

# **Terms of Reference & Constitution for Lyme Regis Local Area Partnership**

## **1 TERMS OF REFERENCE**

The Partnership aims to increase people's influence on decision-making about local service provision, thus making that service provision more responsive to community needs; and to increase the effectiveness and efficiency of those services by co-ordination between the agencies and organisations working in the area.

Whilst partners have been working co-operatively with the community on an individual basis for some time now, the Partnership's role as a group is still developing.

Its intended role covers following areas:

- Taking a strategic overview of economic, community and environmental development in Lyme Regis and surrounding area.
- Consulting on local issues and developing themes into a comprehensive strategic plan
- Arranging an annual open community consultation to review the strategic plan and update the action plan
- Monitoring completion of actions and evaluating effectiveness of outcomes in relation to objectives.
- Initiating ideas and encouraging the relevant partner organisations to take on projects.
- Liaising and co-ordinating between groups and organisations that are involved in the Town.
- Co-ordinating bidding for external funding.
- Acting as a forum for debate and exchange of information.
- Developing an inclusive partnership.
- Reviewing progress.
- Engaging with neighbouring LAPs, many of whom have the same issues, which may be better solved jointly; and especially engaging fully with the opportunities offered by the forum of the West Dorset Partnership and the Dorset Strategic partnership.

## **2 MEMBERSHIP**

2.1 Membership is open to any organisation, group or individuals living or working in the Lyme Regis area who wish to progress the aims of the Partnership. To ensure that membership comprises a broad and representative cross-section of local communities, organisations, local authorities and other partners, strategic planning and funding agencies, many key stakeholders have already been approached to nominate representatives. Any other group or individuals wishing to join the partnership may register their details and nominated representative if appropriate with the LAP co-ordinator.

2.2 Members are expected to keep the organisations that they represent fully informed of the activities of the Partnership, and to encourage them to engage fully with these activities. Above all, members are expected to inform their organisations of the results of the community consultations and of any agreed priorities/tactics/objectives even if they

do not personally agree with these. Members should also ensure they are in a position to report to the Partnership on the views and concerns of the organisations represented.

2.3 All members will be treated with equal respect, with every effort being made to ensure that all information is understandable and accessible to all partners.

2.4 Members will nominate representatives to other bodies as necessary, empowering them as appropriate.

### **3 MEETINGS**

3.1 The Partnership will meet at least four times a year (every three months) at a meeting chaired by Lyme Regis Town Council and facilitated by LRDT.

3.2 Further meetings to be arranged as agreed by the Chair and the LAP Co-ordinator. Any individual member wishing to call an additional meeting should approach the Chair or the LAP co-ordinator. Appeals against decisions may be taken to the WDDC link officer for a final decision.

3.3 To facilitate attendance, meeting dates will be set as far in advance as possible, at regular points (currently 2<sup>nd</sup> Thursday in month) as agreed by members.

3.4 Any member may ask for an item to be added to the agenda – by communication with the LAP Co-ordinator, at least 7 working days before the meeting.

3.5 Papers for meetings will be circulated to arrive at least 3 working days in advance. Substantial agenda items must be supported by background papers. All papers will be publicly available, unless the Chair agrees there is a very good reason to withhold.

### **4 STEERING GROUP**

4.1 LAP Partnership members will agree members (numbers to be decided) to a Steering Group, which would take a strategic, leadership role, to ensure that real progress is made towards the overall vision of the community plan in order to deliver on the required objectives, namely:

- Monitoring the promised delivery of projects
- Assessing whether completed projects have in fact delivered the desired outcomes
- Working to bring outstanding issues as identified in the plan to a funded project stage.

The Steering Group would take its direction on the most urgent/important issues for resolution from the full LAP.

The Group should be as small as possible, only increasing its size if absolutely necessary, as it is more important to recruit SG Members for their ability to take an impartial, holistic, strategic view than to ensure representation across the community (this would be covered by the main LAP).

4.2 Members of the Steering Group will elect their own chair and any other officers they require. Administrative support will be provided through the LAP Co-ordinator. It is anticipated that meetings will be required to be held at least monthly. Meetings of the Steering Group will be advertised to members of the LAP, who may attend as observers if they so wish. All papers will be publicly available unless the Chair agrees there is a very good reason to withhold.

4.3 Although consensus should be sought, if necessary recommendations may be made to the full LAP with some members overtly dissenting.

### **5 THEMED WORKING GROUPS**

This section to be developed when a model for linking with all existing such groups has been decided. By December 2007 at the latest.

## **6 FINANCE**

5.1 The Meetings Facilitation budget will be held by Lyme Regis Development Trust, which will provide an expenditure report to WDDC .

5.2 Any funds raised for specific projects will be held by agreement as appropriate.