

Partnership Board

Terms of Reference

Purpose

The Partnership Board is a meeting of West Devon Borough Council, South Hams District Council and FCC. The Partnership Board is committed to effective partnership working with an emphasis on achieving the strategic priorities for both Councils. The board shall operate on an agreed partnership basis between the Contractor and the Councils.

Membership and quorum

- Total membership of the Partnership Board shall not exceed [11] members and will include 3 Members from each Council which shall be nominated by the Leader of each Council. There shall be 3 Council officers and 3 representatives from the Contractor. (Final Board make up to be confirmed.)
- The initial membership of the board shall be as follows:

Elected Members

- (A)
- (B)
- (C)
- (D)
- (E)
- (F)

Council Officers

- (A)
- (B)
- (C)

Contractor representatives

- (A)
- (B)

- The Chair and Vice Chair of the Partnership Board will be Councillors and shall be the Nominated and agreed by a vote at the first Partnership Board meeting.

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Chair

Vice Chair

- Each Council Leader will decide the appointees to the Partnership Board.
- The quorum for meetings shall be at least 2 members from each Council, 2 Council Officers and 1 representative from the contractor side.
- Voting rights for the Partnership Board are yet to be confirmed.
- The Partnership Board may invite consultants, specialist advisors and officers to provide advice and information and/or attend Partnership Board meetings in an advisory capacity.
- Whilst appointments may be reviewed annually some consistency of membership is encouraged.

Meetings

- The frequency of its meetings will be determined by the Partnership Board, minimum twice per calendar year and maximum 4 times per calendar year.
- An agenda and associated papers will be made available electronically to the Partnership Board at least 5 days before the date of the meeting.
- The venue for the meetings will normally alternate between West Devon and South Hams' offices unless otherwise agreed by the Partnership Board.
- Partnership Board meetings will not be open to the public.

Remit

The scope of the Partnership Board shall be limited to operational matters only.

The Partnership Board will consider the contractor statement as to:

- a. Operating profit and cost pressures
- b. Commodity values as regards dry recyclables
- c. Pension
- d. Information relating to performance (outlined in Schedule 5 and KPI's)

The partnership board will also consider an annual Service Delivery Report and Plan (April) which shall contain the Contractor's approach to provision of the Services for the relevant period and shall include (but not be limited to):

- (b) partnership activities;
- (c) performance indicators and targets for continuous improvement;
- (d) health and safety;

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- (e) customer satisfaction
- (f) working in the community; and
- (g) anything else which in the reasonable view of the Council or the Contractor is relevant to the provision of or the future provision of the Services.

In addition, the Partnership Board will:

- (i) Make its findings on risks and governance available to the respective Audit Committees.
- (ii) Make recommendations to the Executive/Hub Committee and/or Council as appropriate.
- (iii) Provide Annual Service Delivery reports to Executive and HUB.
- (iv) Commission specialist advice from external sources where required and within budget to inform its recommendations.

Changes to the terms of reference for the Partnership Board

- Minor amendments to the terms of reference may be made by the Partnership Board in consultation with the Leaders.
- The terms of reference can be reviewed as and when required.
- Any significant change to the terms of reference can only be made by agreement of the Parties.

Appointment and Removal of members

- Each Party shall have the right to appoint and remove a member from the Partnership Board.
- Appointment and removal shall be communicated by the relevant Party to the other Party.

Records

The board shall keep and maintain records of its meetings.

Confidentiality

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The board shall ensure that confidential matters are kept confidential and that no disclosure is made of each Party's confidential material.

Reports

Matters requiring formal member approval shall be presented to members in the form of a report. Details of report format shall be confirmed.