

Working together and working with

HARROW STRATEGIC PARTNERSHIP GOVERNANCE HANDBOOK



Harrow Strategic Partnership – Local Strategic Partnership for Harrow

Working together and working with you

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Harrow Strategic Partnership Constitution

1. Introduction

1.1. This Handbook sets out the strategic, decision making and operational structure of the Local Strategic Partnership (LSP) for Harrow, the Harrow Strategic Partnership. The Handbook identifies the roles and responsibilities of partners and will be reviewed and updated as the Harrow Strategic Partnership evolves.

2. Vision of the Harrow Strategic Partnership

By 2020, Harrow will be recognised for:

- Integrated and co-ordinated quality services, many of which focussed on preventing problems from arising, especially for vulnerable groups, and all of which put users in control, offering access and choice;
- Environmental, economic and community sustainability, because we actively managed our impact on the environment and supported inclusive communities which provided the jobs, homes, education, healthcare, transport and other services all citizens needed
- Improved the quality of life, by reducing inequalities, empowering the community voice, promoting respect and being the safest borough in London.

3. Purpose

3.1. The Harrow Strategic Partnership exists to lead and influence the delivery of services and objectives. The Harrow Strategic Partnership is a conduit for change to improve the social, economic, environmental, health, education, and community safety needs of the communities of Harrow as reflected in the Sustainable Community Strategy.

3.2. As the umbrella partnership for organisations and partnerships, the Harrow Strategic Partnership is the senior partnership in the borough.

4. Definition

4.1. The Harrow Strategic Partnership is an unincorporated association with a non-statutory and non-executive body. It is NOT a separate legal entity and therefore cannot be an “approved body”.

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.

4.3. The Harrow Strategic Partnership is a representative partnership based on good will and a shared common purpose and members of the Harrow Strategic Partnership are equal partners.

4.4. The Harrow Strategic Partnership consists of the Partnership Board, the Harrow Chief Executives, Thematic Management Groups, Reference Groups, Delivery Groups and task and finish groups.

5. Terms of Reference

5.1. Sustainable Communities are places where people want to live and work, now and in the future. They meet the diverse needs of existing and future residents, fully respect the physical environment and integrate environmental considerations into all aspects that contribute to a high quality of life. They are safe and inclusive, well planned, built and run, and offer equality of opportunity and good services for all.

5.2. The Harrow Strategic Partnership will work to deliver its Vision through the following:

- Monitoring the progress and evaluating the success of the Sustainable Community Strategy, through a Partnership Performance Monitoring Framework, ensuring that its kept up to date
- Members of the Harrow Strategic Partnership having a responsibility to contribute to the co-ordination of plans, partnerships and initiatives that are delivered in Harrow
- Partners jointly developing cross agency proposals and bids for local, regional, national and international funding in consultation with the relevant Accountable Body.
- Working together towards the development of an integrated network of public and other services, focusing on outcomes, minimising bureaucracy and working towards aligning budgets for appropriate projects and areas of work;
- Assessing the effectiveness of the work of the Harrow Strategic Partnership annually to ensure it delivers the above items.

Status of the Partnership

5.3. The role of Harrow Strategic Partnership members is to: -

- Facilitate and promote a network of public, private, business and voluntary agencies to deliver effective, efficient and high quality services, with optimum outcomes;
- Prepare, agree and implement a Sustainable Community Strategy and Local Area Agreement for Harrow;
- Ensure the views and priorities of Harrow residents and stakeholders are reflected in the Sustainable Community Strategy and the Local Area Agreement;

- Be accountable to the Partnership Board for the commitments they make to the Harrow Strategic Partnership with regard to the implementation within their organisations / partnerships of the Sustainable Community Strategy;
- Provide leadership and be advocates for Harrow;
- Promote innovation, be open to change, share information, data, consultation initiatives, best practice and resources freely and openly wherever possible;
- Prioritise the work of the Harrow Strategic Partnership and commit only to those areas of work which they can deliver,
- Make time to prepare for and attend meetings and follow up actions;
- Assist each other with key pieces of work in the interests of the profile, resourcing and operation of the Harrow Strategic Partnership, and better service provision in the borough;
- Promote clear and open decision-making,
- Develop mutual trust and respect through a willingness to participate in constructive debate and provide strong support;
- Commission any additional research/consultation to address gaps in existing information
- Analyse and use existing consultation carried out by partner organisations;
- Identify issues raised by the community that require delivery by one or more partner organisations;
- Allocate funding as appropriate in support of the Harrow Strategic Partnership priorities in accordance with the provision of the Finance Protocol – Appendix B
- Identify gaps in delivery and where necessary pilot new and innovative ways of working to address these;
- Insofar as practical, align the objectives and processes of their own organisations with those of the Harrow Strategic Partnership;
- Align reporting from their performance management systems with the Harrow Strategic Partnership cycle and their objectives with the Sustainable Community Strategy and its overarching strategies;
- Ensure consistency between their business and service planning and the overall aims of the Harrow Strategic Partnership;
- Align existing planning and budget cycles as much as possible;
- Align consultation processes and share client base information where possible;
- Ensure distribution and communications of policy, strategic directives and decisions; and

- Consider long-term streamlining and co-ordination of budgets

6. Structure of the Harrow Strategic Partnership

6.1. The Harrow Strategic Partnership currently consists of the following Partnership Groups:

- Partnership Board
- Harrow Chief Executives' Group
- Thematic Management Groups
 - Sustainable Development and Enterprise Management Group
 - Safer Harrow Management Group
 - Adult Health and Well Being Management Group
 - Community Cohesion Management Group
 - Children's Trust
- Reference Groups
 - Older Peoples Reference Group
 - Voluntary and Community Sector Forum
- Partnership Delivery Groups
- Task and Finish Groups

7. Membership

- 7.1. Membership of the Harrow Strategic Partnership is made up of representatives from key public, private, voluntary and community umbrella organisations that are active in Harrow.
- 7.2. There is no set limit to the number of organisations that are represented on the Harrow Strategic Partnership.
- 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.
- 7.4. Members of the Partnership Board is listed in Appendix A
- 7.5. It is recommended that members of either the Partnership Board or the Harrow Chief Executives should not be Chairs of a thematic management group as this would reduce the opportunity for others to participate in the work of the Harrow Strategic Partnership and reduce effective overview, scrutiny and challenge.
- 7.6. Members of the Harrow Strategic Partnership are expected to contribute to decision making, and seek the commitment of resources and actions by their organisation;

7.7. Appendix D sets out the code of conduct introduced by the Nolan Committee on the standards to which Partners should conform.

8. Role of the Chair

8.1. The role of the Chair of each Partnership Group is to be the champion and the public face of the Harrow Strategic Partnership. He/she will do this by:

- Pro-actively raising awareness of the purpose and work of the Harrow Strategic Partnership, both outside and within the Harrow Strategic Partnership;
- Ensuring the partner organisations are engaged, have the appropriate advice, information and support they need as a member of the Harrow Strategic Partnership;
- Ensuring that the business of the Harrow Strategic Partnership is effectively carried out, monitored, and evaluated in accordance with the Partnership Group's agreed objectives and that this information is presented to the Partnership Board at the annual meeting;
- Managing meetings effectively;

8.2. The appointments process for the chairperson of each Partnership Group is detailed in Appendix C.

8.3. The Chair carries a casting vote.

9. Decision Making and Resolving Conflict

9.1. It is expected that all partners will work in good faith to achieve consensus and agree to abide by the majority vote

9.2. Where an item is placed for decision, that decision will be taken by agreement of the Partnership Group, by vote if necessary.

9.3. Each member present, will have one vote

9.4. In the event of a tied vote, the Chair will have a second or a casting vote.

9.5. If a partner is unhappy with a decision, they can request this to be reviewed through a written request to the Partnership Board or Harrow Chief Executive Group. The decision made after review will be final and will then be supported and implemented as appropriate.

9.6. In the event of the Chair, or any partner, behaving inappropriately another representative of the partnership group may request from the partners present that the person leaves the meeting. If they refuse, then the meeting can be closed.

10. Accountability

- 10.1. The Harrow Strategic Partnership is accountable to its member bodies, as well as to the local community including the business sector.
- 10.2. The Partnership Board meetings are open to the public and are publicised on the Harrow Council website under the meetings calendar.
- 10.3. Formal monitoring of the work of the Harrow Strategic Partnership takes place through the production of an Annual Report and decisions are open for formal scrutiny by the Harrow Council Overview and Scrutiny Committee.
- 10.4. Progress against the Harrow Strategic Partnership objectives is also subject to the monitoring and scrutiny arrangements of individual partner bodies.
- 10.5. Governance arrangements will be reviewed periodically but changes to the documentation and rules may take place between formal reviews with the agreement of the Partnership Board;

11. Resources

- 11.1. The Harrow Strategic Partnership will seek the appropriate resources to enable it to fulfil its purpose. It will do this by making:
 - Appropriate representation to partner organisations for resources;
 - Appropriate representation to any other organisation for resource;
- 11.2. Harrow Council will provide support services for the Partnership Board and Harrow Chief Executives. Seconded staff and other assistance from statutory and other agencies may add to the capacity of the Policy and Partnership Team and assist in the effective support of the Harrow Strategic Partnership.
- 11.3. Servicing of the thematic management groups and delivery groups are the responsibility of the Chair of each of the management/delivery groups. Thematic management group members will be expected to contribute services and resources to ensure delivery against relevant priorities and targets.
- 11.4. The Council will meet standard administration and accommodation costs for the Partnership Board and Harrow Chief Executive meetings. Any additional work is reliant on Partner contributions.
- 11.5. The Policy and Partnerships Team at Harrow Council will oversee the servicing and policy development aspects of the Harrow Strategic Partnership, in consultation with the Chairs of the Partnership Board and Harrow Chief Executives.
- 11.6. Representatives, board members or staff of any agency or organisation of the Harrow Strategic Partnership may contribute to or propose policy changes to the Partnership for consideration.

- 11.7. Democratic Services at Harrow Council are responsible for the timely preparations and distribution of agendas and minutes, in addition to booking meeting venues and refreshments for the Partnership Board.
- 11.8. The Harrow Strategic Partnership will oversee the allocation and monitoring of Local Area Agreement Reward Funding. Initial allocation of the received LAA Reward Funding will be agreed by the Partnership Board.

12. Meetings

- 12.1. An Annual General Meeting of the Partnership Board will be held each year, in June, to report the past and planned activity of the Partnership. The meeting will be open to the public and publicised on the Harrow Council website. General meetings of the Partnership Board will be held on a quarterly basis.
- 12.2. The Chairperson may call a special meeting of their Partnership Group at any time.
- 12.3. Partners will be given at least 5 clear working days advance notice of the times, venue and agenda of each meeting.
- 12.4. Attendees should make every effort to read the papers circulated in advance of the meeting
- 12.5. A programme of meetings will be set annually in advance. This will include key areas of work to be discussed at each meeting. All members are expected to note the meeting dates. The work programme will be managed by the Policy and Partnerships Team
- 12.6. Members of the public and outside organisations will be able to speak at meetings of the Partnership Board, with the prior agreement of the Chairperson.
- 12.7. Members of the Harrow Strategic Partnership should make every endeavour to attend meetings. In the event that they cannot, a substitute should attend in their place in order to ensure that the business of the Harrow Strategic Partnership continues.
- 12.8. When it is not possible to send a substitute, apologies should be submitted 2 working days in advance of a meeting so that a decision whether to continue with the meeting can be made by the Chairperson.
- 12.9. In the event that the nominated representative of a Partner organisation does not attend two consecutive meetings or if over a 12 month period the partner does not attend at least 50% of all meetings, the Partnership Group will consider whether to remove that particular organisation from its membership.
- 12.10. Constituent partners can be removed at any meeting of the Harrow Strategic Partnership if their membership is no longer appropriate either through changes in the remit of the group or non-attendance. Any decisions made under this clause require a simple majority vote.
- 12.11. As part of the membership self assessment process, the Harrow Strategic Partnership reserves the right to remove a partner organisation. If there is a proposal for this, then this will be put to vote and determined by a simple majority. This will be done in the

event of a Partner organisation or nominated person behaving in a manner inappropriate to the Partnership.

12.12. Reports submitted for consideration at Harrow Strategic Partnership meetings must state the required recommendations and desired outcomes

12.13. Minutes should be circulated no later than two clear working weeks following the meeting

13. Quorum

13.1. Meetings must be quorate. The quorum shall be one third of the appointed membership. In the event that a meeting does not have a quorum, an informal discussion will be held instead.

14. Voting

14.1. Each member present will have one vote

14.2. In the event of a tied vote, the Chairperson will have a casting vote.

15. Accountability

15.1. The Harrow Strategic Partnership is accountable to the principle authority, Harrow Council for:

- achieving its purpose
- its financial management

15.2. The Harrow Strategic Partnership will report to the public its achievements and future targets via the Partnership Board and the Annual Plan as in Section 10 above.

16. Conflicts of Interest

16.1. It is each member's responsibility to declare conflicts of interests of relevance to the agenda at the start of any meetings (including Summits, the Partnership Board, Harrow Chief Executives, Thematic Management Groups or any other meetings relating to the Harrow Strategic Partnership), or immediately in the event that an issue is raised during a meeting.

16.2. The Chairperson is required to submit declared interests to the Council's Policy and Partnership Team who will maintain a register of any such declarations.

17. Consultation, Engagement and Information Sharing

17.1. The Harrow Strategic Partnership is responsible for involving the wider community in the work of the Harrow Strategic Partnership and ensuring the views of different sections of the community are heard.

This will be achieved by;

- Undertaking joint consultations by using a range of methods e.g. residents panel, focus groups, online surveys, forums
 - Providing feedback from consultation exercises stating what views were received through the consultation, what has changed as a result of consultation, what will not change and the reasons why
 - Monitoring of the partnerships consultation activities reported to the Consultation Link Officers Group¹ and communicated to the wider community
 - Providing assistance to those who may encounter challenges which may prevent them participating e.g. interpreters, advocates/supporters
 - Providing publicity in accessible formats, where necessary
 - Considering the timing of consultation meetings in order to maximise opportunities for participants to attend
 - Holding consultation meetings in accessible and appropriate venues, providing facilities that meet people's needs
- 17.2. To maintain the integrity of the Harrow Strategic Partnership, information used by the Harrow Strategic Partnership and provided to external bodies will be accurate, timely and fit for purpose.
- 17.3. Partners of the Harrow Strategic Partnership are encouraged to share information as required for the purpose of planning, developing and monitoring partnership projects and services by adhering to the Harrow Strategic Partnerships information sharing protocol

18. Risk Management

- 18.1. Risk management is an important part of the Harrow Strategic Partnership's corporate governance arrangements.
- 18.2. The Harrow Strategic Partnership is committed to the management of risk and has adopted a best practice approach in the identification, assessment, management and monitoring and reporting of its risks.
- 18.3. The achievement and delivery of the Harrow Strategic Partnerships priorities and objectives is supported by the quarterly review and update of risk registers and the reporting of risks at the management group and Harrow Chief Executive level.
- 18.4. Support and guidance is provided by the Council's Policy & Partnerships and Risk Management teams.

¹ Consultation Link Officers Group - The consultation link officers group aims to provide a single strategic voice to improve the way in which the council and partners involve the community in decision making processes.

19. Finance

- 19.1. The Partnership may not enter into contracts, or employ any staff directly, or incur any financial liabilities.
- 19.2. All budgets, which support the activities of the Harrow Strategic Partnership, will be held and administered by Harrow Council. The Partnership Board will report to the Scrutiny Committee of Harrow Council on the use of funds. Any expenditure other than that relating to staffing and general administration costs (which can be authorised by Harrow Council) must be authorised by the Partnership at one of its meetings, either annual, general or a special meeting.
- 19.3. Any expenditure must be in respect of Harrow Strategic Partnership-related activities.
- 19.4. Partners are committed to making resource contributions to the Harrow Strategic Partnership priorities
- 19.5. Partners are committed to be involved in joint funding applications to secure funding based on the established priorities of the Harrow Strategic Partnership.

20. Amendments to the Constitution

- 20.1. Any major amendments to the Constitution must first be approved by Harrow Council before taking effect and once so approved can be confirmed by approval of at least two thirds of those present at the meeting of the Partnership Board considering the amendments.
- 20.2. In the event that the Council decides that the Harrow Strategic Partnership has achieved its purpose, or that its purpose is unnecessary, or superseded by another organisation, then the Council can dissolve the Harrow Strategic Partnership by serving one month's notice on the organisations of the Harrow Strategic Partnership.
- 20.3. In the event of the Harrow Strategic Partnership being dissolved, all monies held on behalf of the Harrow Strategic Partnership will be returned to the appropriate partners, after meeting any outstanding liabilities. Allocation will be decided and agreed through a general or special meeting of the Partnership Board.
- 20.4. In the event of a programme commissioned by the Harrow Strategic Partnership continuing beyond the life of the Harrow Strategic Partnership, the person or body responsible for it, it will be accountable to Harrow Council.

21. Appendix A

Partnership Board Members

Chair - Leader of the Council – Bill Stephenson

Named Representatives from Partner Organisations

| Organisation | Named Representative | Title |
|---|-----------------------------|---|
| | | |
| Harrow Council | Bill Stephenson | The Leader of the Council |
| Harrow Council | Graham Henson | Portfolio Holder |
| Harrow Council | Phil O'Dell | Deputy Leader |
| Harrow Council | Susan Hall | Leader of the Opposition |
| Harrow Council | Barry MacLeod-Cullinane | Deputy Leader of the Opposition |
| NHS Harrow | Gillian Schiller | Chair of NHS Harrow |
| Metropolitan Police Authority | Reshard Alaudin | Member of MPA |
| Chamber of Commerce | Howard Bluston | Representative of the Chamber of Commerce |
| Harrow in Business | Malcolm Parr | Chair of Harrow in Business |
| Large Employers' Network | Brian McGowan | Business Manager |
| Voluntary and Community Sector | Dr Mohammed Aden | Voluntary and Community Sector Representative |
| Voluntary and Community Sector | Avani Modasia | Voluntary and Community Sector Representative |
| Voluntary and Community Sector | Julie Browne | Voluntary and Community Sector Representative |
| Voluntary and Community Sector | Deven Pillay | Voluntary and Community Sector Representative |
| Voluntary and Community Sector | Hassan Khalief | Voluntary and Community Sector Representative |
| University of Westminster | Dr Myszka Guzkowska | Pro Vice Chancellor |
| Further Education | Jacqui Mace | Principal –Stanmore College |
| Older People's Reference Group | Ann Groves | Chair of Older People's Reference Group |
| North West London Hospital NHS Trust | TBC | Board Representative |
| Job Centre Plus | TBC | |
| London Fire Brigade | Nick O'Reilly | Borough Commander |
| Central and North West London Mental Health Trust | TBC | |
| Harrow Youth Parliament | TBC | |
| Harrows Centre for Human Rights and Equalities | TBC | |

Also attending (no voting rights)

| | | |
|----------------|------------------|-----------------|
| Harrow Council | Michael Lockwood | Chief Executive |
|----------------|------------------|-----------------|

| | | |
|--|--------------|---------------------------------------|
| Harrow Association of Voluntary Services | Julia Smith | Chief Executive of HAVs |
| Harrow in Business | Allen Pluck | Chief Executive of Harrow in Business |
| Harrow Police | Dal Babu | Borough Commander |
| North West London Hospital NHS Trust | Fiona Wise | Chief Executive |
| Job Centre Plus | Dave Ashdown | West London Locality Manager |
| NHS Harrow | Mark Easton | Chief Executive |

| | | |
|---|----------------------------------|--|
| Community Cohesion Management Group | Brendon Hills and Anne Whitehead | Corporate Director of Community and Environment And Patient and Public Involvement Manager |
| Children's Trust | Catherine Doran | Corporate Director of Children's Services |
| Sustainable Development & Enterprise Management Group | John Edwards | Divisional Director of Environment Services |
| Adult Health and Wellbeing Management Group | Andrew Howe | Director of Public Health |

| | | |
|------------------------------|----------------|------------------|
| Government Office for London | Susan Phillips | Locality Manager |
| Audit Commission | Annette Furley | CAA Lead |

| | | |
|----------------|----------------|--|
| Harrow Council | Alex Dewsnap | Divisional Director of Partnership and Performance |
| Harrow Council | Mike Howes | Service Manager, Policy and Partnership |
| Harrow Council | Trina Thompson | Senior Policy Officer |

22. Appendix B

Financial protocol for the Harrow Strategic Partnership

- 22.1. The Harrow Strategic Partnership should not be a separate entity from Harrow Council. Harrow Council will act as the accountable body, with arrangements being drawn up within the terms of reference of the LSP as regards decision making. This will ensure preparation of group accounts or separate VAT registrations are not required.
- 22.2. The Harrow Strategic Partnership will be bound by the relevant Authority's Financial Procedure Rules
- 22.3. Management and budgetary control will be carried out via a nominated budget holder.
- 22.4. The Partnership Board will agree on terms of reference and procedures for delegating budgets and for agreeing grants
- 22.5. The Harrow Strategic Partnership budget will be held by Harrow Council and will be assigned its own unique cost code. This cost code will need to be separately identified at the year end as a project budget, to allow any under/over spend to be separately accounted for.
- 22.6. The expenditure budget may need to include provision for Harrow Strategic Partnership support (including on cost) accommodation etc
- 22.7. As a general rule, the three statutory partners (Harrow Council, NHS Harrow and Harrow Police) will contribute to an annual budget as follows:
 - Harrow Council 50%
 - NHS Harrow 25%
 - Harrow Police 25%
- 22.8. The annual budget will support the Harrow Strategic Partnership's objectives and priorities for improvement.
- 22.9. The Harrow Strategic Partnership, from time to time, may receive funding from external sources. The Harrow Strategic Partnership will seek to secure external funding. All such funds shall be received by and returned by Harrow Council until allocated to another body whether part of the Harrow Strategic Partnership or otherwise.
- 22.10. The Partnership Board has authority to delegate allocation of Harrow Strategic Partnership funds to Partnership Groups².
- 22.11. Harrow Chief Executives' Group is accountable for the ongoing monitoring of the allocated funding to ensure the stated deliverables are achieved.

² Partnership Groups are defined as; Partnership Board, Harrow Chief Executive Group, Thematic Management Groups, Delivery Groups, Reference Groups and Task and Finish Groups

23. Appendix C

The Partnership Board

Roles and Responsibilities

- 23.1. The Partnership Board is the governing body of the Harrow Strategic Partnership. It acts as a forum for discussion of strategic issues affecting the economic, social and environmental well being of Harrow's residents and businesses, meeting not less than quarterly.
- 23.2. Through this discussion it sets the strategic direction and priorities for the Harrow Strategic Partnership, and provides governance to Harrow Chief Executives in the production, revision and delivery of the Sustainable Community Strategy, Local Area Agreement and other key strategic partnership documents. The Partnership Board is also pivotal in communication between the Harrow Strategic Partnership and the wider community.
- 23.3. The Partnership Board operates strategically. Implementation will be through its associated partnerships and member organisations and working groups formulated from the organisations and community as required and agreed by the Harrow Strategic Partnership.
- 23.4. The Partnership Board actively encourages and facilitates collaborative joint working across all partners to achieve more effective and efficient services for Harrow residents and stakeholders.
- 23.5. Partnership Board meetings provide a forum for the discussion of strategic issues related to the borough. Any stakeholders, including officers of the Council or any other partner organisation and members of the public, may propose and add agenda items to the forward programme.
- 23.6. Meetings of the Partnership Board are arranged by officers of the Harrow Council Democratic Services and the Policy and Partnership Team.
- 23.7. Agenda items must be submitted via the Policy and Partnerships Manager in the Chief Executives Department at Harrow Council by the due date. Approval of the final agenda for a meeting rests with the Chair.
- 23.8. Specifically, the Board is responsible for:
 - Developing strategic direction for the Harrow Strategic Partnership;
 - Providing leadership and direction to the family of Partnership groups and bodies;
 - Agreeing the Sustainable Community Strategy as updated from time to time;

- Co-ordinating the development and agreement of the Sustainable Community Strategy for Harrow, ensuring that the needs of all parts of Harrow's community, including all of the equality strands, are taken into account;
- Advocating the vision and objectives of the Sustainable Community Strategy to be integrated into member organisations plans;
- Agreeing the Local Area Agreement as updated from time to time and recommending it to Partner organisations as a focus for their service planning and delivery;
- Agreeing the Harrow Compact³ as updated from time to time and recommending it to Partner organisations as best practice in the development and maintenance of good working relationships between the statutory sector and the voluntary and community sector;
- Receiving monitoring reports on progress in implementing both the Sustainable Community Strategy and the LAA and holding Harrow Strategic Partnership members accountable for its delivery, and
- Examining from a community perspective initiatives explored by Harrow Chief Executives;
- Generating ideas for potential inclusion in Harrow Chief Executives' work programme;
- Setting strategic objectives and operational plans, including the commitment of core resources and agreement to continuous review of Partnership arrangements;
- Promoting collaboration between Harrow Strategic Partnership members, particularly relating to skill sharing, training, resource management, external funding and bid development; and good practice; and
- Developing and implementing a Communications Strategy that ensures effective communication between the work of the Harrow Strategic Partnership and the local community;

Membership

23.9. The Partnership Board consists of partner organisations that are represented by senior representatives nominated from the following organisations. Members are expected to represent their organisation and not their individual interests.

- Harrow Council
- Harrow NHS
- Harrow Police

³ The Harrow Compact is a written agreement, setting out a framework for the future working relationships between Local Government, the wider statutory sector, the private sector and the voluntary and community sector. It sets out a range of shared principles and undertakings from all sectors and incorporates some specific action points.

- Harrow Centre for Human Rights and Equalities
- Nominated Voluntary Sector Representatives
- Northwick Park Hospital Trust
- London Fire Brigade
- Job Centre Plus – West London
- Metropolitan Police Authority
- Westminster University
- Further Education Sector Representative
- Chamber of Commerce
- Harrow in Business
- Large Employers' Network
- Harrow Youth Parliament
- Older People's Reference Group
- Central and North West London Mental Health Trust
- Skills Funding Agency
- Young People's Learning Agency
- Voluntary and Community Sector – 5 organisations to be recruited biennially

23.10. Five representatives of the voluntary and community sector are elected biennially by the sector. For details of the current organisations and named representatives please refer to Appendix A.

23.11. In addition to the above, the Partnership may co-opt nominated representatives, as appropriate .

23.12. Advisers to the Partnership will be:

Harrow Council Corporate Directors and Divisional Director of Partnership, Development and Performance and other officers from partner agencies as appropriate from time to time

23.13. There is no set limit to the size of the Partnership Board; and membership will be confirmed at its Annual General Meeting.

23.14. Members of the Partnership Board are expected to commit to a minimum two year term

23.15. Any organisation outside those named under clause 23.9 that wishes to join will make formal representation to the Harrow Strategic Partnership through the Chair of the Partnership Board. The Partnership Board members will vote on the suitability of the appointment.

23.16. A partner may resign at any time by writing to the Chair.

23.17. All meetings of the Partnership Board will be open to the public in accordance with the Local Government (Access to Information) Act 1985.

Chair

23.18. The Leader of the Council chairs the Partnership Board, in recognition of his/her elected status and the Council's Community Leadership role. The Leader of the

Council will invite nominations for the Deputy Chair. The Deputy Chair will retain this role for a two year term.

23.19. In the absence of the Chair at a Partnership Board meeting, the deputy chair will be appointed Chair for that meeting.

Decision Making

23.20. Where an item is placed for decision, that decision will be taken by agreement of the Partnership Board, by vote if necessary.

23.21. Each member present, will have one vote

23.22. In the event of a tied vote, the Chair will have a second or a costing vote.

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.

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.

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

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

Harrow Chief Executives

Roles and Responsibilities

23.27. The role of Harrow Chief Executives is to operationally manage the delivery of the priorities and targets of the Partnership as set out in the Sustainable Community Strategy and Local Area Agreement. It achieves this through coordinating and monitoring the work of the five Thematic Management Groups and formation of Task and Finish groups as required.

23.28. Agenda items may be put forward by any member of Harrow Chief Executives for inclusion in the forward plan. Final approval of items for the agenda lies with the Chair.

23.29. Agenda items must be submitted via the Policy and Partnership Manager in the Chief Executive's Department at Harrow Council by the due date.

23.30. Specifically, Harrow Chief Executives will be responsible for:

- Taking forward the public service transformation agenda;

- Co-ordinating Harrow's response to the Area Assessment of the Comprehensive Area Assessment;
- Identifying opportunities for joint working to promote the Partnership's aims and objectives;
- Tackling the big issues facing Harrow by proposing alignment of partner activity to address the issues identified;
- Developing an overview of what is working in Harrow and why, and how other work streams and projects could benefit from their example;
- Holding management groups to account for the delivery of the Sustainable Community Strategy and the Local Area Agreement and providing support, challenge and direction as necessary;
- Monitoring and providing support and direction as necessary for the risk registers;
- Identifying communication opportunities for the Partnership to increase its public profile;

23.31. Harrow Chief Executives will meet at least 6 times a year.

Membership

23.32. Membership of Harrow Chief Executives is made up of senior executives from the key sectors/agencies in the borough, all of which are represented on the Harrow Strategic Partnership.

- Harrow Council
- Harrow Police
- Harrow Association of Voluntary Services
- Harrow NHS
- Harrow in Business
- Job Centre Plus
- Northwick Park Hospital NHS Trust

23.33. The Chair of Harrow Chief Executives will be nominated and voted for by the members of Harrow Chief Executives.

23.34. Every quarter Harrow Chief Executive will hold performance meetings where the chairs of the five thematic management groups will be required to attend to report on their groups' performance against the agreed objectives.

23.35. In addition to the above, Harrow Chief Executives may co-opt nominated representatives, as appropriate.

Decision Making

23.36. Where an item is placed for decision, that decision will be taken by agreement of Harrow Chief Executives, by vote if necessary.

23.37. Each member present, will have one vote

23.38. In the event of a tied vote, the Chair will have a second or a costing vote.

Thematic Management Groups

Roles and Responsibilities

23.39. These bodies are tasked with coordinating delivery of the priorities of the Harrow Strategic Partnership, as identified in the Sustainable Community Strategy and the Local Area Agreement.

23.40. They will determine the need for, and the work programme of, any delivery groups that report to them and will actively monitor and manage the work programmes that take place.

23.41. They will take responsibility for embedding key targets and for pursuing specific pieces of work on behalf of the Harrow Strategic Partnership.

23.42. Thematic Management Groups will meet as and when appropriate.

23.43. The main objectives the thematic groups are set out as Appendix E.

Membership

23.44. Membership of each thematic management group may be drawn from any of the organisations within the Harrow Strategic Partnership, or where there is a need for additional expertise, from other relevant bodies.

23.45. Thematic management members are to be invited to become members of the thematic management group

23.46. Portfolio Holders are to be included as members of the relevant thematic management group.

23.47. The Chair will be nominated and appointed by the members of the relevant thematic management group.

23.48. The Chair of each thematic management group is expected to be at least at Director or equivalent level of one of the Partnership's member organisations.

23.49. The Chair of each thematic management group will act as a champion for their particular theme and will provide high-level leadership for the delivery of the related priorities and outcomes.

23.50. The Chairs will be reviewed on an annual basis.

Accountability

- 23.51. Thematic Management Groups take direction from and are responsible to Harrow Chief Executives for delivering relevant aspects of the Sustainable Community Strategy, identified improvement areas under the Comprehensive Area Assessment Framework and delivery against the annual priority areas for the Harrow Strategic Partnership.
- 23.52. Thematic Management Groups report their achievements against the relevant priorities and targets to Harrow Chief Executives on an exception basis, in line with the Harrow Strategic Partnership's agreed Performance Management Framework.

Delivery Groups

Roles and Responsibilities

- 23.53. The role of delivery groups is to deliver the priorities of the Harrow Strategic Partnership, as identified in the Sustainable Community Strategy and Local Area Agreement. Decisions about the configuration and number of delivery groups that relate to each thematic management group will be determined by the relevant management group.
- 23.54. The need for particular groups may come and go depending on the achievement of the delivery groups objectives. The Thematic Management Group can create or dissolve delivery groups as appropriate.
- 23.55. Delivery groups will meet as and when appropriate.

Membership

- 23.56. Membership of delivery groups is made up of representatives from the key delivery organisations required to achieve and deliver the priorities of the group.
- 23.57. Thematic Management Groups may advise on the pattern of membership of a delivery group or act as an arbitrator if the group is unable to agree on a chair or list of members.

Accountability

- 23.58. Delivery groups are accountable to their thematic management group. Delivery groups may include elected members from the Council, Council officers and/or representatives of other partner organisations including the community and voluntary sector .

Reference Groups

- 23.59. Reference Groups are independent partnership groups that are self governing. The Harrow Strategic Partnership recognises these Groups as a source of expert advice.

- 23.60. The Harrow Strategic Partnership invites Reference Groups to consider relevant issues on which the Harrow Strategic Partnership and/or partner organisations have taken a view, are preparing to take a view or, in the opinion of either Reference Group, should take a view. This includes but is not limited by the performance of Thematic Management Groups, the manner of service delivery, gaps in provision, the content and targets of the Local Area Agreement and development and recognition of the Compact and the content of the Sustainable Community Strategy.
- 23.61. The formation of new Reference Groups can be made through formal representation to the Harrow Strategic Partnership through the Chairperson of the Partnership Board. The Partnership Board members will vote on the suitability of the appointment.

Task and Finish Groups

- 23.62. The Harrow Strategic Partnership can create or dissolve task and finish groups as appropriate. These groups will have a specific purpose, function or project brief. These groups will:
- Meet more frequently than the Partnership Board as appropriate to their business/purpose
 - Carry out the work for which the group was created
 - Report to the Partnership Board on a regular basis
 - Membership of working groups will consist of organisations representatives that are able to contribute to the achievement of the groups objectives. The partnership can vary membership from time to time and this will be reviewed annually.

24. Appendix D

Nolan Principles

The code of conduct introduced by the Nolan Committee on standards in public life sets standard to which Partners should conform. These seven principles as applied to the Harrow Strategic Partnership are:

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|-----------------------|--|
| Selflessness | Partners should take decisions solely in terms of public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends. |
| Integrity | partners should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their Harrow Strategic Partnership role |
| Objectivity | In carrying out Harrow Strategic Partnership business partners should always make choices on merit |
| Accountability | partners are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their role within the Harrow Strategic Partnership |
| Openness | partners 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 | partners have a duty to declare any private interests relating to their role with the Harrow Strategic Partnership and to take steps to resolve any conflicts in a way that protects the public interest |
| Leadership | partners should promote and support these principles by leadership and example |

Individuals serving on any of the Harrow Strategic Partnership bodies do so as a representative of an organisation or as an elected representative of the voluntary and community sector. As such, individuals have responsibilities to:

- Express on any issue under consideration at a Harrow Strategic Partnership body, the policy and practice of their nominating organisation as they understand it or the interests of the voluntary and community sector as a whole rather than their personal view;
- Arrange for any agreement reached by the Harrow Strategic Partnership that requires ratification by their nominating body or sector to be submitted for ratification and to advocate for its approval;
- Ensure that the aims, aspirations and ambitions of the Harrow Strategic Partnership are communicated widely within their nominating organisation or sector;
- For representatives of the voluntary and community sector, advocate for the advancement of the sector as a whole rather than on behalf of any particular organisation except where the Voluntary and Community Forum has agreed that the interests of a particular organisation represent an issue of importance to the sector as a whole.

25. Appendix E

Objectives of the Thematic Management Groups

Sustainable Development and Enterprise Management Group

- Develop Harrow as a Centre for Green Excellence
- Increase the Employment Rate in Harrow
- Development and Delivery of the Rayners Lane Neighbourhood Plan

Safer Harrow Management Group

- To receive the Crime Reduction Strategy and its action plans, Drug and Alcohol Team local target actions plans and Youth Offending Service plans for implementation of Operational/Delivery Groups
- To receive reports on progress of targets contained in the Crime Reduction, Drug and Alcohol Team and Youth Offending Service action plans, monitor performance and ensure improvements are implemented
- Play a central role in co-ordinating and providing guidance to each of the various Operational/Delivery groups
- To authorise expenditure of money made available to the partnership by any other body on crime and disorder reduction and Drug and Alcohol Team issues that are not the responsibility of any individual agency, where such expenditure exceeds £1,000
- To monitor the progress of Statutory Orders detailed in the Crime and Disorder Act 1988 (and associated development work) within Harrow and resolve any implementation difficulties that may arise
- Develop clear links to how community safety, DAT and YOS fits into the work undertaken by the New Harrow Project
- To develop strategies to address a variety of issues, which contribute to community safety in Harrow
- To promote awareness of community safety in its widest sense

Adult Health and Wellbeing Management Group

- Provide a local strategic partnership for health involving lead partners from statutory, voluntary and private sectors
- Facilitate strategic level collaboration on planning and delivery of key local services, provision and programmes that influence the health of the local population
- Tackle inequalities in factors that have a direct or indirect impact on quality of life and well being of local individuals and communities.
- Oversee the development and implementation of health related targets and indicators in the Local Area Agreement, especially around the Healthier Communities and Older People block
- Contribute to the effective joining up of Adult Health and Social Care Services including pooling of funding streams and budgets
- Develop a project plan and oversee its implementation through the delivery groups. Mobilise resources for effective delivery of the project plan

- Performance manage delivery groups on key health priorities, e.g. Obesity, Physical Activity, Older People's NSF, Sexual Health, Mental Health and Tobacco. Receive regular reports and monitor progress against set targets
- Share good practice, evidence base, data and information where necessary with other thematic management groups and partners.

Children's Trust

- Education
- Children's Social Care
- Youth Services

Community Cohesion Management Group

- To identify key issues in the community, including gaps in service provision, and make recommendations to the Partnership Board on how these might be addressed or resolved
- To disseminate information about Community Cohesion that will benefit local organisations and communities through newsletters, reports or through the attendance of conferences
- To strive for better policies that will increase the empowerment and inclusion of groups and communities
- Produce a performance monitoring process for the Community Cohesion Management Group
- To determine and secure resources to enable the group to succeed
- To oversee delivery of key targets within the Local Area Agreement.