

# Tamworth Strategic Partnership Executive Board - Terms of Reference

## 1. Purpose of the Tamworth Strategic Partnership Executive Board

- To provide the Leadership and strategic direction necessary to achieve the shared priorities and objectives
- To agree priorities, set direction, empower individuals and check and challenge progress and outcomes,
- To lobby and influence in the interest of local priorities
- To be collectively and individually accountable for planning, resourcing and delivering programmes, projects and work streams designed to achieve the shared priorities and objectives
- To focus upon the delivery of the shared priorities for Tamworth and its communities;
- To implement a simple and transparent governance arrangement to support statutory compliance and accountability;
- To engender a flexible partnership environment based upon agreed core principles; and
- To create a sustainable partnership culture based upon honesty, trust and fairness
- Where relevant to Commission Services to meet the needs of Tamworth residents with delegated decision making powers
- To review provision of services and functions that can be integrated to achieve more effective public services
- To authorise the annual Locality Commissioning Plan and the Community Safety Strategic Assessment and Community Safety Partnership Plan

## 2. Expectations of committing to the Tamworth Strategic Partnership Executive Board

All partner organisations represented on the Strategic Executive Board will be expected to:

- Focus plans, capacity and resources on tackling the cause not the consequence of our priorities issues;
- Adopt a systems thinking, problem solving approach to working methods;
- Seek to ensure that those most vulnerable in our communities are prioritised and supported;
- Increase efficiency by greater collaboration, reduced bureaucracy and focusing upon outcomes;
- Enable a flexible partnership environment based upon honesty, trust and committed relationships; and
- Seek to secure sustainable local solutions to local issues.

## 3. Meetings and Reporting Arrangements

The TSP Executive Board will meet **quarterly**, will monitor and receive reports from the established Partnership Boards, Commissioning Hub and any operational Task and Finish Groups. A structure diagram is attached.

## 4. Membership

The members of the TSP Executive Board will have significant influence, resources and understanding of the single vision for Tamworth.

- |                                   |                                    |
|-----------------------------------|------------------------------------|
| • Tamworth Borough Council        | Chief Executive                    |
| • Police                          | Police Team Commander              |
| • Fire Service                    | Area Commander                     |
| • Public Health representative    | District Public Health Lead        |
| • Clinical Commissioning Group    | Chief Operating Officer            |
| • County Council                  | District Commissioner              |
| • College                         | Deputy Principal                   |
| • Council for Voluntary Sector    | Chief Officer                      |
| • Business Enterprise Partnership | Chair of the BEP or representative |
| • County Councillor               | Cabinet member                     |
| • Borough Councillor              | Leader of the Council              |
| • Fire Authority representative   | Responsible Authorities Group rep  |

- Probation Service representative                      Responsible Authorities Group rep

Deputies may be nominated to attend the TSP in the absence of the above membership. The board may co-opt and invite interested parties as and when required.

## **5. Chair/Vice Chair**

The chairperson will be – Leader of Tamworth Borough Council

The vice-chair will be – Deputy Principal South Staffordshire College

There will be an annual election of the Chair and Vice Chair.

## **6. Administration Arrangements**

Meetings will be formally minuted by Tamworth Borough Council with a key emphasis on actions arising. Items for the agenda will be submitted to the chair two weeks prior to meetings and agendas and papers will be circulated at least one week in advance of meetings.

Meeting dates will be set annually in advance. A quorum shall be one quarter of the whole number of members.

## **7. Civil Contingencies**

In the event of a major emergency being declared the Chair of the Board shall also be the Chair of the Community Recovery Committee with the Council providing Secretariat duties. The purpose is to reflect community concerns, feelings and initiatives in informing the wider community and assist in impact assessment of the affected community.

The role is non executive and shall, as far as possible, work on the basis of consensus to:

- Reflect community concerns, feelings and initiatives and bring those to the attention of the main Recovery Coordinating Group (RCG)
- Assist in informing the wider community of discussions and progress of the RCG
- Liaison with the business community and taking their concerns to the Business and Economic Recovery Group.
- Engaging the community in the recovery process.

## **8. Responsible Authority**

The Tamworth Strategic Partnership will act as the Responsible Authority as defined by the Crime and Disorder Act 1998 (as amended). In doing so, it will implement an appropriate and transparent governance arrangement that will ensure statutory compliance and accountability.

Membership of the TSP has been permanently extended to include:

- Fire Authority representative
- Probation Service representative

In the event that there is a need for an issue to be escalated beyond the mandate of the TSP, the Chair of the TSP will refer the matter to the Staffordshire Strategic Partnership Board.

## **9. Health and Wellbeing**

The Tamworth Strategic Partnership will act as the local strategic link to the Staffordshire wide Health and Wellbeing Board. In addition Tamworth Strategic Partnership will consider the local delivery of the county wide Health and Wellbeing Strategy; in particular through the work of the Commissioning Hub and the Community Safety Partnership, and will contribute to the development of the Enhanced Joint Strategic Needs Assessment.

# Tamworth Locality Commissioning Hub – Terms of Reference

## Introduction

This document sets out the principles, governance and operating model of Tamworth's Locality Commissioning Hub.

## Background

Tamworth has a well established strategic partnership which is built around the statutory Responsible Authorities Group. The Tamworth Strategic Partnership brings partners from the statutory, voluntary and private sectors together to deliver improved outcomes for the residents of Tamworth under the single vision of **One Tamworth, Perfectly Placed**.

In April 2014, Staffordshire's Health and Well-being Board engaged the Chief Executive of Tamworth Borough Council to undertake a piece of work on its behalf; ***To clearly articulate the role of district/borough councils and their broader locality partnerships in the delivery of the Health & Wellbeing Strategy outcomes.***

A key recommendation from this work, which was approved by the Health and Wellbeing Board in July 2014, was the establishment and development of Locality Commissioning Boards. Tamworth already had an emerging Commissioning Hub which had grown organically based on multi-agency commissioner conversations. This has now evolved into Tamworth's Locality Commissioning Hub which reports to the Tamworth Strategic Partnership.

## The Partnership and Commissioning Landscape

### 1. Governance

Tamworth's strategic partnership landscape includes the following key bodies:

#### ***Tamworth Strategic Partnership (TSP)***

This is the primary body for partnership working within Tamworth. This partnership, through its Strategic Board, sets the strategic vision and includes senior politicians and officers from partner organisations.

#### ***Locality Commissioning Hub (LCH)***

This Hub is tasked to deliver the TSP strategic outcomes and Staffordshire's Health and Wellbeing strategic outcomes (and any other appropriate outcomes) through locality based delivery. Commissioners from partner organisations operate within the Hub. The Hub reports on commissioning plans and outcomes to the TSP. To support the work of the Hub, Task and Finish groups may be set up to undertake the more detailed work and consultation.

#### ***Task and Finish Groups***

The number and subject matter of the theme groups will vary depending on the shared priorities identified by the TSP. The Task and Finish Group undertakes the detailed work around needs analysis, service redesign, and consultation, based on strategic commissioning methodology. The following commissioning cycle is a useful guide:



Membership of the Task and Finish Groups will include Commissioners, Providers, Schools and Service Users/Community representatives. The Task and Finish Groups will advise the Locality Commissioning Hub.

## 2. Partnership Structure

The TSP structure chart is attached as appendix 1.

## 3. LCH Functions

The functions of the LCH will include:

- Establishing and setting the strategic needs for Tamworth
- Producing an annual Commissioning Plan
- Developing and influencing service specifications
- Managing commissioning processes and procurement activity including evaluation of tenders
- Performance management of appropriate contracts
- Overseeing de-commissioning processes

## 4. Membership

Membership will include key Commissioning Leads from partner agencies:

Core Membership:

Tamworth Borough Council

Staffordshire County Council

Staffordshire Public Health

South Staffordshire & Seisdon Peninsula Clinical Commissioning Group

Police/PCC

Wider membership as and when appropriate (to avoid duplication with the TSP Executive Board)

Fire and Rescue Service

Probation Service

South Staffordshire College

Voluntary and Community Sector

Business Enterprise Partnership

Segregation of roles between commissioners and potential providers will be maintained to ensure the integrity of the procurement process.

## **5. LCH's Operating Principles**

Partner organisations on the Tamworth Locality Commissioning Hub have agreed:

- To commit to the principle of pooling and aligning resources, intentions and funding at a strategic level
- To work towards the devolution of resources, accountability, support and funding in order to invest in locality based delivery
- To focus upon commissioning for outcomes and to work together to influence and not just spend
- To commit to the principle of developing the locality agenda through alignment with and the integration of Locality Based Commissioning across all of Staffordshire's strategic priorities and work streams
- To commit to sustaining Tamworth's Locality Commissioning Hub by:
  - Supporting innovation
  - Investing in partnerships
  - Training all who require it
  - Plan, measure and evaluate all commissioning activity
  - Maximise the benefits of all resources: Assets; People, Funding, and Knowledge.

## **6. Commissioning Plan**

Tamworth's LCH will focus on the key areas of partnership interest. These priorities will be set out in an annual Commissioning Plan which will be taken to the TSP Strategic Board for formal approval.

The Commission Plan will be underpinned by the following guiding principles:

- We will commission for outcomes, making full use of evidence based tools to measure outcomes e.g. the Outcome Star
- We will commission based on evidence of need
- We will promote co-production wherever possible
- We will seek to influence wider commissioning
- We will co-ordinate and join up funding streams as appropriate
- We will manage demand through supporting behaviour change and increased resilience

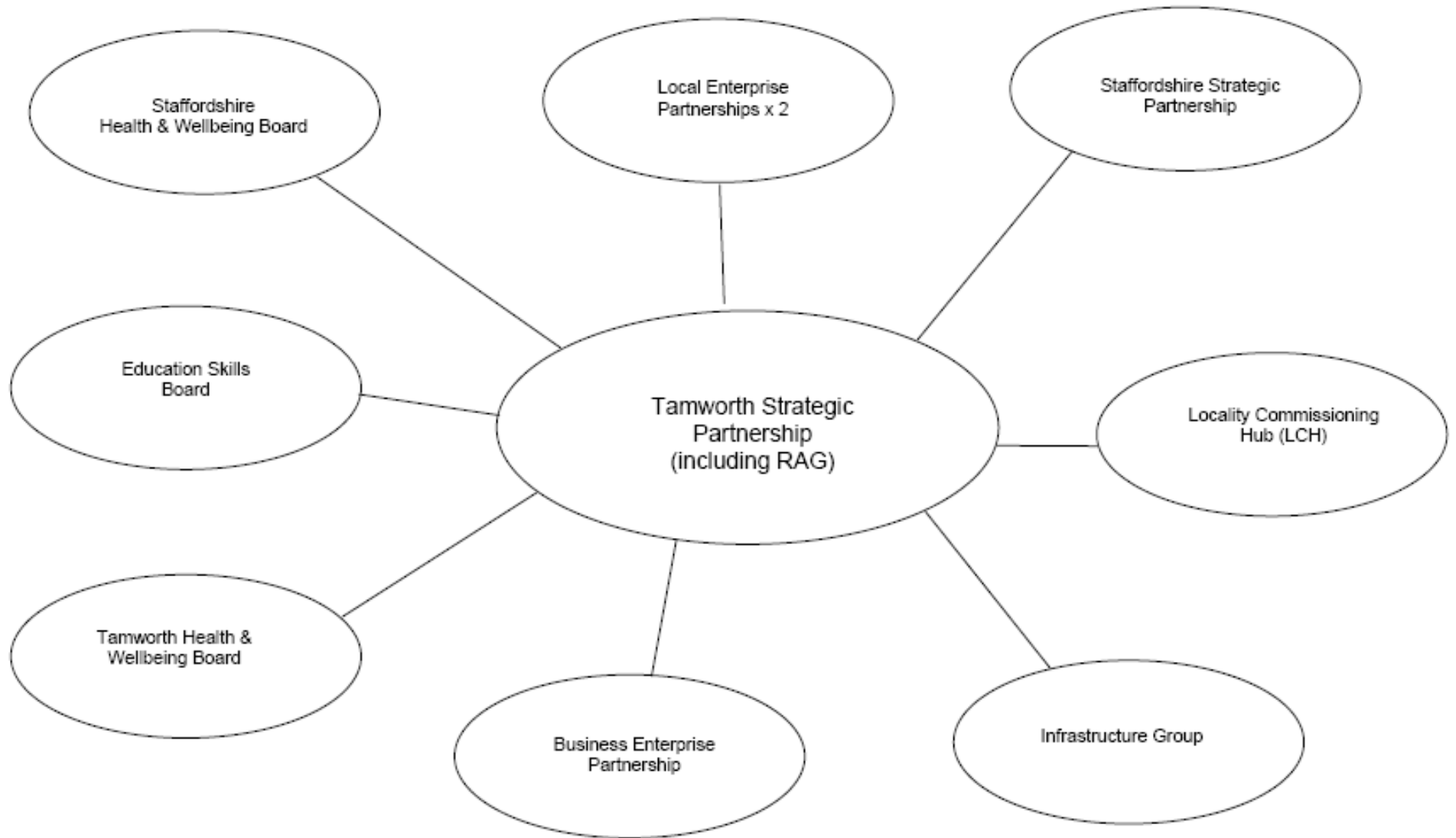
## **7. Accountability**

The Chief Executive, Director of Communities Planning and Partnerships and the Director of Housing and Health have delegated authority from Cabinet to represent Tamworth Borough Council on the Commissioning Hub.

Other partners will abide by their own organisation's governance and financial requirements.

The Commissioning Hub will oversee, influence and authorise spending decisions against the agreed priorities. However as the TSP and LCH are not legal entities, the procurement of services and performance management requirements will follow the governance/financial regulations of the most appropriate or host organisation.

## TSP Structure Chart



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