

STRONGER & SUSTAINABLE BOARD

AGENDA

Wednesday 12 August at 1-3pm, the Priory Suite at Mansion House

1. Welcome, Introductions & Apologies

- Jane Miller to chair the meeting

2. Introduction

- Presentation – Karen Wardman

3. Chairing Arrangements

- Report enclosed

4. Sub Boards

- Report enclosed

5. Support arrangements

- Report enclosed

6. Terms of Reference

- Draft TOR enclosed

7. Inaugural meeting of the New Board

STRONGER & SUSTAINABLE BOARD

CHAIRING ARRANGEMENTS

PURPOSE OF THE REPORT

This report will provide information to assist the board to determine the role of its Chair and Vice Chair. In addition, it will outline a proposal for future chairing arrangements.

RECOMMENDATIONS

It is recommended that members of the board clarify the responsibilities of Chair and Vice Chair, and that these roles alternate between DMBC and DCVS on an annual basis.

ROLE OF THE CHAIR

The responsibilities of the chair are to be determined by the board. Three areas of responsibility are suggested for discussion as follows:

1. **Chairing the meetings** – ensuring that the purpose of the meeting is clear, that everyone has the chance to put views forward, that the objectives are achieved, that the meeting keeps to time, and that the meeting is properly recorded by the minute taker.
2. **Assist in planning and preparing for meetings** – confirm the agenda (all members contribute to identifying appropriate items for future discussion), agree draft minutes, and where appropriate receive briefings on items to be discussed.
3. **Ambassadorial functions** - representing the board at additional meetings and events, e.g. at the DtS Board as requested.

The Vice Chair would fulfil any of the above agreed responsibilities when the Chair is unavailable, or in addition to the Chair as appropriate.

FUTURE CHAIRING ARRANGEMENTS

In each of the DtS Theme Boards, a chair is chosen from an organisation with a particular connection to delivery of that thematic area. For instance, Enterprising Doncaster has a private sector chair, Safer Doncaster is chaired by the Police,

and Healthier Doncaster rotates between Health, the local authority and the third sector.

The Stronger and Sustainable theme is broadly focussed on resident and third sector engagement, equalities, culture, and the environment. It is therefore suggested that DMBC and DCVS fulfil the functions of chair and vice chair, alternating on an annual basis.

REPORT AUTHOR

Karen Wardman
CEN Manager

STRONGER & SUSTAINABLE BOARD

SUB BOARDS

PURPOSE OF THE REPORT

This report will set out areas for consideration by the Board in relation to the set up of sub boards.

RECOMMENDATIONS

Members are asked to:

- Agree the role of sub boards
- Determine what sub boards will be set up and their specific remit
- Agree principles on the membership of sub boards
- Clarify how the Executive Board and sub boards will interact
- Determine how support arrangements will be addressed

ROLE OF SUB BOARDS

Given the diverse and extensive remit of the new board, it will be necessary to set up sub boards to drive the work forward. This will ensure that key areas are given clear focus and that appropriate people are involved in shaping and delivering the work.

The role of the sub boards will be to:

1. Develop and deliver LAA indicator improvement plans
2. Develop and deliver additional strategic plans in relation to their theme as delegated by the Executive Board
3. Monitor delivery and provide performance reports to the Executive Board
4. Develop a strong working relationship with the Executive Board, including maintaining effective communications

PROPOSAL FOR CREATION OF SUB BOARDS

The board will need to determine appropriate sub boards to undertake this role. In doing this, members should take into account the thematic coverage of the board, and specifically the borough strategy priorities and local area agreement indicators that the board is responsible for.

The following proposal suggests the initial creation of three sub boards, and highlights their respective areas of responsibility and suggested work objectives.

SUB BOARD NAME	BOROUGH STRATEGY THEME	LAA PRIORITIES	KEY WORK OBJECTIVES
Stronger Communities Sub Board	<p>Improving Neighbourhoods Together</p> <p>Equality of Opportunity</p>	<p>Implement new innovative approaches to neighbourhood service delivery</p> <p>Improve and extend Community Engagement in service delivery and local decision making</p> <p>Encourage residents to participate in social, community, cultural and environmental activities</p> <p>Improve Doncaster's deprivation ranking by the year 2011</p> <p>Reduce discrimination & Harassment</p>	<ul style="list-style-type: none"> • NI improvement plans (4, 5, 7 & 140) • DtS community engagement framework • DtS consultation plan, to include a neighbourhood planning framework • Organisational third sector strategies/DtS framework for third sector • Compact implementation • DtS Equality Impact Assessment framework • DtS community cohesion plan
Stronger Places Sub Board	<p>A Prosperous Place</p> <p>Improving Neighbourhoods Together</p>	<p>Build a dynamic and prosperous Town Centre which features a strong cultural provision</p> <p>Encourage residents to participate in social, community, cultural and environmental activities</p>	<ul style="list-style-type: none"> • NI improvement plan (11) • Assist the development of the cultural strategy
Sustainable Environment Sub Board	<p>Safer, Cleaner & Greener</p> <p>Protecting the Environment</p>	<p>Ensure neighbourhoods are cleaner and greener</p> <p>Reduce the likelihood and impact of flooding and other major emergencies</p> <p>Reduce waste going to landfill</p> <p>Reduce carbon emissions to protect the local and global environment</p>	<ul style="list-style-type: none"> • NI improvement plans (186, 188, 189, 192, 195, 197)

MEMBERSHIP

The membership of sub boards will need to comprise of people with lead responsibility for the development of NI improvement plans and partnership strategies. In addition, it is important that people from across the partnership that can add value to the work of the boards are actively involved.

RELATIONSHIP BETWEEN THE EXECUTIVE AND THE SUB BOARDS

For the board and sub boards to work effectively, it will be important that transparency, lines of accountability and communications are clearly established from the outset. For instance, the Executive Board may wish to include the chairs of sub boards in its membership to provide opportunities for feedback and discussion.

SUPPORT ARRANGEMENTS

The sub boards will each require strategic co-ordination, administrative support and a budget. Board members may wish to consider how these matters will be addressed e.g. discussion at the Executive Board or to be determined by sub boards.

REPORT AUTHOR

Karen Wardman
CEN Manager

STRONGER & SUSTAINABLE BOARD

SUPPORT ARRANGEMENTS

PURPOSE OF THE REPORT

This report will outline resources required for the board, and will highlight proposals for discussion.

RECOMMENDATIONS

Members are asked to determine future support arrangements for the board, taking into considerations the requirements highlighted and the proposals for discussion.

FUTURE SUPPORT REQUIREMENTS

At present, no budget has been identified for the new board. However, as a minimum, the following support will need to be identified:

1. **Strategic co-ordination** - an officer with lead responsibility for co-ordinating the work of the board, and providing strategic direction. This will include strategic support to the board meetings, liaising with partnership officers in relation to board papers, and participating in the DtS Officers group meetings to integrate this work across the partnership.
2. **Administrative assistance** – planning and booking meetings, collating and distributing papers, taking minutes.
3. **Budget** – for producing papers, hiring venues, commissioning thematic activity.

PROPOSALS FOR DISCUSSION

1. DCVS is able to offer to provide strategic co-ordination and administrative assistance. If board members agree, then this can be offered initially for one year.
2. Board members discuss and agree principles around pooling resources to support board activity e.g. meetings and events.

3. The board raise the issue of running costs and a commissioning budget with the DtS Board as part of its future budget planning discussion on 1 September.

REPORT AUTHOR

**Karen Wardman
CEN Manager**

STRONGER & SUSTAINABLE DONCASTER BOARD

TERMS OF REFERENCE

PURPOSE

The purpose of the Board is to develop, drive and deliver stronger and sustainable communities outcomes for Doncaster.

STRATEGIC REMIT

The Board will be responsible for strategically driving partnership work in relation to the following Borough Strategy priorities:

- Improving Neighbourhoods Together
- Equality of Opportunity
- Environmental Sustainability

The Board will have a strategic overview of plans and be responsible for improvement in relation to the following Local Area Agreement priority indicators:

- NI 4 % of people who feel they can influence decisions in their locality
- NI 5 Overall/general satisfaction with local area (local indicator)
- NI 7 Environment for a thriving third sector
- NI 11 Engagement in the arts
- NI 140 Fair treatment by local services (local indicator)
- NI 186 Per capita CO2 emissions in the LA area
- NI 188 Adapting to climate change (local indicator)
- NI 189 Flood and coastal erosion risk management (local indicator)
- NI 192 Household waste recycled and composted
- NI 195 Improved street and environmental cleanliness
- NI 197 Improved local biodiversity (local indicator)

The Board may take on additional work in relation to this thematic area.

STRUCTURE, ROLES & ACCOUNTABILITY

The board will comprise an Executive board and sub boards.

The role of the Executive board will be:

1. To maintain a strategic overview of work in relation to the Stronger and Sustainable theme

2. To identify, commission and co-ordinate delivery of partnership work in relation to this theme
3. To undertake a leadership role in relation to cross cutting work. This will include identifying cross cutting work, developing frameworks for wider partnership use, and coordinating implementation across the boards
4. To performance manage delivery of the Stronger and Sustainable priorities and indicators. This will include overseeing the development of appropriate plans and strategies, reporting to the DtS Board on performance within the agreed LAA reporting protocols, and the provision of exception based reports where activity is at risk.
5. To develop strong working relationships with the DtS Board and Theme Boards. This will include identifying joint work opportunities, and maintaining effective communications.
6. To receive work as delegated by the DtS Board

The role of the sub boards will be:

1. To develop and deliver LAA indicator improvement plans
2. To develop and deliver additional strategic plans in relation to their theme as delegated by the Executive Board
3. To monitor delivery and provide performance reports to the Executive Board
4. To develop a strong working relationship with the Executive Board, including maintaining effective communications

MEMBERSHIP

Membership of the Stronger and Sustainable Board will:

- Be drawn from organizations that can contribute to the planning and delivery of stronger and sustainable communities outcomes.
- Be representative of public, third and private sectors

Members of the Executive Board will be:

- Senior officers that hold responsibilities in relation to the work of the Board
- Senior officers that can contribute to the work of the Board
- Third sector and private sector representatives
- Chairs of the sub boards

Membership of the sub boards will be:

- Officers identified as Indicator leads
- Officers that can contribute to the work of the sub board
- Third sector and private sector representatives

MEETINGS

The Executive Board will meet at least four times per year.

The sub boards will meet at least four times per year, at a frequency determined by each board.

The Chair and Vice Chair of the Executive Board will rotate annually between DMBC and DCVS.

The Chairs of the sub boards will be determined by members at their inaugural meetings.

The quorum for meetings will be no less than three people.

Papers for meetings will be circulated to members at least five working days in advance of the meetings.

Agendas will be determined by members of the Board and agreed by the Chair. They will include strategic planning and performance management in relation to the priorities and indicators.

Minutes of meetings will be taken. Draft minutes will be agreed by the Chair prior to the distribution of papers.

SUPPORT

Support to the Board will rotate annually between DCVS and DMBC. This will include:

- Planning and notifying members of future meeting dates, times and venues
- Planning the agenda for meetings in liaison with Board members and the Chair
- Ensuring that appropriate officers are notified in relation to the production of papers that are requested by the Board
- Collating and distributing the papers for Board members
- Taking minutes of the meetings, and agreeing draft minutes with the Chair
- Briefing the Chair on the agenda and papers for the meetings
- Attending the DtS Officers meetings to ensure that the work of the Board is integrated into the wider partnership

ANNUAL REVIEW

The Board will undertake an annual review to assess its performance and ensure that its structure and practice remains fit for purpose.

AMENDMENTS

Amendments to the terms of reference may be proposed by any members of the Board and should be formally agreed at a Board meeting. Any changes that substantially alter that role and remit of the Board should be agreed by the DtS Board as well.