

WARWICK PARTNERSHIP EXECUTIVE GROUP

TERMS OF REFERENCE

APRIL 2009 VERSION 1 DRAFT

Purpose: The Executive Group of the Warwick Partnership (WPEG) brings together senior representatives of the key public and voluntary sector agencies in the District with the aim of using collaborative action amongst the partners to improve the effectiveness of public services delivery. It is the management body of the broader Warwick Partnership.

Remit The Group is the key body for steering strategy and overseeing delivery of the Sustainable Community Strategy and the Warwick-related elements of the Warwickshire Local Area Agreement.

Role: Working with Warwick Stakeholders Advisory Forum, the Executive Group will help to set strategy, which will be articulated in the Sustainable Community Strategy. Working with the Partnerships' Theme Groups and the Theme Coordination Group, the Executive Group will oversee the production and implementation of Delivery Plans, will monitor and evaluate progress and performance.

An important part of its role will be to ensure that community engagement with the Partnership is working effectively at all levels and to promote practical and creative collaboration between partners.

It will do this through sound participative management and strong partnership working.

WPEG will undertake periodic reviews of the effectiveness of the Partnership structure.

Reporting: WPEG will report to the Partnership's stakeholders on activities and performance via periodic meetings of the Warwick Stakeholders Advisory Forum and through papers posted on the Partnership website.

Membership: The following places will be available:

Warwick District Council (WDC) member (1)

Warwickshire County Council member (1)

Community Representative (1) process of election TBA

WDC Chief Executive (1)

County Council Director (1)

Police Commander (1)

PCT representative (1)

LSC (1)

Private sector (1)

Priority Theme Leads for Housing, Safer Communities, Economy and Health and Well-being (up to 4 unless already present as organisational representatives).

From time to time, the Group may co-opt other individuals with specialist skills and/or expertise.

The Partnership Co-ordinator and other staff will attend meetings to provide secretariat and policy support to the Group.

Officers: The Group will appoint from its number a Chair and Vice Chair, who will serve for a period of no longer than 3 years. Meetings will normally be chaired by the Chair. If the Chair is not present they will be chaired by the Vice Chair.

Meetings: Initially monthly, moving to bi-monthly when the implementation plan for the new arrangements has been completed.

Secretariat will be provided by Warwick District Council.

A programme of meetings will be agreed at the start of each year. Papers will be published at least five days before each meeting. Agenda items can be notified to the Partnership Coordinator no less than ten working days before the next meeting and may be included at the discretion of the Chair.

Minutes will be published no later than 14 days after each meeting.

Tasks: The Executive Group will manage the process of restructuring the Warwick Partnership including its own transformation, through revised Terms of Reference, revised membership and a work plan.

Once these transitional tasks have been performed, working with its Theme Groups and other component parts of the Partnership, it will:

- direct the development of, approve and oversee the delivery of thematic action plans, ensuring that over-arching approaches are embedded within the plans,
- steer the development of a performance management framework, with output and outcome targets,

- oversee performance against target, including Warwick-related activities that contribute to the county LAA,
- evaluate the impact of its activities,
- oversee expenditure against budget where appropriate,
- manage the interface between the District and County LSPs and their relevant strategies and plans and with other component parts of the District Partnership,
- monitor and discuss relevant changes in national, regional and sub-regional policy,
- seek to exploit funding opportunities.

Quorum: At least one representative each of the District Council, the County Council, and one other partner must be present for meetings to proceed.

Members' role: Active participation and commitment, working for the best interests of and as an ambassador for the Partnership, advising on specialisms, facilitating collaboration, problem-solving, leadership in their own organisation re partnership matters, good communication.

Communication: Must be transparent: via minutes and an actions log from each meeting that is widely circulated, acted upon and those actions communicated, web-based.

Connectivity: Via partnership officers, WPEG members to their staff and non-executives, community reps to their colleagues and to organisations and individuals they represent, theme leads back to their respective partnerships.