

# CONSTITUTION



**The Local Strategic Partnership for the Horsham District**

***Working in partnership to secure a better quality of life for all***

Updated August 2006

**INTRODUCTION TO THIS GUIDE**

Welcome to the Local Strategic Partnership for the Horsham District, the Horsham District Community Partnership.

The Horsham District Community Partnership was formed in 2003 to develop a vision for the Horsham District and to identify community needs and priorities. A 'Visions and Priorities' consultation document was sent to every household in October 2003. Comments on this were considered and helped to form the Partnership's vision:

***A dynamic district where people care and where individuals from all backgrounds can get involved in their communities and share the benefits of a district that enjoys a high quality of life.***

In order to achieve this vision, the Partnership has a structure to work within. This document provides that structure and was agreed at the inaugural meeting of the Partnership Board on Wednesday 16 February 2005.

All interested parties, whether they are members of the Horsham District Community Partnership or members of the public should be able to use this document to understand how their LSP is working for them, and how they might become involved to *work in partnership to secure a better quality of life for all.*

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## **HORSHAM DISTRICT COMMUNITY PARTNERSHIP**

In the Horsham District, our Local Strategic Partnership is called the **Horsham District Community Partnership**. The Partnership covers an area of 205 square miles within the District Council ward boundaries.

Public, private, business, community and voluntary sector organisations all have a part to play in improving the quality of life. These organisations group together under one umbrella to form a **Local Strategic Partnership or LSP**.

### **What is a Local Strategic Partnership?**

A Local Strategic Partnership is a single body that:

- Brings together public, private, business, community and voluntary sectors to support each other and work together.
- Is a non-statutory organisation.
- Operates at a strategic level, but is still close to local communities
- Operates within local authority boundaries.
- Works closely with the County Council Local Strategic Partnership (West Sussex Strategic Partnership).

The Partnership has set out to achieve the vision for the District (below) by working together to use resources more effectively and efficiently to improve services for the good of the community.

***A dynamic district where people care and where individuals from all backgrounds can get involved in their communities and share the benefits of a district that enjoys a high quality of life.***

### **The Partnership will:**

- Work towards more involvement with the community.
- Agree key priorities and actions to deal with economic, social and environmental issues for Horsham District.
- Add value to work being undertaken to make a difference to the community.
- Make clear and co-ordinated decisions which lead to the better use of local resources.
- Influence public service delivery.
- Work together as a partnership with the community to prepare the Community Strategy for Horsham District.

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- Ensure that the work contributes towards the principles of sustainability.
- Work together with the community to meet local needs, priorities and to deliver actions.

### **Membership of the Horsham District Community Partnership**

- Membership is open to any organisation or service provider in the Horsham District to support the work of the Partnership and its aims.
- Membership of the Partnership includes the acceptance of the responsibility to work within the terms of reference.
- Organisations and partnerships have existing accountabilities and these remain the same. Individual partners will remain responsible and accountable for decisions about their own services and resources.
- Membership is primarily aimed at organisations. However, the Partnership has a responsibility to actively involve under-represented groups and community spirited individuals and to seek methods of doing this.

### **The aims for the members of the Horsham District Community Partnership are:**

- To support and promote sustainable communities.
- To build trust and understanding between organisations and the community.
- To encourage partnership working.
- To support innovation and diversity.
- To be proactive and work towards making a difference.
- To be inclusive of under-represented and minority groups.
- To contribute towards the writing of the Community Strategy.

### **Community Profile**

Early in 2002, Horsham District Council and West Sussex County Council jointly commissioned Brighton University, Care Equation Ltd and Action in Rural Sussex to prepare a community profile of the Horsham District. Over 120 sources of information have been combined to create the profile, which gives an interesting and useful picture of the District. The profile will be kept up to date including adding information from the 2001 Census.

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The Community Profile gives a picture of the Horsham District to enable the Horsham District Community Partnership to understand the rich diversity of Horsham District. Research into the following topics has provided a standard for the priorities established by the Partnership:

- Demography
- Deprivation
- The Local Economy
- Housing
- Education
- Health
- Social Care
- Crime and Community Safety
- The Environment
- Lifestyle and Leisure

### **The Community Strategy**

The Local Government Act 2000 places a duty on local authorities to prepare a Community Strategy to promote and improve the economic, social and environmental well being of their areas, and to contribute to the sustainable development of the United Kingdom. Government guidance states that Community Strategies should:

- Be prepared and implemented by a Local Strategic Partnership.
- Involve local communities.
- Be based on an assessment of needs and resources.
- Involve participation of councillors.

The Horsham District Community Strategy is being prepared by the Horsham District Community Partnership. Local communities will be encouraged to help identify the local needs and priorities, and how those involved will work together to meet them. Wherever possible, existing partnerships will be asked to implement the priorities. It will provide the means to co-ordinate and integrate the existing work of the partner organisations to meet agreed needs and aspirations. It will allow the partnership to add value to the work which is being undertaken. It will help identify gaps in existing strategies and plans and seek to encourage appropriate organisations to develop plans to fill those gaps.

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### **The Community Strategy covers a period from 2003 – 2016 and is made up of the following:**

- The long-term vision and strategy for Horsham District based on different themes.
- Outcomes, broad priorities and key actions to be undertaken.
- How the strategy reflects the Local Public Service Agreement (see below).
- How the Community Strategy will be reviewed and progress reported to the local community.

A yearly Action Plan based on the different themes will be produced with short-term priorities and activities showing how these will help achieve the long-term vision. An Action Plan has already been published for the years 2004 – 2005; some of those actions have been completed, others are ongoing and some are yet to be started. The Action Plan will be reviewed on an annual basis.

### **The Bigger Picture**

#### ***How does the Horsham District Community Strategy fit into the bigger picture in West Sussex?***

As a local authority, West Sussex County Council is also required to prepare a Community Strategy under the Local Government Act 2000. A Local Strategic Partnership for the county of West Sussex has been formed and is called the West Sussex Strategic Partnership.

The role of the West Sussex Strategic Partnership is to identify where new or improved combined action is needed to address the strategic needs, aspirations and priorities for the communities of West Sussex, both present and future.

The work of the seven districts and borough councils in West Sussex on their own Community Strategies is fed into the West Sussex Community Strategy.

The West Sussex Community Strategy supports the County Council's commitment to the Public Service Agreement it has with Central Government. This Public Service Agreement (PSA) aims to help deprived communities and vulnerable people in the county. The PSA is a kind of contract that West Sussex County Council signed with central Government on 18 July 2003.

West Sussex County Council has a set of targets to meet, and if they reach them, then the Government will give WSCC a £16 million 'reward' to be used for the benefit of communities within the West Sussex area.

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### **The PSA targets cover:**

- Cutting truancy from our schools
- Improving the quality of life of older people so they can continue to live in their own homes
- Helping pregnant women to quit smoking
- Encouraging drug abusers to enter treatment programmes
- Reducing the number of people killed on West Sussex roads
- Reducing the number of violent crimes committed in our county
- Reducing the number of accidental fires starting in West Sussex homes
- Increasing the number of people who become volunteers, which in turn enhances community life
- Helping school drop-outs gain qualifications
- Ensuring primary school children fulfil their potential
- Increasing the number of affordable homes

The Government has already given £1.5million of initial money to allow the County Council and its partners to start working towards these targets.

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### **HORSHAM DISTRICT COMMUNITY PARTNERSHIP CONSTITUTION**

The responsibilities of the individual members of the Horsham District Community Partnership are:

#### **Accountability**

Representatives need to carry back to their organisations the key messages and decisions of the Partnership. **This is a key part of the role.**

#### **Collaboration**

Partners should be prepared to contribute to the achievement of aims, objectives and targets through working with other organisations and the removal of potential barriers working together. Help all partners to improve in areas where they have difficulty in achieving actions.

#### **Commitment**

It is expected that where applicable, partners are able to commit the necessary resources of their organisation to achieve the objectives of the Partnership.

#### **Consultation**

As representatives working across a range of sectors within the District, partners can expect to be involved in consultation on any key policies to affect the area.

#### **Delivery**

All partners are responsible to each other for delivering the relevant parts of the Horsham District Community Strategy. Partners are expected to make an active contribution to delivering what has been agreed.

#### **Equality**

Individuals and organisations within the partnership must all work as equals, with their contribution being evenly regarded.

#### **Involvement**

For the Partnership to be effective all partners need to be fully involved. Partners should be prepared to contribute to, and keep up to date with the work of the Partnership.

#### **Loyalty**

Members are expected to demonstrate loyalty to the Partnership, and take a collective responsibility for decisions made.

#### **Openness**

It is important that the Partnership operates in a transparent way. All partners are expected to be open about the views and priorities of their own organisations. Differences should be aired and any potential conflicts of interest declared.

#### **Promotion**

As representatives of the Horsham District Community Partnership, all LSP members should seek to promote and support the aims and actions of the Partnership externally, within their own organisations and partnerships, and within the community.

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### **Meetings of the Partnership**

The wider Partnership will meet annually in October and on other occasions as and when required to deal with work or decisions to support the work of the Theme Groups and the Partnership Board and to assist in the formulation of the Local Development Framework (the planning framework for the District).

The annual meetings of the Partnership are open to all members (and new potential members). They will usually be in the format of general discussions, work groups and feedback sessions.

The constitution recognises the need to establish rules that will cover:

- The promotion of the Horsham District Community Partnership
- The authorising of individual partners to speak on behalf of the Partnership.
- The issue of press statements and public relations material in relation to the activities of the partnership. This to be managed by the Partnership Board and potentially supported by the Communications Manager at Horsham District Council.
- Establishing principles on how the Members should distinguish between statements made on behalf of the members acting in their own right and the members acting through the Horsham District Community Partnership.

### **Community Involvement – “Bridging the Gap”**

The Horsham District Community Partnership is committed to working with the local community to obtain grass roots knowledge about the issues, priorities and requirements of every parish in the Horsham District. Parish, Neighbourhood and Local Community Partnership Plans are produced by the local community for the local community. These Plans are a vision of how local communities would like their village, community or town to be. They are prepared by the community either by or in conjunction with their Parish/Neighbourhood Council, with assistance from Action in Rural Sussex and Horsham District Council.

A Parish/Neighbourhood or Local Community Partnership Plans can address any issue such as:

Housing; Transport; Access to services i.e. doctor's surgery, local parks and green spaces, Play groups, childcare, after school clubs, etc.; Village halls or other meeting places; Support for local businesses; Building

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projects — ensuring designs and uses are compatible with existing buildings and their residents (village design statements).

With 32 parishes and three Neighbourhood Councils to work with as well as individual Parish Action Plan steering groups, the Partnership has an organised and pro-active approach to community consultation. There is a particular need to work with the smaller parishes and rural communities. The Partnership is committed to working with the local community through their Parish, Neighbourhood and Local Community Partnership Plans in a long-term project known as '**bridging the gap**' between these Plans and the District Community Strategy. Where these plans do not exist, arrangements will be put in place to work with the local community in a way which achieves the spirit of the project.

Horsham District Council is assisting the Partnership by providing a member of staff to lead the 'bridging the gap' project. The role of the Parish Liaison Officer is outlined on page 20.

The Parish Liaison Officer will work closely with the local communities, the Partnership, Horsham Association of Local Councils (HALC) and Action in rural Sussex (AiRS) to ensure that the Horsham District Community Strategy addresses the needs, issues and priorities of local communities in both the urban and rural areas.

One of the tasks will be to ensure that the actions which cannot be completed at the local level are brought forward to the attention of the Partnership. For example, this could include major projects; projects which might be relevant to more than one local community or which cannot be completed without the assistance of one of the partner organisations.

The table below indicates the different levels at which the Partnership, Board and Theme Groups could be involved.

Level 4	e.g. County – including reaching PSA targets
Level 3	e.g. District
Level 2	e.g. Locality level (areas, wider communities, groups of people)
Level 1	e.g. Individual Parishes, Schools, Businesses

### **Community Planning Event**

It is important to create links between parishes to share knowledge, ideas and resources. The Parish Liaison Officer will arrange an annual Community Planning Event to bring together the Theme Groups of the Partnership and the Parish Councils.

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Each year Theme Groups will be invited to hold workshops to allow Parish Councils the opportunity to say what they are doing, suggest what they would like to do and create links between parishes to share resources and knowledge. This event may be incorporated with the annual meeting of the Partnership.

### **Voluntary Sector**

The Partnership has strong support from the voluntary sector, not only with representation on the Partnership Board but with links to the community too.

A voluntary sector group has been created with representatives from the main voluntary sector organisations in the Horsham District. The Group meets bi-annually to review Parish/Neighbourhood and Local Community Partnership Plans. The aims and objectives of the Group will be to assist parishes with the implementation of their plans through the voluntary sector, and to raise awareness of the advice and facilities that the voluntary sector can offer to parishes. Many voluntary sector groups have resources that can be directed to the areas of most need, including those identified in Parish Plans. This group will also report to the Board and work closely with the Theme Groups where appropriate.

### **Partnership Newsletter**

The Horsham District Community Partnership will produce a bi-annual newsletter suitable for all readerships, limiting the use of technical jargon, to publicise and promote the work of the Partnership.

The Partnership will also make use of other forms of communication including the Horsham District News which is delivered to all households.

### **Partnership Website**

The Horsham District Community Partnership will endeavour to create a user friendly website suitable for all, limiting the use of technical jargon, to publicise and promote the work of the Partnership.

### **Training**

Members of the Horsham District Community Partnership will be supported by the Strategic and Community Planning Department at Horsham District Council for training and advice including new legislation and advice relevant to Local Strategic Partnerships, Community Strategies and other relevant issues.

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### **LSP Timetable**

Annual Meeting	October
Board Meetings	February, April, July, November,
Theme Groups -	As appropriate to the group at least twice yearly. There will be regular meetings with the Theme Group co-ordinators and the Strategic and Community Planning Department.

### **STRUCTURE OF THE HORSHAM DISTRICT COMMUNITY PARTNERSHIP**

**(see page 25 for a chart showing the structure of the Partnership)**

#### **Chair of the Partnership**

There is an independent chair of the Partnership. The Chair will have a small sub group from the Partnership Board called the Board Task Group (including the Chair of the Board) to assist.

#### **The Partnership Board**

The Partnership Board shall oversee the work undertaken on behalf of the Horsham District Community Partnership. The Board is a focused, decision making group of key partners representing the private, public, business, community and voluntary sector members of the Partnership. In taking on this role:

- The board will receive information from the wider partnership, Theme Groups, Parish/Neighbourhood/Local Community Partnership Plans and the local community to inform its decision-making.
- It will communicate progress on delivery of the objectives and actions to the wider partnership, Theme Groups, Parish/Neighbourhood Local Community Partnership Plans groups and the local community.
- It will identify annual key priorities for the Theme Groups.
- It will monitor progress of the delivery of the Theme Group action plans and evaluate the outcomes and also facilitate the achievement of actions plans.
- It will assist the Theme groups in ensuring that cross cutting themes are picked up and dealt with appropriately.
- It will identify obstacles in the delivery of the Community Strategy and overcome any difficulties.

The minutes and notes of the meetings of the Board shall be available for public inspection at all times. The original documentation shall be available

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on request and the information shall be published or distributed electronically via the website or in paper form.

### **The Terms of Reference for the Board are:**

- The Partnership Board is not a body that is elected by the public.
- The Partnership Board comprises of organisations drawn from the public, private, business, community and voluntary sectors. There is no prescribed formula. This has been left open to allow flexibility to adapt to current priorities and issues.
- Membership of the Board may change as priorities for the Partnership evolve.
- Members of the Board must be key partners with the ability to influence policy and/or provide or source funding for projects.
- The member organisations of the Partnership Board shall commit themselves to being represented at the most senior managerial level.
- Only the named representatives from each organisation will be permitted to sit on the Partnership Board, although substitutes will be allowed on an occasional basis.
- Members of the Board will have **equal** status.
- Membership of the Board will be reviewed annually by the Board.
- The Board shall require a quorum of six members to be present in order to make decisions on behalf of the Board.
- The Partnership Board may from time to time invite representatives from other organisations, who are not members of the Partnership Board, to attend and speak.
- Observers may attend meetings with the permission of the Chair.
- Decisions will be achieved by consensus.

### **Chair of the Board**

There may be a separate Chair of the Board, or the post may be combined with that of Chair of the Partnership.

### **Rules for appointment of Chair:**

- The Chairman will be chosen by the Partnership Board at their meeting in April.
- The term of office will be one year.
- The office of Chairman is open to Board Members only.

The Chair shall be required, in addition to his/her responsibilities as a member of the Partnership Board, to:

- Chair meetings of the Partnership Board.
- To represent the Partnership at key events.

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- Agree agendas and minutes for issue to the wider Partnership and Partnership Board.
- Discuss reports and the direction of the Partnership.
- Agree the workload priorities of the Partnership with the Partnership Board.
- Consider any criticisms or concerns members may have about the role or functioning of the Partnership, bringing them forward for discussion at a meeting of the Partnership Board if it is not possible to resolve them in any other way.
- To work closely with the independent Chair of the Partnership.

### **Declarations of Interests of Board Members**

Members of the Partnership Board are the key decision makers for the Horsham District Community Partnership. It is vital that any decisions made are open and public knowledge.

Members of the Partnership Board shall declare any financial, personal, business or organisational interest at the start of the Partnership Board meeting, or when a potential conflict of interest arises. The member shall withdraw from any further discussions until the matter has been completed. The Partnership Board shall note any such declarations in the minutes and notes of their meetings.

### **Meetings of the Board**

The Partnership Board will meet on four occasions per annum, or more if needed according to project requirements.

### **Theme Groups**

Theme Groups have previously been referred to as Working Groups. The Theme Groups work within the framework provided by the Community Strategy and they are responsible for the production and working towards delivery of Annual Action Plans.

The Theme Groups are linked to the themes of the Community Strategy:

- Community Safety
- Good Health
- Leisure / Cultural Activities
- Local Housing
- Facilities & Services for Young People
- Facilities & Services for Older People
- Transport
- Helping Business to Succeed

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- Protecting our World
- Lifelong Learning

### **The principle objectives for the Theme Groups are:**

- Investigate their theme thoroughly and establish the strengths, weaknesses, opportunities and threats to this.
- They will contribute to the production of the Community Strategy.
- Consult with the local community through the Annual Community Planning Events and through the work contained in Parish/Neighbourhood/ Local Community Partnership Plans.
- Work in a joined up manner with other Theme Groups (assisted by the Partnership Board), other agencies and the local community.
- Create an annual Action Plan and assist in developing priorities and actions for the longer term.
- Assist in implementing the priorities decided by the Partnership Board.
- Identify areas where there are difficulties in completing actions and work with the Board to overcome these.

### **Theme Group Co-ordinators:**

- The Partnership Board will appoint a Co-ordinator for each Theme Group. Co-ordinators will be selected for the skills and expertise they can offer to their Theme Group.
- Co-ordinators will report to the Board on a bi-annual basis to provide information on the progress of their Theme Groups, convey the recommendations from their Theme Group and report on the progress of implementation of actions.
- It is anticipated that Theme Groups will provide their own secretarial support.
- The Theme Group Co-ordinators will meet regularly to discuss projects, cross theme joint working and Parish Plan bridging. The Parish Liaison Officer will attend these meetings.

### **Promoting Equality, Diversity & Social Inclusion**

In agreeing to become a member of the Horsham District Community Partnership, members agree to abide by the following policy on equality, diversity and social inclusion:

- It is important that the Partnership is built upon the principles of inclusiveness and equality for all.

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- People suffer from social exclusion for a wide variety of reasons. For example, lack of income, lack of basic skills, social or cultural isolation, poor access to opportunities, services, facilities, material resources or information, and they may feel unable to change their situation. If a person is, for whatever reason, excluded in one or more of these ways then it is likely that no single organisation will be able to resolve all their issues.
- The Horsham District Community Partnership exists to join-up a range of responsibilities and actions across organisations in order to make a significant positive impact on people's lives.
- The Partnership has a responsibility to actively involve hard-to-reach and under-represented groups in their meetings, events, projects and business.

### **Complaints**

Complaints by individual members of the Partnership and declarations of interests shall be directed to the Chair of the Partnership Board for consideration.

The complaint can be handled in two ways:

- The Chair of the Partnership Board may handle an informal complaint verbally. If the complainant is not satisfied with the answer, they must be given the opportunity to have the complaint handled as a formal complaint.
- The Partnership Board, whose decision shall be final, will hear a formal complaint.

All complaints will be recorded and made available, subject to the confidentiality of any details heard in private.

### **Review & Dissolution**

- This constitution provides the framework to manage the development of the Horsham District Community Partnership, the production of the Horsham District Community Strategy and its subsequent implementation through the Theme Group Action Planning process.
- The Members recognise the need to keep the operation of the Partnership within this constitution under review. They recognise changes in legislation may amend the way its members deliver services in the future.
- There is also an awareness of the constraints which are imposed through audit and central government on the spending programmes of many of the members. The Partnership will need to keep under review

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the opportunities which more formal structures may provide for the more effective spend of budgets through the Partnership and the Horsham District Community Strategy.

- If any individual member wishes to withdraw from the Partnership verbal notice must be given to the Chair of the Board.
- Should the Board consider a change to the constitution necessary, the Board will propose a resolution for change at the annual meeting of the full Partnership.

### **Data Protection Act**

It is agreed that, wherever possible, Partnership members shall share information about their organisations, services and customers where that information is relevant to the aims and objectives of the Partnership and Community Strategy. Where such information is confidential - members shall seek to provide the information in such a form as to assist the Partnership while resolving those confidentiality issues. Members shall at all times abide by the requirements of the Data Protection Act.

### **Freedom of Information Act 2000**

The **Freedom of Information Act 2000** gives people a general right of access to information held by or on behalf of public authorities. The Act is intended to promote a culture of openness and accountability amongst public sector bodies, and therefore to facilitate better public understanding of how public authorities carry out their duties, why they make the decisions they do, and how they spend public money.

The Horsham District Community Partnership shall at all times abide by the requirements of the Freedom of Information Act 2000.

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## WHO'S WHO ON THE LSP

### The Partnership Board

Board Members	
Paul Byford	Chairman, Horsham Association of Local Councils
David Standfast	Chief Executive Saxon Weald
Tom Crowley	Chief Executive, Horsham District Council
Anne Crux/A. Chase	Horsham Early Years Co-ordinator, WSSC
John De Groot	Sussex Enterprise
Shelley Denman	For HYPER Representatives, HDC
Chris Dier,	Director of Community Development & Leisure Services, HDC
John Dixon	Director of Social & Caring Services, WSSC
Paul Dollner	Citizens Advice Bureau
Teresa Gittins	Action in Rural Sussex
Cllr David Holmes	Councillor HDC
John Donaldson	Environment Agency
Veronica James	Age Concern
Chief Inspector Alan Chambers	Sussex Police
Cllr Vivien Lyth	Cabinet Member, Housing and Community Development HDC
Dr Jackie Johnston	The College of Richard Collyer
Marlene Carmen	Horsham Rural Towns Forum
Paul Stoggles	Learning and Skills Council
Nigel Tinkler	Horsham ACVS
Angela Ugur	Chief Executive, Horsham & Chanctonbury PCT
Cllr Brad Watson	Cabinet Member for Communications and External Affairs WSSC

### Board Advisors

Paul Rowley	Head of Strategic and Community Planning, HDC
Paula Genender	Government Office for the South East
Malcolm Bray	Head of Community Planning WSSC
Caroline West	Senior Planning Officer, HDC
Beverley Turner	Parish Liaison Officer, HDC

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### **Theme Groups Co-ordinators**

Community Safety	Mike Rumble
Facilities & Services for Older People	Veronica James
Facilities & Services for Young People	Shelley Denman
Health	Nigel Haverson
Local Businesses	Chris Baister
Leisure / Cultural Services &	Jim Gee
Local Housing	Carolyn Antill
Protecting our World	John Donaldson
Transport	CLlr Leonard Crosbie
Lifelong Learning	Shirley Steel

### **Secretariat and Contacts**

Horsham District Council is the facilitator of the Horsham District Community Strategy and provides advice, support and training for members of the Horsham District Community Partnership. Horsham District Council currently provides administrative support for the Partnership and Board.

### **Strategic & Community Planning Department**

Paul Rowley (Head of Strategic and Community Planning) Tel: 01403 215180  
Email: paul.rowley@horsham.gov.uk

Caroline West (Senior Planning Officer) Tel: 01403 215276 Email: caroline.west@horsham.gov.uk

The role of the Strategic and Community Planning Department is to:

- Oversee the development of the Horsham District Community Strategy.
- Provide advice to the Partnership Board on the structural arrangements of the HDCP.

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- Provide the necessary staff resources to facilitate the HDCP. Maintain the membership of the HDCP.
- Provide support resources and organisational arrangements.
- Provide the post of Parish Liaison Officer.

### **Parish Liaison Officer**

Beverley Turner Tel: 01403 266768, Email: clerk@slinfoldpc.fsnet.co.uk

The role of the Parish Liaison Officer is to:

- Monitor the progress of Parish Plan/Neighbourhood/Market Town Action Plans and to help feed relevant actions into the Community Strategy and resulting Action Plans.
- Co-ordinate feedback from local communities and Parish Plan/Neighbourhood/ Local Community Partnership Plans teams on how well local plan proposals have been implemented.
- To advise the Horsham District Community Partnership whether and how Parish Plan/Neighbourhood/ Local Community Partnership Plans can influence the Community Strategy and highlight any blockages to progress as well as recommendations for improvement.
- To report back to Parish Councils on the progress of actions that they have passed to the Community Strategy for inclusion in the Community Strategy Action Plans for implementation.
- To assist in the production of a user-friendly guide (Local Bridging Protocol) on the Horsham District Community Partnership.

### **Further Advice and Weblinks**

#### **Office of the Deputy Prime Minister (ODPM)**

Central Government department responsible for local government policy.

[www.odpm.gov.uk](http://www.odpm.gov.uk)

#### **Government Office for the South East (GOSE)**

Regional Government Office representing central government in the South East. GOSE aims to influence, contract and develop government programmes and initiatives at a regional and local level, by working in partnership with relevant organisations to meet local needs.

[www.go-se.gov.uk](http://www.go-se.gov.uk)

#### **South East England Development Agency (SEEDA)**

SEEDA is a Government funded agency set up in 1999 responsible for the economic and social development of the South East of England.

[www.seeda.co.uk](http://www.seeda.co.uk)

#### **South East England Regional Assembly**

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The Horsham District is part of the South East England Regional Assembly area. One member from each council has a seat on the regional Council.

[www.southeast-ra.gov.uk](http://www.southeast-ra.gov.uk)

### **Sustainable Development**

The most commonly used definition is "*development that meets the needs of the present without compromising the ability of future generations to meet their own needs*" (Brundtland Report 1987). It sees economic, social and environmental issues as interlinked, and tackles them in an integrated way, to achieve lasting solutions.

[www.sustainable-development.gov.uk](http://www.sustainable-development.gov.uk)

### **Quality of Life Indicators**

Quality of life indicators are voluntary. They are designed to help local authorities and their partners in Local Strategic Partnerships (LSPs) to monitor their community strategies. They cover three broad areas of economic, social and environmental well being and are intended to complement statutory best value performance indicators. The Audit Commission published a recommended set of voluntary quality of life indicators in September 2002.

[www.audit-commission.gov.uk](http://www.audit-commission.gov.uk)

### **Social Exclusion**

The Government defines social exclusion as happening when people or places suffer from a series of problems such as unemployment, discrimination, poor skills, low incomes, poor housing, high crime, ill health and family breakdown. A wider meaning covers the exclusion of people from the normal exchanges, practices and rights of society.

[www.socialexclusionunit.gov.uk](http://www.socialexclusionunit.gov.uk)

### **Rural Community Council**

Action in rural Sussex (AiRS)

[www.ruralsussex.org.uk](http://www.ruralsussex.org.uk)

Sussex Association of Local Councils (SALC)

Tel: 01273 476342

Horsham Area Council for Voluntary Service (HACVS)

[www.horsham.co.uk/hacvs](http://www.horsham.co.uk/hacvs)

# CONSTITUTION

## **Abbreviations**

AiRS	Action in rural Sussex
CDHA	Chichester Diocese Housing Association
HALC	Horsham District Association of Local Councils
HACVS	Horsham Council for Voluntary Services
HDC	Horsham District Council
HDCP	Horsham District Community Partnership
Horsham District	Geographical area covered by Horsham District Council following the district ward boundaries.
GOSE	Government Office for the South East
LSP	Local Strategic Partnership
ODPM	Office of the Deputy Prime Minister
PSA	Public Service Agreement
SALC	Sussex Association of Local Councils
SEEDA	South East England Development Agency
SEERA	South East England Regional Assembly
WSCC	West Sussex County Council

# CONSTITUTION

## **Horsham District Community Partnership - Members**

There are 233 individuals altogether representing a variety of organisations, groups and residents:

ABC Taxis  
Action in Rural Sussex  
Age Concern  
Arriva Southern Counties  
Beeches Gifts  
Better Government for Older People  
Billingshurst Community Partnership  
Brighton Eco Centre  
Brinsbury College  
British Horse Society  
Broadbridge Heath Parish Council  
BTCV  
Castle Kitchens  
Central Sussex College  
Churches Together in Sussex  
Citizens Advice Bureau  
College of Richard Collyer  
Compass Travel  
Dingemans Day Centre  
Downland Housing Association  
Environment Agency  
Federation of Sussex Amenity Societies  
Forest Neighbourhood Council  
Government Office South East  
High Weald AONB  
Home Start  
Horsham Association Local Councils (HALC)  
Horsham and Chanctonbury Primary Care Trust  
Horsham Connexions Centre  
Horsham Council for Voluntary Service (HACVS)  
Horsham Crawley Countryside Project  
Horsham, Crawley & Mid Sussex Mediation Service  
Horsham Cycling Campaign  
Horsham District Council  
Horsham District Live Music Alliance  
Horsham Green Gym  
Horsham Hospital League of Friends  
Horsham Information Shop for Young People  
Horsham Library  
Horsham Traders Guild  
Horsham Senior Persons Council  
Horsham Society  
Horsham Streetsporters  
Horsham Volunteer Bureau  
Horsham YMCA  
Impact Initiatives  
Individuals from the community  
ITPS  
Kates Cakes  
Kings Church, Horsham  
Kingdom Faith

## CONSTITUTION

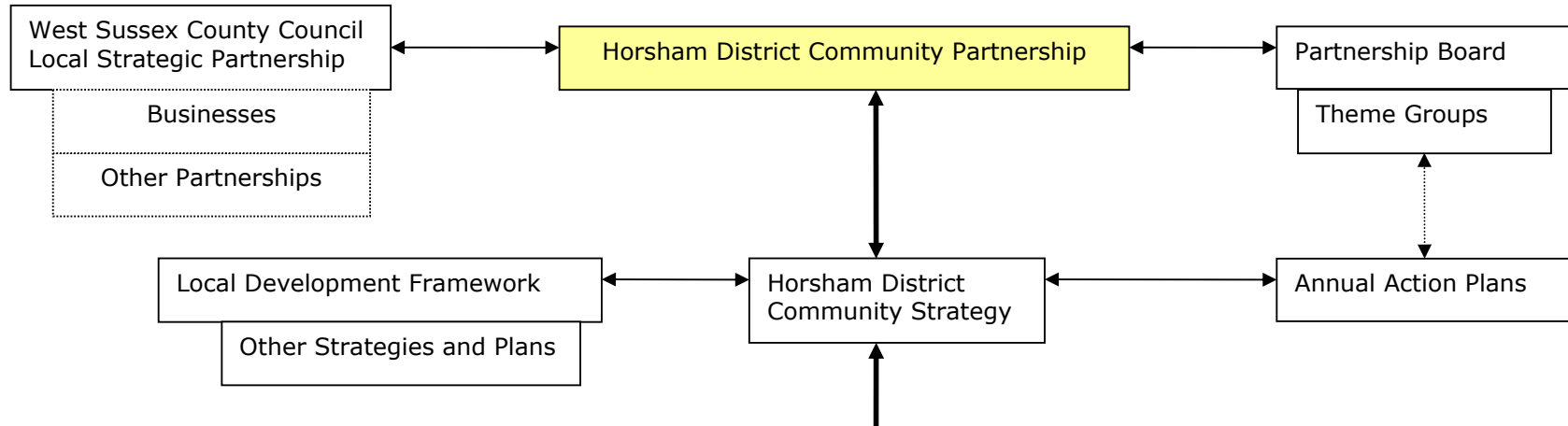
Millais School  
Moat Housing Group  
Muntham House School  
Natural England  
North Horsham Parish Council  
Oakwood House  
Older Persons Council  
Orchards Patient Participation Group  
PLEAD  
Pulborough Community Partnership  
Queen Elizabeth II School  
Raglan Housing Association  
RELATE  
Rookwood Golf Course  
Robbotronics  
Rosendale Residential Home  
Rydon Homes  
Rural Towns Forum (Billingshurst, Pulborough, Steyning, Storrington & Sullington)  
Samaritans of Horsham & Crawley  
Saxon Weald Homes  
Slinfold Parish Council  
South Central Trains  
Southern Housing Group Ltd  
South Downs Joint Committee  
Southwater Business Resource Centre  
Southwater Parish Council  
Southwater Welcome Club  
Springboard  
Stagecoach Coastline Buses  
Storrington and Sullington Community Partnership  
Sure Start  
Surrey & Sussex NHS Healthcare Trust  
Sussex Association of Local Councils  
Sussex Connexions  
Sussex FWAG  
Sussex Police  
Sussex Wildlife Trust  
Sustrans  
The Landspeed Partnership  
Thakeham Parish Council  
The College of Richard Collyer  
The Enterprise Centre  
Upper Beeding Parish Council  
Weald School  
West Sussex Careers  
West Sussex County Council  
West Sussex County Times  
West Sussex Economic Partnership  
West Sussex Fire and Rescue Service  
Worklearn

This membership is not fixed and will change over the years as the priorities and issues for the Partnership evolve. For an up-to-date list of members please contact Strategic and Community Planning on 01403 215398 or email [strategic.planning@horsham.gov.uk](mailto:strategic.planning@horsham.gov.uk)



# CONSTITUTION

## The Structure of Horsham District Community Partnership



## How we involve the community

