



EASTBOURNE STRATEGIC PARTNERSHIP (ESP) TERMS OF REFERENCE AND WAYS OF WORKING

1.0 Purpose of the ESP:

The primary aim of the Eastbourne Strategic Partnership is to work with the Eastbourne community and others, to provide a Community Strategy that addresses the economic, social and environmental well-being and health inequalities of the Eastbourne community and that will contribute to the sustainable development of East Sussex and the South East region of the United Kingdom.

The ESP is a voluntary framework for local co-operation. Co-operation is promoted but responsibility for particular services and actions remains with individual service providers. Individual service providers can include partnerships set up on a more formal basis. Individual service providers retain operational autonomy.

2.0 Objectives of the ESP:

1. To develop, implement and monitor a Community Strategy. Establish common targets, agreed actions and milestones that lead to demonstrable, positive and sustainable change in the community
2. Actively engage and involve the people and organisations of Eastbourne. This will be public, voluntary and private, including the business and employment community. To adopt Compact principles in all areas of ESP work
3. To work in partnership to ensure that local people receive the best possible services and to add value by working jointly
4. Incorporate relevant elements from the Eastbourne Community Strategy into business plans and strategies of partner organisations and align the relevant performance management systems
5. Reduce the bureaucratic burden, co-ordinate activity, reduce duplication, streamline partnerships, rationalise plans and improve lines of responsibility and accountability
6. Seek to co-ordinate the expenditure of all partners in support of the Eastbourne Community Strategy
7. To conduct periodic monitoring of the delivery of the East Sussex Local Area Agreement as it relates to Eastbourne

3.0 Membership and Reviewing Membership:

The ESP will operate a Core Group. Core Partners are:

Organisation	Places	Lead Agency for
Eastbourne Borough Council	1	
East Sussex County Council	1	
NHS East Sussex Downs & Weald	1	Health & Social Care
Sussex Police	1	
East Sussex Fire & Rescue Service	1	
East Sussex Learning Partnership	1	
Community Environmental Partnership of Eastbourne	1	Environment
Eastbourne & District Chamber of Commerce Ltd	1	
Worklessness Group	1	Regeneration &

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		Economy
3VA	1	Communities Working Together
Eastbourne Housing Partnership	1	Housing
Eastbourne Community Network	3	
Eastbourne Community Sports Network	1	Cultural and Sport
Eastbourne Education Business Partnership	1	Learning & Skills
Eastbourne Crime Reduction Partnership	1	Community Safety
Children's Service Planning Group	1	Children, Young People and Families

4.0 Code of Conduct:

1. A Core Group Partner must observe the ESP's Code of Conduct whenever they:
 - Conduct the business of the ESP
 - Conduct the business of the office within the ESP they hold
 - Act as a representative of the ESP

2. If a partner of the ESP Core Group is facing adverse proceedings, declared bankrupt or is charged or summonsed for a criminal offence, other than a minor traffic offence, then the ESP will expect the nominating body to consider whether they remain an appropriate nominee.

3. A partner must:
 - Show respect and courtesy
 - Not make remarks which may be regarded as discriminatory
 - Avoid derogatory remarks of a personal nature
 - Not make allegations concerning the conduct, activities or statements of another partner that cannot be substantiated
 - When reaching decisions have regard to any relevant advice provided to them by other partners, the Secretariat, Central Government guidance or any other relevant body
 - Attend meetings regularly and participate in reviews, events and working groups as required

4. A partner must not:
 - In their official capacity, or in any other circumstances, conduct themselves in a manner which could reasonably be regarded as bringing their office or the ESP into disrepute
 - In their official capacity, or in any other circumstances, use their position as an ESP Core Partner to improperly confer on or secure for themselves or any other person an advantage or disadvantage

5.0 Ways of Working:

1. The ESP will meet five times a year and hold an annual Event/Away Day
2. ESP meetings will be open to the public and the media. Each meeting will be reported in formal minutes, treated as public documents at the expiry of ten days following initial circulation to allow for inaccuracies to be resolved



3. Meetings will be themed around individual chapters of the Eastbourne Community Strategy. Nominated Core Partners (lead agency above) will host themed meetings if possible. Nominated Core Partners (lead agency above) will report progress on priorities contained in the relevant chapter of the Eastbourne Community Strategy, including progress on targets
4. The membership of the Core Group of the ESP will be reviewed periodically
5. The Chairman and Vice Chairman will be elected for 2 years, at the January meeting of the LSP.
6. For the Core Group and its decisions to be valid, a minimum of 8 Core Partners must be present
7. Representatives of the Core Group are required to declare any conflict of interest and abstain from related decisions. If this results in the number of voting members reducing below 8, this will not invalidate any decisions made
8. In the event that a decision outside the normal meeting schedule is required, recommendations will be circulated by email for decision. Voting rules appertaining to a normal meeting will apply
9. Representation to the East Sussex Strategic Partnership (ESSP) will be through Eastbourne Borough Council. The ESP will continue to seek to gain representation to the ESSP for its Chairman
10. The ESP will distribute any funding that is allocated to it so that:
 - ❖ The spending is linked to key issues identified in the Community Strategies for Eastbourne and East Sussex
 - ❖ There is an outcome that is demonstrable
 - ❖ The position of the partnership is enhanced, recognising joint working
11. The ESP will seek to identify an annual calendar of consultation events both for the ESP itself and for individual partner organisations, ensuring minimum duplication and ensuring a breadth of opportunities for the people of Eastbourne to contribute to policy making
12. The ESP Core Group seeks to involve the community of Eastbourne in its affairs. Members of the public may ask questions at a meeting subject to the following:
 - ❖ No more than two comments or questions per agenda item will be allowed
 - ❖ Wherever possible questions or comments should be provided by delivering them in writing or by email to the Secretariat no later than midday five working days before the day of the meeting. Each question or comment must give the name and address of the questioner and the agenda item to which it relates
 - ❖ The ESP reserves the right to respond to the question or comment in writing should an answer not be immediately available at the meeting
13. The Chairman may reject a question if it:
 - ❖ Is not about a matter for which the ESP has responsibility
 - ❖ Is in furtherance of an individuals particular circumstances
 - ❖ Is about a matter where there is a right of appeal to the courts, a tribunal or to do with a government minister
 - ❖ Is defamatory, frivolous, vexatious or offensive
 - ❖ Is substantially the same as a question which has been out at a meeting of the ESP in the past six months or requires the disclosure of confidential or exempt information



Roles of ESP Core Group Members

ROLES OF LSP MEMBERS	RESPONSIBILITIES
CHAIRMAN	<ul style="list-style-type: none"> • Chair ESP meetings, ensuring that: all partners are able to contribute, the agenda is managed within the allotted time guidelines and the Code of Conduct is kept • To represent the ESP at meetings as required including the countywide Chairs & Co-ordinators meeting (chaired in rotation) • Sign letters and documents on behalf of the ESP and provide a scanned signature for efficiency • To keep well briefed and up to date with all matters relating to the ESP • To support the Co-ordinator and Secretariat • To inform the Vice Chairman if unable to attend meetings and to brief the Vice Chairman accordingly • To inform the Secretariat in the event that neither the Chairman nor Vice Chairman can attend meetings • To attend annually 4 meetings of the County LSP Chairs and Co-ordinators Group and to take forward any issues raised
VICE CHAIRMAN	<ul style="list-style-type: none"> • To deputise for the Chairman in his/her absence as outlined above • To keep well briefed and up to date with all matters relating to the ESP
ALL CORE GROUP PARTNERS	<ul style="list-style-type: none"> • To attend all ESP meetings as scheduled having read the agenda and background papers • To attend and support the ESP annual event/Away Day • To arrange for a suitably briefed deputy to attend meetings if necessary • To pass information through individual networks within their organisation and any other organisations they represent • To comment on draft ESP minutes within the allotted time schedule • To ensure the Eastbourne Community Strategy is regularly monitored and reviewed • To ensure the service delivery of priorities contained in the Eastbourne Community Strategy • To ensure compliance with government guidance as appropriate • To report back to the ESP periodically on themed areas of work, including progress on key indicators • To host ESP meetings periodically if possible
SECRETARIAT	<ul style="list-style-type: none"> • To arrange a schedule of meetings, venues, equipment

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	<p>and documentation for the ESP Core Group</p> <ul style="list-style-type: none">• To take minutes of the ESP Core Group meetings• To make available to the public the schedule of meetings• To distribute papers for meetings as follows:<ul style="list-style-type: none">❖ Call for agenda items – 15 days before❖ Distribute agenda & papers – 5 days before❖ Post agenda on web pages – 5 days before❖ Circulate draft minutes – 5 days after❖ Post final minutes on web pages & inform partners – 10 days after• To maintain the contact list and ensure regular circulation of information• To maintain contact with the ESP Chairman and ensure that all correspondence is dealt with• Liaise with the nominated press office to deal with all press enquiries and ensure that the public are well informed of the activities of the ESP and that the ESP appears in a favourable light• Represent the ESP at local and national events• Organise the ESP Annual Event/Away Day with support from partners• Provide agenda briefings to the Chairman and any Core Partner• Collate performance data supplied by partners and prepare an annual report on partnership progress• Attend the county Chairs and Co-ordinators meeting• To keep up to date with government guidance and advise the Chairman and ESP accordingly
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7.0 Support for the ESP:

The main administrative Secretariat support is provided by Eastbourne Borough Council. This will be reviewed by the ESP from time to time. Wherever possible Core Partner organisations will provide assistance to the functioning of ESP meetings and events

8.0 Communications & Press Protocols:

The following communication protocols are in place for the ESP:

- Using email as the standard means of communication, with hard copies provided by post for those who wish it
- Press releases and media briefings should be agreed by the Chairman and at least one other ESP Core Partner who is from a different organisation. They should be sent out in the name of the ESP using the logo
- The Chairman on behalf of the ESP will make all statements to the press as required
- In the event that individual partners are asked by the press or other organisations, to make a comment on behalf of the ESP, all enquiries should be referred to the Secretariat who will ensure a response is given in accordance



with the relevant ESP protocol. All partners retain the right to comment on their own behalf to the press or other organisations about any matter

- Press and public relations for the ESP will be dealt with through Eastbourne Borough Council