



## Shaping Thurrock Protocol and Governance Arrangements

### 1. Introduction

- 1.1. The purpose of this protocol is to establish a framework within which the members of the Shaping Thurrock Partnership can demonstrate their commitment and support and participate in the partnership. The protocol is not a binding contractual agreement.

### 2. About Shaping Thurrock

- 2.1. Shaping Thurrock Partnership is the Local Strategic Partnership that covers the geographic area of Thurrock Borough Council. The aim of Shaping Thurrock is to provide a strategic long-term vision for Thurrock that will improve the quality of life of all residents, visitors and students and create the environment for economic growth and regeneration.
- 2.2. The partnership aims to strengthen the connection between public sector agencies, local government, local businesses and the voluntary/ community sectors. It will focus on those issues where working together will add the greatest value. It will do this by:
  - a. Engaging with all sectors of the community (either directly or through its partners) to identify the big issues for Thurrock;
  - b. Developing a long-term vision in accordance with the principles of sustainability (economic and environmental)
  - c. Preparing a sustainable community strategy to deliver this vision
  - d. Ensuring the actions developed are delivered
  - e. Monitoring progress against the priorities it sets itself, and
  - f. Providing feed back to the community on such progress.

### 3. Structure and key relationships

- 3.1. The Shaping Thurrock Partnership will consist of:
  - a. The Partnership
  - b. The Forum
  - c. The Executive Board
  - d. The Policy Group
  - e. Five Programme Boards
    - i. Thurrock Community Safety Partnership
    - ii. Children's Trust Board
    - iii. Healthier Communities Board
    - iv. Regeneration Board (or Sustainable Communities Board)
    - v. Community Development Board (or Community Involvement Board)
- 3.2. The Shaping Thurrock **Partnership** will meet twice a year with the primary purpose of setting the vision and priorities for the partnership in the Sustainable Community Strategy and Local Area Agreement.
- 3.3. The Shaping Thurrock Partnership will also host an annual Shaping Thurrock **Forum** that brings together local and regional partners, residents and businesses. The Forum will be consulted on any major changes to the vision and or priorities for Thurrock. It exists to enable local people and organisations to hold the LSP to account and to generate ideas for the LSP to consider.



- 3.4. The Shaping Thurrock **Executive Board** will meet four times a year. The Executive Board is responsible for overseeing the delivery of the Sustainable Community Strategy and Local Area Agreement and serves as the executive decision-making body of the LSP.
- 3.5. The Shaping Thurrock **Policy Group** will meet twice a year. The Policy Group will provide advice and support to the Partnership on current and emerging policy and strategy issues affecting the Partnership.
- 3.6. Thurrock Council has a statutory obligation to approve the Sustainable Community Strategy and Local Area Agreement. The Shaping Thurrock will produce an annual report on its achievements and future plans that will be taken to a full meeting of Council. This report can also be taken to Boards of partners as appropriate.
- 3.7. Thurrock has five **Programme Boards** that deliver the priorities of the Sustainable Community Strategy. The five programme boards report to the Executive Board and meet as often as necessary to effectively manage delivery.
- 3.8. There is no pre-determined approach for programme boards and boards are able to establish their own working groups. Programme Boards need to make sure they work together and do not replicate activity and responsibilities of any other bodies or groups in existence.

#### **4. Membership**

- 4.1. Members of Shaping Thurrock need to have strategic responsibility for services that will influence the development of Thurrock; reflect views and needs of local communities and create a balance between the public, private, and voluntary, community and faith sectors. Members must be signatories to this Partnership Protocol.
- 4.2. Membership of the Shaping Thurrock Partnership will, therefore, be:

- Leader, Thurrock Council
- Opposition Leader, Thurrock Council
- Chief Executive, Thurrock Council
- Chief Superintendent, Essex Police
- Chair, NHS South West Essex
- Chief Executive, NHS South West Essex
- Chair, Thurrock Thames Gateway Development Corporation
- Chief Executive, Thurrock Thames Gateway Development Corporation
- Chief Executive, South Essex College
- Chief Executive, Thames Gateway South Essex Partnership
- Nominated representative, Thurrock CVS
- Nominated representative, Thurrock Business Association
- Nominated representative, Thurrock Business Association
- Nominated representative, Youth Cabinet
- Chair, Thurrock Community Safety Partnership
- Chair, Regeneration Board (or Sustainable Communities Board)
- Chair, Healthier Communities Board
- Chair, Children's Trust
- Chair, Community Development Board (or Community Involvement Board)

#### **5. Membership of the Shaping Thurrock Executive Board will consist of the following:**

- Chief Executive, Thurrock Council
- Chief Executive (or Deputy Chief Executive), NHS South West Essex
- Chief Executive, Thurrock Thames Gateway Development Corporation
- Chief Superintendent, Essex Police



Nominated representative from Third Sector

5.1. Membership of the Shaping Thurrock Policy Group will consist of:

Chair, Shaping Thurrock Partnership  
Leader, Thurrock Council (if Leader is not Chair of the Partnership)  
The Shaping Thurrock Executive Board  
Chairs of the 5 programme boards

5.2. Chairs of programme boards are appointed by the Executive Board and in doing so become members of the Shaping Thurrock Partnership.

5.3. Any member of the Shaping Thurrock Partnership can attend programme boards by informing the relevant Chair in advance. The Chair, with the aim of inclusiveness, is able to invite appropriate representation at the programme board.

5.4. Membership will be reviewed every two years with the intention that there will be change within the LSP to provide for others to serve and provide new thinking and the opportunity for other strategic leaders to contribute to the work of the partnership.

## **6. Responsibilities – The Shaping Thurrock Partnership**

6.1. The Shaping Thurrock Partnership will be responsible for:

- i. Agreeing a vision and priorities that meet the needs and aspirations of local people and businesses. This will form the basis of the development of Thurrock's Sustainable Community Strategy and its Local Area Agreement
- ii. Electing a Chair and Vice-Chair. The Chair and Vice-Chair will represent the LSP externally as required and provide regular liaison with the Executive Board as required
- iii. Agreeing the Terms of Reference of the Partnership's five (5) programme boards
- iv. Hosting the annual Shaping Thurrock Forum
- v. Approving the framework for the allocation of Performance Reward Grant (earned for successful delivery of LAA targets) and receive an annual report accounting for its expenditure
- vi. Conducting half yearly performance reviews of the partnership's delivery against its vision and priorities
- vii. Undertaking a self-evaluation exercise each year in relation to its own effectiveness and the effectiveness of the Executive Board and Policy Group
- viii. Presenting the Partnership's annual report on achievements and future plans to a full meeting of Council, and Boards of partners as appropriate

## **7. Responsibilities – The Shaping Thurrock Executive Board**

7.1. The Shaping Thurrock Executive Board will be responsible for:

- i. Being the executive decision-making body for the partnership and be responsible for conducting the business of the partnership. The Executive Board will receive appropriate executive support
- ii. Approve action plans for Thurrock's Sustainable Community Strategy, Local Area Agreement and oversee their delivery
- iii. Appoint the Chair(s) of each programme board and approve the forward plan for each programme board
- iv. Receive reports from programme boards on delivery every six months, as otherwise requested, and manage as appropriate exceptional matters associated with delivery as escalated by programme board Chairs



- v. Produce the Shaping Thurrock annual report that contains the Partnership's achievements for the previous year and future plans
- vi. Manage the expenditure of Performance Reward Grant in line with the framework set by the Policy Group and provide the Partnership with an annual report accounting for its expenditure

7.2. The Chair of the Executive Board has delegated authority to approve:

- i. expenditure for Performance Reward Grant to the value of £20K
- ii. urgent items of business outside of Executive Board meetings
- iii. convene additional Executive Board meetings as deemed appropriate
- iv. provide six monthly reports to Shaping Thurrock Partnership on progress to deliver the Partnership's priorities.
- v. oversee the development of Thurrock's Area Assessment (as part of Comprehensive Area Assessment)

## **8. Responsibilities – The Shaping Thurrock Policy Group**

8.1. The Shaping Thurrock Policy Group is responsible for:

- i. The consideration and development of current and future policy and strategy affecting the Partnership
- ii. Providing support to the Partnership to develop its vision and set of shared priorities for Thurrock as expressed in Thurrock's Sustainable Community Strategy
- iii. Providing advice to the Partnership on changes to policy and strategy

## **9. Responsibilities – The Shaping Thurrock Programme Boards**

9.1. The Shaping Thurrock Programme Boards will be responsible for:

- i. Delivery of the work plan agreed to by the Executive Board, including the delivery of Sustainable Community Strategy priorities and LAA targets.
- ii. The management of partnership issues affecting service delivery.

9.2. Chairs of the Programme Boards will be responsible for:

- i. Inviting representation at programme board meetings as he/she considers appropriate, with the aim of inclusively;
- ii. Attending Executive Board meetings as required;
- iii. Escalating exceptional items to the Executive Board as appropriate;
- iv. Approving urgent items of business outside of Programme Board meetings; and
- v. Convening additional programme board meetings as appropriate.
- vi. Establishing and regularly reviewing its own working group structure so that it does not replicate activity and responsibilities of any other bodies or groups in existence and promotes coordinated delivery across programme boards.
- vii. Provide six monthly progress reports to the Executive Board, or as otherwise stated by the Executive Board.
- viii. Ensuring it has appropriate mechanisms to engage and involve service users and representatives from the Voluntary, Community and Faith sector.