

ONE Haverhill Terms of Reference
(Draft October 2015)

Aim: The ONE Haverhill Partnership seeks to bring organisations and individuals together to work collaboratively and add value by working **TOGETHER**. The partnership will provide a forum for partners to hear what the issues are for Haverhill, to develop how they might be tackled together and support this through to delivery.

Principles

- ❖ Members of the ONE Haverhill Partnership should be able to speak with authority on the views of the organisation they represent, and have the authority to make decisions or commit resources on their organisation's behalf where possible, or return to their organisations for relevant approvals. It should be open to any organisation that can make a positive contribution (not just public services).
- ❖ Membership of the ONE Haverhill Partnership should be regularly reviewed. The ONE Haverhill partnership should be able to admit new members at any time or change the balance of membership to meet the needs of its projects or ambitions.
- ❖ ONE Haverhill Partnership is NOT a committee of any Council. This partnership is 'A-political' and as such, politics should be left at the door.
- ❖ All members have an equal vote. The members will elect a Chair and Vice Chair on an annual basis (in September).
- ❖ Any member can suggest an item of business for ONE Haverhill and would do so by notifying the Chair in advance of the meeting.

Membership

Membership will be built around a strong democratic core:

- ❖ Haverhill Town Council (4 Members)
- ❖ St. Edmundsbury Borough Council (2 Members)
- ❖ Suffolk County Council (2 Members)

Other members to include:

- ❖ Haverhill and Suffolk Chamber of Commerce (2 members)
- ❖ Voluntary & Community sector organisations (2 members)
- ❖ Suffolk Police (1 member)
- ❖ Havebury Housing Association (1 member)
- ❖ Health (1 member)
- ❖ Abbeycroft Leisure (1 member)
- ❖ West Suffolk College (1 member)
- ❖ Faith Group (1 member)
- ❖ Children & Young people Rep (2 members)
- ❖ MENTA (1 member)

Total 13

TOTAL ONE HAVERHILL PARTNERSHIP MEMBERSHIP = 21 MEMBERS

Expectations of Members

- ❖ Be committed to supporting efficient and effective use of resources for Haverhill and when possible, commit resources to support the delivery of the ONE Haverhill Partnership ambitions.
- ❖ Make attendance a priority and ensure they are prepared to make an active contribution to meetings and events. Members can nominate a substitute from their organisation who can attend meetings and events on their behalf when needed.
- ❖ Ensure they have the authority or appropriate powers to make decisions their organisation's behalf and when this is not possible, ensure that organisational decisions are made and communicated back to the partnership in a timely way.

Functions of ONE Haverhill Partnership

- ❖ Annually develop, set out and review shared aims and objectives, based on an understanding of local needs and priorities, identified through engagement with local communities and evidence led data.

- ❖ Identify emerging issues and work to overcome them, directly, or by influencing the work of other agencies, or by facilitating collaboration at a local level.

- ❖ Help build community capacity by driving engagement with local communities, and working to provide more opportunities for local people to influence local decisions and shape local services.

- ❖ Influence the decisions, and the allocation of resources not within the gift of the ONE Haverhill Partnership, and recommend changes to service delivery that might deliver better outcomes for Haverhill.

Resources

- ❖ The more resources the ONE Haverhill Partnership is able to influence, the greater the potential. Therefore, member organisations are encouraged to plan together and pool funding that can be influenced by the ONE Haverhill Partnership.

- ❖ Finance reports to be shared quarterly with the board

Meetings

- ❖ ONE Haverhill Partnership meetings will be held in two parts. Part 1 in public, to engage with the community. Part 2 (If required) is to be held in camera to enable commercially sensitive discussions to take place where publicity would be prejudicial to the public interest.

- ❖ Meetings should be informal and at times and in places that are convenient for the majority.

- ❖ The partnership may nominate co-optees or invite others to attend meetings as it sees fit. This may include meetings designed to discuss a specific issue or to engage with a particular section of the community.

- ❖ Wherever possible decisions should be reached by consensus. If a vote is necessary, it will be determined by simple majority. If the need arises, the Chair will have the casting vote

- ❖ The ONE Haverhill Partnership will be fully serviced by Haverhill Town Council. It will be responsible for providing:
 - Administrative support to the Chair for their work
 - Collation and issuing of Agendas and minutes
 - Upkeep of the website

- Financial Recording and reporting
 - Answering any FOI requests that are properly identified as requiring a specific ONE Haverhill Partnership response.
- ❖ Task & Finish groups will be set up as appropriate and will be made up of any person who can make a positive contribution and not necessarily a member of the board. Task and Finish groups will report back to the Partnership on a regular basis
 - ❖ The Executive Core Group will provide day-to-day management of the operation of the ONE Haverhill Partnership's core function. Its membership will include the Chair/vice-chair and Officer representatives of Town, Borough and County Councils.

Accountability

- ❖ ONE Haverhill Partnership is a partnership of its Members and not a legally-constituted body. Therefore:
 - Individual members will remain accountable to their parent organisations.
 - Public accountability may also be administered through: Forms of public engagement and involvement; Lines of reporting to local authorities, and Local authority scrutiny arrangements

The ONE Haverhill Partnership



