BCVS
Vice-Chair of Partnership	Michael Newstead	To be appointed	To be appointed
Chair of Economic Regeneration Sub-Group	Robert Wilkinson	Vice-Chair	None at present
Chair of Learning & Skills Sub-Group	Fran Walker	Vice-Chair	Shona Neill, Centre Manager, Connexions,
Chair of Environment Sub-Group (representing Transport & Accessibility Sub-Group)	Lynn Tupling	Vice-Chair of Sub-Group	Martyn Clark, Energy Officer, Bassetlaw District Council
Chair of Health Sub-Group (Bassetlaw Partnership for Health)	Louise Newcombe	Vice-Chair of Sub-Group	David Whitham, Bassetlaw Newark and Sherwood Locality Manager
Chair of Social & Community Development Sub-Group	Pauline Elliott	Vice-Chair of Sub-Group	Steve Brown, Central Services and Corporate Projects Manager, Bassetlaw District Council
Chair of Bassetlaw, Newark & Sherwood Community Safety Partnership	David Hunter (Joint Chair)	Bassetlaw Newark and Sherwood Community Safety Manager	Neil Atkinson
Chair of Children & Young People Sub-Group	Sue Gill	Vice-Chair of Sub-Group	Mandy Green, Head of Services, Women's Aid

In addition, the following organisations have been assigned a seat. In the event that the organisation is represented by one of the above positions, the member may hold dual representation.

Organisation	Representative	Nominated Deputy
Bassetlaw District Council (x1 Senior Officer, x1 Elected Member)	David Hunter (Chief Executive), Cllr Mike Quigley MBE (Leader)	Pauline Elliott (Deputy Chief Executive),
Bassetlaw PCT (x1)	Louise Newcombe (Chief Executive)	Debra Fores (Director of Primary Care and Corporate Development)
Nottinghamshire Police 'B' Division (x1)	Chief Superintendent David Colbeck	Superintendent Russell Foster
Nottinghamshire Fire & Rescue Service (x1)	Andy Pearson	Chief Inspector Harper
Doncaster & Bassetlaw Hospitals NHS Foundation Trust (x1)	Nigel Clifton, Chief Executive	Mary Mitchell (Manager, Bassetlaw District General Hospital)
Nottinghamshire County DAAT	John Berridge, Chairman	Trish Pogue, DAAT Commissioning and Planning Manager
North Notts College (x1)	John Connolly (Principal)	Fran Walker (Consultant)
Nottinghamshire County Council (x1 Senior Officer, x1 Elected Member)	Chief Officer, Cllr Mick Storey (Deputy Leader)	Chief Officer and Cabinet Member
Nottinghamshire Rural Community Council (x1)	Penny Altham	Karen Tarburton, Bassetlaw Rural Officer
Nottinghamshire Wildlife Trust (x1)	Paul Learoyd	Janice Bradley, Head of Conservation Policy and Planning
Manton Community Alliance (x1)	Richard Edwards	Alister Shaw, Deputy Neighbourhood Pathfinder Manager
A1 Housing Bassetlaw Ltd. (x1)	Bernard Coleman	Don Spittlehouse, Director of Technical and Housing Services
NALC/Parish Councils (x1)	Liz Jeffries	NALC Board member
Nottinghamshire Jobcentre Plus (x1)	Tom Stockwell	None
Private Sector (x2)	Phil Sibson (Aquila Business Supplies)	None
Voluntary & Community Sector (x2 - to include faith representative, and BME representative where possible)	Michael Newstead (Director, BCVS), Derek Wilkinson (Churches Together)	Andrew Tatham (District Partnership Officer, BCVS)

- 2 As previously agreed when the partnership was formed, the Bassetlaw PCT and the Nottinghamshire Wildlife Trust should retain individual membership places even if they are not Chair of a Sub-Group. The private sector is currently under-represented. It is recommended that the Chair of the Economic Regeneration Sub-Group be drawn from the private sector where possible and one additional representative of the private sector be sought to complement the public sector organisations on the Board.
- 3 Membership of the Board represents personal commitment to the work of the BLSP to attend meetings personally and regularly and to prioritise BLSP business.
- 4 The membership of the Board will be reviewed annually and can also be reviewed during the year if agreed by the Partnership.
- 5 Any representative may send a named deputy to the Board if he or she is unable to attend, provided the Deputy has the support of the representative's nominating organisation or constituency.
- 6 Officers from the partner organisations may attend if presenting information or supporting the meeting.

4.3 Decision Making

- 1 Decisions taken by the BLSP Board will be on a consensus basis where possible. In the event of not being able to reach consensus, a simple majority vote of those attending will be taken. The Chair will have the casting vote in the event of no majority.

4.4 Frequency of Meetings

- 1 Board meetings will take place quarterly.
- 2 The Chair may call additional meetings of the Board. Any Board Member may also call an additional meeting of the Board provided that the purpose of the meeting is supported by at least two other members from different organisations.

4.5 Administration

- 1 Administrative support will be provided by the Community Engagement & Performance Service of Bassetlaw District Council.
- 2 The agenda and all accompanying papers will be sent to Board Members five working days prior to the meeting. Late items may be accepted at the discretion of the Chair.
- 3 Minutes of the meeting will be drawn up and circulated to all representatives within one week of the meeting and will be presented for approval at the next meeting.

4.6 Reporting Arrangements

- 1 Each Chair will report feedback from Board meetings at the subsequent Sub-Group meeting as a standard agenda item.
- 2 Agendas and Minutes from Board meetings will be placed on the BLSP website for reference.
- 3 Progress updates to the community will take place in the form of press articles/press releases, project case studies on the BLSP website and the Annual Progress Report.

5. BLSP EXECUTIVE GROUP

5.1 Roles, Responsibilities and Protocols for the Executive Group

- 1 The BLSP will monitor progress predominantly through the new Executive Group (see structure in 3.1).
- 2 The Executive Group will be chaired by the Chair of the BLSP and in their absence the Vice-Chair of the BLSP.
- 3 The Executive Group will be responsible for monitoring overall NLAA performance.
- 4 The Executive Group will be responsible for monitoring Sub-Group performance
- 5 The Executive Group will be responsible for monitoring progress against the Top 3
- 6 The Executive Group will be responsible for monitoring of the Engagement Improvement Plan
- 7 The Executive Group will provide a quarterly report to the BLSP Board, which will include progress on the Top 3, progress against the NLAA outcomes/targets (where available), an update on progress from the Sub-Groups and information on publicity/engagement over the last quarter.
- 8 The Executive Group will complete an annual self-assessment. This will be an essential tool in remaining self-aware.
- 9 The Executive Group will support the delivery of an annual Evaluation and Development Day to provide an opportunity for all partners to meet, share ideas and review the way forward together.
- 10 To support the BLSP Board in the delivery of the Sustainable Community Strategy.
- 11 To support the BLSP Board in planning and co-ordinating the work of the Partnership.
- 12 To support the BLSP Board to promote the image of the District and approve appropriate marketing strategies.
- 13 To support the BLSP Board to lobby and promote Bassetlaw and secure inward investment and external resources.
- 14 Issues deemed from time-to-time to be sensitive should remain confidential to limit recognised consequences of disclosure. Members will be expected to adhere to any confidentiality agreement within their own organisations and public meetings until such time that the embargo is lifted. Items will only be identified as confidential with the agreement of the Chair.

5.2 Membership

1 Members of the Executive Group will be as follows:

Representative	Representative 2007/08	Organisation	Nominated Deputy if unable to attend	Representative 2007/08
Chair of Partnership	Cllr Mike Quigley MBE	Bassetlaw District Council	Vice-Chair	Michael Newstead
Vice-Chair of Partnership	Michael Newstead	BCVS	To be appointed	To be appointed
Chair of Economic Regeneration Sub-Group	Robert Wilkinson	Bassetlaw District Council	None	N/A
Chair of Learning & Skills Sub-Group	Fran Walker	North Notts College	Vice-Chair of Sub-Group	Shona Neill
Chair of Environment Sub-Group (representing Transport & Accessibility Sub-Group)	Lynn Tupling	Retford Action Centre	Vice-Chair of Sub-Group	Martyn Clark
Chair of Health Sub-Group (Bassetlaw Partnership for Health)	Louise Newcombe	Bassetlaw PCT	Vice-Chair of Sub-Group	David Whitham
Chair of Social & Community Development Sub-Group	Pauline Elliott	Bassetlaw District Council	Vice-Chair of Sub-Group	Steve Brown
Chair of Bassetlaw, Newark & Sherwood Community Safety Partnership	David Hunter	Bassetlaw District Council	Community Safety Manager	Neil Atkinson
Chair of Children & Young People Sub-Group	Sue Gill	Bassetlaw PCT	Vice-Chair of Sub-Group	Mandy Green
BDC Planning Policy Team (ad-hoc as required)	Tom Bannister	Bassetlaw District Council	None	N/A
Manton Community Alliance (ad-hoc)	Richard Edwards	Manton Community Alliance	Deputy Manager, Neighbourhood Pathfinder	Alister Shaw
Commissioning Support (ad-hoc)	Trish Pogue	Nottinghamshire DAAT	None	N/A
Principal Policy Officer (Partnership Support)	Gillian Blenkinsop	Bassetlaw District Council	Policy Officer (LSP) (Partnership Support)	Jo Wilson
Policy Officer (LSP) (Partnership Support)	Jo Wilson	Bassetlaw District Council	None	N/A

- 2 Membership of the Executive Group represents personal commitment to the work of the BLSP to attend meetings personally and regularly and to prioritise BLSP business.
- 3 The membership of the Executive Group will be reviewed annually and can also be reviewed during the year if agreed by the Partnership.
- 4 Any representative may send a named deputy to the Executive Group if he or she is unable to attend, provided the Deputy has the support of the representative's nominating organisation or constituency.
- 5 Officers from the partner organisations may attend if presenting information or supporting the meeting i.e. BDC Planning, Commissioning Support.
- 6 The quorum for the Executive Group will be six members from a minimum of three partner organisations.

5.3 Decision Making

- 1 Decisions taken by the BLSP Executive Group will be on a consensus basis where possible. In the event of not being able to reach consensus, a simple majority vote of those attending will be taken. The Chair will have the casting vote in the event of no majority.

5.4 Frequency of Meetings

- 1 Executive Group meetings will take three weeks prior to a Board meeting and three weeks after a Board meeting.
- 2 The Chair may call additional meetings of the Board. Any Executive Group Member may also call an additional meeting provided that the purpose of the meeting is supported by at least two other members from different organisations.

5.5 Administration

- 1 Administrative support will be provided by the Community Engagement & Performance Service of Bassetlaw District Council.
- 2 The agenda and all accompanying papers will be sent to Executive Group Members five working days prior to the meeting. Late items may be accepted at the discretion of the Chair.
- 3 Minutes of the meeting will be drawn up and circulated to all representatives within one week of the meeting and will be presented for approval at the next meeting. Minutes will also be circulated to the Sub-Groups by the respective Chairs as a standard item and the subsequent Sub-Group meeting.

5.6 Reporting Arrangements

- 1 Each Chair will report feedback from the Executive Group meetings at the subsequent Sub-Group meeting as a standard agenda item.
- 2 Agendas and Minutes from Executive Group meetings will be placed on the BLSP website for reference.
- 3 Progress updates to the community will take place in the form of press articles/press releases, project case studies on the BLSP website and the Annual Progress Report.
- 4 As stated in 5.1 (6), the Executive Group will provide a quarterly report to the BLSP Board.

6. BLSP SUB-GROUPS

6.1 Remit and Priorities

Economic Regeneration

Key Responsibilities

- (a) Creating an enterprising and prosperous economy.

Quorum

There must be four members (including chair/vice-chair) present from at least three partner organisations for the meeting to be quorate.

Appointment of Chair and Vice-Chair

These appointments will be via endorsement of the Sub-Group and the BLSP Board. This will be reviewed annually and individuals can be re-appointed for further periods. The Chair of the Sub-Group will sit on the BLSP Board.

Priorities

- Priority 1: Communication and Engagement with Local Businesses
- Priority 2: To create an enterprising and knowledge based economy (Incorporates NLAA Outcomes)
- Priority 3: To create a climate for investment and competitiveness (Incorporates NLAA Outcomes)
- Priority 4: Stimulate and enhance Town Centres
- Priority 5: Increase Tourism within the District
- Priority 6: To increase employment and economic activity rates (Incorporates NLAA Outcomes)

Learning & Skills

Key Responsibilities

- (a) Promoting access to learning opportunities
- (b) Improving skill levels within the community and business sector

Quorum

There must be four members (including chair/vice-chair) present from at least three partner organisations for the meeting to be quorate.

Appointment of Chair and Vice-Chair

These appointments will be via endorsement of the Sub-Group and the BLSP Board. This will be reviewed annually and individuals can be re-appointed for further periods. The Chair of the Sub-Group will sit on the BLSP Board.

Priorities

- Priority 1: Learning Communities
- Priority 2: Rural and Community/Outreach Education Provision
- Priority 3: Raising Aspirations
- Priority 4: To increase employment and economic activity rates by supporting Workforce Development (Incorporates NLAA Outcomes)
- Priority 5: Act as a Networking/Liaison Body for local providers

Environment

Key Responsibilities

- (a) To promote the creation of an attractive and sustainable environment.
- (b) To promote the re-use of materials and recycling reducing our local environmental impact.

Quorum

There must be four members (including chair/vice-chair) present from at least three partner organisations for the meeting to be quorate.

Appointment of Chair and Vice-Chair

These appointments will be via endorsement of the Sub-Group and the BLSP Board. This will be reviewed annually and individuals can be re-appointed for further periods. The Chair of the Sub-Group will sit on the BLSP Board.

Priorities

- Priority 1: Reduce, Re-use, Recycle (Incorporates NLAA Outcomes)
- Priority 2: Promotion/Awareness Raising of environmental issues
- Priority 3: Conserve and expand areas of open green space
- Priority 4: To achieve cleaner and greener public spaces (Incorporates NLAA Outcomes)

Health

Overall Remit

The Bassetlaw Partnership for Health provides strategic leadership to improve health, social care and well being to enable a reduction in health inequalities across and within the District with a key focus on adults and older people. This is within a framework of both national and local priorities and targets.



Key Responsibilities

- (a) To identify key strategic local health, social care and well being priorities for Bassetlaw in line with the LSP priorities and the Local Area Agreement and implement an annual action plan to deliver on the identified priorities.
- (b) To receive report of key issues in relation to the LAA Healthier Communities and Older Persons Block in relation to Bassetlaw and at neighbourhood level. To take any necessary action as a result of receiving those reports.
- (c) To ensure an effective communication and networking mechanism across a range of statutory and voluntary organisations.
- (d) To act as a resource across the partnership to identify and develop opportunities.
- (e) To improve health and well-being through other Sub-Groups delivery plans.
- (f) To help meet the objectives of the other Sub-Groups through the partnership for health action plan.

Working Principles

- ▶ The work of the Group will be conducted in a positive manner that encourages ownership, openness and trust
- ▶ The Group will regularly review its action plan and ways of working to ensure added value
- ▶ The Group will be administered by the BCVS partnership administration and the action plan and minutes will be published on the partnership web site.
- ▶ The agenda, minutes and papers will be distributed to Group members a week before the meeting.

Accountability and Reporting Arrangements

- ▶ The partnership for health Group is ultimately accountable to its constituent organisations and through the delivery of its work programme to the LSP Board
- ▶ An annual report will be produced jointly between BCVS and BPCT.
- ▶ The Group will work pro-actively with other Sub-Groups and co-opt members where appropriate.

Quorum

There must be four members (including chair/vice-chair) present from at least three partner organisations for the meeting to be quorate.

Appointment of Chair and Deputy Chair

These appointments will be via endorsement of the partnership. This will be reviewed annually and individuals can be re-appointed for further periods. The chair of the partnership will sit on the LSP Board.

Priorities

- Priority 1: Improve the health of children and young people (Incorporates NLAA Outcomes)
- Priority 2: To ensure that the complex inter-relationship between health and worklessness supports the economic and social well being priorities of the District (Incorporates LAA Outcomes)
- Priority 3: Address the adverse effects of alcohol on the population of Bassetlaw (Incorporates LAA Outcomes)
- Priority 4: To promote health and active life in older age for the population of Bassetlaw (Incorporates LAA Outcomes)
- Priority 5: Maximise the opportunities provided by the smoke free legislation, to support people who want to stop smoking and reduce the impact of second hand smoke (Incorporates LAA Outcomes)

Social & Community Development**Key Responsibilities**

- (a) Building strong communities through local culture

Quorum

There must be four members (including chair/vice-chair) present from at least three partner organisations for the meeting to be quorate.

Appointment of Chair and Vice-Chair

These appointments will be via endorsement of the Sub-Group and the BLSP Board. This will be reviewed annually and individuals can be re-appointed for further periods. The Chair of the Sub-Group will sit on the BLSP Board.

Priorities

- Priority 1: Improve Community Engagement/Consultation (Incorporates NLAA Outcomes)
- Priority 2: Equal Access to Services (Incorporates NLAA Outcomes)
- Priority 3: Community Leadership and local community planning (Incorporates NLAA Outcomes)
- Priority 4: Active Citizenship (Incorporates NLAA Outcomes)
- Priority 5: Promote/Create Sustainable Communities

Community Safety

Constitution of Bassetlaw, Newark & Sherwood Community Safety Partnership

1. Definitions

- 1.1 The Bassetlaw, Newark and Sherwood Community Safety Partnership will deliver the joint Statutory Duty detailed in the Crime and Disorder Act 1998 as amended by the Police Reform Act 2002 and the Police and Justice Act 2006.
- 1.2 "Accountable Body" means the Nottinghamshire County Council being nominated to act on behalf of The Partnership in taking responsibility for the receipt and use of allocated Partnership Funding.
- 1.3 "Community Safety Strategy" means the strategy devised and agreed by the Partners in compliance with Section 6 of the Crime and Disorder Act 1998. (may be subject to change once the CDA review is enacted).
- 1.4 The "Action Plan" means the Partnership Tasking Group's agreed actions to deliver the objectives of the Strategy (or six monthly Strategic Assessment).
- 1.5 "Statutory Partners" means those defined in the 1998 Crime and Disorder Act as amended by the 2002 Police Reform Act, that operate in Bassetlaw and Newark and Sherwood. These are:
 - 1.5.1 Bassetlaw District Council
 - 1.5.2 Newark and Sherwood District Council
 - 1.5.3 Nottinghamshire PCT NHS Trust
 - 1.5.4 Bassetlaw PCT
 - 1.5.5 Nottinghamshire Police Authority
 - 1.5.6 Nottinghamshire County Council
 - 1.5.7 Nottinghamshire Police
 - 1.5.8 Nottinghamshire Fire Authority and
 - 1.5.9 British Transport Police
- 1.6 "Financial Year" means 1st April in any year to the 31st March in the following year.
- 1.7 "Partnership" means the Statutory Partners and the Invited Partners and shall include such additional organisations as may be added from time to time which shall each be represented through their Representative.
- 1.8 "Partnership Funding" means funding allocated by the Local Area Agreement under the Safer and Stronger Communities funding stream.
- 1.9 "Partnership Objectives" means the implementation of the following current and other Projects in furtherance of the Community Safety Strategy:



- 1.10 “Statutory Partners” are to be represented by each of the following or their nominated representatives who attend with their delegated authority:
- 1.10.1 The Chief Executive of Bassetlaw District Council
 - 1.10.2 The Member with Portfolio for Community Safety at Bassetlaw District Council
 - 1.10.3 The Chief Executive of Newark and Sherwood District Council
 - 1.10.4 The Member with Portfolio for Community Safety at Newark and Sherwood District Council.
 - 1.10.5 The Chief Executive of Nottinghamshire County Council
 - 1.10.6 The Member with Portfolio for Community Safety at Nottinghamshire County Council.
 - 1.10.07 The Chief Executive of Nottinghamshire Primary Care Trust
 - 1.10.08 The Chief Executive of Bassetlaw Primary Care Trust
 - 1.10.09 Chairman of the Nottinghamshire Police Authority
 - 1.10.10 The Chief Constable of Nottinghamshire Police
 - 1.10.11 Chief Fire Officer of Nottinghamshire Fire and Rescue
 - 1.10.12 The Chief Constable of the British Transport Police
- 1.11 “Terms of Reference” means the document entitled Terms of Reference of The Bassetlaw Newark and Sherwood Community Safety Partnership Joint Strategic Group.
- 1.12 “Voting Partners” means each of the Statutory Partners Representative. In the case of the District and County Councils, they will have one vote each. Invited Partners will have no voting rights. Any Statutory Partner wishing to exercise a vote, who is not represented at a particular meeting, may vote by documented communication to the Chair.

2. Object

- 2.1 The object of The Partnership is to address community safety issues as defined by: reducing crime and disorder, the fear of same, road collisions, avoidable injuries and arson, as detailed in the Strategy (or the Strategic Assessment).

3. Scope of Activities of the Partnership

- 3.1 To address community safety issues in Bassetlaw and Newark and Sherwood by monitoring data and other information and then to plan, implement and support activities.
- 3.2 The Partnership shall appraise, approve and evaluate projects.
- 3.3 No Partner or their representative shall embark on a project or initiative in the name of the Partnership without the prior approval of the Partnership.
- 3.4 No Partner or their representative shall embark on a project or initiative in the name of the Partnership without the authority of the host Organisation.
- 3.5 The Partnership shall keep a formal record of each project appraisal which shall include:
- 3.5.1 any conditions which should be taken into account,
 - 3.5.2 an agreed way forward where there are a number of possible alternative routes, and
 - 3.5.3 a clear recommendation as to whether the project should proceed.
- 3.6 To bring together, as necessary, representatives of voluntary organisations, companies, corporations, government departments, statutory authorities and individuals for the purposes of affecting the Strategic objectives and the Action Plan.
- 3.7 The Partnership shall be responsible to the Accountable Body for undertaking project appraisal and reporting on all Projects undertaken within the Strategy/Strategic Assessment and the Action Plan.

4. Chairing Role

- 4.1 A Chair and Vice-Chair of the Partnership shall be first nominated by any of the other Representatives and elected by a decision of the majority of those present at the first meeting.
- 4.2 For the avoidance of doubt all those nominated for the said offices of the Chairman and Vice-Chairman shall be permitted to vote in their own election.

5. Quorum

- 5.1 The quorum shall be not less than four Representatives.
- 5.2 Failure to achieve a quorum within thirty (30) minutes of the time advised for any meeting of the Partnership shall render the meeting adjourned for seven (7) days after which the meeting shall be reconvened.
- 5.3 Any meeting of The Partnership, which becomes inquorate shall cease its business until a quorum is re-established provided that such re-establishment occurs within thirty (30) minutes of the meeting being declared inquorate. Failure to re-establish a quorum within the said time limit shall render the meeting closed.

6. Frequency and Venue

- 6.1 The Partnership shall meet as often as necessary to effect the Objects as set out in Clause 2.0 and shall in any event meet within fourteen days of the receipt of a written notice by the Chairman or Vice-Chairman or any three Representatives addressed to the Secretary requesting the holding of a meeting.
- 6.2 The first meeting of the Partnership shall be held at Kelham Hall. Subsequent meetings of the Partnership shall be held at a venue agreed by the Partnership on such dates and times agreed by the Partnership. Where such dates times and venues cannot be so agreed the Chairman or in his absence the Vice-Chairman shall select the date time and venue of the next meeting. The Chairman and Vice-Chairman together shall have the power to call additional meetings or cancel meetings when there is insufficient business for the Partnership to consider.
- 6.3 Notice of each meeting of the Partnership shall be served by the Secretary on all Representatives not less than seven (7) days before the date of the meeting unless an earlier date is agreed in writing by all of the Representatives.
- 6.4 Notice of cancellation of a meeting of the Partnership must be served by the Secretary on all Representatives not less than twenty four (24) hours before the meeting was due to commence.

7. Procedure

- 7.1 In the event that the Chair is absent from any meeting of the Partnership and fails to attend within thirty (30) minutes of the time set for the commencement of the meeting the Vice-Chair, if present, shall be co-opted to the Chair. In the event that the Vice-Chair is absent from any meeting of the Partnership at which he/she would have been co-opted to the Chair any other Representative in attendance at the meeting may be elected as Chair for that meeting by a majority of the Representatives present.
- 7.2 Failure to elect a Chair pursuant to clause 7.1 above shall render the meeting closed.

8. Period of Operation of the Partnership

- 8.1 The Partnership shall commence on the date of its first meeting and shall continue unless continued or dissolved in accordance with Clause 13.

9. Alterations to the Constitution

9.1 Full details of any proposal to alter this Constitution must be delivered in writing to the Secretary to the Partnership not less than 14 days before the day of the meeting at which it is first to be considered. Any alteration will require the approval of simple majority of Representatives of the Partnership.

10. Voting

10.1 Each Representative of each of the Statutory Partners shall have one vote.

10.2 Any decision or resolution made by the Partnership shall be carried where there is a simple majority vote of those Representatives present or submitted to the Chairman in their absence

10.3 In the event of equality of voting the Chairman of the Partnership shall have a second or casting vote.

11. Minutes

11.1.1 The Secretary to the meeting will be a member of the Community Safety team. The Secretary shall prepare the Minutes of all the Partnership meetings and shall distribute a copy to each Representative within twenty eight (28) days of the date of the last meeting or earlier in the event of an emergency meeting being convened.

12. Declarations of Interest

12.1 Each Representative shall be obliged to disclose and declare any interest either direct or indirect in any matter being considered by the Partnership, and shall not take part in or seek to influence in any way whatsoever the consideration or discussion of such matter including but not limited to attendance at meetings of the Partnership at these times or take part in any vote on any such matter.

12.2 Each Representative shall be bound by confidentiality in all information reported to the Partnership except insofar as the Partnership may issue or have issued a Press Statement in respect of such information. In particular each Representative shall not disclose information relating to but not limited to:

12.2.1 the financial or business affairs of any Partner or person,

12.2.2 the amount of any expenditure incurred or proposed to be incurred in any Projects by the Accountable Body through the Partnership or under any particular contract for the acquisition of property or the supply of goods or services,

12.2.3 any terms or proposed terms in respect of any negotiations for a contract for the acquisition or disposal of property, or the supply of goods or services,

12.2.4 the identity of any person tendering for a contract for the supply of goods or services, nor,

12.2.5 any legal advice or opinion received, included but not limited to any information obtained or action to be taken in connection with any legal proceedings or determination, affecting the Partnership, Accountable Body, any Partner or Person.

12.3 If any Representative has any personal or prejudicial interest in any contract, proposed contract or other matter, then that Representative shall withdraw from the meeting while the contract, proposed contract or other matter is under consideration by the Partnership. In the case only, of a non-pecuniary interest the Partnership may invite her/him to remain in which case the decision shall be recorded in the Minutes.

12.4 All declarations of interests shall be recorded in the Minutes of the Partnership.

13. Canvassing of and Recommendations by Representatives

13.1 Canvassing of Representatives of the Partnership directly or indirectly for any appointment, or for the purchase, sale or letting of any land, or property, or for any licence or other matter where the Partnership may have to decide between competitors, shall disqualify the candidate, tenderer or applicant concerned.

14. Adoption of Constitution

14.1 This Constitution was adopted as the Constitution of the Bassetlaw, Newark and Sherwood Community Safety Partnership at a meeting duly convened at Kelham Hall on October 2007.

Priorities

Priority 1: To reduce levels of Anti Social Behaviour across the Partnership area

Priority 2: To reduce the rate of burglary across the Partnership area

Priority 3: To reduce the rate of violent crime across the Partnership area

Priority 4: To reduce the rate of vehicle crime across the Partnership area

Priority 5: To reduce levels of arson across the Partnership area

Priority 6: To reduce and prevent avoidable injuries on the road and within the home

Priority 7: To reduce the use of drugs and alcohol and protect local communities from anti social behaviour and crime resulting from drug and alcohol use

Cross-cutting Objective: To improve the effectiveness of the Community Safety Partnership

Children & Young People

Key Responsibilities

- (a) To facilitate the implementation within Bassetlaw of national guidance on children and young people's services. This includes the National Service Framework for Children and Young People, the Children's Act and the Every Child Matters Change Programme.
- (b) To ensure that local agencies and communities within Bassetlaw work together to safeguard and promote well-being and to promote positive outcomes for children and young people.
- (c) To act as the overarching framework for developments for children and young people in Bassetlaw e.g. Children's Centres, extending services through schools.
- (d) To encourage the participation of children, young people and parents/carers in the development of services.
- (e) To act as the key point of reference on issues for children and young people in Bassetlaw.
- (f) To oversee the implementation and performance management of the Nottinghamshire Children and Young People's plan and of our local objectives.
- (g) To update partner agencies regularly on progress and outcomes. This will include working with those within Nottinghamshire and also Doncaster and Sheffield.
- (h) To liaise with the Nottinghamshire Safeguarding Children's Board on issues of safeguarding as they affect the local population.

Members need to recognise that their attendance commits them to a wider obligation to work for improvements in services for children and young people in Bassetlaw, not just to act as a representative for their specific agency.

Accountable to: Bassetlaw LSP Board.
Nottinghamshire Children and Young People Strategic Partnership.

Quorum

There must be four members (including chair/vice-chair) present from at least three partner organisations for the meeting to be quorate.

Appointment of Chair and Vice-Chair

These appointments will be via endorsement of the Sub-Group and the BLSP Board. This will be reviewed annually and individuals can be re-appointed for further periods. The Chair of the Sub-Group will sit on the BLSP Board.

Priorities

- Priority 1: Emotional Health and Well-being
- Priority 2: Parenting
- Priority 3: Attainment/Aspirations
- Priority 4: Safety
- Priority 5: Obesity
- Priority 6: Teenage Pregnancy

Transport & Accessibility Group

The aim of the Group is to ensure a co-ordinated approach is taken to the delivery and development of transport services within the District. As the Group is newly established, they have chosen not to have an action plan from the outset. They do, however, have a number of key issues which need addressing locally. Where it becomes apparent that a more detailed action plan is required the Group will ensure one is produced.

Proposed issues for the Group to address/ lobby on:

- ▶ Promote transport alternatives to the car
- ▶ Improve accessibility to jobs and services within Bassetlaw
- ▶ Promotion of effective School Travel Plans
- ▶ Consultation on LTP developments
- ▶ Promotion of concessionary fare schemes
- ▶ Look to improve relationships with local operators to ensure value for money provision
- ▶ Provide development support and monitoring to the Transport to Health Scheme

Quorum

There must be four members (including chair/vice-chair) present from at least three partner organisations for the meeting to be quorate.

Appointment of Chair and Vice-Chair

These appointments will be via endorsement of the Group and the BLSP Board. This will be reviewed annually and individuals can be re-appointed for further periods. The Chair of the Group will report via the Environment Sub-Group.

Priorities

- Priority 1: To act as consultative Group, co-ordinating local responses to County and District provision
- Priority 2: To carry out a mapping exercise of current provision and keep updated to ensure any new service provision does not duplicate. This is to include a mapping of current project meetings to ensure the Group can reduce duplication of meetings as well as duplication of service provision.
- Priority 3: To act as a lobbying Group on local issues, to national, regional, county and local bodies.
- Priority 4: To ensure a more effective means of sharing information about local transport and accessibility issues, which enables the BLSP partners to be more knowledgeable when planning service delivery.

6.2 Membership

Economic Regeneration

Organisation
Bassetlaw District Council (EDU Officers, Cabinet Member, Policy, Planning Policy)
Business Link Nottinghamshire
Nottinghamshire Business Ventures
North Notts College
Nottinghamshire County Council (Economic Development) - due to restructure there is currently no confirmed representative
Nottinghamshire Jobcentre Plus
Nottinghamshire Rural Community Council
Private Sector (x4 minimum) -This is an area for development as direct business representation is low.
Chamber of Commerce - representative to be sort from the new merged Derbyshire/Nottinghamshire Chamber
Retford Chamber of Trade

Learning & Skills

Organisation
Bassetlaw District Council (Policy, Cabinet Member, EDU)
North Notts College
Nottinghamshire County Council (ACLS, Libraries, LEO, Community Development)
Connexions
Nottinghamshire Learning & Skills Council
Nottinghamshire Rural Community Council
Local Primary & Secondary Schools
Sure Start
Enable
Bassetlaw PCT
Nottinghamshire DAAT
BCVS
Nottinghamshire Fire & Rescue Service
Manton Community Alliance
Nottinghamshire Jobcentre Plus

Environment

Organisation
Bassetlaw District Council (Environment & Housing, Policy, Cabinet Member, Planning Policy, EDU)
Nottinghamshire County Council (Transport and Community Development)
Natural England
Retford Action Centre
NALC
Environment Agency
Nottinghamshire Rural Community Council
Manton Community Alliance GAP Group
Chesterfield Canal Partnership
Groundwork Creswell Group
Nottinghamshire Wildlife Trust
Sherwood Forest Trust
National Farmers Union
Tarmac Central Ltd.
FWAG
Community Representative

Health

Organisation
Bassetlaw PCT
Adult Social Care and Health: Nottinghamshire County Council
Bassetlaw CVS
Bassetlaw District Council (Environment & Housing)
A1 Housing Bassetlaw Ltd.
Carer representative X2
Nottinghamshire NHS Trust
Doncaster and Bassetlaw NHS Foundation Trust
Healthy Living Centre Network

Social & Community Development

Organisation
Bassetlaw District Council (Policy, Support Services, Planning (Access), Housing, Sports Development/Leisure)
Nottinghamshire County Council (Community Development)
North Notts College
NALC
Nottinghamshire Rural Community Council
BCVS
Age Concern
Bassetlaw CAB
A1 Housing Bassetlaw Ltd.
Focus on Young People in Bassetlaw
Tuxford Mine of Information
National Trust
Manton Community Alliance
Bassetlaw PCT
Arts Council
Sure Start
Local Schools

Community Safety Partnership Joint Strategic Group

Organisation
Bassetlaw District Council (CE, Leader)
Newark & Sherwood District Council (CE, Leader)
Nottinghamshire Fire & Rescue Service (x1)
Probation Service (x1)
Bassetlaw PCT (x1)
Bassetlaw, Newark & Sherwood CSP Team (x3)
Nottinghamshire Police (x1)
Nottinghamshire DAAT (x1)
Nottinghamshire County Teaching PCT (x1)

Children & Young People

Organisation
Bassetlaw PCT (including Community Services, Public Health, Safeguarding, Children's Lead - commissioning)
Bassetlaw District Council (x3 Director, Policy Officer, DV Co-ordinator)
DBHT (General Manager, Children's Services; Senior Sister, Paediatrics.)
Sure Start Children's Centres (Senior Co-ordinator)
Connexions Nottinghamshire
Voluntary Sector - BCVS
Nottinghamshire Women's Aid (Head of Service or Children's Services Co-ordinator)
Manton Community Alliance
Nottinghamshire Children's Fund
Nottinghamshire County Council (including Service Manager, Social Services-Bassetlaw; Locality Manager, Social Services, Newark and Bassetlaw; Deputy Head of Inclusion Support Services; Local Education Officer; Youth Service; Change for Children Team Project Manager)
Others to be co-opted as appropriate.

Transport & Accessibility

Organisation
Retford Action Centre (inc. project leads)
Tuxford Mine of Information
NCC Communities - Accessibility, Community Transport, Public Transport
BDC - Corporate Services, Planning (Policy)
NCC Community Development
Nottinghamshire Rural Community Council (RTP and/or Rural Officer)
A1 Housing Bassetlaw Ltd. (via Board Member)
Bassetlaw District General Hospital
Bassetlaw PCT (inc. representation of LIFT)
NALC/Parish Councils
Sub-Group Representatives for all seven main Sub-Groups

6.3 Decision Making

Each of the Sub-Groups of the BLSP is empowered by the Board to deliver against actions and projects, as they feel appropriate, in line with their agreed priorities. Where necessary there may be occasions that the Chair and Vice-Chair of the Sub-Group may need to take decisions on behalf of the Sub-Group as required by the Board and Executive Group. The Chair of the Sub-Group has the casting vote in the event of no overall majority, when decisions are required within Sub-Group meetings. In the absence of the Chair this transfers to the Vice-Chair.

6.4 Frequency of Meetings

Sub-Group	Frequency of Meeting
Economic Regeneration	Quarterly
Learning & Skills	Quarterly
Environment	Quarterly
Health	Bi-monthly
Social & Community Development Sub-Group	Quarterly
Community Safety Partnership (JSG)	Bi-monthly
Children & Young People	Six weekly
Transport & Accessibility	Minimum twice per year

6.5 Administration

Sub-Group	General administration/email communication/recording of papers etc.	Minute taker
Economic Regeneration	BDC Economic Development Unit	BDC Economic Development Unit
Learning & Skills	BDC Policy	North Notts College
Environment	BDC Policy	BDC Environment
Health	BCVS	BCVS
Social & Community Development Sub-Group	BDC Policy	BDC Policy
Community Safety Partnership (JSG)	CSP Team	CSP Team
Children & Young People	Bassetlaw PCT	Bassetlaw PCT
Transport & Accessibility	BDC Support Services	BDC Support Services

6.6 Reporting Arrangements

- 1 All the Sub-Groups will report to the Board on a quarterly basis via the Executive Group report.
- 2 All Sub-Groups will produce case studies on an annual basis for inclusion in the Annual Progress Report and BLSP website.
- 3 All Sub-Groups will produce press releases/articles, using the BLSP brand, when holding events, launching/completing projects, and promoting services. The BLSP Press Release/Communications paperwork has been previously agreed by the Board and all partners are signed up to the use of it.
- 4 The Transport & Accessibility Sub-Group will report via the Environment Sub-Group to the Board. In addition, it will report to Sub-Groups and member organisations by means of copy minutes, and by formal report when responses are required to consultations/decisions on projects etc.
- 5 The Health Chair will report progress from BEAN (Bassetlaw Elderly Action Network) to the Executive Group and the wider partnership.

7. LSP MEMBERS' ROLES & RESPONSIBILITIES AND CODE OF CONDUCT

7.1 Description of BLSP Members' Roles and Responsibilities

- 1 As with any organisation, the effectiveness of the Bassetlaw Local Strategic Partnership depends upon the dedication and ability of its Board, Sub-Groups and individual members.
- 2 To ensure that its membership is of a suitable calibre, and are aware of their roles and responsibilities, the Terms of Reference of the Bassetlaw Local Strategic Partnership contains the following requirements for all LSP members.

Key Roles:

- 1 Members of the LSP are expected to participate fully in both discussions in meetings, and in an advisory role to other LSP members in matters relating to either the organisation they are representing, or in the specific subject area of which they have knowledge.
- 2 LSP members should represent the policy or view of their organisation or partnership where relevant, rather than any personal view.
- 3 Chairs of Sub-Groups should represent the view of the Sub-Group they represent.

Specific Responsibilities:

- 1 All members should be conscientious in the execution of their role, e.g. by attending meetings regularly, sending apologies, alerting deputies etc.
- 2 Each LSP member has a specific responsibility to align aims and working practices in their own organisation with those of other LSP member organisations as far as practicable, particularly in relation to objectives, plans and resource commitments. In particular, LSP members are asked to:
- 3 Ensure that the aims and objectives of the organisation are aligned with those of the LSP to provide consistency. These should be built into operational plans, such as business plans of all partner organisations where appropriate;
- 4 Ensure that agreed policy, strategic direction and decisions of the LSP are appropriately and widely disseminated throughout the organisation;
- 5 Ensure that commitments of the LSP are understood and agreed within the organisation through negotiation, to ensure delivery;
- 6 Align planning and budget cycles as far as possible given the statutory and operational circumstances relevant to their organisation;
- 7 Endorse the need within the organisation for performance management systems of all partner organisations to be developed and related to community strategy objectives;
- 8 Align consultation with other LSP organisations which share the same client base, and with the work of the LSP where appropriate;
- 9 Investigate the possibility of streamlining budgets in future years to meet community strategy objectives and to enhance the efficiency and effectiveness of the services provided to the public; and
- 10 Adhere to the agreed communications protocol of the LSP.

7.2 Attendance at Meetings

- 1 LSP members should make every effort to attend meetings of the Partnership. If a member cannot attend they should submit formal apologies to the BDC Policy Unit in advance of the meeting and make every effort to find a substitute or deputy to attend.
- 2 In cases of continued absence the 'three strikes rule' will apply. This means that a second consecutive absence by a LSP member without the presence of a substitute would generate a reminder letter from the relevant LSP Chair. A third consecutive non-attendance would lead to the removal of the seat from that organisation.

7.3 Code of Conduct

The Bassetlaw Local Strategic Partnership has a diverse membership, representing a wide range of public, private and voluntary and community sector interests, groups and organisations. The broad nature of the Local Strategic Partnership's responsibilities and work means it is inevitable that BLSP members and the organisations that they represent, will have differing opinions and viewpoints on issues discussed in both Board and Sub-Group meetings. To ensure that any such differences of opinion do not affect the LSP's overall effectiveness, or the working relationships between LSP members, all individuals attending LSP meetings are expected to adhere to the following code of conduct.

Conduct at Meetings

The Chair of the LSP will chair meetings of the LSP Board, with Sub-Group meetings being chaired by the Sub-Group Chairs. They will be responsible for introducing the items on the agenda and will facilitate discussions and decision-making.

It is important that every member of the LSP has an equal right to make a comment and to contribute to the discussions. Every item should be discussed openly and in a professional manner before a decision is made. It will be the responsibility of the Chair/Sub-Group Chair to ensure that every member is given opportunity for this to occur within the meetings.

Resolving Conflict

It is acknowledged that, at times, conflicting views and opinions may be expressed. In principle, the LSP should aim to achieve consensus by focusing on clear, objective data, through full and open discussion and with respect for the views of all LSP members.

Differences of opinion leading to conflict should be resolved in its early stages to avoid a detrimental impact on the working of the LSP. For this reason, it is suggested that in the first instance, the issues in question should be discussed with the Chair/Sub-Group Chair. Should the issue not be resolved at this stage, the item should be put on the agenda for discussion within a meeting of the LSP and a vote taken where appropriate.

7.4 General Obligations

All members of the Local Strategic Partnership are expected at all times to:

- ▶ Promote equality by not discriminating unlawfully against any person; and
- ▶ Treat others with respect and professional courtesy.

On occasions, the BLSP Board and Sub-Groups may be privilage to information of a confidential nature. All LSP members are expected to respect any such confidences, and to refrain from disclosing information outside of the LSP's membership without consent.

When acting as representatives of Bassetlaw Local Strategic Partnership, LSP members are expected to act with the appropriate level of professionalism and must not conduct themselves in a manner that may reasonably be regarded as bringing the LSP into disrepute.

8. FINANCE

8.1 Current Financial Management

The BLSP does not have specific external funding at present or a designated account acting as a central pot between BLSP partners.

8.2 Future Financial Management

If the BLSP does receive funds in the future the following protocol was agreed:

- 1 The BLSP will appoint a banker to hold any monies that the Partnership receives. This will be agreed by a majority vote at a Board meeting. The organisation designated as 'banker' will provide financial monitoring reports to the Board on a quarterly basis. They will also present these accounts for audit and verification. These audit reports will be presented and ratified by the Board on an annual basis.
- 2 The BLSP will maintain an up to date profile of the District so that the partners understand the needs of the District. This will be presented to the Board on an annual basis and updated at least quarterly, where information is available.
- 3 Based on the evidence contained in the District profile the Board will commission the delivery of projects/schemes that will address the priorities identified by the Board and Sub-Groups. Where the Board or an existing Sub-Group cannot deliver the project/scheme, an additional more specific Sub-Group will be created to deliver the project and agreed outcomes. Where this expertise does not exist within the Partnership appropriate organisation(s)/individuals will be identified - subject to suitable references and evidence of success in delivering similar projects.
- 4 Each project will have a project sponsor that will be a Board Member. It will be the designated Board Members' responsibility to oversee the delivery of the project and report back through the Board on a quarterly basis. This will include reports of any projected under-spends before the end of the financial year to allow funding to be re-directed to alternative projects.
- 5 Each project will be subject to evaluation at key stages during the project delivery and at the end of the project. This will form part of the reporting mechanism of the project sponsor.

9. ENGAGEMENT – INTERNAL AND EXTERNAL

9.1 Engagement Improvement Plan

The Engagement Improvement Plan (EIP) is designed to improve engagement by and with the BLSP. The Plan includes all potential actions based on the results from the BLSP Members' Survey. Each has been assigned:

- ▶ A responsible officer (delivery function) and an accountable officer (monitoring function)
- ▶ Consideration has been given to potential timescales for delivery
- ▶ The resources needed for that delivery to be effective

Overall monitoring of the EIP will take place at the Executive Group as part of the wider performance management function.

There are three objectives covered by the EIP:

Objective
Objective 1: Increase Involvement of Bassetlaw Residents in the LSP process (External Engagement)
Objective 2: Ensure Voluntary & Community Sector Organisations are sufficiently equipped to be involved in all aspects of the LSP process (External Engagement)
Objective 3: Improve Communication with BLSP Members on LSP process and current developments (Internal Engagement)

10. KEY CONTACTS

Position	Name	Agency	Telephone	Email
Chair	Cllr Mike Quigley	Leader of Bassetlaw District Council	01909 533116	mike.quigley@bassetlaw.gov.uk
Vice-Chair	Mike Newstead	Director of BCVS	01909 476118	director@bcvs.org.uk
Chair of Economic Regeneration	Robert Wilkinson	Economic Development Team Leader, Bassetlaw District Council	01909 533230	robert.wilkinson@bassetlaw.gov.uk
Chair of Learning & Skills	Fran Walker	Consultant, NN College	01909 504600	fwalker@nnc.ac.uk
Vice-Chair of Learning & Skills	Shona Neill	Manager, Connexions (Worksop Office)	01909 473165	shona.neill@cnxnotts.co.uk
Chair of Environment	Lynn Tupling	Manager, Retford Action Centre	01777 709650	manager@retfordactioncentre.org.uk
Vice-Chair of Environment	Martyn Clark	Technical Officer-Energy, Bassetlaw District Council	01909 534133	martyn.clark@bassetlaw.gov.uk
Chair of Health	Louise Newcombe	Chief Executive, Bassetlaw PCT	01777 274492	louise.newcombe@bassetlaw-pct.nhs.uk
Vice-Chair of Health	David Whitham	Locality Manager, NCC Adult Social Services	01909 472 220	david.whitham@nottsc.gov.uk
Chair of Social & Community Development	Pauline Elliott	Director of Community Services, Bassetlaw District Council	01909 533160	pauline.elliott@bassetlaw.gov.uk
Vice-Chair of Social & Community Development	Steve Brown	Central Services & Corporate Projects Manager, Bassetlaw District Council	01777 713767	steve.brown@bassetlaw.gov.uk
Joint Chairs of Bassetlaw, Newark & Sherwood Community Safety Partnership	David Hunter	Chief Executive, Bassetlaw District Council	01909 533266	david.hunter@bassetlaw.gov.uk
	Kirsty Cole	Assistant Chief Executive, Newark & Sherwood District Council		kirsty.cole@nsdc.info
Chair of Children & Young People	Sue Gill	Head of Partnership Commissioning, Bassetlaw PCT	01777 274465	sue.gill@bassetlaw-pct.nhs.uk
Vice-Chair of Children & Young People	Mandy Green	Head of Services, Women's Aid	01909 533610	mandy.green@nottswa.org

Position	Name	Agency	Telephone	Email
Chair of Transport & Accessibility (reports via Environment Sub-Group)	Lynn Tupling	Manager, Retford Action Centre	01777 709650	manager@retfordactioncentre.org.uk
Chair of BEAN (Bassetlaw Elderly Action Network)	Emma Gray	Rural Bassetlaw Befrienders	01777 870040	egray@nottsccc.org.uk
Manton Community Alliance (Neighbourhood Pathfinder)	Richard Edwards	Manager	01909 535196	Richard.Edwards@mantoncommunityalliance.org.uk