

The Richmond Local Strategic Partnership Terms of Reference

November 2007

Purpose of the RLSP

1. The Richmond Local Strategic Partnership is the overarching strategic, decision-making body bringing together the themed partnerships and other consultative groups.
2. The generic role of the RLSP shall be to:
 - Provide strategic leadership to build a common purpose and shared commitment to improve the economic, environmental and social well being of the Borough.
 - Operate at a level, which enables strategic decisions to be taken and be close enough to individual neighbourhoods to allow actions to be determined at community level.
 - Bring together local plans, partnerships and initiatives, to enable public, private, community and voluntary sectors to work effectively together to meet local needs and priorities.
 - To pursue and promote the themes and goals set out in the Richmond Community Plan and future initiatives designed to deliver those shared goals.
 - Be responsible, through its themed partnerships, for delivering the targets, priorities, agreed actions and milestones in the Richmond Community Plan and Local Area Agreement leading to demonstrable improvements against measurable baselines.
 - To determine, approve and monitor the RLSP programmes, performance and expenditure.
 - Ensure that equalities considerations are taken into account in all aspects of its work and the work of all its partnerships and sub groups.
3. **The specific aims of the RLSP are to:**
 - Agree, prepare, promote, implement and review a Community Plan for the area, based on an agreed performance management system built around targets for the Community Plan 2007 – 2017.
 - Agree, prepare, promote, implement and review the Richmond Local Area Agreement, based on an agreed performance management framework on targets related to the Local Area Agreement.

- To gather and analyse the evidence base from performance management of the Community Plan, the LAA and other sources and to use this to tackle emerging issues and inform future priorities and plans.
- Work together to win new resources for the Borough and the better targeting of resources by influencing the deployment of mainstream funding to meet the priorities of the Community Plan and the Local Area Agreement.
- Promote engagement with the whole community and ensure effective communication between partners and with the community, including the sharing of good practice

4. **The RLSP and its relation to its sub groups and partnerships**

- The RLSP has:
 - I **Thematic Partnerships:** whose remit is to deliver against the priorities and objectives of the Richmond Community Plan and Local Area Agreement and to report on progress against these to the RLSP.

- These are:
 - The Community Safety Partnership
 - Children and Young People's Strategic Partnership
 - Business, Skills and Employment Partnership
 - The Richmond Health and Wellbeing Partnership
 - The Greener Richmond Partnership
 - The Community Development Steering group

II Time limited / Specific Interest Groups

- The Public Sector Infrastructure Sub Group
- The 2012 Olympic and Paralympic Group

II Consultative groups: whose purpose is to act as advisory bodies for the RLSP in relation to specific issues.

- These are:
 - The Disability Equality Partnership
 - The Race Equality Partnership
 - The Inter Faith Forum
 - The Voluntary Sector Forum
 - Richmond Environment Network
- Appendix 1 is an illustration of the structure of the RSLP and its family of partnerships
- The RLSP will have a directive relationship to the themed partnerships in order to review, monitor and evaluate progress and action against the

targets, priorities and objectives contained in the Local Area Agreement and the Community Plan.

- The RLSP will also have a brokerage role in relation to the themed partnerships to ensure that opportunities are taken and cross cutting issues are effectively embedded in the work of the RLSP as a whole.
- Sub groups or partnerships can be established by the consent of and drawn from the RLSP in order to progress priority initiatives.
- The thematic partnerships and sub groups of the partnership will determine their own structure and membership.
- However, in order to ensure consistency across the RLSP, common standards will include:
 - A balanced membership, both in relation to constituency and the borough.
 - Equitable, inclusive and transparent methods in order to ensure that the bodies maximise their ability to represent and be representative of their constituency.
 - Strong communication with each other and their sector representative on the RLSP.

5. Membership of the RLSP

Members of the RLSP:

- Members of the RLSP are as detailed in Appendix 2.

Members accountability and representation:

- All members primary accountability will continue to be to their own organisations but they will commit to promoting the RLSP priorities within their own organisations / sectors, use their influence and authority to deliver the agreed actions and recognise collective responsibility for decisions taken by the RLSP.
- All members will need to be able to reflect the priorities and goals of their own organisation and sector.
- All Members attend as representatives of the sector they represent not as representatives of their individual agency. They should endeavour to represent the views of their constituents, as they understand them.

Guiding principles:

- All members of the RLSP will adhere to the Nolan principals of public life in relation to their activity within and on behalf of the RLSP. These are attached in Appendix 3.
- The RLSP will operate on a basis of consensus, with respect given to the views of RLSP members and equal opportunities, with RLSP members demonstrating equal respect for each other.
- All members of the RLSP will be expected to take a strategic, long-term view and will be equipped to understand what the local, sub regional and national policy agenda expects from the RLSP and what the RLSP can expect from them.
- Support for RLSP members will be determined and provided by a member's sector and or their organisation.
- Members will be required to declare any pecuniary interests with respect to agenda items and will be barred from taking part in any vote required with respect to these items.

New members to the RLSP:

- If new members are to join the RLSP, a proposal must be put forward by an existing member and agreed by majority vote.
- Any changes in membership or constitution will be subject to discussion and agreement at the RLSP.

Attendance:

- Alternates
In order to maintain continuity of involvement and of accountability to each sector on the partnership, all members are expected to attend all RLSP meetings; in the event that a member has to be absent a member can send an alternate for a maximum of one meeting per year.
- Non attendance
The RLSP applies a "one absence policy". This means that a member can be absent for a maximum of one meeting per year.
- Observers
Observers do not have speaking or voting rights.

Technical Advisors

- The RLSP will call in external bodies and individuals or representatives of RLSP organisations to provide technical advice or present issues or reports at RLSP meetings.

- The role of an Advisor is to provide both expertise and advice to members of the RLSP. Advisors should be able to assist on the variety of issues that are likely to arise for the RLSP.

6. Frequency of meetings

- The RLSP will meet three times a year, with members consulted on the agenda, which will be circulated one week prior to each meeting.
- Dates and locations for RLSP meetings to run from November 2007 – March 2009 is contained in appendix 2.

7. Accountability

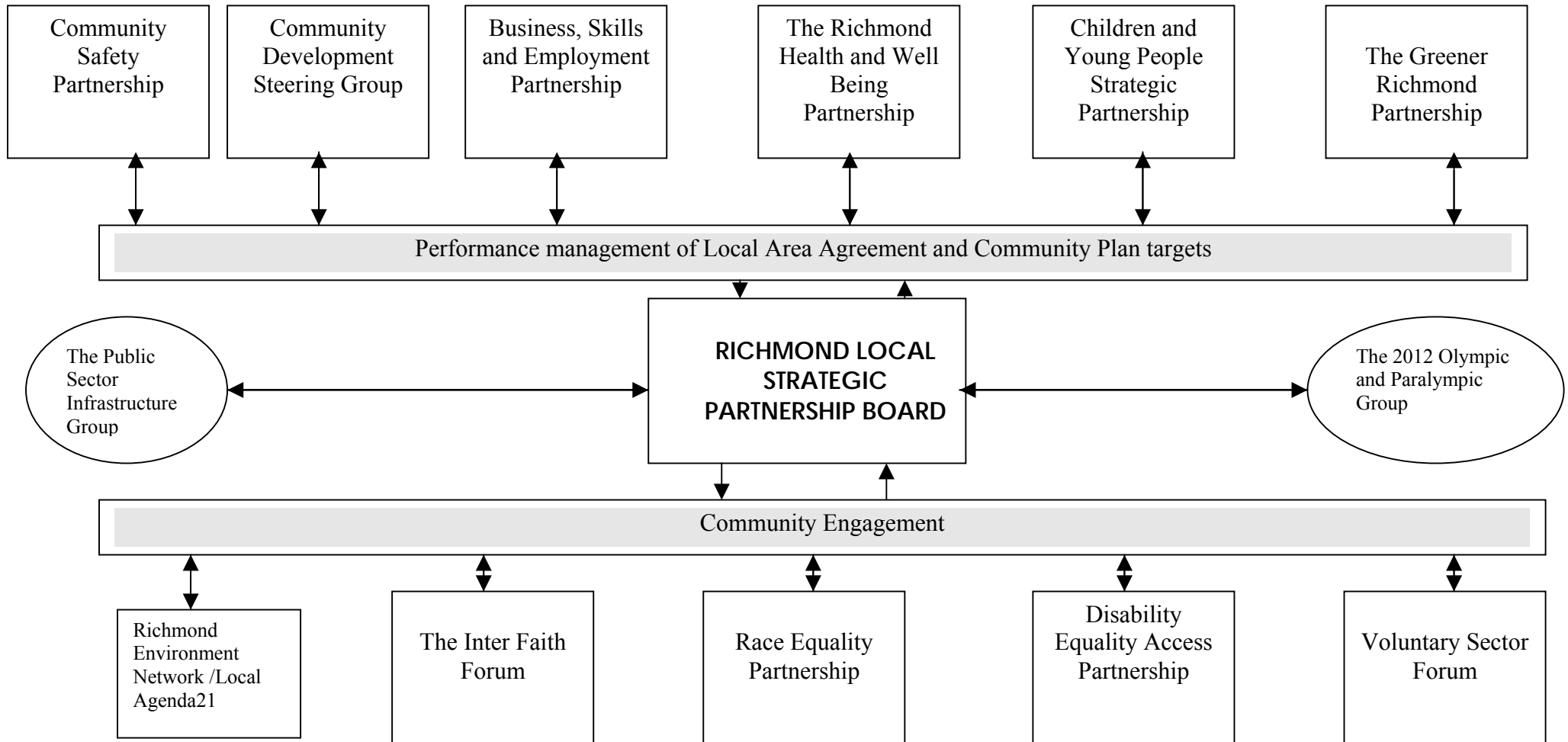
- The RLSP will undertake an annual review to:
 - Review partnership working through the RLSP
 - Review its performance against the priorities of the Richmond Community Plan and Local Area Agreement.
 - Review and analyse research and other data from its partners and other stakeholders at a local and regional level, the evidence base from performance management of the Community Plan, the Local Area Agreement and other sources and to use this to tackle emerging issues and inform future priorities and plans.
- The RLSP will communicate the results of its annual review through an annual partnership conference and an annual report.
- The RLSP will develop and implement an agreed communication strategy to keep RLSP members abreast of new legislation, developments and local initiatives.

8. Equalities and diversity

- The RLSP will actively promote equalities and diversity throughout all its work and in its relations with RLSP partners.
- To ensure this principle, the RLSP will undertake an annual Equalities Impact Needs Assessment and publish the results from this in its annual report.

October 2007
Ends

**Appendix 1:
The Richmond Local Strategic Partnership and its family of partnerships and sub groups**



Appendix 2: RLSP details (October 2007)

Members

ORGANISATION	POSITION
1.The London Borough of Richmond upon Thames	Leader, The London Borough of Richmond Upon Thames and Chair of the Richmond Local Strategic Partnership
2.The London Borough of Richmond upon Thames	The Chief Executive
3. The London Borough of Richmond upon Thames	Leader of the Opposition
4.The London Borough of Richmond Upon Thames	Director of Adults and Community Services
5.Children and Young People's Strategic Partnership	Director of Education and Children's Services
6.Richmond Adult Community College	Principal and Chief Executive
7.Richmond Housing Partnership	Chief Executive
8.Richmond Voluntary Services Council	Chief Executive
9.The Richmond and Twickenham Primary Care Trust	The Chief Executive
10.The Richmond and Twickenham Primary Care Trust	The Director of Public Health
11.Richmond upon Thames College	Principal
12.The Race Equality Partnership	Representative from the Race Equality Partnership
13.The Disability Equality Access Partnership	Representative from the Disability Equality Access Partnership
14.St. Mary's University College	Vice Principal
15.St George (West) London Ltd	Managing Director
16.Jobcentre Plus South London District Office	Partnership Manager
17.Learning and Skills Council	Partnership Director
18.Richmond Police	The Borough Commander

19. Richmond Chamber of Commerce	Chief Executive
20. The Greener Richmond Partnership	Chair of the Greener Richmond Partnership
21. The Public Sector Infrastructure Sub Group	The Chair of the Public Sector Infrastructure Sub Group
22. The Interfaith Forum	Representative
23. The London Fire Brigade (Richmond / Twickenham Division)	The Borough Commander

Observer Status:

ORGANISATION / POSITION	POSITION
Metropolitan Police Authority	Assemblyman for the Boroughs of Hounslow, Richmond upon Thames and the Royal Borough of Kingston
Government Office for London	

Alternate:

NAME	ORGANISATION / POSITION
Councillor David Marlow	Alternate for the Leader of the Opposition

Appendix 3: The Nolan Principals of Public Life

The Seven Principles of Public Life

Selflessness - Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.

Integrity - Holders of public office should not place themselves under any financial obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Objectivity - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness - Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty - Holders of public office have a duty to declare any private interests relating to their public duties and take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership - Holders of public office should promote and support these principles by leadership and example.

Appendix 3:

Venues, dates and times for RLSP Meetings November 2007 – March 2009

LSP meeting date	Meeting start time	Transport pick up times and locations	Venue
2007			
Friday 9 November 2007	1.30 p.m.	Transport pick-up 1.00 p.m. York House (Ground floor reception area)	Castlenau Community Centre 7 Stillingfleet Road Barnes SW13 9AQ
2008			
Monday 31 March 2008	2.30 p.m.	Transport pick-up 2.00 pm York House (Ground floor reception area)	Heathfield Hounslow Heath Estate Community Centre 190 Edgar Road Hounslow TW4 5QP
Tuesday 22 July 2008	1.30 p.m.	Transport pick-up 1.00 p.m. York House (Ground floor reception area)	Ham & Petersham Youth Club Ham Hall Ham Close, off Ashburnham Road Ham Richmond TW10 7PL
Wednesday 26 November 2008	1.30 p.m.	Transport pick-up 1.00 p.m. York House (Ground floor reception area)	Hampton White House Community Centre 45 The Avenue Hampton TW12 3RN
2009			
Tuesday 31 March 2009	1.30 p.m.	Transport pick-up 1.00 p.m. York House (ground floor reception area)	North Mortlake The Bakery