

## **Draft Memorandum of Understanding**

### **Wirral's Local Strategic Partnership Executive Board**

#### **Aims and objectives of Wirral's Local Strategic Partnership Executive Board**

Wirral's Local Strategic Partnership Executive Board ("the LSP Executive Board") will lead and develop the vision for the Borough of Wirral set out in the Sustainable Community Strategy.

The LSP Executive Board will provide strategic guidance to Partner Organisations and relevant partnerships operating within Wirral's Strategic Partnership.

Members of the LSP Executive Board shall work collaboratively to remove any barriers that hinder or otherwise prevent the vision for the Borough of Wirral being achieved

The LSP Executive Board shall pro-actively promote and implement the LSP Board Principles.

#### **Principles of Wirral's Strategic Partnership Executive Board**

All Partner Organisations agree to work together actively to achieve the aims and objectives of the LSP Executive Board through demonstrating and championing:

- Visible commitment and 'ownership' of matters and issues;
- Mutual trust and respect;
- Openness and transparency;
- Effective communication and accountability;
- Shared ownership of resources where appropriate;
- Combined expertise;
- Creative and innovative solutions to problems;
- Identification and sharing of best practice, based on mutual learning;
- Removal of barriers to equality of access and opportunity;
- Clear purpose, clarity of expectations and agreed targets for action;
- Shared mechanisms for risk management, monitoring, evaluation, reviewing and reporting on performance, progress and success;
- Meeting Wirral's COMPACT agreement.

#### **Terms of Reference**

The LSP Executive Board will provide strategic guidance on:

- The development of the Sustainable Community Strategy as the principle driver for delivering a shared vision and priorities for Wirral;

- Ensuring that the area's child poverty strategy is delivered and is aligned to the Sustainable Community Strategy;
- Emerging partnership issues and challenge;
- Opportunities for joint partnership working across Wirral;

and

- Oversee the delivery of the Sustainable Community Strategy through the established thematic partnership arrangements outlined below.

Emerging issues can be referred to the LSP Executive Board from these partnerships to address any barriers or provide a strategic direction.

These partnerships will provide their expertise to the LSP Executive Board should any emerging issue require further investigation.

#### Wirral Community Safety Partnership

Wirral's Community Safety Partnership, Safer Wirral, is a statutory partnership between the Council, Merseyside Police, the Health Service Merseyside Police Authority, Merseyside Fire and Rescue Service and the Merseyside Probation Trust.

The partnership's strategy was drawn up following analysis of partnership data and public consultation, and aims to make Wirral a safer place, through a variety of initiatives. It has priorities to:

- Reduce crime and anti social behaviour.
- Reduce reoffending by adult and young offenders
- Reduce the impact of substance misuse

#### Wirral Children's Trust

The main objectives of Wirral's Children's Trust are to:

- Work across professional and agency boundaries to make a difference to the experience and life chances of children, young people and their families.
- Agree priorities and actions for children's services ensuring safeguarding underpins all activity and provide a framework for the effective operation of local arrangements.

There is no statutory requirement to have this partnership; however partnership working is essential for delivering effective children's services. This partnership will continue building on the positive work that has been brought about by the Children's Trust arrangements.

#### Wirral Health and Wellbeing Board

Wirral's Health and Wellbeing Board is currently established with a draft terms of reference. It is intended that this board should become statutory under the Health and Social Care Bill.

The main objectives of Wirral's Health and Wellbeing Board are to:

- To develop a shared understanding of the needs of the local community through the development of an agreed Joint Strategic Needs Assessment
- To seek to meet those needs through leading on the development and publication of a high-level Joint Health & Wellbeing Strategy.
- To consider and take advantage of opportunities to more closely integrate health and social care services in commissioning and provision.

#### Wirral Economic Development and Skills Partnership

Wirral Economic Development and Skills (WEDS) partnership is a strategic group within Wirral's Local Strategic Partnership responsible for developing, monitoring and influencing cross agency strategic approaches to employment and skills in Wirral. Formed in 2007, it currently consists of a strategic and operational group.

*It should be noted that following significant restructuring of the employment and skills landscape, the partnership has seen a shift in its strategic decision making responsibility. As a result, WEDS partners are now in the process of considering the future role and remit of the partnership. Initial discussion has proposed to amalgamate the strategic and operational group into a single working group with decision making capacity where appropriate. Over the coming months WEDS partners will identify key themes which will contribute to the development of a forward work plan which will determine the focus and appropriate attendance.*

#### Wirral Strategic Housing Partnership

The objectives of the Wirral's Strategic Housing Partnership are to:

- Enable effective partnership working between public, private and the voluntary, community and faith sector when taking a strategic view of the sector.
- Ensure the vision of Wirral's Housing Strategy and its strategic priorities are delivered.

#### Wirral Climate Change Group

The purpose of the Wirral Climate Change Group is to:

- Support the development and implementation of the Wirral Climate Change Strategy
- Add value to, and improve the impact of, partner work relating to climate change mitigation and adaptation, through:

- information exchange;
- sharing lessons from experience;
- co-ordination of reporting and monitoring; and co-ordination of action, where appropriate - including the development of partnership projects and funding bids where opportunities arise
- Promote engagement with and a wider understanding of climate change and sustainability across partner organisations and in the wider community
- Assist the Local Strategic Partnership (LSP) to deliver a high quality living and working environment in support of objectives in the Sustainable Community Strategy with particular reference to climate change
- Provide a forum for the LSP to conduct appraisals of the action being taken to deliver the Sustainable Community Strategy

## **Composition**

The LSP Executive Board will include the following organisations (“Partner Organisations”):

- Wirral Council
- NHS Wirral
- Wirral University Hospital Trust
- Cheshire and Wirral Partnership Trust
- Merseyside Police
- Merseyside Fire and Rescue Service
- Job Centre Plus
- Skills Funding Agency
- Federation of Small Business
- Wirral Chamber of Commerce
- Voluntary, Community and Faith Sector
- Private Sector

The LSP Executive Board may vary its composition through the addition or removal of organisations as it considers appropriate.

## **LSP Executive Board Membership and Terms of Office (current membership)**

Chair: Leader of Wirral Metropolitan Borough Council

Deputy Chair: Chief Executive, Wirral Metropolitan Borough Council

Membership will include the following representatives from each Partner Organisation (unless otherwise varied):

- Wirral Metropolitan Borough Council (Leaders of the political groups and the Council’s Chief Executive)
- NHS Wirral (Chief Executive)
- Wirral University Hospital Trust (Chief Executive)
- Cheshire and Wirral Partnership Trust (Chief Executive)

- Merseyside Police (Area Commander)
- Merseyside Fire and Rescue Service (Area Manager)
- Job Centre Plus (nominated representative)
- Skills Funding Agency (nominated representative)
- Federation of Small Business (nominated representative)
- Wirral Chamber of Commerce (nominated representative)
- Voluntary, Community and Faith Sector (nominated representatives)

("Members")

Advisory roles:

- Director of Public Health

The Membership and Advisory Roles will be amended in accordance with any variation to the LSP Executive Board's composition.

The Membership of LSP Executive Board will be reviewed on an annual basis in order to ensure it works efficiently and effectively.

### **Quorum and Frequency of Meetings**

LSP Executive Board will meet on a quarterly basis at an agreed venue(s) determined by the LSP Executive Board.

A schedule of the LSP Executive Board's meetings will be agreed on an annual basis by all its Members.

A Member may nominate an authorised representative (with full voting powers) to attend any LSP Executive Board meeting on his/her behalf.

The LSP Executive Board shall be quorate providing at least 50% of all the Members (or their authorised representatives) are in attendance at its meeting.

LSP Executive Board meetings will not be open to the public.

All relevant agendas, reports, minutes and documents relating a LSP Executive Board meeting will be published using Wirral Council's Modern.Gov website site at least 5 working days prior to the relevant meeting.

All Members (including any authorised representative) are required to adhere to the Memorandum of Understanding and promote the Principles of Wirral's Strategic Partnership Executive Board.

Any Member who has the support of at least 50% of the other Members (or their authorised representatives) may request that an extraordinary meeting of the LSP Executive Board be convened. Any such request must be in writing to the Chair of the LSP Executive Board who shall upon receipt promptly convene an extraordinary meeting of the LSP Executive Board which shall not be earlier than ten (10) working days from the date the request was received.

## **Decision Making and Accountability**

The LSP Executive Board is not a statutory or decision making body.

The LSP Executive Board shall make recommendations to one or more Partner Organisations providing recommendations are agreed by at least 50% of the Members of the LSP Executive Board present at the meeting.

All recommendations made by the LSP Executive Board shall only have effect if it is approved by the relevant Partner Organisation(s) in accordance with their own decision making and governance arrangements.

The LSP Executive Board is accountable to each Partner Organisation.

## **Disrepute and Conflict Resolution**

Members of the LSP Executive Board:

- Must not use their position improperly, confer on, or secure for themselves or any other person, an advantage or disadvantage
- Must ensure that activities are not undertaken for political purposes
- Must not unduly influence any person in the paid employment of any of the partner agencies

## **Secretariat**

Wirral Council will provide appropriate secretariat support (including arrangement of meetings and preparation of agendas) (“the Secretariat”).

The Secretariat will be supported by the appropriate working groups established to coordinate the work of the LSP Executive Board.

## **Equalities and Inclusion**

The LSP Executive Board will pro-actively promote and encourage compliance with relevant equality and diversity obligations and requirements and good practice; and shall in particular promote fair treatment and equality of opportunity for all living and working with the Borough of Wirral.

Equality impact assessments will be carried out as appropriate.

## **Termination**

Any Partner Organisation may leave the LSP Executive Board by giving one month’s written notice, which must be served upon the Chair of the LSP Executive Board.

## **Review and alteration to the Memorandum of Understanding**

The LSP Executive Board will review this Memorandum of Understanding on an annual basis.