

SSP Sub-Groups - Generic Terms of Reference

Agreed by the SSP Executive 13 October 2006

1 Purpose

1.1 To represent the interests of a wide range of partner agencies in relation to the work of the Somerset Strategic Partnership in achieving its objectives. The Sub Group/Partnership will:-

1. Contribute to the review, refreshment and delivery of the Somerset Community Strategy by supporting the development and deployment of outcomes, targets and relevant performance management measures relevant to the sub group;
2. Contribute to the development and delivery of the LAA for Somerset by supporting the development of outcomes, targets, relevant performance management measures and identifying future freedoms and flexibilities relevant to the sub group;
3. Oversee, monitor and co-ordinate the delivery of the relevant themes of the LAA/Community Strategy, ensuring appropriate challenge to service delivery and outcomes;
4. Provide advice and support to all partners on how the communities of Somerset can become more involved on public service delivery and design.

2. Guiding Principles

2.1 The Partnership/sub-group will seek to add value, avoid duplication and work closely with the other partnerships involved with the Community Strategy and the LAA. In respect of the Community Strategy and the LAA, the Partnership/sub group will ensure that it pays due regard to the cross-cutting themes that must underpin its work and the wider governance role of the SSP.

2.2 The Partnership/sub-group will recognise, and give due regard, to the important role of the LSPs within Somerset in identifying and tackling issues within their local communities. The Partnership/sub group will therefore seek to support and strengthen this area of work rather than duplicate or undermine the key role of the LSPs.

3. Membership

3.1 There will inevitably be some overlap of interest between sub groups. Members should be aware of these interdependencies and relationships, rather than seeking to have every interest represented on every sub group. Specifically, membership should take account of the overarching principle agreed by the SSP that governance structures should reflect issues of interest and not of place.

3.2 Typically Partnerships/sub groups should not exceed 20 members for optimum working.

4. Accountability

4.1 The Partnership\sub group is accountable to the SSP Executive for reporting on performance.

4.2 The Chair will act as the Partnership\sub group equalities champion and ensure that all meetings and decisions have due regard to the policies of the SSP, including, but not limited to, the Equalities/Community Cohesion Strategy.

4.3 Representatives will be responsible for representing the views of the organisations and/or local partnerships they are representing at the meeting, rather than their employer and for keeping their respective organisations and partnerships up to date on progress. As such, members will need to be mindful of the need to declare any potential conflicts of interest that may arise for individual items.

4.4 The Partnership\sub group will determine the extent, and need for, wider dissemination of decisions and outcomes and the appropriate communication channels to use for such activity

4.5 Each Partnership\sub group will elect a representative to sit on the SSP Executive Board and will review the election on an annual basis. The partnership\sub group should also identify a deputy for this role.

5 Chair

5.1 Chair and Vice Chair to be appointed annually from within the membership of the Partnership.

6 Meetings

6.1 To be determined by the Partnership, but at least quarterly with appropriate communication occurring in between meetings.

6.2 The Partnership\sub group will strive for consensus, but if this cannot be reached, will record formally the voting position of its members.

6.3 The Partnership\sub group will be deemed quorate when at least half of all voting members, plus the chair or vice chair are present.

6.4 Agendas, minutes and supporting papers to be issued no later than one week before the partners\sub group meets.

6.5 Minutes and actions will be recorded at each meeting and presented for approval at the following meeting.