

KENSINGTON AND CHELSEA PARTNERSHIP STEERING GROUP

13th September 2006

RE-STRUCTURING THE PARTNERSHIP

This paper invites the KCP Steering Group to:

- Discuss and agree the proposals for change set out below

FOR DECISION

1. Background

- 1.1 The Community Strategy sub group were given the remit of discussing the structure of the partnership with a view to recommending possible changes.
- 1.2 At the last meeting, the Steering Group agreed a list of proposed amendments that were put forward by the sub group. These were that;
 - The KCP should not adopt the position of the 'partnership of all partnerships' but should be part of the network of partnerships, linking in with already existing partnerships in the borough.
 - A 'theme group' structure should be adopted and each chapter of the Community Strategy should be linked to a theme group.
 - The KCP should endorse other partners' working strategies, documents and events where appropriate and by agreement from the Steering Group.
 - The Regeneration Exchange event should be maintained and members should be regularly invited to suggest new topics.
- 1.3 Some areas of focus were postponed for consideration until the next meeting Steering Group meeting. These are;
 - Newly drafted Terms of Reference
 - Adjusted membership of Steering Group
 - Theme group for the Communities, Equalities and Inclusivity chapter of the Community Strategy

2. Terms of reference

- 2.1 The sub group proposed a draft Terms of Reference at the last Steering Group meeting. Whilst this was approved by the Steering Group in principle, it was felt that it should clarify the process to be

undertaken when making decisions regarding funding. A new draft is therefore attached at Annex A, for approval by the Steering Group. Reference to the process to be undertaken when making funding decisions is at paragraph 3.5.

3. Membership of the Steering Group

- 3.1 The sub group proposed minor changes to the membership of the Steering Group that were also agreed in principle. However, membership of the Learning and Skills Council was raised and it was felt that a representative should continue to sit on the Steering Group, subject to the non-attendance policy put forward in the Terms of Reference.
- 3.2 Steering Group members are asked to approve this recommendation.

4. Theme groups/Cluster structure

- 4.1 Subject to minor amendments, the Steering Group also approved proposals regarding the 'theme group' structure at the last meeting. It was agreed that each chapter of the Community Strategy should link to a theme group. Recommendations that were approved are set out below;
- Environment and Transport – existing 'cluster' will continue to meet as a theme group.
 - Culture, Arts and Leisure – existing RBKC 'Arts Ambassador's' officer group should become the theme group for this chapter. Membership should be expanded.
 - Safer Communities – CDRP should be the theme group for this chapter.
 - Health and Social Care – Existing Joint Health Partnership Board and the Family and Children's Strategic Partnership should be the theme groups for this chapter, although it is important to note that the wider determinants of health will need to be addressed by each theme group, as a cross cutting issue.
 - Learning and Work and Business (2 chapters) – new theme group to be developed drawing membership from training providers and employment advice agencies.
- 4.2 Recommendations for the two remaining chapters that the Steering Group are invited to approve are;
- Homes and Housing – existing LAA officers group and Housing Associations group could become theme groups for this chapter.
 - Community, Equalities and Inclusivity – a new group that would consist of a panel of members with an interest or expertise in equalities issues, drawn from each of the partner organisations. It will invite a representative from each of the other theme groups to report on progress

against aims and objectives identified in the Community Strategy as they relate to each working group or area.

5. Conclusion

5.1 In summary, the Steering Group are asked to note the content of the report and consider and agree the following recommendations:

- New Terms of Reference, attached at Annex A
- That the Learning and Skills Council continue to hold a seat on the partnership
- Theme groups relating to the two remaining chapters of the Community Strategy as set out in 4.2.

For decision

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**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 meetings 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. Method of working

- 6.1 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.
- 6.2 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.

7. Review

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