



The Weymouth and Portland Partnership

Governance and Terms of Reference

“The aim of the Weymouth & Portland Partnership is to improve the quality of life of all who live and work in Weymouth and Portland” Weymouth & Portland Partnership Statement of Intent 2001

1. Purpose and Principles

1.1 The Weymouth and Portland Partnership unites individuals and organisations from across the public, private and voluntary sectors, who work together to meet the needs of the local community and shape the future of Weymouth and Portland. A core function of the Partnership is to produce a Community Plan that captures the Borough’s community development aspirations and enables and promotes collaborative working between different organisations to deliver associated objectives. The aim of the Community Plan is to give the local community the opportunity to create a shared vision for their area and identify priorities for action, which are agreed by a wide range of people, organisations and groups. The Partnership aims to facilitate improvements to Weymouth and Portland in a sustainable way by implementing, monitoring, reviewing and revising the Community Plan.

1.2 The component parts of the Partnership are as follows:

- The Partnership Board – Executive Members and Advisory Members
- Support Group (convened on an ad hoc basis) – as required to assist the Board and other elements of Partnership activity
- Theme Groups - planning and implementation groups to develop and deliver strategic actions as detailed in the Community Plan

1.3 The principles of the Weymouth & Portland Partnership are as follows:

- a. The Partnership is responsive to community need.
- b. The Partnership is socially, culturally, and geographically inclusive.
- c. The Partnership is productive.

1.4 The role of the Weymouth & Portland Partnership is:

- To produce and regularly keep under review a Community Plan for Weymouth and Portland
- To co-ordinate consultation and community involvement in the development of the Community Plan and ensure that the needs and aspirations of the wider community are articulated
- Act as a forum to debate the key issues for Weymouth and Portland and to provide leadership and direction to public and community service providers
- Encourage organisations and partners to work together and co-ordinate their resources to create capacity for the delivery of services and projects that realise aspirations outlined in the Community Plan
- To inform the work of the Dorset Strategic Partnership Bridging Group and promote priority issues for Weymouth and Portland at the county level

1.5 The Partnership Board and administration will also on a regular and ongoing basis:

- Work with the Dorset Strategic Partnership and other Local Strategic Partnerships (LSPs) in the Dorset region to strengthen, focus and draw in support for issues that are held in common with neighbouring areas
- Oversee the Partnership’s performance in delivering the Community Plan for Weymouth and Portland and regularly review how to ensure the Partnership is best placed to do this
- Seek to attract investment and funding to Weymouth and Portland and direct this funding in order to best address the needs of the area
- Seek to influence the wider policy-making context through responding to consultations, lobbying decision-makers and communication of the work and priorities of the Weymouth and Portland Partnership

2. Governance

2.1 The Weymouth & Portland Partnership is a non-statutory, multi-agency, organisation as established by the Local Government Act 2000 and the governance of partnership business is principally discharged through the conduct of its Strategic Board and Theme Groups.

2.2 The key to effective governance is the breadth of representation within the Strategic Board and Theme Groups and the commitment and engagement of members.

3. Weymouth & Portland Partnership Board

3.1 The purpose and function of the Partnership Board is agreed as follows:

- a. Provide the Partnership with strategic leadership and direction.
- b. Source and allocate funding.
- c. Manage performance.
- d. Ensure appropriate business processes are in place.

3.2 The Weymouth and Portland Partnership Board will meet formally four times a year and on such other occasions as the Chairman may in his/her discretion deem appropriate to fulfil the functions of the partnership. The Chairman may cancel any meeting if in his/her opinion there is insufficient business to be transacted. The Partnership Board will be made up of a core Executive group and an Advisory group. Board members should be officers or leaders, with the responsibility and authority for the organisations they represent. One authorised substitution at a Board meeting is permitted on an annual basis. Where a board member fails to attend for more than two consecutive meetings the Chairman will seek clarification in writing as to the continued commitment of the represented organisation.

3.3 When acting in their capacity as Board Members, members will be required to represent the interests of Weymouth & Portland Partnership as a whole, and not promote their individual partner organisation or its agenda.

3.4 Partnership Board members should add value by providing:

- Leadership
- Focus and co-ordination
- Opportunities for sharing resources, ideas and solutions
- Preventing overlap and duplication.

3.5 The partnership draws its Board members from a wide-cross section of public, private, voluntary and community organisations that operate across Weymouth and Portland including the following:

- Dorset County Council (elected members and officers)
- Dorset Police
- Dorset Primary Care Trust
- Weymouth and Portland Borough Council (elected members and officers)
- Weymouth College
- Weymouth and Portland Housing
- Representatives from the Weymouth and Portland voluntary sector
- Weymouth & Portland Chamber of Commerce, Industry and Tourism
- Portland Town Council (elected member only)

Press and local media are invited to attend as observers

Board meetings are advertised on the website and members of the public may attend Board meetings as observers (advance notice of attendance would need to be given as numbers would necessarily be limited to the capacity of the venue).

3.6 The Partnership has the authority to make amendments to its membership and may, at any time, decide to change the organisations that are members of the partnership. A 2/3rds majority voting is required for any changes or additions to the membership except when an organisation voluntarily rescinds its membership. Where an organisation sends a representative to fewer than 50 per cent of meetings each year, the Partnership is entitled to review that organisation's membership of the partnership and may ask the organisation for an explanation before taking further action. If any member is unable to attend a meeting they may nominate a named substitute of comparable representative authority to represent them. The Partnership Board may appoint working parties, as it considers necessary.

4. Weymouth & Portland Partnership Executive Group

4.1 The Executive group has overall responsibility for the strategic leadership and direction of the Weymouth & Portland Partnership. Members of the Executive Group have formal voting rights. The Executive Group meets as required. A quorum shall be formed by 50% of Executive Group membership (but to include at least one representative from each of the public, private and voluntary sectors).

4.2 Executive members should:

- Offer clear guidance to the Weymouth & Portland Partnership Board
- Actively contribute to the strategic direction of the Weymouth & Portland Partnership
- Take a positive approach

4.3 The Executive Members of the Board are as follows:

- a. The Chair (independent) (1)
- b. The senior operating officer, or their representative, from those member organisations that provide significant funding and actively contribute to Partnership outputs (currently 5).
- c. An elected member of Dorset County Council (1)
- d. An elected member from Weymouth & Portland Borough Council (1)
- e. An elected member of Portland Town Council (1)
- f. A representative of the Borough community volunteer workforce (1)
- g. A representative of the Borough 'faith sector' (1)

5. Weymouth & Portland Partnership Advisory Group

5.1 The Advisory group attends Partnership Board meetings in order to offer advice and guidance on Partnership issues, actions and strategic development.

The Advisory Members of the Board are as follows:

- a. The Weymouth & Portland Partnership Manager (1)
- b. A communications/media advisor (1)
- c. Chairs of the Partnership Theme Groups (including the Transport Forum) (7)
- d. A senior representative of the Portland Community Partnership (1)
- e. An officer from the Dorset Strategic Partnership/Dorset County Council (1)
- f. A representative of the Chamber of Commerce (1)
- g. An officer from the Weymouth & Portland Borough Council (1)
- h. A representative of community groups in the Weymouth area (1)

6. The role and function of the Chair

6.1 An independent chair is appointed following an open recruitment process. The Chair receives an honorarium to cover incidental expenses.

- To uphold and promote the purpose of the constitution, and to interpret the constitution where necessary
- To preside over meetings of the partnership so that its business can be carried out efficiently and with regard to the rights of partners and in the interest of the community
- To speak to the media regarding the work of the Partnership
- Attend public events to champion the work of the Partnership

- Ensure that the Weymouth and Portland Partnership operates according to its agreed working practices and that it is inclusive, transparent and open
- Work with supporting officers to ensure that the partnership is achieving its aims, objectives and targets according to the agreed timetable

7. Partnership Theme Groups

7.1 Theme groups are principally involved in implementation activity. Their main function is to develop Action Plans in connection with the Community Plan and to bring to the Partnership Board any issue which would benefit from wider consideration. The Chair of each Theme group will be expected to provide a written summary and verbal update to the Board at each of the quarterly meetings and at such other times as determined by the Board.. These briefs should highlight progress, concerns and any cross-cutting issues that could be usefully addressed by the Board. The Theme groups will normally be resourced by an appropriate organization working within the theme area.

7.2 Each Theme group will:

- Work collectively to develop and implement Action Plans designed to deliver the strategic objectives of the Community Plan.
- Include Community Plan progress and risks as a regular agenda item.
- Prior to each Board meeting the theme groups will provide a short written report for the Board on the progress and Action Plans. Report to be drafted in accordance with the relevant pro forma.
- Each Theme group will also provide statistics and information relating to their theme area and Action Plans as part of the Partnership Performance Management framework.
- Sub groups may be set up to tackle specific issues or projects relating to the Community Plan
- Theme groups should identify and where appropriate collectively address cross-cutting issues.
- Engage the public on specific issue-based consultation and keep the Partnership Manager informed of such activity..
- The Partnership Manager will attend Theme Group meetings on a regular basis.
- Chairs of Theme groups may be required to speak publicly on their specific areas, in representation of the Partnership, following discussion with the Chairman.
- Support other events as required by the Weymouth & Portland Partnership

8. Roles of Partnership members

- To adopt the priorities of the Community Plan
- To consider requests from the partnership for services and funding
- To raise awareness of and maximise the links between each partner organisation's services
- To co-ordinate and improve existing services
- To communicate and promote sector, geographic and demographic interests
- To challenge existing ways of working and service delivery
- To develop initiatives jointly to improve the quality of life and future service delivery in Weymouth and Portland

9. Proceedings of Board meetings

9.1 The agenda is drawn up by the Partnership Manager in consultation with the Chairman of the Partnership. Members are encouraged to contribute to the agenda and provide agenda papers, giving at least ten days notice. The Manager will give notice to partners of the time and place of any meeting. At least five working days before a meeting, the Manager will send a reminder to every partner. The reminder will give the date, time and place of each meeting and specify the business to be transacted. Matters of urgency may be raised at a meeting without prior notice having been given.

9.2 The quorum of the Weymouth and Portland Partnership is 50% of the total membership (to include 50% of the Executive Group). At the beginning or during any meeting if the chairman counts the number of partners present and declares there is not a quorum, and then the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the chairman. If he/she does not fix a date, the remaining business will be considered at the next meeting.

9.3 Decisions will be considered in a democratic manner with all partners having an equal voice. Each executive member will have one vote. Advisory members and Observers are not entitled to vote. Any matter,

other than those on membership above, will be decided by a simple majority of those partners voting and present in the room at the time the question is put. The Chairman will take the vote by a show of hands, or if there is no dissent, by the affirmation of the meeting. If there are equal numbers of votes for and against, the chairman will have a second or casting vote. There will be no restriction on how the Chairman chooses to exercise a casting vote.

9.4 The Manager will keep a note of the proceedings of all partnership meetings and will record the names of the partners and others present at such meetings. The minutes of the meeting will be open to inspection and available on the Partnership's website. Meetings of the Weymouth and Portland Partnership are open to the press and public to attend as observers (numbers present may be limited by the Chairman on the grounds of space available).

9.5 The Weymouth and Portland Partnership recognises the value of diversity and promoting an inclusive culture and commits itself to fairness and equality for all, operating with professionalism, integrity and openness, and a belief that everyone is entitled to be treated with dignity, respect and fairness. The Partnership expects appropriate commitment and practice from all members.

10. Conflict of Interest

10.1 Board members are required to declare any private, professional, political, commercial, academic or other interest that may conflict with Weymouth & Portland Partnership interests, or which might be seen by members of the public to influence or bias judgment when discussing or reaching decisions. All declarations of interests may be recorded in the minutes and notes of meetings and will be available for public scrutiny if requested either electronically or in hard copy. Any person declaring an interest may be asked to leave the meeting for the duration of the relevant agenda item, at the discretion of the Board.

11. Sharing Information

It is agreed that, wherever possible, Partnership members will share information about their organisations, services and customers where that information is relevant to the aims and objectives of the Partnership and the Community Plan for Weymouth & Portland. Members shall at all times abide by the requirements of the Data Protection Act.

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