

## HOUNSLOW TOGETHER Terms of Reference

### 1. Overview of Hounslow Together

***Hounslow Together is a Local Strategic Partnership of public, private and voluntary sector organisations, which comes together to focus on local issues in a strategic and co-ordinated way.***

Hounslow Together partners work together to drive improvement to the benefit of everyone living, working, visiting and studying in the borough of Hounslow.

Hounslow Together is responsible for creating and overseeing implementation of the Sustainable Community Strategy.

### 2. Objectives

- To identify the current strengths, issues and longer terms challenges facing the borough through sharing evidence and information.
- To work together to set the Sustainable Community Strategy for the area and nurture its growth and development, helping work towards economic, social and environmental wellbeing.
- To help communities become stronger and encourage local people and organisations to express their views and aspirations by involving them in planning for the future.
- To co-ordinate local activities to take account of social, economic and environmental needs and the links between them in short, medium and long term goals.
- To work together to identify gaps in provision and eliminate duplication of effort and inefficient use of resources; add value to activities through co-ordinating and sharing resources and information between existing and identified initiatives.

### 3. Structure

Hounslow Together will consist of:

- Hounslow Together Board
- Hounslow Together Assembly
- Hounslow Together Coordinating group

- Delivery groups
- Officer support

#### 4. Key objectives

The Hounslow Together Board will:

- Focus on delivering outcomes for the borough; finding innovative ways to continue to deliver on these outcomes in the context of the difficult economic times and need for organisational change facing many partners.
- Drive the implementation of the Sustainable Community Strategy across the borough.
- Be responsible for delivering the annual outcome delivery plan.
- Drive progress of the delivery groups such as the statutory Crime and Safety Partnership and the Health and Wellbeing Board to maximise outcomes and ensure the most efficient use of resources.
- Actively involve all the key players in the public, private and voluntary sectors, the wider community and local level initiatives through establishing appropriate processes and mechanisms.
- Encourage full involvement by conducting business in an open and transparent manner.
- Report on progress through agreed targets and milestones.
- Agree the annual plans for the groups reporting directly to it.

The Hounslow Together Assembly will:

- Act as a consultative body for the Hounslow Together Board
- Comment on Hounslow Together plans and strategies
- Review the Sustainable Community strategy on a yearly basis
- Be a space for stakeholders to network and build community relationships

The Hounslow Together Coordinating group will:

- Provide advice and support to the Hounslow Together Board and ensure that all its programmes and projects are planned, underpinned by delivery plans and performance managed
- Be responsible for the Hounslow Together budget funded by the partners to support the work of Hounslow Together
- Ensure that the sustainable community strategy is reviewed and revised at appropriate times
- Focus on achieving defined outcomes and the most effective use of resources, particularly the local public sector's resources; and strategic commissioning for place.
- Ensure that meetings are properly serviced and supported.

The Hounslow Together delivery groups will:

- Consist of: the Health and Wellbeing board, with the Children's Trust; the Community Safety Partnership; the Place Partnership; the Hounslow

Skills, Training and Employment partnership and the Economic Business Forum.

- Contain at least one member of the Hounslow Together board on their membership
- Deliver against relevant Long Term Outcomes in the Sustainable Community Strategy
- Regularly report to the Hounslow Together board on progress
- Oversee the work of other partnership boards, ensuring a consistent approach to work on cross cutting areas

## 5. Membership:

Hounslow Together Board:

- Includes representative partnership members, able to contribute with the authority and support of their sector.
- Provides equality of partnership with each partner having an equal say in the process
- Allows for flexibility in its membership to meet need and reflecting the roles and responsibilities of partners.
- Will be chaired by the Leader of the Council, or in the event of their absence, his or her nominee.
- It is the role of the chair to guide discussion towards consensus. Where this is not possible, the chair may call for board members to vote. When voting, each member organisation will have one vote. Voting will be by a show of hands, with a simple majority required for a motion to be carried. In the event of a tie, the Chair will have the deciding vote.
- Hounslow Together Board or representatives of Hounslow Together organisations will invite external bodies and individuals to provide technical advice or present issues or reports at Hounslow Together Board meetings where this would add value to its deliberations.
- Membership will include:
  - The Leader, London Borough of Hounslow
  - The Deputy Leader, London Borough of Hounslow
  - Chief executive, London Borough of Hounslow
  - Director, Hounslow Primary Care Trust and/or Chair of the Great West Commissioning Consortia
  - Borough Commander, Metropolitan Police Hounslow
  - Borough Commander, London Fire Hounslow
  - Representative, Jobcentre Plus
  - Principal, West Thames College
  - Chief Executive, Hounslow Homes
  - Representative, Education Improvement Partnership
  - Representative, Hounslow Youth Council
  - Voluntary sector representatives
  - Large Business representative
  - Small or medium business representative

- Membership will be reviewed annually
- any changes in membership or constitution will be subject to discussion and agreement at Hounslow Together meetings

The Hounslow Together Assembly:

- Membership will include representatives from the voluntary, community, business and public sectors

The Hounslow Together Coordinating group:

- Membership will include:
  - Chief executive, London Borough of Hounslow – or his/her nominee
  - Director, Hounslow Primary Care Trust – or his/her nominee
  - Borough Commander, Metropolitan Police Hounslow– or his/her nominee
  - Voluntary sector representative
  - Business sector representative
  - AD Policy, Performance and Communications, London Borough of Hounslow
  - Seconded staff members supporting Hounslow Together

## 6. Frequency of Hounslow Together Meetings

- Hounslow Together Board will meet five times a year, with members consulted on the agenda, which will be circulated one week prior to each meeting.
- Hounslow Co-ordinating Group will meet five times a year in the intervening period between Hounslow Together Board meetings to help ensure that the Board meetings can achieve their full potential.
- Hounslow Assembly will meet bi-annually.

## 7. Support for Hounslow Together

The board, assembly, coordinating and delivery groups will be supported by:

- **staff** to co-ordinate actions, seconded from one or more of the partners.
- **accommodation** provided by one or more of the partners;
- **administration** and financial management provided by one or more of the partners;
- **other sources of support** where appropriate or where gained to support specific Hounslow Together initiatives; and
- **separate financial accounts and budgets** will be maintained as necessary. However;
- **community based and pooled budgets** will be considered for specific projects at the right time; service level agreements to be agreed between partners.

## 8. Accountability of Hounslow Together

Hounslow Together Board will undertake an annual review to:

- Review performance against the priorities of the Sustainable Community Strategy.
- Review partnership working through Hounslow Together.
- Review and analyse research and other data from its partners and other stakeholders at a local level, for performance management of Hounslow Together and its implementation of the Sustainable Community Strategy; this will also target emerging issues and inform future priorities and plans.
- Hounslow Together will develop and implement an agreed communication strategy

#### 9. Member responsibilities:

Hounslow Together Board members:

- Will observe the Nolan principle of standards.
- Primary accountability will continue to be to their own organisations but they will commit to promoting the Hounslow Together priorities within their own organisations / sectors, use their influence and authority to deliver the agreed actions and recognise collective responsibility for decisions taken by the Hounslow Together Board.
- Will need to be able to reflect the priorities and goals of their own organisation and sector.
- Attend as representatives of the sector they represent not as representatives of their individual agency.
- All members are expected to attend all Hounslow Together meetings; in the event that a member has to be absent, a member can send a representative of suitable authority.

#### 10. Review of Hounslow Together Terms of Reference

The Terms of Reference will be reviewed annually by the Hounslow Together Board, or as need arises, with a clear 'agreed' and 'review date' stated.

***Agreed date: May 2011***  
***Review date: May 2012***