

Terms of Reference

Role and Purpose of the LSP Executive Board (2019)

1 The LSP Executive Board is the

- a) Executive supra partnership board (critical friend to all the other partnerships and forums).
- b) Forum that brings together senior representative from all the key services, to discuss cross cutting issues (problems / challenges that can't be discussed elsewhere).
- c) Strategic vehicle to enable cross-sector working and drive continuous improvement of the borough.
- d) Joint platform for creating a shared vision and championing the borough.

2 The LSP Executive Board is for

- a) Providing strategic leadership in active problem solving on key local issues, delivering improvements and outcomes on strategic issues that no single organisation could achieve alone.
- b) Creating, brokering and supporting relationships with all the key service providers.
- c) Having honest conversations, challenging and holding each other accountable.
- d) Pooling and sharing data / collective intelligence.
- e) Reviewing evidence and bringing fresh perspective.
- f) Identifying key priorities in partnership and agreeing subgroups who will work together on delivering them.
- g) Actively engaging the people in the solutions and services of the borough.
- h) Working together, pooling efforts and aligning resources.
- i) Solving strategic problems / coming up with joint and positive solutions.
- j) Agreeing a joint plan of actions that result in the improvement of resident's lives and benefits the people of Ealing.

3 Membership of the LSP Executive Board consists of

- a) Chair, appointed as the Leader of the Local Authority.
- b) Vice Chair, annual appointment selected from the membership of the LSP Executive. Appointed by the Chair*.
- c) General membership (in addition to the Chair), of the LSP Executive to comprise of executive level representation from:
 - i) Local Authority (x1 position)
 - ii) Police (x1 position)
 - iii) Fire Service (x1 position)
 - iv) Clinical Commissioning Group (x1 position)
 - v) NHS (x2 positions)
 - vi) Voluntary and Community Sector (x3 positions)
 - vii) Business and private sector (x2 positions)
 - viii) Housing Association (x2 positions)
 - ix) Department for Works and Pensions (x1 position)
 - x) West London College (x1 position)
 - xi) University of West London (x1 position)
 - xii) Represents the Chairs of the Health and Wellbeing Board and Safer Ealing Partnership*

*NEW – The role of Vice Chair will be updated and reflected as a future amendment to this Terms of Reference.

- d) Members of the LSP Executive should make every reasonable effort to attend 3 out of 4 of the annual meetings. Representation from substitutes will be accepted for the occasional apology. However, for reasons of long-term absence, a substitute should be agreed by the Chair.
- e) Membership and attendance will be reviewed on an annual basis.

4 The LSP Executive Board will

- a) The LSP Executive has adopted the Ealing Borough Plan 2018-2022 as its overarching framework within which to frame future activity.
- b) Take ownership and secure delivery of the Borough Plan's vision through regular monitoring of progress on key priorities/priority projects.

- c) Act as the focus of, and support the delivery of, strategic value for money projects across partners in the borough, driving efficiency, reducing duplication and bureaucracy through partnership working and acting as the steering group for key areas of work requiring significant cross-partner working.
- d) To work closely with the Health and Wellbeing Board, Children and Young People's Partnership, Safer Ealing Partnership, Employment and Skills Group, and LSP priority projects, ensuring effective programme and performance management of the work conducted through the LSP.
- e) Communicate across partnership organisations the outcomes of work conducted to deliver partnership efficiencies and improvements.
- f) Through the actions of individual members, build and support relationships between partners to progress projects and wider positive change.
- h) Take individual and collective responsibility for focussing action on active problem solving, including focussing LSP meetings on sharing information to support innovation, share good practice and avoid duplication of efforts.
- i) Take ownership of meetings and the agenda setting, to be transparent, inclusive and egalitarian.
- j) Develop themed meetings so members are better informed about a topic and can focus on an issue.
- k) Agree specific actions points from each meeting that are shared amongst all members and these actions are tracked and progress measured in subsequent meetings.

5 The LSP Executive Board will be supported

- a) With project, performance and administrative support through the Ealing Council Strategy and Performance Team.
- b) With the Ealing Council Strategy and Performance Team collaborating with support connected to members of the LSP Executive Board.
- c) With members taking an active role to ensure the smooth running and forward planning of the LSP Executive Board.
- d) With transparent processes and information, with LSP Executive information published on the Ealing Council website in a timely fashion.
- e) With resources – financial and in kind – as committed by individual partners to support identified programmes of work.

6. Annual Reporting

- a) The LSP Executive Board is committed to producing an Annual LSP Executive report for the Ealing Council Scrutiny Committee and wider distribution to other partnerships and the public.
- b) As part of annual reporting, membership, Terms of Reference and forward plan will be reviewed.

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