

## **Terms of Reference**

### **Solihull Partnership Governing Board**

#### **Purpose:**

The Solihull Partnership is a strategic partnership of public, private, voluntary and community sector organisations working together towards a vision for Solihull by 2018 ***where everyone has an equal chance to be healthier, happier, safer, and more prosperous.***

This vision recognises the significant inequalities gap experienced by people who live in Solihull and partnership priorities are targeted at narrowing this inequalities gap.

The Partnership Governing Board is a non-statutory board which brings together senior representatives from these organisations voluntarily to work in partnership where this adds value and makes a difference to outcomes for people in Solihull.

#### **Key Functions and Responsibilities:**

- Promotes working in partnership, where our cooperation adds value to the way services are commissioned and delivered in Solihull.
- Agree and promote the strategic vision for Solihull and secure partners commitment and action to deliver this vision.
- Agree the priority outcome areas partners will work collaboratively on to narrow the inequalities gap within the borough.
- Identify and address key emerging issues for Solihull and make recommendations on the strategic responses.
- Secure the strategic alignment and integration of plans and services to ensure multi-agency working adds value to improving priority outcomes.
- Provide stewardship for the delivery of the strategic vision for Solihull and the underpinning priority outcomes, applying appropriate performance management and scrutiny approaches that assure sustained improvements are achieved.
- Directly lead on an identified programme of work that contributes to delivering the wider set of priority outcomes. This task and finish approach will address those areas that require strategic leadership to remove the barriers that are impeding progress.
- Address and remove barriers that impede multi-agency working and the integration of services where these have been identified.
- Explore opportunities for increased value for money by provision of shared or joint services.

- Explores opportunities through working in partnership to attract and secure funding for external sources.
- Operate within the principles of the Common Commissioning Framework that ensures a systematic approach to commissioning that is evidence-led and involves key stakeholders in the process.
- Operates within the principles of the Compact Plus to ensure that appropriate arrangements are in place to work in partnership with the voluntary and community sector so they are able to fully engage.

The Partnership deploys three key approaches to support its key functions and responsibilities:

**Planning and Commissioning**, against the vision for Solihull and the agreed priorities outcomes where a multi-agency approach will be more effective than single agency;

**Stakeholder Involvement**, to inform and involve the public and other stakeholders at every stage of Partnership business, and develop shared and inclusive responsibility in delivering the vision for Solihull and the agreed priority outcomes;

**Performance Management** to provide support and challenge against the priority outcomes securing the most effective use of resources to deliver against priorities and narrow the inequalities gap.

### **Values:**

The following Partnership Values will guide the behaviour of partners when working in partnership:

**An equal chance for all:** partners will celebrate the diversity within Solihull, building tolerance and respect for difference. Partners will strive to close gaps in outcomes for people in Solihull, and provide routes out of poverty for the least well off in the Borough.

**Nothing without the Community:** partners will enable the ideas and aspirations of the community to drive the work of the partnership. This means partners will listen well and actively involve members of the community in every aspect of the Partnership, including decision making.

**Sustainable change:** partnership success will be measured by the improvement of outcomes for people in Solihull that stand the test of time, and delivering good value services. Partners will strive to support Solihull's communities and citizens to be independent, resilient, and ambitious for quality of life.

**Partnership with respect:** partners recognise that working together is the only way to deliver the Partnership's vision. Partners will ensure this is achieved through trusting each other and being open, fair and honest about what we can and can't do. Partners will challenge and learn from each other, make decisions based on evidence and be flexible to change to secure better results. Partners will seek opportunities to work and deliver services together providing improved services from the customer's perspective.

## **Accountability:**

The Solihull Partnership, as a non-statutory body operates as a collaborative body within the legal and statutory frameworks of the individual member organisations. Each Partner member of the Solihull Partnership will be responsible through their existing accountability processes to their parent body.

The Local Authority will act as the overarching accountable body for the Solihull Partnership providing:

- Financial accountability for any pooled funding provided for the Partnership to commission activities and services to improve identified priority outcomes.
- Accountability to residents through Elected Member representation.
- Scrutiny of the work of the Solihull Partnership through the Council's existing scrutiny arrangements of key policy areas.

Partners will undertake to consult and obtain the views of their organisation/sectors and reflect or communicate these at meetings.

Partners will undertake to share information from their own organisation/sectors amongst the partnership to support the Governing Board to be fully informed.

Partners will seek to ensure that decisions or recommendations agreed by the partnership are communicated and acted upon within their own organisation/sector.

To reinforce the lines of accountability and ensure delivery, each priority outcome will have an identified lead officer, accountable for managing delivery and ensuring effective performance management.

## **Accountability to stakeholders:**

The Partnership will hold stakeholder events to engage with the community, voluntary and private sectors about the service developments and progress in relation to the priority outcomes.

One such stakeholder event is the annual Partnership Assembly, which is made up of all people who have a stake in achieving the vision for Solihull. Its role is to actively develop and challenge the direction and priorities of the Solihull Partnership by:

- Informing and consulting the full partnership of stakeholders to the Solihull Partnership;
- Identifying cross-cutting issues, gaps and overlaps, and informing the development of strategic plans;
- Championing the perspective of citizens and communities in Solihull;
- Challenging the Governing Board and other partnership working groups on the delivery against the Partnership vision for Solihull and assessing progress against plans to deliver priority outcomes;
- Celebrating success and sharing learning.

The Partnership Forums across four localities within the Solihull borough effectively act as more localised and frequent versions of the annual partnership assembly. They are a vehicle for communication and consultation about the Solihull Partnership with a variety of local stakeholders including Elected Members, Parish Councils, residents groups, business and faith group representatives. They provide:

- Opportunities for information exchange and dialogue about the work of the Solihull Partnership between local representatives and local partners
- Local stakeholders with a direct opportunity to influence the work of the Solihull Partnership and influence Partnership's priorities
- Opportunities to identify how common issues for the locality can be addressed
- Consultation channels about significant policy proposals affecting the locality

### **Relationship with other Partnership Boards**

The Governing Board recognises the autonomy of other required partnership arrangements including the Safer Solihull Partnership, the Local Economic Partnership, the Health and Wellbeing Board and the Children and Young People's Trust Board.

When appropriate and where there is a direct relationship with the delivery against the Solihull Partnership's priority outcomes the Governing Board will seek assurances on the progress and effectiveness from the relevant policy lead or partnership board.

The Governing Board will promote and maintain the independence of safeguarding boards in their quality assurance role in protecting the interests of the most vulnerable people within Solihull.

### **Chairing Arrangements:**

The Leader of Solihull Council will be the appointed Chair of the Governing Board. The Governing Board will elect a Vice Chair from its membership, who will chair the meeting in the absence of the chair.

The Chair, in conjunction with the Head of Partnership Commissioning will plan the agenda for the Governing Board meeting based on the forward plan and inline with the key function and responsibilities of the Board.

The Chair will prepare and present an update of the Governing Boards key decisions and matters of interest to all Elected Members through the meeting of Full Council.

### **Meeting Arrangements:**

The Governing Board will meet on a 6 week cycle. Reports to the Governing Board will be prepared in a way that enables effective decision-making with reports circulated at least six days prior to meetings and published to the Partnership website.

Meetings of the Governing Board are open to the public unless confidential information is to be disclosed. Observers are not permitted to take part in the deliberations of the Board or Group unless invited to do so. Observers at meetings of the Governing Board

who wish to raise issues related to the meeting agenda must seek the permission of the Chair of the meeting prior to the meeting.

Whenever possible, all decisions will be made on the basis of consensus. However, when a vote needs to be taken, decisions will be taken on a majority basis with the Chair having the casting vote if required. All Governing Board members must declare any interest prior to voting. A quorum of 50% of the member organisations will be required to be present for decision talking and voting purposes.

The Partnership Executive Support will minute meetings to provide an accurate record of business and decisions of the Governing Board.

**Membership:**

The membership of the Board will include representatives from:

<b>Agency</b>	<b>Nominated Representative</b>
Local Authority	Leader of the Council Chief Executive
Birmingham & Solihull NHS Cluster	Medical Director
Birmingham & Solihull NHS Cluster and Local Authority	Joint Director of Public Health
West Midlands Police	Police Borough Commander
West Midlands Fire Service	Solihull Operations Commander
Staffordshire & West Midlands Probation Trust	Head of Solihull Probation
Business Sector	Chamber of Commerce Representative
Local Enterprise Partnership	Leader of the Council
Education and Skills Sector	Local College Representative
Voluntary Sector	Chief Executive of Sustain Chair of the Voluntary Sector Reference Group

Nominated representatives should be of sufficient seniority within their organisation to be able to influence their agency to support the delivery of the Partnership’s strategy.

In addition to their nominated representatives, agencies should nominate substitute representatives who will attend in the event of their nominated representative being unable to attend.