



**WITHERNSEA & SOUTH EAST  
HOLDERNESS REGENERATION  
PARTNERSHIP AGREEMENT**

**March 2012**

# CONTENTS

1.	INTRODUCTION AND DEFINITIONS.....	4
1.1	Introduction .....	4
1.2	Definitions .....	4
2.	PARTNERSHIP PURPOSE, OBJECTIVES AND FUNCTIONS.....	6
2.1	Purpose .....	6
2.2	Objectives .....	6
2.3	Functions .....	7
3.	GOVERNANCE AND ACCOUNTABILITY .....	9
3.1	Lead Partner .....	9
3.2	Membership.....	9
3.3	Representation .....	9
3.4	Accountability .....	10
3.5	Structure.....	11
3.6	Chair, Deputy Chair and Treasurer.....	13
3.7	Partnership Executive Officer and Coordinator Roles.....	14
3.8	Meetings.....	15
3.9	Decision making.....	16
3.10	Declaration of Interests .....	16
3.11	Confidentiality.....	16
3.12	Communications Strategy and Media Relations .....	17
4.	MEASURING AND MONITORING PERFORMANCE.....	18
5.	FINANCIAL MATTERS.....	19
5.2	Funding Awarded to the Partnership .....	19
5.3	Funding Awarded to Individual Partners .....	19
5.4	Partnership Administration and Promotion Account.....	19
6.	RISK MANAGMENT.....	21
6.1	Liability and Risk Management .....	21
6.2	Conflict and complaints.....	21
6.3	Conflicts of Interest/Loyalty.....	21
6.4	Breaches of this Agreement.....	22
7.	REVIEW PROCESSES.....	23
7.1	Annual Review .....	23
7.2	Formal Assessments.....	23
8.	DISSOLUTION PROCEDURES.....	24
8.1	Closing the Partnership .....	24
8.2	Withdrawing from the Partnership.....	24

9.	SIGN-UP TO THIS PARTNERSHIP AGREEMENT .....	25
9.1	Member Declaration .....	25
10.	ANNEX A - ROLES AND RESPONSIBILITIES.....	26
10.1	Sectors and Organisations.....	26
10.2	Accountable Body .....	29
10.3	Individual Positions.....	30
11.	ANNEX B – MEMBERS AS AT NOVEMBER 2011 .....	32
11.1	Partnership Board.....	32

# 1. INTRODUCTION AND DEFINITIONS

## 1.1 Introduction

1.1.1 This Partnership Agreement sets out the basis on which Withernsea and Southern Holderness Regeneration Partnership 2007 (W&SHRP) will operate. It follows guidance issued by the Audit Commission, particularly ‘Governing Partnerships – Bridging the Accountability Gap’ (October 2005), and best practice examples.

1.1.2 The Agreement incorporates the Partnership’s constitution, but also sets out in detail the purpose of the Partnership and the roles and responsibilities of its members. It reflects the community leadership role of local government, which was enshrined in the Local Government Act 2000. This Act requires local authorities to promote the economic, social, and environmental ‘wellbeing’ of their communities and to set out their strategy for achieving this in a Community Plan. Government policy requires this plan to be developed through a Local Strategic Partnership, which in our case is the East Riding Local Strategic Partnership.

1.1.3 It follows that East Riding of Yorkshire Council has to ensure that the overall regeneration and renaissance priorities for the East Riding area are clear and that the strategies for each local area are consistent with the Community Plan, robust in the long term and deliverable. Given the diversity and scale of the area, the Council wants to promote strong, local cross-sector Partnerships to develop and deliver these strategies.

1.1.4 This Agreement is designed to apply to those areas where the scale of activity is such that the Council will act as Lead Partner. As such, the Council plans to commit significant resources to the Partnership in terms of Member and Officer time, funding, capital assets, etc, but needs other organisations to commit their resources and expertise too. To support this level of commitment, the Partnership needs to have a basis for measuring how effective it is in adding value.

## 1.2 Definitions

1.2.1 **The Partnership** - brings together the public, private voluntary and community sectors to jointly develop a strategy and deliver programmes and projects that optimise the area’s economic potential in a way that is socially inclusive and environmentally sustainable. It is founded on the principle that the sectors have distinctive, complementary and equally valued roles.

1.2.2 This Partnership is currently not a legal entity and is governed by this voluntary Agreement, which commits independent bodies to work together under a recognised framework; sharing risks, resources, skills and expertise as appropriate. The outcomes of the Partnership will be measurable and add value with a shared accountability for the results (as explained in Section 4), which could not be reached by working separately.

1.2.3 **The Area** – the Partnership covers the core area of Withernsea and Southern Holderness, which includes the Town of Withernsea and the parishes of Burton Pidsea, Easington, East Garton, Hollym, Halsham, Holmpton, Keyingham, Ottringham, Patrington, Rimswell, Roos, Skeffling, Sunk Island and Welwick

1.2.4 **Lead Partner** – the Lead Partner’s role is to equip the Partnership to develop and deliver clear and deliverable aims and objectives. This includes making sure that the Partnership is constitutionally and financially sound and that this Partnership Agreement is complied with.

1.2.5 **Local Strategic Partnership (LSP)** - is the umbrella partnership, led by East Riding of Yorkshire Council, which brings together organisations from all sectors across the East Riding area to develop the **Community Plan**, which sets out how they will work together to improve the area’s quality of life. The strategy developed and promoted by this Partnership will be part of the Community Plan. The current Community Plan can be accessed through the East Riding Local Strategic Partnership Website, <http://lsp.eastriding.gov.uk/>.

1.2.6 **Local Development Framework (LDF)** – the new system of spatial (formerly land use) Planning, which will set policies to help achieve the Community Plan – details can be accessed through East Riding of Yorkshire Council’s website, <http://eastriding.gov.uk/planning/ldf>. Local Regeneration and Renaissance strategies will be taken into account in determining Planning policies.

1.2.7 **Regeneration/Renaissance Strategy** – a published long-term plan which is based on a structured and objective analysis of the area’s economic strengths, weaknesses, threats and opportunities and the social and environmental impacts of these (the evidence base). The strategy will contain clear objectives and targets and have a master plan for those areas where piecemeal development could undermine them. This master plan will be consistent with, and will inform the Local Development Framework.

1.2.8 The strategy sits above individual funding streams and will be used by the Partnership to identify the most appropriate projects and funding mechanisms to achieve its objectives. The strategy will need to be reviewed at least every three years to take account of developments. The full range of issues that may need to be covered in the strategy is set out in Section 2.

1.2.9 **Funding streams** – Funding specifically allocated to achieve an element of the strategy. It may be funding allocated by Partners from their own resources or secured from external funding bodies. It may also be Partners’ mainstream funding – that which supports day-to-day services in the area. ‘Flexibility’ of this funding, so that it is used in ways that reflect the specific circumstances of an area, is often the best and most sustainable way of achieving a target.

1.2.10 **Accountable Body** – An Accountable Body is responsible for putting in place systems and procedures to ensure that the Partnership complies fully with the conditions of any grant funding it is awarded. Where the Partnership is not a separate legal entity, or does not meet the criteria for being Accountable Body, one of the Partners shall take on this role.

1.2.11 **Compact** - the national Compact is an agreement between the voluntary and community sector and government to improve their relationship for mutual advantage. Local Compacts aim to do this locally between the sector, councils and other local public bodies. The East Riding of Yorkshire Compact is on the East Riding Local Strategic Partnership Website, <http://lsp.eastriding.gov.uk/>.

## **2. PARTNERSHIP PURPOSE, OBJECTIVES AND FUNCTIONS**

### **2.1 Purpose**

2.1.1 The purpose of the Partnership is to secure the long-term Regeneration of Withernsea & Southern Holderness based on an agreed vision and strategy through cross-organisation/cross-sector collaboration.

### **2.2 Objectives**

2.2.1 The objectives of the Partnership are to:

- Develop a long-term Regeneration strategy (as defined in Section 1.2), which will include clear targets for the following:
  - Job creation and business growth, especially in growth sectors, clusters and occupations;
  - Linking disadvantaged people to economic and cultural opportunities;
  - Addressing identified barriers to employment and training (e.g. lack of childcare, low/mis-matched skills);
  - Achieving a coordinated approach to tackling wider inequalities/ quality of life issues in defined deprived neighbourhoods, e.g. health, teenage pregnancy, crime and nuisance;
  - Improving educational attainment and young people's aspirations;
  - Meeting local housing needs;
  - Enhancing the built and natural environment/bringing premises and sites back into use;
  - Enhancing town centre vibrancy and safety, including transport routes/parking;
  - Optimising the tourism product and tourism potential;
  - Enhancing cultural and sporting opportunities;
  - Increasing the opportunities for recycling and other community-based environmentally-friendly practices;
  - Developing more inclusive and cohesive communities with a shared vision for their town;
  - Ensuring that these measures benefit the town's rural hinterland.
- Promote the strategy so that it is widely owned by the community;
- Coordinate the resources needed to deliver the strategy in a coherent way;

- Influence sub-regional/regional strategies and funding priorities and to develop a shared understanding of how national and regional policies and programmes will influence the strategy;
- Build the capacity of partners to work together and to build trust and understanding between sectors.

## 2.3 Functions

2.3.1 In working towards the delivery of the strategy, the Partnership will undertake the following functions:

- Devise the strategy and keep it up to date;
- Coordinate research and expert advice (the evidence-base) to underpin and measure the effectiveness of the strategy;
- Develop, commission and/or deliver programmes, projects and activities to achieve the strategy; ensuring these meet European and Government policy objectives in respect of rural development, sustainability, equalities, etc;
- Coordinate funding applications to achieve these programmes, projects and activities;
- Appraise funding applications and approve the allocation of funds where this is a specific requirement of that funding;
- Ensure that the strategy is consistent with Planning policies and influence major development proposals so that they contribute to the objectives of the strategy;
- Identify where mainstream service delivery is hampering achievement of the strategy. Coordinate activity to deliver more appropriate/ higher quality service standards in relation to the strategy targets;
- Develop, implement and monitor agreed consultation processes, with each other and with the wider community;
- Contribute to the Local Strategic Partnership's Community Plan and Action Groups, through representation on the Sustainable Communities, Healthy Economy Task Group and/or the Rural Partnership;
- Network with other similarly placed towns, for example through the Coastal Action Zone, Market Towns Networks;
- Effectively promote the Partnership, its vision, strategy and locality.

2.3.2 It is important to distinguish between the things the Partnership itself is responsible for and where its role is to influence the decision-making processes of member organisations and the relevant regional/sub-regional bodies.

2.3.3 The formal responsibilities and decision-making powers held by the Partnership itself are as follows:

- Developing, adopting, monitoring and reviewing its long-term vision and strategy;
- Managing funding awarded specifically to the Partnership, by appointing an Accountable Body and prioritising, appraising, approving, monitoring, and evaluating projects and activities;

- Communicating the above to the community.

2.3.4 Once the strategy is adopted by Partners, the Partnership's recommendations/endorsements will be expected to carry weight in the decision-making processes of member organisations on the following:

- Endorsing funding applications by individual partners/groups of partners which relate directly to the strategy;
- Commenting on the development and delivery of East Riding and Humber-wide strategies and policies which affect the Partnership's strategy, e.g. Humber Economic Development Investment Plan (HEDIP), Humber Rural Pathfinder Business Plan/Rural Strategy, Local Transport Plan;
- Contributing to the East Riding's Local Development Framework (LDF) as a non-statutory consultee;
- Contributing to Development Briefs where the resultant planning applications or Town and Country Planning Act 1990, Section 106 Agreements will be relevant to the strategy;
- Commenting on Special Interest planning applications that are relevant to the strategy. These are applications that are designated of particular interest to the public, as defined in the LDF's Statement of Community Involvement;
- Making recommendations on service delivery targets and mainstream resource allocations where these have a direct impact on the strategy;

2.3.5 A statement of the way and extent to which the Partnership's recommendations/endorsements influence decision-making and the allocation of resources will be sought from each partner (see Section 3.3).



### **3. GOVERNANCE AND ACCOUNTABILITY**

#### **3.1 Lead Partner**

3.1.1 As Lead Partner, East Riding of Yorkshire Council (ERYC) will strive to make available all opportunities to make the Partnership sustainable, providing the clear vision and drive needed to make things happen and ensuring inclusive partnership arrangements which enable all sectors/partners to feel equal.

3.1.2 East Riding of Yorkshire Council will make sure that the Partnership is ‘fit for purpose’, and will take action if it is falling significantly short in any aspect of this Agreement. If the Council identifies that the Partnership arrangements as they stand are not delivering its ‘wellbeing’ objectives (see 1.1.2), it would identify and implement alternative arrangements through the Review process described in Section 7.

3.1.3 As Lead Partner, ERYC will nominate a senior officer to act as Partnership Executive Officer (see Section 3.7) who will be responsible for ensuring that the Partnership has put in place the processes needed to achieve the accountabilities set out in Section 3.4 and the risk management arrangements in Section 6.

3.1.4 The list of Lead Partner responsibilities will be expanded and reviewed in **Annex A** - Roles and Responsibilities, as further Government guidance on the functions and responsibilities of local government and Local Strategic Partnerships is developed.

#### **3.2 Membership**

3.2.1 The membership and structure of the Partnership flow from its purpose, objective and functions. This is likely to evolve and change over time as the strategy is implemented. The Partnership will actively seek representation from the key public, private, voluntary and community sectors within its locality which, by working together, can achieve the strategy. A list of Members is updated annually and forms **Annex B** to this Agreement

#### **3.3 Representation**

3.3.1 All Partnership members will agree to focus on, and commit to, the purpose of the Partnership whilst also expressing the views, priorities and interests of those sectors and organisations that they represent. As the Partnership currently does not have an independent legal status, individual partner organisations remain responsible and accountable for decisions on their own services and the use of their own resources.

3.3.2 Partner representatives are responsible for ensuring the commitments they make to the Partnership on behalf of their organisation can be fulfilled. They will provide systematic feedback to their organisation on the business of the Partnership as it affects their organisation. They will provide other Partnership members with the opportunity to comment and participate in the development and delivery of activities by their organisation, which contribute to achieving the Regeneration Strategy.

3.3.3 All Partnership members need to be clear about their remit when acting or speaking on behalf of a community. They must guard against portraying their own views

as being representative of a whole community. It is therefore essential that any proposal is supported by details of the nature and extent of consultation that has taken place, or will take place as part of developing the proposal.

3.3.4 The Partnership will have representation on the East Riding Local Strategic Partnership's Sustainable Communities, Healthy Economy Task Group.

3.3.5 The Partnership will work towards applying the eight principles and supporting codes of practice as in the Local Strategic Partnership's Compact, which is the approved framework for local partnership working (see *Annex C*).

3.3.6 The Compact Codes in respect of Equality and Diversity are particularly important. Actions or comments that could be interpreted as being on behalf of the Partnership, which discriminate against people on the grounds of colour, culture or ethnic origin, nationality, religious belief, gender, disability, age, sexuality, geographical location or any other status will not be tolerated. Any breach of this principle will be treated as a breach of the Agreement and will be dealt with in accordance with Section 6.4.

### 3.4 Accountability

3.4.1 It is vital that Partnership members respect the decision-making processes of the individual partner organisations and accept that it will not be possible to reach agreement on every issue. Where a decision by one (or more) partners made through their proper procedures results in a setback to the strategy, efforts will focus on finding an alternative route.

3.4.2 There are different types of accountabilities, and the Partnership will recognise and deal with any potential or actual conflicts between these. The main accountabilities are:

- Financial;
- Professional;
- Legal and Procedural;
- Political;
- Community/users.

3.4.3 As Lead Partner, East Riding of Yorkshire Council exercises overall **financial** accountability on behalf of the Partnership. The relationship between the Lead Partner and the Partnership's Accountable Body for a specific funding stream is set out in Section 5 – Financial Matters, and the Accountable Body Role and Responsibilities are at Annex A, Section 0.

3.4.4 **Professional** - The Partnership draws on the professional expertise and resources of its individual members. Effective consultation and the views of 'lay' individuals and communities will influence the work of these professionals. However, partners need to avoid setting themselves up as experts or challenging the professional competence of organisations or individuals working on behalf of the Partnership, unless there are clearly evidenced grounds for doing so. Agreement will be reached at the outset on which organisation is ultimately taking professional responsibility for an outcome.

3.4.5 **Legal and procedural** accountability is as described in ‘Representation’ above. The Partnership’s Executive Officer (see Section 3.7) will advise on any issue that falls outside the scope of this Agreement.

3.4.6 **Political** accountability – As democratically elected representatives, Ward, Town and Parish Councillors’ community leadership role within this Partnership will be vital for gaining commitment, building trust and developing shared purpose and understanding across sectors and within the community. Councillor representatives on the Partnership are representing their Council as a whole, not just their Ward or their political party.

3.4.7 The development and delivery of the Partnership’s strategy will require cross-party support, and formal adoption of the strategy by each Council will greatly assist in joint decision-making. However, the Partnership’s strategy cannot override the decision-making processes within local government (e.g. setting of Council budgets and approval of Planning Applications), where Councillors vote as individual Members.

3.4.8 **Community and user** accountability is achieved by making sure that the Partnership involves the community in the development and delivery of the strategy and by being open in how it exercises the other accountabilities. The Partnership’s communications strategy (Section 3.12) will be designed to achieve effective and responsible two-way communications. In particular, any activity carried out on behalf of the Partnership will be properly evaluated in terms of its impact on the community both now and for future generations.

### 3.5 Structure

3.5.1 The Partnership is designed to enable organisations that have common objectives to work together, and to enable the process of taking decisions and making recommendations to be streamlined. The Partnership therefore consists of various working groups and project groups coordinated by a central Board.

3.5.2 The Partnership Board is responsible for:

- Setting the vision and strategy;
- Developing and coordinating public engagement/consultation on the strategy as a whole and any significant changes to it;
- Securing formal commitments to the strategy and specific measures and initiatives within it from Partner organisations (including the use of their mainstream resources);
- Taking decisions where it has the powers to do so (see – section 2.3.3);
- Making recommendations/endorsing proposals brought to the Board by Partnership members/project applicants;
- Coordinating and monitoring the work of the sub-groups, especially in terms of funding applications;
- Monitoring and evaluating the Partnership’s performance as a whole in accordance with Section 4, (Measuring and Monitoring Performance);

- Reviewing decisions made by the Partnership and ensuring that decisions are acted upon;
- Implementing variations to this Partnership Agreement after confirming with the Lead Partner that the proposed changes would not adversely affect the Partnership's governance arrangements;
- Agreeing changes to the number and remit of the sub-groups;
- Agreeing the Partnership's communications and consultation strategies.

3.5.3 The Partnership Board will consist of a maximum of 13 members, including the Chair, and will be made up of representatives from all sectors in proportions that reflect the Partnership's strategic priorities and the membership of the sub-groups. The current balance as at July 2010 is as follows:

- Chair
- 9 public sector, including one place for ERYC which will be an elected Member or senior officer and one place for Withernsea Town Council)
- 2 private sector
- 1 voluntary/community sector.

3.5.4 The criteria and options for the process for making appointments to the Board will be drawn up by the Partnership Coordinator for approval, initially by a Steering Group assembled by the Lead Partner and subsequently by the Board through its Annual Review process (Section 7). Where voting is considered the most appropriate, the Partnership's Executive Officer will ensure that the process is fair and transparent and in accordance with the Partnership's objectives and purpose.

3.5.5 Board positions (including Chair, Deputy Chair and Treasurer) are held for 1 year and are renewable for up to five terms. The Partnership Coordinator will arrange for nominations to be sought one month prior to the Annual General Meeting.

3.5.6 Up to 3 non-voting members can be co-opted temporarily onto the Board to contribute their specific knowledge on a certain subject, area or project. Any member of the Board can propose a co-option by submitting a nomination in writing, explaining the benefits to the Partnership, which will be considered by the next Board meeting. These appointments will be reviewed as part of the Annual Review process (Section 7).

3.5.7 Excepting the Chair, Board appointments are 'ex officio', not personal appointments, so if a Board member ceases to be associated with the organisation that nominated them, they will need to resign. Where individual Board members have official positions in more than one Partner organisation, they can only act on behalf of the organisation that formally nominated them. However, with the agreement of the Board Meeting and the organisations involved, they may speak for more than one organisation where there is no conflict of interest (as explained in Section 6.3) or compromise to the sector balance of the Board. In the case of a formal decision, the individual will carry only the vote of their nominating organisation (see Meetings at 3.8 below).

3.5.8 All members of the Board will be asked to name a substitute to attend meetings in their absence. A replacement representative will be sought from an organisation if their representative:

- Is absent from three consecutive meetings without genuine reason;
- If they no longer qualify to be a member of the Partnership because they cease to be associated with the organisation they represent;
- If the Board removes them from office for acting against the purpose, principles or codes of practice of the Partnership, as long as that member is given the right to address the meeting where the decision is to be made (see Section 6 - Risk Management).

3.5.9 The role of the working groups/project groups is to support the Board in achieving its aims by:

- Engendering partnership working to achieve specific elements of the strategy;
- Devising action plans in respect of each element;
- Identifying and implementing new methods of delivering mainstream services. Where this cannot be achieved through the working group, it will be referred to the Board, which will invite the organisation(s) involved to explain what can and cannot be achieved;
- Reviewing their membership at least annually to ensure that all organisations which have a major role in delivering these action plans are included directly or indirectly;
- Coordinating funding applications;
- Developing and coordinating public engagement/consultation on specific elements of the strategy/action plans;
- Providing an informal sounding board for the development of emerging policy proposals;
- Keeping the Board informed of achievements against the plans and any major issues that are impeding progress.

3.5.10 The full Partnership, i.e. Board and Sub Groups, will meet together at least three times a year. One of these meetings will be held in April/May in the form of an Annual General Meeting and provide a formal review of progress (see Section 4 – Measuring and Monitoring Performance) and the election of the Board, Chair Deputy Chair and Treasurer.

### **3.6 Chair, Deputy Chair and Treasurer**

3.6.1 A Chair will be appointed annually from within the Board through an election or by advertising, whose role will be to ensure the Partnership maintains its strategic focus. The Chair must have presence and visibility, and be able to exercise objectivity and independence. They must be an effective communicator and able to manage meetings inclusively and efficiently. The Chair will seek solutions to achieve a shared consensus about the way forward and be able to create an atmosphere where values are understood

and owned and where non-compliance with the Partnership's purpose, principles and the Compact Codes of Practice is challenged.

3.6.2 The Chair may act on behalf of the Partnership within the remit of the role and within the powers delegated by the Partnership Board. A full job profile is included in Annex A, Section 10.3.

3.6.3 A Deputy Chair will also be elected from within the Partnership, who will stand in for the Chair as necessary. Arrangements to share responsibilities between the two roles will be set down in Annex A.

3.6.4 Where the Partnership chooses to maintain a Bank Account for the purposes set out in Financial Matters (Section 5 below), a Treasurer will be appointed to maintain the account.

3.6.5 All Partnership sub groups will appoint a Chair and Deputy Chair and a minute-taker for meetings.

### **3.7 Partnership Executive Officer and Coordinator Roles**

3.7.1 As Lead Partner, East Riding of Yorkshire Council will appoint a senior officer to act as the Partnership's Executive Officer. This role involves:

- Advising the Chair and partners on any matters that affect the legal or financial duties of the Partnership;
- Advising and supporting the Chair and partners on strategic and policy issues where they affect the Partnership as a whole;
- Liaising with partner members on matters of policy and strategy;
- Advising on any constitutional element of this Agreement that affects the composition, conduct and decision-making duties of the Board;
- Facilitating opportunities for Partnership members to develop their knowledge, skills and abilities for successful partnership working.

3.7.2 As an officer of the Council, the Partnership's Executive Officer may be involved in briefing the elected Member representative on the Board and local Ward Councillors on the Partnership's business. The principles at Section 3.3 will be strictly adhered to. If any other member of the Partnership considers this has presented a conflict of interest, and can provide evidence of this, they should raise it with the Chair. If the Chair considers it appropriate, the Complaints Procedure (Section 6) will be used to resolve the issue.

3.7.3 East Riding of Yorkshire Council will provide the Partnership Coordinator role. The Coordinator will:

- Provide the Chair with the advice and support necessary to ensure that the business of the Partnership conforms to this Agreement (in consultation with the Executive Officer as necessary);
- Maintain circulations lists, the website, etc to ensure that all Partners and the wider community are properly informed and engaged in the Partnership's business;

- Provide details of Special Interest planning applications that are relevant to the Partnership's strategy and ensure that the Partnership's comments are submitted electronically within the consultation timescales to the appropriate Planning case officer;
- Regularly review the membership of the Partnership to ensure organisations that have a major role in the delivery of the strategy are directly, or indirectly, included in the Partnership and notify the Partnership Board of any gaps.

3.7.4 A full list of Partnership Coordinator responsibilities is included in Annex A. East Riding of Yorkshire Council will set up a Service Level Agreement where a Partner organisation is providing this role.

3.7.5 The Partnership Executive Officer and Partnership Coordinator will attend Board Meetings, but they will not have voting rights.

### **3.8 Meetings**

3.8.1 Regular meetings of the Board and sub-groups are important for keeping to the agreed programme, debating key issues, building personal relationships, etc. However, they are only one communication mechanism within the Partnership and careful management is needed to ensure they are effective.

3.8.2 The Board will normally meet every 6 to 12 weeks. The Chair and Coordinator will prepare a schedule of Board meetings following each Annual General Meeting and this will be circulated to all Partnership members and posted on the Partnership Website. This schedule can be amended, in order to take account of deadlines for funding applications and other factors that directly impact on the strategy, by submitting a request to the Chair and the Partnership Coordinator as far in advance as possible.

3.8.3 A minimum of 6 voting members must be present at any meeting to enable it to conduct business or take a vote. If fewer are present, the meeting must be re-arranged.

3.8.4 The Partnership's Chair or Deputy Chair will lead Board meetings and full Partnership meetings. Nominated Partnership members will lead sub group meetings. The Partnership Coordinator will ensure that meeting venues and times are fully accessible to Partnership members.

3.8.5 All documents relating to the Partnership's business will be public, unless covered by the Confidentiality provisions at Section 3.11. Papers for meetings will be written in Plain English, free from jargon and with acronyms explained, and circulated to Board/sub-group members at least one week in advance of the meeting. The Partnership Coordinator will arrange for accurate meeting notes to be taken, circulated to relevant Partnership members and posted on the Partnership's website. Alternative formats such as large print, Braille, other languages can be provided on request.

3.8.6 Meetings are open to the public to observe by prior arrangement with the Chair, which can be made via the Partnership Coordinator.

### **3.9 Decision making**

3.9.1 Any issues that require a decision, formal recommendation or endorsement by the Board must be presented in a written report, with a clear recommendation, and tabled at a Board meeting. The Partnership Coordinator will supply the appropriate report template.

3.9.2 In exceptional circumstances the Chair can agree on behalf of the Board to a verbal report being tabled. In the case of a deadline for a decision, formal recommendation or endorsement that cannot be accommodated by rearranging Board Meetings, the Partnership Coordinator will seek the Chair's agreement to using written procedures.

3.9.3 The moving of motions can only be used in respect of a proposal to amend a Partnership recommendation or decision. The use of formal motions in other circumstances is not appropriate, given the relationships described in Section 3.3 - Representation.

3.9.4 Where a vote is required, each representative will have one vote.

3.9.5 Where a verbal or written report is tabled for information, or to seek Partners' views, the Chair may, after open discussion, call for a show of hands to reflect the view of the meeting. This will be recorded in the Minutes, but it will be for the proposer(s) of the report to gauge the extent of support for the proposal.

### **3.10 Declaration of Interests**

3.10.1 The Agenda will include a standing item for the Declaration of Interests in respect of any agenda item where a decision is sought (see Section 6 - Risk Management). The Board will decide whether the member with a potential financial or non-financial interest is allowed to participate in the discussion, observe the discussion, or whether it would be appropriate for them to play no part by leaving the room. It is for the Board meeting to determine the most appropriate action, dependent on the extent of the conflict and the scale of the financial implications to the organisation/individual involved.

### **3.11 Confidentiality**

3.11.1 Members must feel that they can be honest in Partnership meetings without being directly quoted. It follows that members can use information or opinions disclosed at meetings, but they must not attribute these to a specific meeting, speaker or any other participant at the meeting.

3.11.2 Where an agenda item is confidential (e.g. relating to the award of contracts), it will be made clear so that everyone is aware. Non-voting attendees could be asked to leave while confidential topics are discussed.

3.11.3 Outside of meetings, any issue of confidentiality should be raised with the Partnership's Executive Officer.



### **3.12 Communications Strategy and Media Relations**

3.12.1 The Board will adopt a communications strategy. This will cover the adoption of a Partnership 'logo', use of Partners' and funders' logos, stationery, etc, Website, Newsletters, relations with the media, etc. It is important that letterheads, etc avoid confusion regarding the identity and legal status of the Partnership.

3.12.2 The Partnership will identify itself as one of the 'family' of Regeneration and Renaissance Partnerships within the East Riding Local Strategic Partnership's Sustainable Communities Action Group. As Lead Partner of the East Riding LSP, East Riding of Yorkshire Council will promote the role of the Partnership in delivering the East Riding Community Plan.

3.12.3 No Partnership member will consult with any media, at any time, to represent the Partnership itself without first referring it to the Partnership Board/Chair. The Partnership's normal media spokesperson is the Chair or his/her delegated person. This does not fetter the individual media relations of Partner organisations, but all must take steps (in accordance with Sections 3.3 and 6.3) to ensure that these do not call into question or undermine the Partnership's agreed strategy, objectives and action plans.

3.12.4 Following meetings, the Chair and Partnership Coordinator will decide whether it is appropriate to produce a press release as part of the Partnership's communication strategy (see 3.12 below). They will prepare the Press Release and arrange for it to be issued through East Riding of Yorkshire Council's Communications Team.

## **4. MEASURING AND MONITORING PERFORMANCE**

4.1.1 The Partnership's strategy documents, action plans and performance reports are public documents and will be publicised through newsletters, the website and press releases. Paper copies and alternative formats such as large print, Braille, other languages will be provided on request.

4.1.2 The Partnership's strategic objectives are, wherever possible, expressed as targets that are specific, measurable, achievable, realistic and time-based (SMART). Everyone involved in the Partnership should be involved in setting these objectives and targets and be committed to achieving them. Partner representatives are responsible for securing the policy and resource commitments needed to meet these targets from their organisation. Any targets that cannot be specified will be subject to a timescale for the completion of further feasibility work.

4.1.3 The Board will review progress on its strategic plan and action plans every alternate Board meeting to identify if activities are complete, on or behind target. The Board will make sure that all activities reflect the agreed purpose, objectives and functions of the Partnership outlined in Section 2. The subgroups will produce regular performance reports to the Board.

4.1.4 The Annual Review (see Section 7) will include updates of the relevant statistics, commissioned via the East Riding Data Observatory, to ensure that the strategy remains relevant. Partners' individual or joint research into the Partnership Area will also be fed into the review cycle.

4.1.5 Funders may require formal, independent evaluations and Audits. Where this involves funding awarded to the Partnership itself, the Accountable Body will arrange these and set up a Steering Group of not less than 4 members drawn from the Board and the relevant Working Group(s). These evaluations will be presented to the Board and/or the full Partnership and an action plan agreed and monitored through the progress reporting system.

4.1.6 The positive and open culture within the Partnership should allow partners to raise performance issues within meetings without attaching blame. It is important that all partners are realistic when proposing targets and that allowance is made for the internal processes and wider responsibilities that most partner organisations hold. Where a mismatch of resources becomes apparent, the Board will request that the Partners involved consider alternative delivery options.

4.1.7 The Partnership Board takes shared responsibility for achieving its published targets. A partner(s) who become(s) aware that an important target (e.g. one that has knock-on implications for other partners, or is related to a grant condition) is not being met should inform the Partnership Coordinator as soon as possible and not wait for the quarterly/annual review. The Coordinator and, where appropriate the Accountable Body, will identify with the Partners(s) concerned what recovery actions need to be taken and how these should be reported to the relevant sub-group and the Board.

## **5. FINANCIAL MATTERS**

5.1.1 The sharing of resources, both in kind and cash, requires a very clear understanding of financial responsibilities and liabilities.

### **5.2 Funding Awarded to the Partnership**

5.2.1 Where a funding application is to be submitted and awarded in the name of the Partnership, the Lead Partner will ensure that a suitable Partner has agreed to act as Accountable Body. The normal Accountable Body functions are set out in Annex A, but these may vary between funders and the Accountable Body will make the Partnership Board aware of any specific requirements above those listed in Annex A.

5.2.2 Where funding is awarded to the Partnership itself, the Board is responsible for deciding spending priorities and for approving projects activities in accordance with delegations set out by the funder. The Accountable Body is responsible for ensuring those decisions are carried out in full accordance with the grant conditions and accepts liability on behalf of the Partnership in the event of the funder being entitled to claw back grant payments. The Accountable Body will provide the Partnership with quarterly financial monitoring reports.

### **5.3 Funding Awarded to Individual Partners**

5.3.1 Where an individual partner or group of partners bid for internal or external funding to meet an element of the strategy, on the basis that it has been endorsed by the Partnership Board, the programme/project activity will be managed through these partners' own financial approval processes and accounting procedures. They are responsible for ensuring the programme/project meets the funder's financial conditions and audit requirements. They will report progress on the outputs and impact of the activity to the Partnership, but there is no requirement for financial reports. The Partnership Board is not liable in the event of the funder being entitled to claw back grant payments.

### **5.4 Partnership Administration and Promotion Account**

5.4.1 The Partnership can if it wishes to do so open a Bank Account in the name of W&SHRP 2007 Partnership with HSBC Bank, the income of which cannot exceed the £5,000 limit set down by the Charities Act 1993 (revised to £5,000 in the 2006 Charities Bill). The Account can be used for the following purposes only:

- Sundry running costs associated with the Partnership, e.g. hire of meeting rooms, stationery, website maintenance;
- Attendance at conferences and training events by Partnership representatives where the organisation they represent is not in a position to fund this activity;
- Promotional material on behalf of the whole Partnership. This has to be approved by the Board, which must be satisfied that this represents good value for money.

5.4.1 The Treasurer will compile and keep up to date a register of 3 cheque signatories, which will include the Chair and the Treasurer. The Treasurer will present a Statement of Income and Expenditure at every Board and full Partnership meeting.

5.4.2 Partners will normally contribute the cost of attending Partnership meetings and conducting the day-to-day business of the Partnership from their own resources. Where a Partnership member attends an external event on behalf of the Partnership and their organisation is not in a position to reimburse them travelling and subsistence costs, it will be reimbursed from the Partnership's Administration and Promotion Account. Prior written agreement to any such expenditure must be given by the Partnership Chair, Treasurer or Executive Officer.

5.4.3 The process for the claiming, payment and verification of claims will be proposed by the Treasurer and Executive Officer and approved by the Board. The criteria and rates will be based on those set out in the East Riding of Yorkshire Council's policy on the involvement of volunteers.

## **6. RISK MANAGMENT**

### **6.1 Liability and Risk Management**

6.1.1 Where the Partnership is not a legal entity, it cannot be directly held liable or sued by a third party. It is therefore necessary to identify how partners will apportion risk for Partnership activities, such as events and publications. As Lead Partner, East Riding of Yorkshire Council will coordinate risk assessments and submit proposals for risk sharing to the appropriate partners. This may include taking out Third Party Liability and other insurances in the name of the Partnership, where these are available. However, it is for each Partner to identify what budgetary, insurance and indemnity cover may be needed to deal with any potential liabilities or costs arising from its involvement in the Partnership.

### **6.2 Conflict and complaints**

6.2.1 The Partnership is committed to avoiding conflict and complaint by positive and open relationships and by acting diligently at all times.

6.2.2 Where an internal conflict and complaint cannot be resolved informally, it should be put in writing to the Chair (or the Deputy Chair/another member of the Board if the complaint is against the Chair). If the complaint remains unresolved, a second letter should be sent to East Riding of Yorkshire Council's Assistant Chief Executive, Economic Development, County Hall, Beverley HU17 9BA. The complaint will then be independently investigated under the Council's 'Feedback', compliments, comments and complaints procedure. If the complaint is against the Council, a Partner member that has its own written complaints procedure will be invited by the Chair to investigate and report back to the Board on the complaint.

6.2.3 The process for handling external complaints or comments about the Partnership will be published on the Partnership's website. Comments/complaints should be sent in writing to the Chair, who will seek advice from the Partnership Executive Officer (or Partnership Coordinator if it involves feedback on promotion material such as Newsletters). If the complaint remains unresolved, a second letter should be sent to East Riding of Yorkshire Council's Assistant Chief Executive, Economic Development, County Hall, Beverley HU17 9BA. The complaint will then be independently investigated under the Council's Feedback, compliments, comments and complaints procedure.

### **6.3 Conflicts of Interest/Loyalty**

6.3.1 The Partnership will hold a register of members' declaration of financial and personal interests to make sure that all decisions reached are open and fair.

6.3.2 Representatives will ensure they declare to the Partnership where they, or any member of their family, have a personal, financial or otherwise prejudicial interest in an issue under discussion at Partnership meetings. Where a conflict of interest is declared, the Board will decide what steps to take in accordance with Section 3.10 – Declaration of Interests. The principle to be followed is that any decision or formal recommendation/endorsement will not be influenced by the member involved.

6.3.3 It follows that no member with a conflict of interests will lobby the Chair or other members of the Board outside of the meeting. It is for member organisations and individuals to judge for themselves when their legitimate efforts to garner support for a project/activity that directly contributes to the strategy becomes lobbying.

6.3.4 The partners understand and accept each other's priorities and constraints and recognise that it may not always be possible to achieve a consensus decision/recommendation. Where it becomes clear that a partner organisation cannot support a decision or recommendation of the Board, the representative needs to declare this conflict of loyalty openly. Where a conflict of loyalty is declared, the Board will decide what steps to take in accordance with Section 3.10 – Declaration of Interests. If the partner concerned needs to state its position publicly, it will do so on the basis that it remains committed to the Partnership and its decision-making processes.

## **6.4 Breaches of this Agreement**

6.4.1 If an individual representative or a partner organisation acts in a way that is contrary to this Agreement, they will be given an opportunity to present the reasons to the Partnership Board with a view to resolving any conflict in line with 6.2 and 6.3 above. If the representative or partner organisation involved is a Board member, their voting rights may be suspended until the outcome is resolved.

6.4.2 If the issues cannot be resolved, the Board will seek either the replacement of the representative or the withdrawal of the organisation, depending on the circumstances. In this event, the Chair will propose a withdrawal motion and the vote will require a two-thirds majority of the Partnership Board members present at the meeting. The individual/representative of the organisation concerned should not be present when the vote takes place. The Chair will convey the results of the motion in writing to the organisation/individual involved. This action will not normally preclude the organisation/individual from being a member of the Partnership in the future.

## **7. REVIEW PROCESSES**

### **7.1 Annual Review**

7.1.1 The Partnership and its strategy are dynamic and need to be responsive to new circumstances. The Partnership must have some way of measuring the impact of its actions and to identify how weaker areas can be strengthened in order to improve its effectiveness.

7.1.2 The Partnership Board will therefore review annually the continuing appropriateness and effectiveness of the Partnership's organisational structure and way of working as the means of delivering its agreed strategy and action plans. This will be on the basis of an Annual Review and Forward Action Plan, coordinated by the Partnership Coordinator. This will identify, for example, if a subgroup has failed to agree on an action plan, why this is and what steps need to be taken to reach agreement or amend the action plan.

7.1.3 The Board will ensure that the findings and recommendations from the Partnership's annual review are acted upon. Where this involves the purpose, governance or principles of the Partnership, the Board will ask the Partnership executive to provide the necessary advice and reports for its consideration.

7.1.4 Any changes to this Agreement that arise from this process will be drafted by the Partnership Executive Officer for agreement by the Board and amendments issued to all Partnership members.

### **7.2 Formal Assessments**

7.2.1 East Riding of Yorkshire Council wishes to achieve the highest standards in its partnership arrangements and so will periodically undertake a formal 'Governance of Partnerships' self-assessment in accordance with Audit Commission and other best practice. Any issues arising from this will be fed back to the Partnership and a course of action agreed. Where there are significant concerns about the value the Partnership is achieving in its existing form, ERYC will take appropriate action to ensure that the Partnership is 'fit for purpose', as described in Section 3.1 - Lead Partner.

7.2.2 The East Riding of Yorkshire Council's Scrutiny system may, from time to time, examine the effectiveness of individual Partnerships or groups of Partnerships where they play a direct role in delivering the Council's objectives. At least 2 month's notice will be given of any Scrutiny Panel and the Partnership will be invited to nominate a representative to address the Panel via the Partnership Executive.

## **8. DISSOLUTION PROCEDURES**

### **8.1 Closing the Partnership**

8.1.1 The Partnership will at some stage reach the end of its useful life. This can be a positive measure of success, because its strategy has been achieved and economic performance and quality of life targets have been met. This will be established through the review and assessment processes described in Section 7.

8.1.2 Other circumstances under which it may be appropriate to wind up/dissolve the Partnership are, for example:

- A proposal to merge with another Partnership(s);
- A proposal to form an independent, legally constituted Regeneration/ Renaissance organisation;
- There is insufficient interest or funding available to warrant a formal Partnership;
- Partner members are unable to agree on/commit resources to developing a strategy with agreed, shared objectives and targets.

8.1.3 The Partnership can only be formally wound-up at the Annual General Meeting by a majority of those present voting on a formal proposal in writing.

8.1.4 Where the Partnership is unable to secure adequate funding to develop or deliver a strategy, the Board may choose to go into a period of abeyance without formally winding up. In this event, the Partnership Executive Officer will make arrangements to determine how the Partnership should be reinstated.

8.1.5 The Accountable Body will arrange any necessary audits or evaluations and for the claiming/repayment of grants as appropriate. Where the Partnership owns assets, including a Bank Account, the Partnership Executive and Coordinator will arrange for the inventory to be subject to an independent audit. The assets will then be distributed in a way that is consistent with the objectives of the Partnership and achieves the greatest prospect of sustainable benefits to the community.

### **8.2 Withdrawing from the Partnership**

8.2.1 The Annual Review will identify where membership changes are appropriate, for example, because member organisations have achieved their element of the strategy. Where an organisation decides outside this process that it wishes to withdraw from the Partnership, they must give at least 3 months notice, stating their reasons and give notice of how any funding they have committed through the Partnership beyond the period of notice will be maintained. The Board will review why the organisation has withdrawn and if appropriate identify and act upon any lessons to be learnt on how to maintain involvement in the future.



## **9. SIGN-UP TO THIS PARTNERSHIP AGREEMENT**

### **9.1 Member Declaration**

9.1.1 All current representatives of Members of the Partnership must sign to confirm that they have read, understood and agree to abide by the terms of this Partnership Agreement. They are signing on behalf of the organisation/group they represent.

9.1.2 The Partnership Coordinator will explain the Agreement to any new partner organisation or new representative and arrange for them to sign the agreement within one month of them being selected.

**I have read, understood and agree with W&SEHRP Regeneration Partnership agreement dated March 2012.**

**Signed:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Representing:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postal Address:**

---

---

---

---

**E mail address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

## 10. ANNEX A - ROLES AND RESPONSIBILITIES

### 10.1 Sectors and Organisations

10.1.1 The **Public Sector** partners will ensure that wherever possible their ‘core’ resources, and services delivered in the area, support the strategy objectives and targets. They will aim to ensure that their respective plans for the area are complementary and that they provide adequate resources to support effective and efficient partnership working. They will engage with and consult businesses, communities and volunteers and the organisations that represent them prior to making decision that affect them.

10.1.2 As the Planning Authority, East Riding of Yorkshire Council carries particular responsibility for the quality of the area’s built environment and for ensuring that the Partnership’s strategy is consistent with the East Riding Local Development Framework.

10.1.3 Specific contributions and resources to be supplied:

Partner	Strategy Element	Resources
East Riding of Yorkshire Council	<ul style="list-style-type: none"> <li>• Town Plan</li> <li>• Urban Realm</li> <li>• Street Scene Services</li> <li>• Planning</li> <li>• Cultural Strategy</li> <li>• Business Investments</li> <li>• Economic inclusion</li> <li>• Tourism/destination management</li> <li>• Housing policy</li> <li>• Community safety</li> <li>• Sports Development</li> </ul>	<p>The Employment of a Renaissance Coordinator to facilitate with the Partnership Development and other external organisations.</p> <p>Support of projects and funding.</p>
Withernsea Town Council	<ul style="list-style-type: none"> <li>• Partnership Lead</li> <li>• Town Plan</li> <li>• Tourism</li> </ul>	General support, use of meeting rooms, specific knowledge of local public and voluntary issues. Clerical support
Easington Parish Council	<ul style="list-style-type: none"> <li>• Parish plans where applicable, Consultation with parish councils and rural population</li> </ul>	General support, specific knowledge of local public and voluntary issues.
Hollym Parish Council		
Keyingham Parish Council		
Welwick Parish Council		
Welwick Parish Council		
Skeffling Parish Council		
Ottringham Parish Council		

10.1.4 The **Private/Business Sector** brings particular skills to the Partnership and includes employer representatives as well as local businesses themselves. These partners will contribute the Partnership by maintaining and creating employment opportunities, developing the skills of their workforces, identifying and investing in regeneration opportunities, promoting high quality and innovative use of land and property and working with other sectors to ensure development is environmentally sustainable.

10.1.5 Business representatives will also seek to contribute actively to meeting the wider social and environmental improvement goals of the Partnership. Specific contributions and resources to be supplied are:

Partner	Strategy Element	Resources
	•	
	•	
	•	
	•	
	•	
	•	
	•	
	•	
	•	
	•	
	•	
	•	

10.1.6 The **Community/Voluntary sector** embraces non-governmental and not-for-profit organisations as well as local community groups. These partners play a critical role in accurately conveying and reporting the views of local communities and interest groups, promoting community development and delivering services that improve the quality of life of local people, particularly those that can only be reached by specialist services.

10.1.7 Community and voluntary organisations will use their particular skills, networks and knowledge of local conditions to assist the processes that reduce deprivation, through targeted health promotion, young people's initiatives, crime reduction programmes, etc. They will support local groups and communities in formulating and articulating their needs, aspirations and priorities, and will help them to contribute actively to decisions on how public sector and other resources are used and to monitor and evaluate how well improvements are delivered on the ground.

Partner	Strategy Element	Resources
	•	
	•	
	•	
	•	
	•	
	•	
	•	
	•	
	•	
	•	
	•	
	•	
	•	
	•	
	•	
	•	
	•	
	•	
	•	
	•	

## **10.2 Accountable Body**

10.2.1 An Accountable Body's role is to carry out the Partnership's decisions in respect of a specific funding stream. Once decisions within the Partnership have been agreed upon, and the Board has awarded funding or resources to a project or activity, it is the job of the Accountable Body to issue legal delivery contracts and administer the direct payments of funds and claim grant monies from the funder(s).

10.2.2 Other roles of the Accountable Body include:

- Administering and taking responsibility for the funding (e.g. ensuring structured financial procedures);
- Ensuring that the grant allocated is spent according to the agreed plan;
- Establish and maintain effective systems for auditing and monitoring spend.

10.2.3 Most funding issued to an Accountable Body on behalf of a voluntary Partnership requires that the Accountable Body is liable for any claw-back of grant in the event of a breach of the grant conditions. Issuing funds and ensuring that they are delivered is a job reserved for the Accountable Body and this will be done as a formal Project Funding Agreement with each project sponsor. This agreement will include arrangements for recovery of grant from the project sponsor.

10.2.4 In order to qualify as or be appointed an Accountable Body, the organisation must be:

- Nominated to act on behalf of the Partnership;
- A legal entity;
- Capable of meeting the expected obligations.

10.2.5 The Board may identify that the strategy can best be delivered by the Partnership becoming a legal entity and therefore able to be an Accountable Body in its own right. If this were to be considered, East Riding of Yorkshire Council would lead examination of the options and if necessary, independent legal advice would be sought on the most appropriate legal structure.

10.2.6 Before taking on an Accountable Body role, the nominated Partner will undertake a detailed risk assessment of the responsibilities, liabilities and cost implications and carry out an in depth evaluation of the Partnership's systems and procedures to ensure that it is meeting the requirements as laid down by the funding bodies.

10.2.7 The Cabinet of ERYC must approve each instance where the Council acts as the Partnership's Accountable Body – i.e. for each funding package. Without such approval and without the appropriate agreement between the Council and the Partnership, the Council will not be able to accept the role and status of Accountable Body.

### **10.3 Individual Positions**

#### **Chair**

- With the Coordinator, prepare the Agenda and sign the Board meeting minutes once the Board has agreed them;
- Chair Board and Full Partnership meetings in accordance with Section 3.8-Meetings;
- Represent the Partnership at events;
- Represent the Partnership in dialogue with senior representatives of partner organisations;
- Promote the Partnership and its values;
- Ensure Partnership members adhere to this Agreement;
- Exercise Board business on its behalf as agreed through written procedures;
- Provide an independent and balanced viewpoint, identifying how conflicting demands on the Partnership (internal and external) can be reconciled;
- Agree press releases and provide quotes for press releases, attending official openings and other representational duties;
- Deal with complaints in accordance with this Agreement;
- Seek advice from the Partnership Executive on sensitive issues/matters not covered by this Agreement;
- Brief new Board members in conjunction with the Partnership Coordinator;
- Represent the Partnership at the East Riding LSP Healthy Economy Action Group or nominate a deputy who will feed back to Board Meetings.

#### **Deputy Chair**

- Chair Board and Full Partnership meetings in the absence of the Chair by prior arrangement
- Undertake any of the Chair's duties arising in the period of the Chair's absence that cannot be deferred.
- As agreed by the Board, take the lead on specific elements of the above Chair's duties as specified:

#### **Treasurer**

- Manage the Partnership's Bank Account;
- Prepare a statement of Accounts for each Board Meeting and the Annual General Meeting;
- Ensure that all income and expenditure concerned with the Partnership's bank account is in accordance with Section 5, Financial Matters;

- Bring any financial irregularities to the attention of the Chair and the Partnership Executive.

### **Partnership Executive**

- Attend Partnership Board and Full Partnership Meetings
- Advise the Chair/Board as specified in Section 3.7.

### **Partnership Co-ordinator**

- Maintain membership register and contact details for Board and sub-groups;
- Set meetings schedule in consultation with the Chair;
- Draw up and circulate agendas 5 days before each Board meeting;
- Arrange for minutes of meetings to be taken and circulated, and to ensure their accuracy;
- Arrange appointment of sub-group Chairs and minute takers and ensure that agendas and minutes are circulated as appropriate;
- Arrange, in conjunction with the Chair, for vacancies on the Board/groups to be filled as quickly as possible;
- Ensure any decision-making responsibilities in respect of programmes/ projects adhere to the funder's conditions;
- Maintain the Partnership's website, ensuring it contains all material relating to the strategy and the Partnership's business (e.g. meeting minutes);
- Ensure the Partnership's activities comply with the Equalities Standards for Local Government and bring any specific requirements to the attention of the Board/sub-groups;
- Bring any breaches of the Partnership Agreement to the attention of the Chair and, if necessary, the Partnership Executive;
- Arrange a full Partnership annual meeting to review progress and set out the Plan for the forthcoming year/plan period;
- Coordinate the Preparation of the Partnership's Annual Review and Forward Action Plan;
- Liaise with Council Departments and external organisations to provide training and advice for Partnership members;
- Facilitate learning opportunities and networking with external organisations and other Partnerships;
- Develop communications strategy for approval by Board and action.

## 11. ANNEX B – MEMBERS AS AT NOVEMBER 2011

### 11.1 Partnership Board

Name			Organisation
Cllr	A	Hodgson (Chair)	East Riding of Yorkshire Council
		vacant	East Riding of Yorkshire
		vacant	Parish Council Sub Group
	A	Gordon-Freeman	Sirius BP
Cllr	G	Hodgson(Deputy Chair)	Withernsea Town Council
Cllr	G	Owens	Withernsea Town Council
Cllr	A	Blake	Withernsea & District Lions Club
Cllr	K	Hough	Chair of Cultural Sub Group
	J	McDougall	NHS East Riding Yorkshire
	J	Kirkwood	Waxholme Trading Park
	J	Nendick	Shores Centre
	J	White	Withernsea Fishermen's Association
	R	Williman	Withernsea High School
	J	Cracknell	Individual
	P	Bainton	Bainton Construction

## 12. ANNEX C – LOCAL STRATEGIC PARTNERSHIP COMPACT PRINCIPLES AND CODES OF PRACTICE

11.1.1 The Partnership will work towards applying the eight principles and supporting Codes of Practice as in the Local Strategic Partnership's Compact, which is the approved framework for local partnership working (see Section 1.2.11):

### PRINCIPLES

- Principle One - Equal Partnership Working
- Principle Two – Equalities
- Principle Three – Improving Communications
- Principle Four – Consultation, Participation and Policy Appraisal
- Principle Five – Funding, Commissioning and Resources
- Principle Six – Volunteering and Capacity Building
- Principle Seven – Community Groups
- Principle Eight – Diverse Communities



## CODES OF PRACTICE

- Funding, Commissioning and Resources
- Volunteering and Capacity Building
- Community Groups
- Consultation, Participation and Policy Appraisal.
- Diverse Communities – Black & Minority Ethnic.

### 12.0 Document Amendments

Page ref	Para ref	Date	Change	Reason for change	Re issue document or page
5	1.2.9	17 <sup>th</sup> April 07	Word 'Bending' changed to 'flexible'	Request from partnership	Page
15	3.8.3	17 <sup>th</sup> April 07	6 weeks changed to '6 to 12 weeks'	Board meetings too frequent	Page
19	5.4.1	17 <sup>th</sup> April 07	Limit on income from £1K to £5K	Charities Act	Page
26	10.1.3	17 <sup>th</sup> April 07	Info in table added	General update	Document
32 -37	All	17 <sup>th</sup> April 07	Info added	General update	Document
32	11.1	July 2010	Board Members updated	Out of date Board members listed	Document
32	11.1	November 2011	Board Members updated	Out of date members listed	Document
32	11.1	23 <sup>rd</sup> July 2012	Board Members updated	Cllr Stead removed ERYC position vacant	Document by email
32	11.1.1	23 <sup>rd</sup> July	Deleted dates for last 2 bullet points under	Referred to 2006 consultations.	Document by email

			Codes of Practice		
--	--	--	----------------------	--	--