

## **Derbyshire Partnership Forum (DPF)**

The DPF, as the county-wide LSP, brings together a wide range of organisations from the public, private and voluntary sectors to consider the big issues and priorities for Derbyshire. It is supported by four Boards and relevant task and finish groups and is responsible for ensuring that agreed shared strategic priorities for the partnership, are delivered.

The Forum is responsible for securing ownership of the partnership's work programme and delivering the vision for Derbyshire as outlined in the Community Strategy. It is also responsible for ensuring that any issues arising from the four Boards, particularly those of a cross cutting nature are identified, considered and addressed. It will be a Forum to share ideas and good practice and identify solutions to achieve Community Strategy priorities.

### **Terms of reference**

- To agree a vision for Derbyshire which reflects the needs and aspirations of local communities
- To approve the governance framework arrangements for the Forum and its sub-structures
- To approve the Community Strategy for Derbyshire and to oversee its development, delivery and implementation
- To provide accountable leadership and strategic direction for the Community Strategy
- To influence the plans and strategies of key partners to deliver identified priorities
- To commission and decommission work, including the use of task and finish groups where appropriate, to ensure successful implementation of agreed priorities
- To recommend relevant plans and strategies for endorsement
- To review and oversee the work and performance of the Boards, relevant task and finish groups and the partnership as a whole
- To receive reports on progress on the delivery of the agreed priorities and Community Strategy to review and monitor progress against agreed targets
- To report back on progress made on the Community Strategy and agreed priorities to members of the public
- To ensure wherever possible that knowledge, best practice and experience is shared between partner organisations
- To rationalise communications between partner organisations reducing duplication and effort
- To oversee the rationalisation of county-wide partnerships, plans and strategies
- To champion, lobby and campaign on issues that are important to Derbyshire to national government

## **Membership**

- Membership is open to any partner who feels that they can contribute to the development and implementation of the Community Strategy for Derbyshire and who signs up to the Derbyshire Compact.
- Members of the Forum should be of sufficient seniority within their organisations/sectors to participate in decision making.
- Wherever possible there should be a continuity of representation

## **Appointment of Chair/Vice Chair**

- The Chair and Vice Chair of the Forum shall be appointed by the county council.

## **Roles and responsibilities of individual members**

The individual partner organisation roles and responsibilities in relation to the Partnership Forum are as follows:

- To reflect the views of the organisation(s) that they represent in meetings and workshops, being sufficiently briefed and able to make decisions about future policy developments/service delivery
- To inform the organisation that they represent about the work and priorities of the Partnership Forum and to ensure that decisions are fed down to other relevant individuals
- To feed in information about local issues, needs and priorities in the development of the Community Strategy
- To consult about the work of the Partnership Forum where appropriate
- To act on what the Partnership has agreed
- To influence any consequent changes to policy development/service delivery in their own organisation/sector
- To influence the alignment of mainstream budgets within their own organisation/sector to key priorities and the delivery of Community Strategy priorities.
- To champion the work of the Forum in their wider networks and in the community

## **Meetings of the Partnership**

### **Frequency**

- There shall be at least two meetings of the Forum each year.
- Additional meetings may be convened at the request of the Chair

### **Voting**

- Decisions will be reached by consensus.

### **Declaration of Interests**

- Any personal or prejudicial interests held by members should be declared on any item of business at a meeting.

### **Access to Information/ Freedom of Information**

- The Forum shall be regarded as a “working group” for Access to Information Act purposes and consequently meetings shall not be open to the press/public.
- Freedom of Information (FOI) Act provisions shall apply to all DPF business

### **Papers**

- The agenda and supporting papers shall be in a standard format and circulated at least ten days in advance of meetings.
- The minutes of decisions taken at meetings will be kept and circulated to partner organisations as soon as possible.
- Minutes of the Forum will be published on the county council web site.