



## **ST ALBANS & DISTRICT LOCAL STRATEGIC PARTNERSHIP**

### **CONSTITUTION (updated May 2010)**

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## **ST ALBANS & DISTRICT LOCAL STRATEGIC PARTNERSHIP**

### **1. Purpose of the Local Strategic Partnership**

The Local Government and Public Involvement in Health Act 2007<sup>1</sup> and subsequent statutory guidance 'Creating Strong, Safe and Prosperous Communities'<sup>2</sup> set out the key measures 'enabling local authorities to engage their citizens, lead their communities, and find new and more effective ways to deliver high quality services with their partners'.

The statutory guidance sets out the role of the **Local Strategic Partnership** and the leadership role of local authorities within them.

'The starting point for delivering better outcomes is for local partners, in the Local Strategic Partnership (LSP), to create a shared vision and shared sense of priorities for a place. The vision is then set out in the Sustainable Community Strategy which describes how people who live and work there want it to change over time'.

LSPs provide a forum for collectively reviewing and steering public resources, however they are not statutory bodies. There are no provisions in the Act that create a legal relationship between either the local authorities and 'the LSP' or their partners and 'the LSP'.

Local Strategic Partnerships are instead a collection of organisations and representatives coming together voluntarily to work in partnership.

The guidance also states that 'in two tier areas there will normally be LSPs at both county and district level' and this is the case in Hertfordshire with Herts Forward as the LSP operating across the county and the St Albans & District LSP working locally.

The purpose of the St Albans & District Local Strategic Partnership is:-

To work towards the achievement of the vision as set out in the St Albans and District Sustainable Community Strategy "**Shaping our District together for 2021**" by working 'Better Together'.

The LSP operates the following key principles as set out in the Statutory Guidance:-

- It is for the LSP collectively to develop clear and transparent lines of accountability and responsibility between its partners
- The LSP structure should be driven by and reflect local circumstances
- The Chair of the Board needs to be recognised by the relevant local authority's executive
- It is essential that representatives from the local third sector and private business sector are represented as part of the formal membership of the LSP and relevant sub-groups
- Representatives need to be able to take account of all of the community including the diverse range of minority community interests
- The LSP will need to draw on environmental, social and economic expertise through its core membership and thematic partnerships in order to agree a robust Sustainable Community Strategy

<sup>1</sup> [Local Government and Public Involvement in Health Act 2007](#), Office of Public Sector Information

<sup>2</sup> [Creating Strong, Safe and Prosperous Communities: Statutory Guidance 2008](#), Communities & Local Government

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- Individual partner authorities are responsible for agreeing particular targets in the Local Area Agreement and for having regard to those targets when exercising their functions

### **2. Objectives of the Local Strategic Partnership**

- to work in partnership to ensure local people receive the best possible services and to add value by working jointly (working smarter not harder);
- to develop and implement a Sustainable Community Strategy with specific actions and targets, which reflects local needs and service priorities;
- to provide leadership for the community
- to review achievements and revisit targets within the Strategy on a regular basis;
- to identify new and pool existing resources, and ensure resources at the Partnership's disposal are used effectively;
- to support bids to fund projects which work towards the priorities as stated in the Sustainable Community Strategy for the District;
- to rationalise existing plans, partnerships and networks where appropriate
- to identify gaps in the existing and planned work of partners, partnerships and networks in working towards addressing local needs;
- to act as an inclusive body, sensitive to the different needs of a range of interest groups
- to consult with and engage citizens, residents and community representatives creatively and inclusively
- to work with existing partnerships, networks and consultative forums in a way which adds value
- to reduce inequalities, creating a fully inclusive society
- to work with regard to other partnerships, strategies and targets affecting the local area

### **3. Ways of Working**

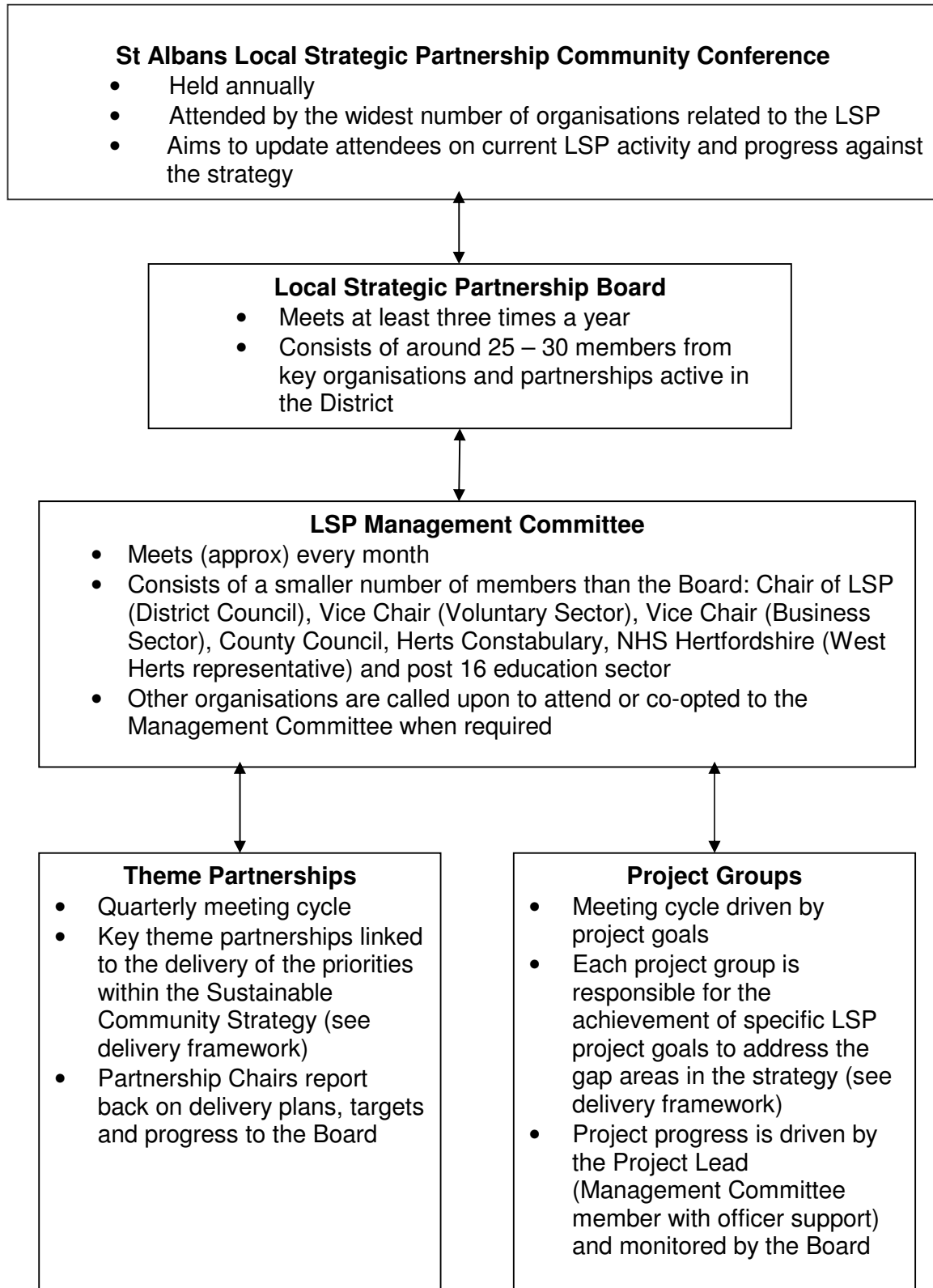
The Local Strategic Partnership will:

- work in an open and transparent manner with the meetings of the LSP Board being open to the public
- be proactive in attracting membership that reflects the local community in terms of the age, gender, disability, ethnicity and geographical mix of people
- carry out equality impact assessments on key strategies and initiatives in line with advised practice by St Albans City & District Council
- act as a listening forum to citizens and residents, as well as community and voluntary group representatives
- work collectively to review and steer public resources to deliver the vision for the District as set out in the Sustainable Community Strategy

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## 4. Structure of the Local Strategic Partnership

The structure of the Local Strategic Partnership is as laid out as below. Further details of the delivery framework are set out in Appendix B



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### **5. Annual Community Conference**

#### Role of Conference:

- To communicate the work of the Local Strategic Partnership to a wider audience of local community leaders, groups and organisations active in the District
- To provide an opportunity for organisations involved in delivery across the District to become actively involved in the work of the Local Strategic Partnership
- To provide a networking opportunity for community organisations and groups across the District

#### Frequency of Meeting

- Annually, usually in October each year

#### Programme

- The LSP Board is to agree the programme for the Community Conference

### **6. Partnership Board**

The Local Strategic Partnership Board is responsible for setting the vision and direction for the District, discussing common concerns, agreeing shared goals, and overseeing progress against the priorities in the Community Strategy.

#### Role of Board

- To set the vision of the LSP which is to be articulated in the Sustainable Community Strategy, and to be guardian of the wider partnership
- To discuss common concerns and agree shared goals for the District
- To review and steer public resources to achieve the vision
- To set out LSP projects/activity and endorse the annual work programme
- To monitor the performance of the wider LSP - including the Management Committee, theme partnerships and project groups, in achieving the priorities set out in the Sustainable Community Strategy and agree mitigating action where required
- To monitor expenditure of any LSP budgets (including the Single Pot Fund and Performance Reward Grant)
- To take decisions on expenditure in line with the detail set out under 'financial arrangements'
- To delegate decision making authority to the Management Committee where appropriate to progress the work programme on a timely basis
- To direct how the information on the LSP's activities is to be communicated across the partnership and to residents/stakeholders of the District.

#### Membership / Review of Membership

- The LSP Board is to consist of representatives of the organisations as laid out in Appendix A. Organisations are to nominate their own representative to sit on the Board. Where the place on the Board is for a sector, or group of several organisations, it will be for the organisations in that sector to nominate a person to represent the wider interests of that sector. It will be the responsibility of Board members to feed back from the LSP Board to either their own

## **ST ALBANS & DISTRICT LOCAL STRATEGIC PARTNERSHIP**

organisations, or if they are representing a sector or interest, the other groups in their sector.

- The membership of the LSP Board will be reviewed every two to three years in line with the refresh of the Sustainable Community Strategy.
- New members can be voted onto the Board if supported by two thirds of the Board membership present at the meeting. Nominations for members can come from any Board member, or the LSP Management Committee.

### Frequency of meetings

- At least three times a year, usually in January, May and September, plus the annual community conference, usually in October. See below for powers to call emergency meetings.

### Attendance and deputising arrangements

- When a Board Member is unable to attend a meeting, they are expected to nominate a representative to attend in their place. Board Members should contact the Corporate Administrator for the LSP at St Albans City and District Council with the name of their designated representative before the meeting. The deputising Board member will meet the same criteria and have the same rights as the Board Member for whom they are deputising.
- Board members are expected to attend at least two thirds of the planned meetings each year. If apologies are received for two meetings in a row and no substitute representative attends, then the organisation concerned will be asked to identify a different representative for the seat.

### Special meeting powers

- LSP Board to be able to call a special meeting outside of the normal meeting cycle, with the agreement of the Chair of the LSP. 21 days notice must be given to Board Members by the Corporate Administrator for the LSP ahead of a special meeting being organised.

### Quorum arrangements and voting

- For the LSP Board to meet and to make decisions, at least half (50%) of the Board Membership needs to be present at a Board Meeting. When a nominated deputy is attending in the place of a named Board member, they will have the same voting rights as the Board member they are deputising for.
- All issues will be decided by a majority of the members of the Board (as outlined in Appendix A) who are present and voting. If there is an equality of votes, the chair of the meeting will have a second or casting vote.
- Voting (unless otherwise requested) will be by a show of hands, and the number of votes cast will only be recorded if requested.

### Public Attendance

- The public are allowed to attend as observers at Board meetings, but they possess no voting rights.
- Observers will be asked to leave if confidential items are to be discussed.

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### Agendas and Meeting Organisation

- Agendas will be issued to Board Members at least five working days before the meeting by email and only followed up with a hard copy in the post on request.
- Board Members or organisations submitting a report to the Board are to ensure that their report is submitted in accordance with the deadline set by the Corporate Administrator for the LSP, and that their report follows the prescribed format as outlined in Appendix D.
- The Management Committee will agree the agenda for the Board in advance. Any items submitted after this point will need the approval of the Chair of the LSP Board to be included on the agenda. If it is less than two weeks before the next scheduled meeting of the LSP Board, no extra items can be added to the agenda.

### Agreement of LSP Work Programme

- The LSP Board will endorse the annual work plan for the LSP during their Board meeting. The work plan will contain details relating to planned tasks for the year for the Local Strategic Partnership, the Management Committee, theme partnerships and project groups.

### Officer Support

- The administration and organisation of LSP Board meetings will be provided by the LSP support team and Corporate Administration at St Albans City and District Council. Other support will be provided on an as needed basis from other LSP organisations.

## **7. Management Committee**

The Local Strategic Partnership has an executive group known as the Management Committee which has seven members of the Board in attendance. This group takes the shared vision and uses it to steer resources, set targets, and oversee performance in delivering the Sustainable Community Strategy.

### Role of Management Committee

- To implement the vision of the Board and report on progress to the Board
- To oversee the work programme and operation of the LSP
- To drive and motivate theme partnerships and project groups
- To take decisions on the day to day delivery of the agreed work programme
- To report to the Board on progress against the work plan and recommend any remedial action required
- To communicate the key activities of the LSP to interested parties
- To consider, prioritise and recommend options for future activity of the LSP
- To recommend to the Board allocation of funds to large projects (over £10,000)
- To take decisions on expenditure in line with the detail set out under 'financial arrangements'

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### Membership / Review of Membership

- Permanent membership of the Management Committee is to consist of the Chair of the LSP, the two Vice Chairs and a representative from the following organisations/sectors:
  - Hertfordshire County Council
  - Hertfordshire Constabulary
  - West Hertfordshire PCT
  - Post 16 Education Sector
- The representative from each of these organisations must have responsibility for the District (regardless of the boundary of their own agency), and must occupy a position of responsibility to ensure any follow up action occurs within their own organisation
- Other organisations or representatives can be co-opted onto the Management Committee or called upon as necessary to attend meetings when their expertise is needed.
- The membership of the Management Committee will be reviewed by the Board every two to three years in line with the refresh of the Sustainable Community Strategy.

### Frequency of meetings

- Every four to eight weeks, as driven by the work programme and needs of the Management Committee

### Attendance and deputising arrangements

- Where a Management Committee member is unable to attend, they are expected to nominate a named representative to attend in their place. The deputising Board member will meet the same criteria and have the same rights as the Committee Member for whom they are deputising.
- Management Committee members are expected to attend at least two thirds of the planned meetings each year. If apologies are received for three meetings in a row and no substitute representative attends, then the Management Committee will need to review the representation from that organisation/sector to ensure future attendance.

### Quorum arrangements and voting

- For the Management Committee to meet and to make decisions, at least four of the representatives need to be present each meeting. When a nominated deputy is attending in the place of a named Management Committee member, they will have the same voting rights as the representative they are deputising for.
- All issues will be decided by a majority of the members of the Management Committee who are present and voting. If there is an equality of votes, the chair of the meeting will have a second or casting vote.
- Voting (unless otherwise requested) will be by a show of hands, and the number of votes cast will only be recorded if requested.

### Public Attendance

- Management Committee meetings are not open to the public
- LSP Board members are allowed to attend and speak on matters that the Management Committee are discussing.

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- The dates of Management Committee meetings and the agenda front sheet will be made available on the LSP website

### Officer Support

- The administration and organisation of Management Committee meetings will be provided by the LSP Coordinator at St Albans City and District Council. Other support will be provided on an as needed basis through the staff of the organisations that sit on the Management Committee

## **8. Theme Partnerships and Project Groups**

The delivery framework set out in appendix B is made up of 5 theme partnerships and four LSP project groups, all of which are delivering against the priorities of the Sustainable Community Strategy and are aiming to address the identified gap areas.

### Theme Partnerships

As part of the refresh of the Sustainable Community Strategy (SCS) in 2009 the Local Strategic Partnership (LSP) reviewed where local organisations or partnerships have existing plans which aim to deliver specific work under each of the priorities within the community strategy

The LSP identified five theme partnerships key to delivery of the SCS:-

- Community Safety Partnership (CSP - formerly CDRP)
- District Children's Trust Partnership (DCTP)
- Healthier Communities & Older People Partnership (HCOPP – refreshed for 2009/10)
- Economic Sustainability Partnership (ESP – newly formed in 2009/10)
- Quality Network Partnership (QNP – Transport & Infrastructure)

The Chair of each of these partnerships usually take up the relevant seat on the LSP Board and Management Committee, unless there is another partnership member who already sits on the Board/MC and can represent the partnership as well as their own organisation/sector, thereby fulfilling two roles. This should be formally agreed by the Board and relevant partnership.

### LSP Project Groups

Project groups are established where specific work towards addressing gaps identified in the Sustainable Community Strategy is needed and there is no lead organisation of existing partnership carrying out this role.

Project groups are based on a task and finish approach - setting up initiatives and the arrangements for the longer term management of these initiatives. However, LSP project groups themselves will not be responsible for the long term delivery, instead identifying relevant organisations or theme partnerships to take the work forward.

### Establishment and Membership of Project Groups

- Project groups are to be established to work towards addressing specific gaps in activity as identified in the Sustainable Community Strategy (SCS).

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- It is expected that between two and four project groups be established by the LSP at any one time. No more than ten organisations are to be part of a project group.
- The LSP Management Committee is to instigate project groups in line with the LSP work programme, which has been set and agreed by the Board.
- On establishing project groups, consideration will be given to existing and evolving partnership structures to avoid duplication of effort and resources.

### **Frequency of meetings**

- To be determined by the project group when established.

### **Board Member and Management Committee Member involvement**

- A Board member or Management Committee member is expected to lead each LSP project group. When the lead of a project group is not a Management Committee member, then a member of the Management Committee is expected to sponsor the project. They are expected to be kept aware of the progress of the project, attend meetings (where appropriate), and provide a communication link between the Management Committee, the Board and the individual project groups.

## **9. Chair and Vice Chairs**

### **Chair of the LSP**

The Chair of the LSP should be the City and District Council's Portfolio Holder with responsibility for the LSP and partnership working. This ensures that the organisation with the statutory responsibility to support the LSP is closely involved with its operation. If the LSP were to choose a representative from a different organisation as Chair, the Leader of the District Council should agree the appointment.

The role of the chair of the LSP is to:

- Lead the Local Strategic Partnership
- Represent the workings of the LSP including attending appropriate meetings e.g. Scrutiny meetings, parish council meetings
- Establish and maintain the LSP structure- getting the right partners on board
- Ensure the efficient running of the LSP
- Resolve conflict and build a sense of common purpose
- Encourage partners to co-ordinate their work in addressing shared goals
- Provide leadership in identifying solutions to problems
- Identifying further protocols needed for the partnership to operate smoothly

### **Vice Chairs of the LSP**

The LSP has two vice chairs, one of whom represents the Voluntary and Community Sector and one the Private/Business Sector. The posts are held by the Board members representing the Centre for Voluntary Service and District Chamber of Commerce as the relevant umbrella organisations for these sectors.

The role of the vice chair of the LSP is to:

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- Substitute for any of the duties of the Chair where she/he is unavailable
- Work with the Chair in pursuit of any of the duties of the Chair listed above as necessary
- Represent the issues and views of their respective sectors
- Communicate and liaise with their respective sectors on LSP business
- Provide an independent and objective voice on the Management Committee

### **10. Roles and Competencies of LSP Members**

**Members of the LSP Board, Management Committee and the wider partnership are expected to:**

- ✓ Attend meetings of the LSP Board, Management Committee and Community Conference as appropriate
- ✓ Read papers related to the LSP meetings that they attend in order to fully participate in the decision making process
- ✓ Seek the views of their organisation, sector, partnership or network and represent them to the LSP
- ✓ Report back to their organisation, sector, partnership or network on the issues discussed and the decisions taken by the LSP
- ✓ Advise the LSP on issues relating to their interest or sector, as well as accessing communities, especially those in the hardest to reach groups
- ✓ Balance the role of promoting the interests of their organisation/sector with the role of promoting the interests of the LSP
- ✓ Represent the LSP at relevant meetings or on outside bodies if requested to do so
- ✓ Support the development and updating of the Sustainable Community Strategy and the delivery plans that will work towards the achievement of the priorities set out
- ✓ Support the activities of the LSP by leading, sponsoring, participating or committing resources to ensuring the development and success of relevant delivery projects
- ✓ Mainstream the work of the LSP within their organisation and consider opportunities for sharing services and pooling budgets, where possible, to achieve the shared vision for the District
- ✓ Uphold the LSP's commitment to equalities

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### **Board Members should seek to contribute the following to the LSP:**

- A commitment to partnership working, partnered with a willingness to network, share information and to work together on finding solutions to common problems
- Excellent communication skills, in order to represent their own organisation's views, and those of others as well as communicate the work of the LSP to a wider audience
- Extensive knowledge of emerging policy and best practice in their areas of responsibility and how this will impact in St Albans City & District
- An understanding of diversity and equal opportunities issues, and the barriers that prevent some sections of the community from engaging with the LSP
- An ability to identify, pool and commit resources from within their respective 'originating organisation' which will help achieve the Local Strategic Partnership's objectives
- An understanding of the role, contribution, constraints, motivation and purpose of partner organisations
- An ability to evaluate the performance of the partnership, identify emerging issues and recommend improvements

### **11. Support for the LSP and its members**

- The main administrative support for Board meetings is provided by St Albans City & District Council, which is located at Civic Centre, St Peter's Street, St Albans AL1 3JE.
- LSP officer support is to be funded through the Performance Reward Grant for the period 2010 – 2012, but will be supported by other relevant specialists within the Policy and Partnership team at St Albans City and District Council.
- Relevant officers at Hertfordshire County Council will also provide support as required, in particular, providing a clear link through to the Hertfordshire LSP – Herts Forward.
- Staff employed by other LSP member organisations may be called upon to provide support to specific activities as required.
- Theme partnerships are expected to organise their own administrative support for meetings but will be supported by the central LSP officer team at SADC during initial start up phase or exceptional circumstances.
- Project Groups will be supported by a nominated member of the central LSP officer team at SADC, as well as by specialist/link officers from the relevant lead organisation/s.
- When there is a new member of the LSP Board or Management Committee, they will be offered an introduction to the LSP which will provide information on the LSP and how it works (see Appendix C for induction programme).
- Members will also be provided with ongoing details of training or conference opportunities to further help ensure effective partnership working and develop their competencies.

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### **12. Performance Management**

- The LSP Board and Management Committee will report back on progress on delivering the Sustainable Community Strategy at the Annual Community Conference each year. This will be achieved using a variety of approaches including an annual report (short film version and hard copy), displays and speakers.
- The LSP Board will account to its member organisations as well as the local community for any work or projects that it carries out. Partners will be expected to have in place their own internal arrangements for monitoring and evaluating the work of the partnership.
- The LSP Board and Management Committee will receive quarterly performance reports on progress against key performance indicators and milestones set out in the delivery plans of the theme partnerships and project groups identified within the delivery framework. Reports will also provide Red/Amber/Green (traffic light) analysis of progress as well as comment on risks and mitigating actions.
- These reports will allow the Management Committee and Board to monitor progress and identify where additional focus or intervention is needed to deliver against the priorities and gap areas in the Sustainable Community Strategy.
- The Board and Management Committee members will also receive regular e-newsletters updating them on progress and partnership working across the District.

### **13. Financial Arrangements**

#### LSP Single Pot Fund

- Any funds that the LSP possesses will be held and administered by St Albans City and District Council as the accountable body, and will be subject to the council's audit arrangements.
- Contributions to the Single Pot Fund will be reviewed on an as needed basis. It is intended that any Performance Reward Grant (PRG) monies provided to the LSP as a result of the achievement of Hertfordshire LAA targets will be paid into the fund.
- Some funds from the PRG received in 2010 and 2011 will be used to provide the agreed level of officer support to the LSP Board & Management Committee (agreed Oct 2009).
- Money from the fund will be made available for projects and initiatives that work towards the vision and priorities for action in the SCS. Projects must demonstrate that they are sustainable, and applications be made in writing to the Management Committee of the LSP through the relevant application process (details to be made available on the LSP website - <http://www.stalbanslsp.org.uk/> as opportunities arise).
- The LSP Management Committee has delegated authority to consider applications for funding up to £10,000. If there is a time implication, then the Chair of the LSP can make a decision on an application in conjunction with the Vice Chairs. This decision must be reported at the next Management Committee. If an application is for more than the stated limit, the application must be considered at the next meeting of the LSP Board.

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- The LSP Board will consider and approve all proposed expenditure in excess of £10,000.
- The Single Pot Fund will also provide reimbursement of travel and parking expenses for those Board and Management Committee Members whose organisations do not have schemes. The mileage rate payable will be the same as the District Council rate paid to its staff. Applications for reimbursement are to be made in writing to the LSP Coordinator at SADC as detailed in Appendix E, and reimbursement will be made in accordance with SADC's agreed process.
- In the case of the dissolution or winding up of the St Albans and District LSP, all remaining assets will be returned to the contributing partner organisations on a pro-rata basis after the payment of debts.

### **Contributions in Kind**

- The LSP recognises that organisations can contribute to the work undertaken by the LSP in different ways other than financially, e.g. through the provision of premises, staff resources or knowledge. Every effort will be made to acknowledge contributions in kind to the delivery of projects.

## **14. Constitutional Review**

- ◆ The Local Strategic Partnership's Constitution will be reviewed by the Board every two to three years in line with the refresh of the Sustainable Community Strategy.
- ◆ The constitution can be reviewed at any other time as identified by the Board and revisions approved through agreement by at least 75% of Board members. (Officers will investigate the use of electronic voting by Board members if time is an issue and advise the Board of their findings).
- ◆ The last review was completed in May 2010.

**Membership of the St Albans and District Local Strategic Partnership Board (agreed May 2010)**

**Total Membership = 29**

	<b>Organisation/Sector/Cross-cutting issue</b>	<b>Representative</b>	<b>Reason for Inclusion</b>
<b>Public Sector organisations – number of seats on Board = 10</b>			
1	St Albans City and District Council *	Conservative Group Representative	Key public sector organisation
2	St Albans City and District Council *	Labour Group Representative	Key public sector organisation
3	St Albans City and District Council *	Liberal Democrat Group Representative	Key public sector organisation
4	St Albans City and District Council *	Independent Group Representative	Key public sector organisation
5	Hertfordshire County Council	Executive Member whose portfolio covers LSPs	Key public sector organisation
6	St Albans Association of Local Councils	Chair of Association (Parish Councillor)	To ensure adequate representation from Parish and Town Councils in the District
7	St Albans Association of Local Councils	Harpenden Town Councillor	To ensure adequate representation from Parish and Town Councils in the District
8	Hertfordshire Constabulary	Member of Constabulary	Key public sector organisation – provides direct link to operational policing
9	Hertfordshire Police Authority	Member of Police Authority	Key public sector organisation –sets the strategic plan for the Constabulary
10	NHS Hertfordshire (formerly East & West Hertfordshire Primary Care Trust)	Member representing West Herts Primary Care Trust	Key public sector organisation

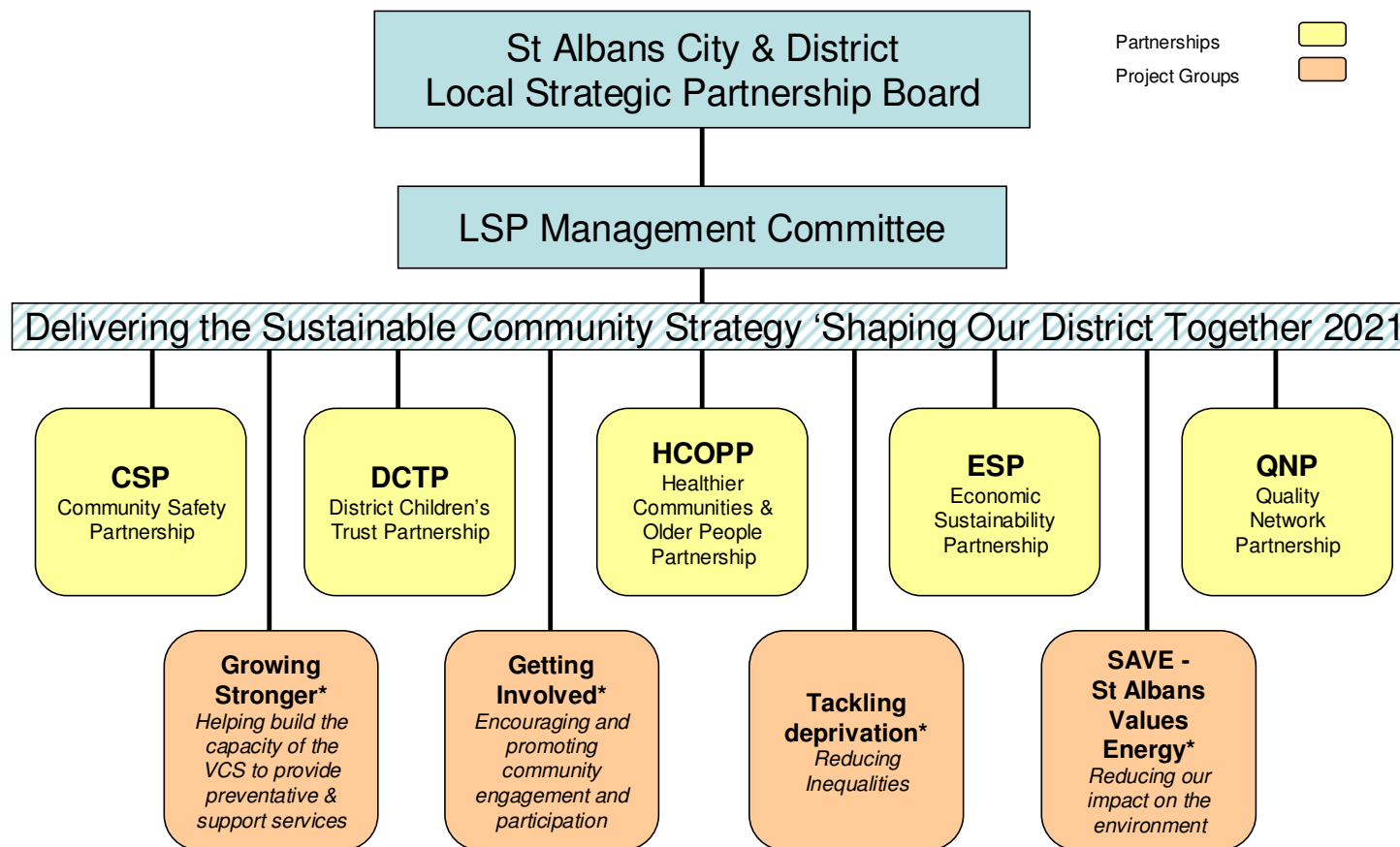
<b>Voluntary and Community Sector organisations = 9</b>			
11	Voluntary Sector umbrella group	St Albans District Council for Voluntary Service	Umbrella group represents a wide number of voluntary organisations
12	Local Housing Association	Likely to be individual organisation chosen from the sector – current representative is Hightown, Praetorian and Churches Housing Association	Housing provision is a key part of the Community Strategy
13	Environmental group	St Albans District Environment Forum	Environmental sustainability is a key part of the Community Strategy
14	Disability representative	St Albans and District Access Group (physical disability advocate group)	To ensure the LSP's commitment to equality and diversity
15	Young people representative	Representative to be identified by the District Youth Councils	To ensure the LSP's commitment to equality and diversity
16	Older people representative	Representative organisation for older people - Age Concern (Hertfordshire)	To ensure the LSP's commitment to equality and diversity
17	Faith organisation representative	Churches Together in St Albans	To ensure the LSP's commitment to equality and diversity
18	Racial equality umbrella group	St Albans Racial Equality Council (male)	To ensure the LSP's commitment to equality and diversity
19	Racial equality umbrella group	St Albans Racial Equality Council (female)	To ensure the LSP's commitment to equality and diversity
<b>Theme Partnerships – number of seats on Board = 5</b>			
20	Children and young people	St Albans District Children and Young People Strategic Partnership#	To ensure links with local partnership which is involved in delivering key parts of the Community Strategy
21	Crime and anti-social behaviour	Community Safety Partnership#	To ensure links with local partnership which is involved in delivering key parts of the Community Strategy
22	Health and well-being	Healthier Communities & Older People Partnership#	To ensure links with local partnership which will be involved in delivering key parts of the Community Strategy

## Appendix A

23	Sustainable economic development	Economic Sustainability Partnership#	To ensure links with local partnership which will be involved in delivering key parts of the Community Strategy
24	Transport and infrastructure	Quality Network Partnership #	To ensure links with local partnership which will be involved in delivering key parts of the Community Strategy
<b>Private Sector / Education and Skills organisations – number of seats on Board = 5</b>			
25	Business umbrella group	St Albans and District Chamber of Commerce	Umbrella group represents a wide number of business organisations across the District
26	Business umbrella group (larger businesses)	Hertfordshire Chamber of Commerce	Umbrella group would represent a wide number of business organisations across the County– Herts Chamber may represent larger businesses which have an effect on the district
27	Local private sector organisation	Rothamsted Research	To share knowledge and experience of private sector practice
28	Local post 16 education provider	Oaklands College	To represent the local providers of education beyond 16 (pre 16 provider of education already represented on the Board by the County Council)
29	Local University	University of Hertfordshire	To represent the local providers of education beyond 16 (pre 16 provider of education already represented on the Board by the County Council)

\* For the places allocated to St Albans City and District Council, a place will be reserved for a representative of each of the political parties who have Councillors in the District. The Portfolio Holder whose responsibilities include the District Local Strategic Partnership will sit as their political group representative on the LSP Board.

# In the event that the chair of a Theme Partnership does not already have a vote on the Board then they will have a voting right in this role.



\* provisional project group names

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**Board Member Induction Programme**

(Programme to be developed and implemented by Sept 2010)

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**REPORT TO :** LSP BOARD

**DATE :** -

**REPORT TITLE :** -

**REPORT AUTHOR:** Name, Job Title, Organisation  
Contact Details (preferably telephone number and email)

1 **Purpose of Report**

1.1

2 **Recommendations**

2.1

3 **Background**

3.1

4 **Report**

4.1

5 **Conclusion**

5.1

6 **Appendices**

6.1 Appendix A – Title of appendix  
Appendix B – Title of appendix

**ST ALBANS AND DISTRICT LOCAL STRATEGIC PARTNERSHIP**

**Travel and Parking Expenses Claims**

**Conditions attached to claims**

1. The Single Pot Fund will provide reimbursement of travel and parking expenses for those Board and Management Committee Members whose organisations do not have schemes.
2. Claims must be submitted on a monthly basis to the LSP Coordinator at St Albans City and District Council (SADC). If claims are not received within two calendar months of the end of the financial year (31 March), they may not receive payment.
3. Each claim will contain the full details of the journey, including date, description, purpose, origin and destination of the journey taken using the standard SADC claim form. Proof of parking, public transport travel and VAT petrol receipts dating from before or on the date of travel must be submitted with each claim.
4. The mileage rate payable will be the same as the St Albans City and District Council rate paid to its staff (casual users).

**Please contact the LSP Coordinator on 01727 819349 to requests a claim form for completion.**

**ST ALBANS AND DISTRICT LOCAL STRATEGIC PARTNERSHIP**

Communication Strategy

(Full detail to be agreed and added by September 2010)

**Key Objectives are likely to include:-**

- To clarify the main communication channels for the LSP both internally, for example between the Management Committee and LSP Board, and externally with wider organisations, the media and community as a whole.
- To identify the mechanisms to proactively promote and communicate the work of the LSP to the widest possible audience.
- To identify the main consultation processes to be used by the LSP
- To identify the publicity protocols to be adhered to
- To agree the shared principles of communication and fundamental messages for all LSP members

## Glossary of Terms

### **Herts Forward**

The Local Strategic Partnership for Hertfordshire

### **Local Area Agreement**

A local area agreement in the UK is a 3-year agreement between central government and a local area working through its Local Strategic Partnership

### **Single Pot Fund**

A 'pooling' arrangement to give greater flexibility on the use of local funding and to bring together funds from partner organisations into a central location with a single set of terms and conditions

### **Quorum**

A quorum is the least number of Board members that must be present to make a meeting valid.

### **Performance Indicators**

A performance indicator or key performance indicator is a measure of performance. Such measures are commonly used to help an organisation define and evaluate how successful it is. The 'National Indicator Set' is the set of indicators on which central government performance manages local government. It covers services delivered by local authorities alone and in partnership with other organisations like health services and the police.

### **Partnership**

This consists of a number of organisations and individuals who agree to work together for a common aim or set of compatible objectives. Members of a partnership agree to work together in a co-operative and mutually supportive fashion to achieve the partnership's aims.

### **Local Strategic Partnership (LSP)**

A Local Strategic Partnership is a term for a group of individual statutory, voluntary and private organisations which work together to achieve the aims and the vision of the Community Strategy.

### **Sustainable Community Strategy (SCS)**

This is a statutory document which sets the vision and direction for the area. It seeks to build on and co-ordinate the considerable good work that is already going on in the district and recognises that many of the individual organisations involved already have their own plans to deliver services. It also aims to identify and fill any gaps addressing the needs of the district as a whole or specific communities within it.

### **Statutory Sector**

This is the description given to organisations created through Acts of Parliament and whose functions are determined by law. They have legal responsibilities for the social well-being, economic development, environment and health of the people they serve. Examples of statutory sector agencies include health authorities and trusts, emergency services and education authorities. local authorities - including parish, town, district and borough and county councils,.

### **Voluntary and Community Sector**

This is a blanket term to describe neighbourhood based groups, communities of interest, self help groups, campaigning organisations, voluntary organisations that employ staff, local charities and local branches of national charities. Recently terminology has also included use of the phrase '**Third Sector**' to describe these organisations/groups.

### **Private Sector**

This is a blanket term to describe organisations that are not part of the statutory or voluntary and community sectors.

### **Performance Reward Grant (PRG)**

This describes the monies payable by national government to local authorities for performance against Local Area Agreement targets. In Hertfordshire, the County Council agrees these targets with input from the 10 District councils who contribute to the achievement of those targets locally and across the county. PRG is therefore payable to HCC but then a proportion is distributed by HCC to the District LSPs.