



**TERMS OF REFERENCE AND WAYS OF WORKING
September 2014**

Purpose of the Rother Local Strategic Partnership:

The primary aim of the Rother Local Strategic Partnership (RLSP) is to work with the Rother community and others to improve the economic, social and environmental well-being of the Rother community and the quality of life of residents.

The RLSP is a voluntary framework for local co-operation. Responsibility for service delivery remains with individual service providers.

Objectives of the RLSP:

- Providing a vehicle for sharing information, including emerging issues of strategic importance; and
- Aligning visions, influencing organisations' core work and corporate priorities, defining a common approach linked to an emerging strategic theme which can be agreed upon and tackled as a partnership; and
- Delivery of at least one tangible outcome relating to the agreed strategic theme

Membership:

The RLSP will operate a core group (RLSP Executive) and a full membership (RLSP Assembly).

The core group will comprise the following officers (who will represent the views of their sector, (as outlined below) at core group meetings):

East Sussex County Council	Cllr Carl Maynard
Sussex Police	Chief Inspector Warren Franklin
East Sussex Fire & Rescue Service	Paul Evans, Borough Commander
Local Authority (Rother District Council)	Brenda Mason
Voluntary (Rother Voluntary Action)	Martin Fisher (Chair of the RLSP)
Rother District Council	Cllr Ian Hollidge
Business	To be agreed
Health (NHS Hastings & Rother CCG)	Richard Watson
Education & Skills (Sussex Coast College)	Dan Shelley

The membership of the Core Group of the RLSP will be reviewed periodically. The Chairman and Vice Chairman will be elected annually, at the first meeting of the year.

The full membership will be open to organisations working in voluntary, public and private sector organisations in the Rother district. Members will represent the views of their organisation at assembly meetings (Rother Conference) which will take place annually.

Way of Working:

- The RLSP will hold an annual Rother Conference, open to all RLSP members
- The Core Group will meet up to four times a year to plan, direct and co-ordinate the Conference
- The Conference meeting will focus on setting the work-plan for the following year, to be delivered through ‘task and finish’ groups
- The Core Group will appoint and oversee the work of ‘task and finish’ groups, reporting progress on the web-site to the full membership

‘Task and finish’ groups

- ‘Task and finish’ groups will be formed as necessary through the Core Group, incorporating wider partners and representatives as appropriate, incorporating the public, private, business, community and voluntary sectors.
- ‘Task and finish’ groups will be led by a member organisation to deliver the improvements identified. The membership of ‘task and finish’ groups, detailed objectives and working frameworks, will be left to each group to determine.

Roles of RLSP Core Group Members

ROLES OF RLSP CORE MEMBERS	RESPONSIBILITIES
CHAIRMAN	<ul style="list-style-type: none"> • Chair RLSP core group meetings, ensuring that all partners are able to contribute, the agenda is managed within the allotted time guidelines and the Code of Conduct is kept • To represent the RLSP at meetings as required including ESSP • To support the Co-ordinator and Secretariat
VICE CHAIRMAN	<ul style="list-style-type: none"> • To undertake the duties of the Chairman during periods of absence
ALL CORE GROUP PARTNERS	<ul style="list-style-type: none"> • To attend RLSP core group meetings as scheduled • To support the RLSP annual conference • To pass information through individual networks within their organisation and any other organisations they represent
RLSP COORDINATOR & SECRETARIAT	<ul style="list-style-type: none"> • To arrange a schedule of meetings, venues, equipment and documentation for the RLSP Core Group • To support the organisation of the annual conference • To take action point minutes of the RLSP Core Group meetings and make available to the full membership through the web-site • To distribute papers for meetings

	<ul style="list-style-type: none"> • To maintain the membership contact list for the core group and full membership and ensure regular circulation of information • To maintain contact with the RLSP Chairman and Vice Chairman and ensure that all correspondence is dealt with • Liaise with the nominated press office to deal with all press enquiries and ensure that the public are well informed of the activities of the RLSP and that the RLSP appears in a favourable light • Represent the RLSP at local and national events • Provide agenda briefings to the Chairman, Vice Chairman and any Core Partner • Collate performance data supplied by partners and prepare reports on partnership progress • To keep up-to-date with government guidance and advise the Chairman and RLSP accordingly • If required, facilitate 'task and finish' groups
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Support for the RLSP:

Rother District Council provides the main administrative Secretariat support. This will be reviewed by the RLSP from time to time. Core Partner organisations will provide assistance to the functioning of RLSP meetings and annual conference.

Communications & Press Protocols:

The following communication protocols are in place for the RLSP:

- Using e-mail as the standard means of communication, with hard copies provided by post for those who wish it
- All updates and action point minutes from core group meetings will be made available to the full membership on the web-site
- The Chairman and at least one other RLSP Core Partner who is from a different organisation should agree press releases and media briefings. They should be sent out in the name of the RLSP using the logo
- The Chairman, on behalf of the RLSP, will make all statements to the press as required
- In the event that the press or other organisations ask individual partners to make a comment on behalf of the RLSP, all enquiries should be referred to the RLSP Coordinator who will ensure a response is given in accordance with the relevant RLSP protocol.
- Press and public relations for the RLSP will be dealt with through Rother District Council

ENDS