

Dartford and Gravesham Local Strategic Partnership

Terms of Reference and Constitution

1. Role and Membership

- 1.1. The role of the Dartford and Gravesham Local Strategic Partnership is to oversee the development of the Sustainable Community Strategy and to deliver the objectives set out in the Strategy for the people of Dartford and Gravesham.
- 1.2. The Dartford and Gravesham Local Strategic Partnership is formed of the following organisations:
 - Dartford Borough Council (political and officer representation)
 - Gravesham Borough Council (political and officer representation)
 - Kent County Council (political and officer representation)
 - North Kent Police
 - Kent Fire and Rescue
 - Kent Thameside Regeneration Partnership
 - NHS West Kent
 - Kent Equality Regional Council (formerly the North West Kent Racial Equality Council)
 - North West Kent Council for Voluntary Services
- 1.3. Other partner organisations will be invited to attend meetings and sub-group meetings as required.
- 1.4. Throughout these terms of reference, '**Members**' are defined as those organisations listed in paragraph 1.2 and have voting rights (despite having officer and political representation on the LSP, district councils and the county council have one political vote each. In the absence of a political representative, a nominated substitute who need not be an elected member may take up this vote. '**Partners**' include other organisations who may be invited to attend LSP meetings, but do not have voting rights on the LSP.

2. Objectives of the LSP

- 2.1. *To make Dartford and Gravesham the Places of choice to live, work and enjoy.*
- 2.2. To meet this overall objective, the LSP will produce a Sustainable Community Strategy which sets out the key objectives for the area and the role of partner organisations. A new Sustainable Community Strategy will be produced every three years.
- 2.3. The members of the LSP have the responsibility to:
 - Monitor the performance of the LSP against the objectives set out in the Sustainable Community Strategy on a regular basis.
 - Conduct an annual review of progress against the delivery of the Sustainable Community Strategy. The review should be reported back at the nearest meeting after the end of the financial year.
 - Report back to the LSP on progress of the actions being completed by the working-groups of the LSP.
 - To raise concerns regarding delivery of the objectives and to seek assistance from other members of the LSP as required.

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- To assist other members of the LSP, as required, in ensuring the overall delivery of the Sustainable Community Strategy.
 - To work with partners to review the Sustainable Community Strategy making any appropriate proposals on revised, amended or deleted objectives as well as targets and goals.
- 2.4.** In addition to the items listed above, the members of the LSP must also work with officers from both district councils in the development of a Local Development Framework for the two areas.

3. Meetings of the LSP

- 3.1.** The meetings will be chaired on a rota system between Dartford Borough Council and Gravesham Borough Council. The Chairman will sit for one year.
- 3.2.** A vice chairman will be nominated by the LSP at the meeting, should the Chairman be unable to attend.
- 3.3.** The LSP will meet no fewer than three times each year. The meetings will be scheduled at the start of the financial year for the whole year. Additional meetings will be held as required.
- 3.4.** Meetings will last no longer than two hours unless agreement is reached by the members at the meeting to hold a longer meeting. Where it is felt that a longer meeting may be required, the request for a longer meeting should be made prior to the meeting, and then ratified prior to the start of that meeting.
- 3.5.** The location of the meetings will rotate between the partner members of the LSP and all members must be prepared to host meetings.
- 3.6.** The LSP will make decisions by simple majority voting. Each Member will have one vote. In the event of a tied vote, the Chairman will have the casting vote.
- 3.7.** Meetings will be held in private.
- 3.8.** All members must endeavour to attend all meetings of the LSP. If a member is unable to attend a meeting they may send a substitute who shall be treated as a member of the LSP for the duration of the meeting. The substitute must be a suitable replacement for the LSP member.

4. LSP Working Groups

- 4.1.** To assist delivery of the objectives set out in the Sustainable Community Strategy, a number of working groups will be utilised:
- Health Improvement Group
 - Crime and Disorder Reduction Partnership
 - Kent Thameside Regeneration Partnership
 - Dartford and Gravesham Youth Sub-Group

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- 4.2. In addition to the groups identified above, the LSP will also receive reports back on the environmental issues from both local authorities on a regular basis.
- 4.3. It will be the responsibility of the LSP members who sit on the groups detailed above to feedback progress to the LSP at every meeting. A formal progress report will be provided at each meeting and representative LSP members will be requested to provide verbal feedback on progress at each meeting.
- 4.4. Where there is no representative from the LSP on a working group, a representative from the group may be invited to the LSP meeting to feedback to the group on progress.

5. Quorum

- 5.1. The quorum for meetings will be five Members with voting rights, with at least one member from each of the district councils.

6. Minutes and agendas

- 6.1. Dartford Borough Council and Gravesham Borough Council will provide administrative support to the LSP:
 - Agendas and papers for the meetings will be compiled and circulated by Dartford Borough Council and will be circulated at least one week in advance of the meeting.
 - The minutes of the meetings will be taken by Gravesham Borough Council and will be circulated to partners within two weeks of the meeting, privy to clearance from the Chairman, the Managing Director of Dartford Borough Council and the Chief Executive of Gravesham Borough Council. Once the minutes have been approved at the subsequent LSP meeting, including any accepted amendments, the minutes will be made available on the Dartford and Gravesham Borough Council websites.
 - Minutes will be copied to such other people as the LSP members decide.
- 6.2. Records of attendance will be maintained by the officer completing the minutes of the LSP meetings and will be formally noted on the minutes of the meeting.
- 6.3. Any member of the LSP has the right to submit items for meeting agendas. Dartford Borough Council must be notified of such items at least 14 days before the meeting date.

7. Conflicts of interest

- 7.1. Declaration of conflicts of interest should be permanently retained as the first item of the LSP meeting agenda. If during a meeting any issue is discussed in which a member has an interest, this must be declared at the earliest possible moment, whether or not it has been previously declared, and no later than at the start of the meeting. The Chairman will consider whether the member should take part in the discussion or be asked to leave the meeting while the item is discussed. Any member declaring an interest in an item of discussion will not be entitled to vote on that item.