

STROUD LOCAL STRATEGIC PARTNERSHIP (LSP)

Terms of Reference



Date	Approved by the LSP on 8 September 2023
Review date	These Terms of Reference will be reviewed every two years, with the next review due in June 2025.
Objectives and key tasks	<ul style="list-style-type: none">• To bring together at a local level the different parts of the public sector as well as the private, business, voluntary and community sectors to broaden awareness of initiatives and services, to break down 'silo' working and to encourage active partnership working.• To identify and report strategic issues the LSP should be aware of.• To act as a forum for sharing knowledge, expertise, new initiatives, and examples of best practice by organisations that are meeting local needs and aspirations of local communities between members – both individually and organisationally.• To improve the quality of life for existing and future residents and those who work in or visit the area by encouraging cross-partnership awareness.• To develop the health, social, economic, and environmental wellbeing of those who live or work in the area by encouraging cross-partnership awareness.• To provide strategic leadership on any district-wide issues identified by partners and agreed by the LSP, if there are no other appropriate existing organisations or partnerships which can lead.• To bring together intelligence, expertise and community and business support to identify priorities and recommend solutions to appropriate bodies to maximise the district's opportunities.• To focus on the needs of the whole district, with an inclusive concern for all citizens, especially the marginalised and disadvantaged.• To consider what is in the best interests for the common good of the Stroud district.
Scope	<p>The LSP is an informal partnership that operates at a level which can support strategic district-wide decisions whilst also being close enough to neighbourhoods to encourage community-level actions.</p> <p>It is a non-statutory and non-executive organisation with no budget nor any legal status to enter into contracts.</p> <p>It is aligned with Stroud District Council's boundaries.</p>
Membership	The LSP consists of senior representatives from key organisations, agencies, and sectors as well as individuals who have an impact upon, and active interest in, the district's communities. Members are from organisations that play a lead role within the Stroud district, including the public, private, community and voluntary sectors.

	<p>The composition of the LSP will be as inclusive as practicable, covering a full range of “key players” whilst balancing this with a realistic maximum size of partnership necessary for it to be effective.</p> <p>Members will be identified within the following categories:</p> <ul style="list-style-type: none"> • Public sector • Private sector • Community and voluntary sector <p>A full and current list of the LSP members is available on the LSP website: https://lsp.stroud.gov.uk/members/</p> <p>The LSP may invite representatives of other organisations to attend for, or deliver a presentation about, specific items as appropriate.</p>
<p>Terms of Membership</p>	<p>In order to retain the flexibility required to robustly address the key issues that impact upon the district’s communities, membership of the LSP will be reviewed annually or as deemed necessary by the Chair and Vice Chair.</p> <p>If a member is unable to attend for three consecutive meetings, then the Chair and Vice Chair will consider their continued membership or seek a replacement.</p> <p>If a member of the LSP changes employer or loses their position, then continuation of their membership on the LSP will be at the Chair and Vice Chair’s discretion. Whether someone else from the organisation will be invited will be considered by the Chair and Vice Chair.</p> <p>Chair The role of the Chair is to chair and manage the meetings of the LSP, creating an environment where all members are able to make a full contribution to the LSP’s business. The Chair of the LSP rotates every two years between the community and voluntary sector, the private sector, and the public sector.</p> <p>The Chair is supported by a Vice Chair from one of the other sectors. The Vice Chair can deputise for the Chair as and when required. The Vice Chair takes the position of Chair after the two-year term of the Chair.</p> <p>Deputising Each member can name one alternative to attend in his/her place if absolutely necessary, but not on a regular basis.</p>
<p>Meetings</p>	<p>Meeting frequency Four times per year, usually at Stroud District Council offices, but potentially at other outside venues or virtually, to be decided by the Chair and Vice Chair.</p> <p>The Chair may call additional meetings.</p> <p>Secretariat support Stroud District Council will provide administrative support for the LSP and act as a responsible body.</p>

	<p>The agenda and accompanying papers for LSP meetings will be sent to members at last three working days prior to the meeting. Late items may be accepted at the discretion of the Chair.</p> <p>Notes of the meeting will be circulated to all representatives as soon as possible after meetings and presented for approval at the next meeting, after which time members can circulate within their organisation if required.</p> <p>Agendas, notes, and any presentations from LSP meetings will be placed on the Stroud LSP website: https://lsp.stroud.gov.uk/</p>
<p><i>Recruitment of members process</i></p>	<p>Members may be nominated by the Chair, Vice Chair, or other existing LSP members. Nominations will be considered by LSP members at the quarterly LSP meetings, and recommendations for appointment made.</p> <p>Recruitment of Chair The Vice Chair will take the position of Chair after a two-year term, or earlier if the Chair resigns.</p> <p>Recruitment of Vice Chair The roles of Chair and Vice Chair rotate every two years between the private sector, public sector and community and voluntary sector, therefore nominations for Vice Chair will be requested from the relevant category of the LSP membership towards the end of the two-year term. The Vice Chair must always be from a different sector to the Chair.</p> <p>Nominations will be considered at a meeting of the LSP. Whether the position is contested or not, the LSP should vote to agree on the Vice Chair. The vote must be passed with majority support. If the vote is tied, the Chair has the deciding vote.</p>
<p><i>Responsibilities of LSP members</i></p>	<p>Membership represents a commitment to the work of the LSP to attend meetings personally and regularly in order to prioritise LSP business.</p> <p>Conduct Members of the LSP shall observe the following:</p> <ul style="list-style-type: none"> • Treat everyone with respect. • Promote equalities and do not discriminate unlawfully against any person. • Promote and support high standards of conduct. • Do not behave in a manner which brings the LSP into disrepute. • Do not bully or harass any person.