

# **Island Strategic Partnership**

## **Constitution and Terms of Reference**

Reviewed 26<sup>th</sup> November 2008.

This constitution is a voluntary agreement that sets out how the partners in the Island Strategic Partnership (ISP) will work together to achieve the vision and outcomes of Eco Island, the Island's Sustainable Community Strategy in place at April 2008.

The constitution explains how the family of partnerships that comprise the ISP operate, and includes general Terms of Reference for the ISP.

### **1. What is the Island Strategic Partnership ISP?**

The ISP is the Local Strategic Partnership for the Isle of Wight. It is a non-statutory, multi agency partnership bringing together locally the public, private, community, voluntary and faith sectors. The ISP allows them to support one another and to work together more effectively for the benefit of the Isle of Wight by improving the quality of life for Island residents and visitors.

The ISP is an unincorporated body. The Isle of Wight Council acts as the Accountable Body for any programme or initiative where the Island Strategic Partnership (ISP) is the decision making body.

## 2. What is the ISP responsible for?

The ISP is responsible for developing and making real the island's Sustainable Community Strategy, Eco Island, and the Local Area Agreement .

The Eco Island vision is:

*“We want the Isle of Wight to become a world renowned Eco-Island, with a thriving economy and a real sense of pride, where residents and visitors enjoy healthy lives, feel safe and are treated with respect”.*

Partnership bodies and their members have a set of values developed through extensive consultation. Partners will lead and promote:

- *A strong sense of community engagement.*
- *A passion and enthusiasm for the Island.*
- *A desire and willingness to improve what we do and what we have.*
- *Using the uniqueness of the Island as a reason to get things done with ambition.*
- *Positive about change and outward-looking.*
- *A respect of others and welcoming their contribution.*

Eco Island' has four principle themes that guide change:

A thriving Island:

*“Our Island will be world renowned as the best place to live, work, visit and invest. It will be the ultimate Eco Island; with an established thriving economy, good quality jobs, skilled workforce, and a quality of life that is the envy of the world”.*

A healthy and supportive Island:

*“We want a vibrant community with cutting edge leisure activities which we all enjoy. This means we will have longer active healthier lives having respect, compassion and consideration for each other, community & Island”.*

A safe and well-kept Island:

*“We will be a community dealing effectively with low levels of crime & disorder; it will be a place where people feel safe living in a well-kept Eco environment and are able to be active citizens taking part fully in all aspects of Island life”.*

An inspiring Island:

*“Our children and young people will have support and encouragement to explore and develop their potential. We will work to expand their horizons so they are inspired by high quality learning & leisure opportunities in a positive community environment”.*

The priorities of the ISP have been agreed after consultation and the collection of evidence. ISP priorities are set out in annexe 1 of this constitution.

### 3. The structure of the ISP:

The ISP Board is the main governing body of the ISP. The ISP Board provides strategic leadership and influence and its members act as ambassadors for the Isle of Wight and Eco Island. The Board leads the family of partnerships set up to deliver Eco Island by agreeing future strategic plans including the Local Area Agreement, and monitoring progress. The ISP Board owns the Eco Island strategy and is responsible for shaping and leading the delivery of the Eco Island vision through Partnership Boards, which it holds to account through the Eco Island action plan.

The ISP Executive manages the ISP's performance, enabling the achievement and delivery of Eco Island and its priorities. The ISP executive provides senior management drive to Eco Island and is accountable to the ISP Board. It advises the ISP on future plans and the Local Area Agreement provides programme, performance and finance management and ensures effective links between the ISP Partnership Boards and all ISP bodies.

Four Partnership Boards are responsible for delivering any part of the Eco Island strategy that relates to them. The Partnership Boards bring together partners and organisations who will direct and deliver Eco Island strategy objectives. The partnerships and their associated themes are:

- Health and Wellbeing Partnership (Theme: A healthy and supportive Island)
- The Isle of Wight Childrens Trust (Theme: An inspiring Island)
- Safer and Stronger Partnership Board (Theme: A safe and well kept island)
- Economy and Environment Partnership Board (Theme: A thriving Island)

All Partnership Boards have terms of reference.

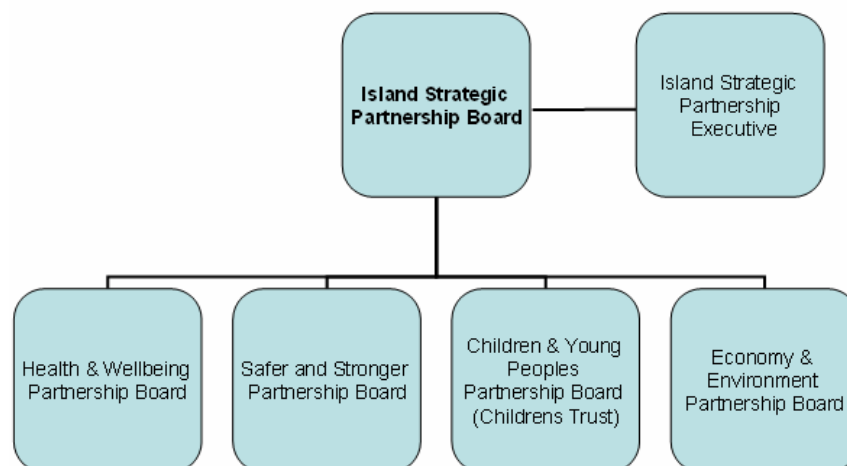


Fig 1. The Island Strategic Partnership

#### 4. Who is on the ISP?

The ISP Board and Partnership Boards will include representatives from public, private, community, voluntary, and faith sectors as appropriate. Representatives will bring knowledge, experience or skills relevant to the ISP and Eco Island.

Organisations invited to be a member of any ISP body will nominate a specific person as its representative. Any member of an ISP body can nominate a named substitute with appropriate seniority and knowledge to attend in their place. Substitutes must be able to fully represent their organisation and take part in decision making. Substitutes will be nominated at least 48 hours in advance of the meeting and will provide a signed pro-forma for audit purposes.

Should member organisations of ISP bodies miss three consecutive meetings without good reason agreed by the Chair of the body concerned, that Chair may ask the organisation involved to consider their membership or nominate a new representative.

The membership of ISP bodies will be reviewed as necessary, at least annually or at any other time as necessary. Any suggested changes to the membership will be agreed by the relevant body themselves.

##### **The ISP Board:**

The membership of the ISP Board will be:

Chairman	Leader, Isle of Wight Council
IW NHS Representative	Chairman, IW NHS PCT
Health and Wellbeing Partnership Board Representative	Chairman, Health and Wellbeing Partnership Board
Children and Young People Representative	Chairman, IW Children's Trust
Economy and Environment Representative	Chairman, Economic and Environment Partnership Board
Safer Communities Partnership Board	Chairman, Safer Communities Partnership Board
Third Sector Representative	Chairman, IW Rural Community Council
Faith Representative	Chair, Island Church Leaders Forum
IW Association of Local Councils Representative	As nominated
IW Environment Forum Representative	Chairman, IW Environment Forum
Other Members:	President of the National Council of the Independent Monitoring Board for The Prison Service.
Ex Officio Invitees:	Chief Executive, IWC
	South East England Development Agency

Government Office of the South East
Director of Public Health
Chief Executive, IW NHS PCT
Island Police Commander
Chief Executive, Rural Community Council
Rural Dean, West Wight
Governor HMP Isle of Wight

The ISP Board will meet at least every three months.

**The ISP Executive:**

The membership of the ISP executive will be:

- Chief Executive of Isle of Wight Council
- Chief Executive of the Isle of Wight NHS Primary Care Trust
- Island Police Commander
- Chief Executive of the Isle of Wight Rural Community Council
- A representative of the South East England Development Agency
- A representative of the Government Office of the South East
- Director of Public Health
- Governor HMP Isle of Wight

The ISP Executive will meet at least every six weeks and will arrange a rotating chair for meetings.

**Other partnership bodies:**

ISP Partnership Boards membership will be by agreement between the ISP partners and organisations who have a stake in delivering ISP priorities. The membership of ISP sub groups will be agreed and arranged by the most relevant Partnership Board Chair.

Partnership Boards will meet as frequently as required or agreed by members of the relevant Board.

Chairs of ISP bodies can invite any organisation or person to make a presentation or address the body as appropriate.

All ISP bodies will from time to time be entitled to co-opt onto their group organisations or people who may provide essential knowledge, experience or skills.

## **5. The Conduct of ISP bodies and meetings:**

### **Conduct:**

All members and participants in ISP bodies must follow the general principles of conduct in public life as set out in the Relevant Authorities (General Principles) Order 2001 (SI 2001/1401). These are summarised in Annexe 2 below.

The ISP Board will agree a process for dealing with breaches of conduct in public life within ISP bodies.

All ISP bodies will promote best practice and the efficient and effective use of resources. They will ensure the exchange and reporting of issues and views between the ISP, Partnership Boards, other partners and sectors and for keeping others informed of partners' achievements.

All ISP bodies will promote community cohesion, inclusiveness and diversity by fostering trust, openness, transparency and participation.

The ISP Board will meet in public at suitable venues, giving people an opportunity to observe the working of the ISP Board.

Members of the public will be entitled to ask questions of the ISP Board by submitting a question, in writing, to the Clerk to the ISP Board at least 48 hours in advance. Questions can be asked in person at the meeting and an answer will be provided without further discussion. Only one question per person will be allowed. A maximum time of fifteen minutes will be provided for public question time.

Each question must include the name and postal address of the questioner and will be responded to by the ISP Board if the question:

- falls within the remit of the ISP Board.
- is not defamatory, frivolous or offensive.
- is an enquiry, and not a statement.
- does not relate to the questioner's personal circumstances.
- does not duplicate a question put within the last six months.
- does not require the disclosure of confidential or exempt information.
- names, or identifies, individuals or partner agency members of staff.

Other ISP bodies will not be open to the public although an ISP body can arrange a public session if it chooses to do so.

### **ISP Procurement:**

The Isle of Wight Council acts as the Accountable Body for ISP programmes and initiatives, therefore any procurement decisions taken by the ISP must follow the Council's Procurement Code and Contract Standing Orders.

### **Quorum:**

The quorum for the ISP Board will be drawn from a representative of each member organisation (as listed above), or a named substitute. The ISP Board quorum will be

seven members. The quorum for the ISP Executive and ISP Partnership Boards will be at least one third of the membership , excluding any co-opted and ex officio invitees..

### **Chairing Meetings:**

The Chair of any Partnership Body at which a Chair is not identified in the ISP Constitution, will be a member of that group and selected by a majority of members present at the meeting where the Chair is selected. Some members of partnership bodies may have a statutory responsibility to lead that group or be appointed by the ISP Board; this will take precedence over any other form of chair selection.

Chairs of ISP bodies who are selected from membership will serve for up to two years, but can stand for re-selection.

The Chair of the ISP Board represents the ISP and acts as spokesperson.

A Vice Chair will be agreed by the ISP Board to act as substitute if required. Other ISP bodies will arrange a Vice Chair or arrangements for substitution of the Chair if required.

The ISP Board, ISP Executive and Partnership Boards will be provided with administrative and Clerk support by the Isle of Wight Council. Partnership Boards may make alternative arrangements from time to time as appropriate, but the Council will remain the accountable body for the business of the ISP.

### **Preparation for meetings:**

All papers for meetings will be sent out at least five working days in advance and papers will only be tabled at meetings in exceptional circumstances. There will be a forward plan for the work of all ISP bodies. All members of ISP bodies can request items for consideration at future meetings.

### **Decision making:**

The decisions of the ISP as a whole will not override the decisions of individual organisations. Decisions made by the ISP are intended to influence partners, who will use their best endeavours to promote the partnership's decisions.

Chairs representing ISP bodies will represent the consensus view of that body in all matters.

Every effort will be made to ensure that decisions will be taken by consensus but if a consensus cannot be reached, a decision will be reached by a simple majority of those at the meeting.

Occasionally there may be urgent items that require a decision outside the normal cycle of ISP Board meetings. In such circumstances decision making authority is delegated to the Chair of the ISP Board and the Chief Executive of Isle of Wight Council in consultation with appropriate partnership representatives, dependant on the issue. Similar arrangements will be used as appropriate by other partnership bodies.

**Scrutiny:**

The Isle of Wight Council's Scrutiny Committee will fulfil the Scrutiny function for the ISP, through a regular examination of the delivery of the Local Area Agreement.

**Confidentiality:**

Members of all partnership bodies will not divulge or allow to be divulged any confidential information relating to discussions or reports of the ISP. Such information or reports will be clearly marked 'Confidential'.

The ISP will adhere to requirements of the Freedom of Information Act 2000.

**Conflicts of Interest:**

If a member of any partnership body has a personal financial or professional interest in any item or decision, this must be declared at the meeting before the item is discussed.

Where an item or decision could reasonably be said to have a greater impact on the wellbeing, and/or financial position of that individual and/or his or her family or close associates than for other citizens; the member will take no further part in discussions on that matter and leave the meeting pending any discussion and decision on that particular matter by the partnership group.

**Managing conflict:**

The ISP will operate on a consensus basis where possible. Where normal healthy debate develops into conflict that may threaten the operation of the partnership, the matter will be discussed by officers or Chief Executives from the relevant agencies or organisations with a view to seeking resolution.

**Reviewing how we are working:**

This Constitution and Terms of Reference for the ISP will be reviewed at least every two years by the ISP Executive as necessary, with any changes agreed by the ISP Board.

**The Priorities of the Island Strategic Partnership**

1. Protect and enhance our Island's natural beauty
2. Create wealth and reduce our carbon footprint at the same time
3. Produce as much of our energy as possible from renewable sources
4. Support economic development and regeneration, enabling all to be able to share in the Island's economic success, through increasing the skills of the whole community
5. Reduce levels of obesity in all ages
6. Improve health, emotional wellbeing and life expectancy across the Island
7. Support vulnerable people to live independent lives
8. Ensure people of all ages have places to live and things to do in their local area
9. Reduce Crime and Substance Misuse
10. Reduce Anti-Social Behaviour and Disorder
11. Reduce the fear of crime and increase public confidence
12. Enhance how our local areas look and feel, now and in the future
13. Make sure our children achieve better than the national average at school and college
14. Reduce childhood inequalities, by tackling poverty, neglect and domestic violence.
15. Support families and carers to provide a safe and positive environment for our young people.

### **Island Strategic Partnership Common Code of Conduct for ISP Members and Participants**

The Code of Conduct in Public Life is founded on general principles set out in the Relevant Authorities (General Principles) Order 2001. Summarised below, these principles are intended to apply to all aspects 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 or other 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 to 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.