

**Kensington and Chelsea Partnership  
Steering Group  
Terms of Reference**

**1. Role**

- 1.1 To provide leadership, developing a collective sense of responsibility working together to improve the delivery of services locally.
- 1.2 To develop, approve and monitor the progress of the Community Strategy.
- 1.3 To monitor progress of the Local Area Agreement.
- 1.4 To co-ordinate common partnership activities such as consultation and publicity, working together with the many partnerships already operating in the Borough.
- 1.5 To adopt a structure which is representative of the various stakeholders, with open and transparent decision-making and commitment to community consultation and involvement which is reviewed from time to time to ensure that it is still fit for its purpose.
- 1.6 To recognise the general obligation that public money should be used wisely. To acknowledge the interests of those whose financial support pays for those services.
- 1.7 To lobby central and regional Government on issues of concern to the Partnership.

**2. Membership**

- 2.1 Membership should be maintained between 16 & 18 members, with the aim that 50% should be local residents.
- 2.2 Members of the Steering group will be appointed for a duration to be determined by their nominating/appointing organisation/group but ideally for not less than two years.
- 2.3 The Steering Group shall appoint its chairman and vice chairman annually in May.
- 2.4 In the interests of continuity and teamwork, there will be no formal provision for substitution arrangements. However, when a member is unable to attend and wishes to send a substitute, they will notify the Partnership Support Manager prior to the date of the meeting.

### **3. Decision-making**

- 3.1 Any decisions, agreements or expressed views will be made either by clear consensus or by consent generated at the meeting.
- 3.2 Any decisions taken outside Steering Group meetings shall be recorded in the minutes of the next meeting.
- 3.3 Members will be required to declare any financial interests with respect to agenda items. Members will be barred from taking part in any decision required with respect to such financial items. Non-financial items will not normally bar a member from taking part in the business being transacted.
- 3.4 The Steering Group is not an executive decision-making forum. Any proposals (other than those involving monies already allocated to the Steering Group by way of an operating budget where a nominated partner agency will act as the accountable body) shall require approval through the relevant decision mechanisms of any partner organisation(s) which is/are, or whose services are, in any way the subject of such proposal.
- 3.5 Decisions relating to funding should follow a clear process based on the following principles;
  - Definition of what the funding is for.
  - Definition of the decision-making process, where the final decision lies, why the Partnership are asked to be part of the process and whether there is an application and assessment procedure.
  - Definition of accountability and monitoring arrangements.

The Steering Group should also be reminded of any agreements statutory bodies already have in place that guide decision-making, such as the Council's Compacts with the Voluntary and Community Sector. Such reminders should be outlined, along with the principles listed above, in any papers that accompany funding decision-making items at Steering Group meetings.

### **4. Frequency of meetings**

- 4.1 Bi-monthly, up to 6 times per year.

### **5. Transparency and the preparation of papers**

- 5.1 Meetings of the Steering Group will be open to the public except during the consideration of confidential or exempt matters under the terms of the Local Government (Access to Information) Act 1985. (Matters affecting commercial matters or matters to do with private individuals).

- 5.2 Reports that are deemed by the Secretary to contain confidential or exempt matters (see above) will not be made public with the other agenda papers.
- 5.3 Agendas will be finalised and agreed by the Agenda Planning sub group. All Steering Group members are able to suggest agenda items to this group.
- 5.4 Agendas/reports for meetings will be distributed electronically unless a recipient has asked for paper copies.
- 5.5 The agenda page(s) for each meeting will be published one week in advance of each meeting by the Secretary and posted on the Partnership's website as soon as possible thereafter.
- 5.6 Papers must be relevant, in a standard format, jargon free and ideally no more than 8 pages with clear recommendations.

## **6. Complaints and suggestions**

- 6.1 Any complaints or suggestions regarding core business and activity that partners are primarily responsible for delivering should be forwarded to the partner organisation directly. These can be sent to the KCP Support Manager in the first instance.
- 6.2 Any complaints or suggestions regarding core partnership activity should be forwarded to the KCP Support Manager in the first instance. The partnership will then deal with these on case by case basis.

## **7. Method of working**

- 7.1 By conducting business in a creative, inclusive and non-bureaucratic way focused on:
  - Facilitated discussion.
  - Inviting keynote speakers on subjects, which are relevant to the aims of the LSP.
- 7.2 Themed groups that focus on each of the chapters within the Community Strategy will form part of the structure of the Partnership. These groups will feed into the monitoring process of the strategy. The Steering Group will receive regular reports as part of this process.

## **8. Review**

- 8.1 The role and practices of the partnership and progress made by the partnership will be reviewed every 2 years.