

Terms of Reference

Local Neighbourhood Partnerships

1. Overall Purpose

- 1.1 To create a forum where the tiers of local government, local strategic partners and residents can work together on tackling local issues and improve resident's satisfaction.

2. Membership and Operation of LNPs

- 2.1 Each Local Neighbourhood Partnership (LNP) will be made up of the County Councillor, District Councillors and, where appropriate a representative from each parish council, the PACT Chairman and other members of the local community. As a guideline, the Council would recommend 2 members of the local community.
- 2.2 The proposed membership of each LNP will be considered and agreed by the Local Strategic Partnership Board.
- 2.3 All members of each LNP will have voting rights,
- 2.4 Each LNP will produce a formal agenda and minutes in relation to each meeting and shall arrange appropriate administrative support to discharge these functions. Each LNP will publish an annual timetable of its meeting dates and ensure appropriate publicity nearer to each meeting, so that the community is aware of the meeting. .
- 2.5 A senior officer from the District Council will be attached to each LNP to provide advice and guidance.
- 2.6 Representatives from other local organisations, who are not represented on the LNP, will be invited from time to time to attend meetings to provide additional support on local interest issues and these will be determined by local agreement between the LNP and these organisations.
- 2.7 The Chairman and Vice-Chairman to be annually elected by the LNP.
- 2.8 Decisions will be based on a majority and the LNP will be quorate if 25% of the LNP is present. The Chairman will have a casting vote; however, it is hoped that this situation will be avoided and any dispute referred to senior officer attached or Assistant Chief Executive, who has overall responsibility for all LNPs.

3. Specific Responsibilities

- 3.1 Strengthen local political leadership through joint working between the each tier of government.
- 3.2 Produce a short annual action plan, based on resident's views.
- 3.3 Act at a tactical level between the Bromsgrove Partnership and PACTs, to provide local leadership on issues that cannot be resolved by PACT, but which are not sufficiently strategic for Bromsgrove Partnership.
- 3.4 Commission parish plans, where appropriate.
- 3.5 Endorse parish plans, prior to them being sent to the Bromsgrove Partnership and District Council.
- 3.6 Spend the allocated LNP budget on local resident's priorities, subject to agreement from the Assistant Chief Executive that the planned expenditure is consistent with the Council's Financial Regulations and other relevant policies and procedures.
- 3.7 Interface with the organisations that make up the Bromsgrove Partnership and other local agencies where appropriate, to resolve local issues and improve resident satisfaction.

4. Community Engagement

- 4.1 Each NAC will need to engage annually with its residents on priorities for the forthcoming year.
- 4.2 The method of consultation should be simple and is not prescribed and will be funded from the delegated budget.
- 4.3 Advice should be sought from the senior district council officer attached to each LNP on consultation techniques.
- 4.4 The PACT meetings will provide the main forum from which public issues can be picked up and referred to the LNP.

5. Frequency of Meetings

- 5.1 Each LNP will meet formally meet every 2 months.
- 5.2 These meetings will be open to the public and advertised in advance. The District Council will advertise these dates on its website and in Together Bromsgrove, its resident's magazine, but local advertising will be the responsibility of each LNP.

- 5.3 The start of each meeting will allow 15 minutes of questions from the floor to the LNP. The Chairman will have discretion on whether to take further questions from the floor during in the meeting
- 5.4 Papers for each meeting will be publically available five working days in advance of each meeting and minutes 5 working days after the meeting. Papers will be published on the Council's website.

6. Funding

- 6.1 Each LNP will have funding made available to it from the District Council, as agreed by Full Council. As a guide, funding is likely to be in the region of £15,000 per LNP.
- 6.2 Funding will be reviewed annually through the Council's budget cycle.
- 6.3 The funding will technically be delegated by Full Council to the Assistant Chief Executive, so that the Council operates within its Financial Regulations. Each LNP is not technically within the Council's Constitution so funding cannot be delegated directly to each LNP.

7. Senior Responsible Officer

- 7.1 The senior responsible officer for NACs will be the District Council's Assistant Chief Executive.