



## ONE LEICESTER PARTNERSHIP CONSTITUTION

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This is the Constitution of One Leicester Partnership.

### 1. Name

One Leicester Partnership.

### 2. Purpose

One Leicester Partnership is the Local Strategic Partnership for the City of Leicester. It works in three governance tiers; the Assembly, the Executive Board and Strategic Theme Groups. The purpose and terms of reference of the One Leicester Partnership are:

- 2.1. To provide strategic co-ordination within Leicester of the plans and activities of bodies established at the local, sub-regional, and regional level;
- 2.2. To set the vision and priorities for Leicester in *One Leicester* (the Sustainable Community Strategy for the City);
- 2.3. To agree an action plan for delivering *One Leicester*;
- 2.4. To drive the delivery of local services to improve outcomes for citizens;
- 2.5. To develop a set of locally determined performance measures and targets to succeed the Local Area Agreement and drive forward effective delivery.
- 2.6. To support neighbourhood engagement and ensure that neighbourhoods can influence strategic priorities;

- 2.7. To ensure that the Local Development Framework becomes the spatial expression of *One Leicester* by working closely with the local planning authority; and
- 2.8. To encourage community involvement in developing the vision for Leicester's future as well as community action to deliver sustainable communities.

The purpose of the One Leicester Partnership shall not be that of a partnership within the meaning of the Partnership Act 1890, the provisions of which shall not apply to the One Leicester Partnership.

### **3. Powers**

The One Leicester Partnership Assembly and the One Leicester Partnership Executive Board (Executive Board) are non-statutory bodies reliant on the voluntary participation of partnership members from the public, business, voluntary and community sectors. The One Leicester Partnership Assembly and the Executive Board shall have the power to make recommendations to Leicester City Council (as Accountable Body) as necessary for the purposes of achieving what they agree they wish to achieve, in line with government guidance for Local Strategic Partnerships. The One Leicester Partnership shall not have the power to acquire assets or to incur liabilities.

### **4. Role of the One Leicester Partnership Assembly**

The role of the One Leicester Partnership Assembly is:

- 4.1. To agree, review and update *One Leicester*;
- 4.2. To agree action plans to deliver *One Leicester*;
- 4.3. To agree performance improvement plans as required; and
- 4.4. To review and challenge the work of the Leicester Partnership Executive Board.

## **5. Terms of Reference of One Leicester Partnership Executive Board**

- 5.1. To take joint responsibility for the delivery of *One Leicester* and related performance targets;
- 5.2. To co-ordinate the totality of public expenditure in Leicester;
- 5.3. To pool budgets and map public expenditure;
- 5.4. To exercise a leadership role and promote the city;
- 5.5. To engage community interest and involvement;
- 5.6. To influence public behaviours (e.g. crime, health);
- 5.7. To promote transformational change in public service delivery;
- 5.8. To ensure co-ordination and embedding of equalities across themes;.
- 5.9. All matters within the Terms of Reference which are not reserved to Leicester Partnership Executive Board as stated above are delegated in accordance with Rule 2 of the Scheme of Delegation attached as Annex 1 hereto.

## **6. Role of the Strategic Theme Groups**

The Executive Board has delegated the following roles to the Strategic Theme Groups (this is in addition to any statutory duties that may apply):

- 6.1. To bring together the key service delivery organisations to deliver improved outcomes;
- 6.2. To manage available resources and relevant funding streams to achieve *One Leicester* priorities and more efficient commissioning;
- 6.3. To ensure that efficient and effective and equitable forms of public service delivery become embedded across the many public sector workforces in Leicester;
- 6.4. To engage with VCS and communities of interest representatives in the work of the theme group and improve service provision through informed commissioning;

- 6.5. To oversee the delivery and detailed performance management of the relevant targets reflecting the priorities in *One Leicester*;
- 6.6. To develop local collaboration and joint delivery; and
- 6.7. To help to raise public perceptions of the value and importance of good government, and effective public services, at the local level.

## **7. Strategic Theme Groups**

The Strategic Theme Groups are:

- 7.1. Leicester Children's Trust;
- 7.2. Leicester Health and Well-Being Partnership;
- 7.3. Leicester and Leicestershire Economic Development Partnership;
- 7.4. Safer Leicester Partnership;
- 7.5. Stronger Communities Partnership; and
- 7.6. Environment Partnership Board.

## **8. Leicester City Council**

Leicester City Council is a statutory body that provides leadership and services to the people of Leicester. Leicester City Council is accountable to government, and to the local electorate through the democratic process. In relation to One Leicester Partnership activities, Leicester City Council has a duty to:

- 8.1. Provide leadership to the One Leicester Partnership assembly and the Executive Board;
- 8.2. Promote the social, economic and environmental well being of the people of Leicester;
- 8.3. Prepare and approve a Sustainable Community Strategy in consultation with the One Leicester Partnership and the people of Leicester;

- 8.4. Ensure that the One Leicester Partnership's membership and methods of consultation and engagement are balanced and inclusive;
- 8.5. Ensure that difficult issues are addressed by the One Leicester Partnership and the Executive Board and seek their recommendations for resolution;
- 8.6. Negotiate and enter into agreements with government as appropriate ; and
- 8.7. Act as the Accountable Body for any funds subject to consultation over use by the One Leicester Partnership.

## **9. Voluntary and Community Sector Engagement**

The One Leicester Partnership recognises the value of the contribution of the Voluntary and Community Sector to the successful delivery of 'One Leicester'. This is achieved by working through Voluntary Action LeicesterShire (the infrastructure organisation for the city), the host organisations for communities of interest and the Leicester Compact. The Partnership strives to ensure that the Voluntary and Community Sector is directly involved at all levels of the Partnership, including the Executive Board and the Strategic Theme Groups.

## **10. Membership of the One Leicester Partnership Assembly**

The membership of the One Leicester Partnership Assembly is set out in Annex 2 to this Constitution and includes representatives from:

- 10.1. Public sector organisations
- 10.2. Business sector organisations
- 10.3. Voluntary sector organisations
- 10.4. Communities of Interest Representatives
- 10.5. Strategic Theme Groups
- 10.6. Elected member of Leicester City Council

## **11. Chair of the Leicester Partnership Assembly**

The Chair of the One Leicester Partnership Assembly will be the Leader of Leicester City Council.

## **12. Vice-Chairs of the Leicester Partnership Assembly**

A Vice-Chair of the One Leicester Partnership Assembly will be agreed by its membership. The Vice-Chair will be drawn from the membership of the One Leicester Partnership, excluding representatives of Leicester City Council

The term of office will be for three years. The Vice-Chair will resign at the beginning of the first One Leicester Partnership Assembly meeting following the end of the term of office, and a vote will be taken to determine the Vice-Chair for the next three-year term.

## **13. Chair of the One Leicester Partnership Executive Board**

The Chief Executive of Leicester City Council will Chair the Executive Board.

## **14. Membership of the One Leicester Partnership Executive Board**

The membership of the Executive Board is set out in Annex 3 to this Constitution.

## **15. Co-options**

The One Leicester Partnership Assembly and Executive Board have a policy of no co-options.

## **16. Substitutes Policy**

The use of substitutes by members to attend meetings on their behalf is **discouraged** in order to maintain a continuity of

membership. If a member wishes to use a named substitute to attend any meeting of the One Leicester Partnership Assembly or Executive Board in their place, **they should advise the Partnership's secretariat in advance of the meeting and make sure that substitutes are adequately briefed for the matters under consideration at the meeting.**

Community of Interest representatives wishing to use a named substitute will first seek the advice of their Host Organisation.

The use of named substitutes will be recorded in the minutes of each meeting.

## **17. Observers**

One Leicester Partnership Assembly and Executive Board may permit observers to attend meetings. Observers will not be members of the Partnership, but will, with the consent of the Chair, be permitted to speak, but not vote, at meetings.

## **18. Voting**

Decisions of the One Leicester Partnership Assembly and Executive Board will normally be reached by consensus. Should consensus not be possible or clear, any member of the Partnership may request a vote. Each of the members of the One Leicester Partnership Assembly (as set out in Annex 2), and Executive Board (as set out in Annex 3) who is present in person, or by way of a substitute in accordance with paragraph 16 above, at a meeting shall be entitled to one vote. Should a vote be requested, a vote will be indicated by a show of hands and the decision will be taken by a simple majority of those present and eligible to vote at the meeting. On any equal vote the Chair of the meeting shall have a casting vote.

## **19. Quorum**

No business will be transacted at a meeting of the One Leicester Partnership Assembly or Executive Board unless a quorum of members is present. The quorum of the One Leicester Partnership

Assembly shall be one-third of the members set out in Annex 2. The quorum of the Executive Board shall be one-third of the voting members set out in Annex 3, including one member representing Leicester City Council. If a quorum is not present within thirty minutes of the scheduled starting time of the meeting, the formal meeting will be adjourned to such a date, time and place as may be determined. Notice of the date, time and place of the resumed meeting will be sent to members as soon as is reasonably practicable.

Should the members present at an inquorate meeting choose to do so, they may continue to hold an informal meeting after the formal meeting has been adjourned. Although the informal meeting will not have the power to make a decision, it may formulate recommendations to be considered by the next quorate One Leicester Partnership Assembly or Executive Board meeting.

## **20. Emergency Decisions**

Should an emergency decision be required before the next scheduled One Leicester Partnership Assembly or the Executive Board meeting, the relevant chair will pursue one of the following options:

20.1. Option One: convene an extraordinary meeting of the One Leicester Partnership Assembly or Executive Board to take the emergency decision;

20.2. Option Two: request the Chairs of the One Leicester Partnership Assembly and Executive Board to take the emergency decision with reference to the Scheme of Delegation as set out in Annex 1. The Chairs of the One Leicester Partnership Assembly and Executive Board will take emergency decisions by signing a written resolution. The decision will be as valid as a decision taken at a meeting of the Partnership. This option will only be followed if it is not practical to implement Option One.



## **21. Reviews and Changes of Membership**

The One Leicester Partnership Assembly will review the appropriateness and balance of its membership as it sees fit.

Any requests or suggestions that another organisation or theme Partnership be invited to join the One Leicester Partnership Assembly will be considered against the following criteria:

- 21.1. The ability of the organisation or theme partnership to exert a strategic influence on the future of Leicester;
- 21.2. The commitment and strategic fit of the organisation or theme partnership to 'One Leicester' priorities and
- 21.3. The willingness of the organisation or theme partnership to provide a representative of sufficient seniority to influence decisions about main programme spending, the effective co-ordination of services, the rationalisation of plans and partnerships and the development of common performance management systems.
- 21.4. Any member of the One Leicester Partnership Assembly may resign by giving not less than one month's notice in writing to the Chair. Any proposals for replacement members must be recommended by the nominating organisation, theme partnership, community of interest and approved by a majority of the One Leicester Partnership Assembly.
- 21.5. If a member of One Leicester Partnership Assembly representing a public or private sector organisation changes to a different employer, or loses his or her honorary position or paid post, their membership of the One Leicester Partnership Assembly will automatically cease with immediate effect. Any proposals for replacement members must be recommended by the nominating organisation, theme partnership, community of interest and approved by a majority of the One Leicester Partnership Assembly as soon as reasonably practicable. Each person elected to the post of Leader of the City Council from time to time shall automatically be the Chair of the Leicester Partnership Assembly.
- 21.6. Leicester Partnership Assembly may terminate the membership of a member for failure of its representative to

## **22. Meetings in Public**

The meetings of the One Leicester Partnership Assembly will be open to the press and the public to ensure that the Partnership's work is more accessible and transparent to the citizens of Leicester. The meetings of the Executive Board will not be open to the press and the public.

## **23. Frequency of Meetings**

One Leicester Partnership Assembly and the Executive Board may meet together for the dispatch of business, adjourn and otherwise regulate their meetings as they see fit.

## **24. One Leicester Partnership Support**

Leicester City Council will administer the activities of One Leicester Partnership Assembly and the Executive Board.

## **25. Sub-Groups**

The One Leicester Partnership Assembly and Executive Board may establish standing or 'task and finish' Sub-Groups as they see fit providing that all acts and proceedings of any such Sub-Groups are fully and promptly reported back to the Leicester Partnership Assembly or the Executive Board. The Leicester Partnership

Assembly or Executive Board shall determine the composition, remit, powers and authority of any Sub-Group at the meeting approving the establishment of the Sub-Group.

## **26. Annual Stakeholder Forum**

The One Leicester Partnership Assembly will hold an Annual 'Making it Real' event to engage wider stakeholders beyond its membership.

## **27. Standards of Conduct**

Members of the Partnership are required to adopt the 'Nolan Standards of Conduct in Public Life' as set out below:

- 27.1. Selflessness - Members should serve only the public interest and should never improperly show advantage or disadvantage to any person;
- 27.2. Honesty and Integrity - Members should not place themselves in situations where their honesty and integrity may be questioned and should not behave improperly;
- 27.3. Objectivity - Members should make decisions based on what is considered to be in the best interests of improving the quality of life of local people;
- 27.4. Openness - Members should be as open as possible about their actions and should be prepared to give reasons for those actions;
- 27.5. Personal Judgement - Members should take account of the views of others and should always act in the best interest of local people; and
- 27.6. Respect for Others - Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, faith, gender, sexual orientation or disability.

## **28. Conflict Resolution**

Normally decisions at partnership meetings are reached by members coming together to an agreement but sometimes conflict can arise as different views and opinions are expressed. This conflict can be a natural and healthy consequence of partnership working and can lead to creative thinking. Partnership members are encouraged to avoid allowing differences to escalate into a confrontation or breakdown of trust as this could discredit the partnership as a whole.

Where conflict is unavoidable, members are expected to respect each others' views and seek to identify and deal with the issues of concern. If issues cannot be resolved, then there will be a show of hands. If there is a tie, the Chair will have a casting vote. Votes can be recorded on request.

The Chair of the Partnership Assembly or Executive Board should be informed of any dispute and will identify a mutually acceptable person/group, or process, to guide the relevant partners to consensus.

## **29. Complaints procedure**

The Chair of the One Leicester Partnership Assembly should be made aware of any complaints from the public. In the first instance, the Chair will investigate and respond to the complainant (i.e. if the complaint is in relation to a specific action delivered by a partner/s and on behalf of the Partnership).

If the complainant is not satisfied with the response provided, then the complaint will be referred for investigation to the Chief Executive of Leicester City Council, as the accountable body, and the council's complaints procedure will be followed.

Receipt of the complaint should be acknowledged with the complainant within 5 working days and a response should be provided in 20 working days.

### **30. Evaluation**

One Leicester Partnership will carry out evaluations periodically, with reference to best practice. It will make use of the outcomes of evaluations to make improvements to working practices. This activity will support strategic commissioning activities and contribute to future self assessment of the Partnership's effectiveness.

### **31. Declarations of Interests**

When they first join the One Leicester Partnership Assembly and Executive Board or their Sub-Groups, members should declare their financial and personal interests and record these in the register of Interests.

At the beginning of each meeting of the One Leicester Partnership Assembly and Executive Board members will declare their financial and personal interests.

### **32. Representation and Communication**

All members of the One Leicester Partnership Assembly and Executive Board are responsible for taking reasonable steps to ensure their contribution is genuinely representative of their organisation and/or sector they are from. Members must also report back to their organisation and/or sector on key decisions taken by the One Leicester Partnership Assembly and Executive Board.

### **33. Changes to the Constitution**

This Constitution may be changed by a resolution passed by not less than a two-thirds majority of members present and voting at a quorate meeting of the One Leicester Partnership Assembly. The notice of the meeting must set out the terms of the changes proposed.

### **34. Dissolution**

If One Leicester Partnership Assembly decides it is necessary or advisable to dissolve the One Leicester Partnership Assembly or Executive Board it may do so by calling a meeting of One Leicester Partnership Assembly for which twenty-one days written notice shall be given. Leicester Partnership Assembly or the Executive Board shall be dissolved if the proposal is confirmed by a two-thirds majority of those present and eligible to vote at the meeting which must be quorate.

### **35. Signed for, and on behalf of One Leicester Partnership.**

**Name: Philip Parkinson**

**Signature:**

**Position: Chair of Leicester Partnership**

**Date: 8<sup>th</sup> December 2010**

### **36. Signed for and on behalf of One Leicester Partnership Executive Board**

**Name: Cllr. Veejay Patel**

**Signature:**

**Position: Chair of Leicester Partnership Executive Board**

**Date: 8<sup>th</sup> December 2010**

## LEICESTER PARTNERSHIP CONSTITUTION ANNEX 1

### *The Scheme of Delegation of the Executive Board of the Leicester Partnership*

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The One Leicester Partnership is the local strategic partnership for the City of Leicester. Its purposes are defined in Article 2 of its Constitution. The Leicester Partnership Executive Board (Executive Board) comprises key members of the One Leicester Partnership Assembly. It is within the Executive Board that the bulk of decision-making occurs regarding the discharge of the functions of the One Leicester Partnership. The roles of the One Leicester Partnership Assembly and Executive Board are defined in more detail in Articles 4 and 5 of the Constitution respectively. Both the One Leicester Partnership Assembly and the Executive Board are non-statutory bodies reliant on the voluntary participation of partnership members, albeit that the One Leicester Partnership and its various subgroups fulfill functions set-out in legislation and Guidance.

The Scheme will set-out the mechanism for decision-making within the Executive Board. The Scheme is ratified by the full Leicester Partnership Assembly annually, as are variations thereto. The core principles underlying the Scheme are:

- a. proportionality (i.e. the action must be proportionate to the desired outcome).
- b. reasonableness (i.e. decisions must be properly reasoned to take into account all relevant matters and ignore all irrelevant factors).
- c. due consultation and the taking of professional advice from officers.
- d. respect for human rights.
- e. a presumption in favour of openness
- f. clarity of aims and desired outcomes
- g. clarity of options considered and the reasons for a decision.

#### **RULE 1 – The discharge of Executive Board Functions**

- a. The arrangements for the discharge of the functions of the Executive Board may provide for their discharge by:
  - i. the Executive Board as a whole;

- ii. a designated group of members of the Executive Board;
  - iii. a individual member of the Executive Board;
  - iv. another body outside of the Executive Board (e.g. the Leicester Partnership Assembly, or one of the Strategic Theme Groups)
- b. Where a function has been delegated, that does not prevent the discharge of the function by the person or body who delegates.
  - c. Where a delegation occurs in accordance with ii – iv above, further delegation shall not be permitted otherwise than by decision of the full Executive Board

## **RULE 2 – The delegation of Executive Board functions**

The Executive Board will maintain a written record of any delegations made from time to time, in accordance with the attached Terms of Reference.

- a. All matters reserved to the Executive Board (entitled “matters reserved to the full Executive Board and found at Article 5.9 of the One Leicester Partnership Constitution”) shall only be determined by the Executive Board, and are not capable of delegation in accordance with Rule 1
- b. All matters not reserved the full Executive Board are delegated to the Chair of the Executive Board and the Chair of the Leicester Partnership Assembly to exercise jointly. In the event that they are spilt over the issue that matter shall be referred back to the full Executive Board.
- c. Any other delegations in accordance with Rule 1a) ii – iv shall comply with the Terms of Reference and be done by express decision of the full Executive Board

## **RULE 3 – Conflicts of Interest**

If the exercise of a function has been delegated, and should a conflict of interest prevent the exercise of the function, then the function will be exercised in the first instance by the person or body by whom the delegation was made.



ONE LEICESTER PARTNERSHIP CONSTITUTION ANNEX 2

Membership of the One Leicester Partnership Assembly

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**Public Sector Representatives**

The membership of the One Leicester Partnership Assembly includes representatives from the following public sector organisations:

Leicester City Council	Leader of the Council
Leicester City Council	Chief Executive
Leicester City Council	3 Strategic Directors
Leicester City Council	6 Councillors
Job Centre Plus	1 representative
National Probation Service Leicestershire and Rutland	1 representative
Connexions Leicester Shire	1 representative
NHS Leicester City PCT (or successor)	Chief Executive
NHS Leicester City PCT (or successor)	1 representative
Leicester Director of Public Health	1 representative
University Hospitals of Leicester NHS Trust	1 representative
Leicestershire Partnership NHS Trust	1 representative
Leicestershire Constabulary	1 representative
De Montfort University	1 representative
University of Leicester	1 representative
Leicestershire Fire and Rescue Service	1 representative

**Business Sector Representatives**

The membership of the Leicester Partnership includes representatives from the following business sector organisations:

Business Council	5 representatives
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**Voluntary Sector Representatives**

The membership of the Leicester Partnership includes representatives from the following voluntary sector organisations:

Leicestershire Race Equality Centre	1 representative
Voluntary Action Leicester	1 representative
The Braunstone Foundation	1 representative

## **VCS Communities of Interest Representatives**

There are 14 representatives on the Leicester Partnership from voluntary and community sector communities of interest organisations, allocated as follows -

Women's groups	2 representatives
BME groups	2 representatives
Disability groups	2 representatives
Faith groups	2 representatives
Children and young people's groups	2 representatives
Older people's groups	2 representatives
Lesbian, gay, bisexual and transgender groups	2 representatives

## **Strategic Theme Group Representatives**

Membership of the Leicester Partnership includes the chairs of the six Strategic Theme Groups:

Leicester Children's Trust	1 representative
Leicester Health and Well-Being Partnership	1 representative
Leicester and Leicestershire Economic Development Partnership	1 representative
Safer Leicester Partnership	1 representative
Leicester Stronger Communities Partnership	1 representative
Environment Partnership Board	1 representative

## ONE LEICESTER PARTNERSHIP CONSTITUTION ANNEX 3

### Membership of the One Leicester Partnership Executive Board

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The membership of the Executive Board is as follows:

Chief Executive of Leicester City Council (Chair of the Executive Board)

Chair of Leicester Children's Trust

Chair of Leicester Health and Well-Being Partnership

Chair of Leicester and Leicestershire Economic Development Partnership

Chair of Safer Leicester Partnership

Chair of Leicester Stronger Communities Partnership

Chair of Environment Partnership Board

Vice Chair of One Leicester Partnership Assembly

Voluntary and Community Sector Representative (VAL)

Voluntary and Community Sector Representative (Communities of Interest)

Business Sector representative (Business Council)

BCU Commander (City) Leicestershire Constabulary

Chief Executive of NHS Leicester City (or successor organisation)