

PARTNERSHIP BOARD
 Harrow Strategic Partnership Governance Handbook
 15th June 2010

<p>Introduction</p> <p>As a result of the recent discussions on the allocation of Local Area Agreement Reward Grant it became apparent that the current financial protocol for the Harrow Strategic Partnership was not robust enough.</p> <p>In addition the decision making processes and role of members required strengthening to ensure transparency and clarity of responsibilities.</p>
<p>Proposed Action</p> <p>It is proposed to invite comments from the members of the Harrow Strategic Partnership.</p> <p>The revised governance handbook will then be reported to Harrow Council for endorsement before being presented to the Partnership Board in December for adoption.</p> <p>It is suggested at the December Partnership Board meeting the urgent decision making sub group members are confirmed and a substitution list is finalised.</p>
<p>What are you asking the Partnership Board to do</p> <ul style="list-style-type: none"> ▪ Endorse the need to strengthen Harrow Strategic Partnership members roles and responsibilities and financial protocol. ▪ Endorse the addition of the clause which requires named substitutes for members of the Board to ensure continuity of membership ▪ Endorse the establishment of a decision making sub group ▪ Provide additional comments to the Policy and Partnership Team by the 15th September.

Summary of the Issue

The attached governance handbook has been rewritten to strengthen the decision making process across the Harrow Strategic Partnership, confirm the powers of the Harrow Strategic partnership to allocate funding and clarify the role and responsibilities of members.

Key additional clauses include:

Financial Protocol

Clause 4.2 - The Harrow Strategic Partnership is responsible for allocating and monitoring the Local Area Agreement Reward Grant and other dedicated Harrow Strategic Partnership grants.

Clause 22.10 – The Partnership Board has authority to delegate allocation of Harrow Strategic Partnership funds to Partnership Groups

Clause 22.11 – Harrow Chief Executives’ Group is accountable for the ongoing monitoring of the allocated funding to ensure the stated deliverables are achieved

Clarification of Members Roles and Responsibilities

Clause 5.3 – The role of Harrow Strategic Partnership

Clause 23.1 – 23.8 – Roles and Responsibilities of the Partnership Board

Clause 7.3 – Members of the Harrow Strategic Partnership are made up of participating organisations and networks which are represented by named representatives. **Each organisation should supply one named substitute.** This named substitute may attend in place of the named representative.

Decision Making

Clause 23.23 – At each Annual General Meeting no less than 4 cross agency Partnership Board members plus the chair will be nominated to form a decision sub group of the Partnership Board. The remit of the decision sub group is to discuss and make decisions on behalf of the Partnership Board when a decision is required outside of the meeting timetable.

Clause 23.24 – The decision sub group can only be used if the Partnership Board has agreed to utilise the group for the specific decision beforehand.

Clause 23.25 – The sub group may make decisions via a virtual meeting.

Clause 23.26 – The sub group is required to be a quorum for the decision to be made. The quorum shall be 4 of the appointed membership.