



East Suffolk Community Partnership Board (CPB) - Terms of Reference

Community Partnerships (CPs) are an innovative way for the Council, partners and communities to work together to 'bring ideas to life' by taking a local approach to local priorities.

1. Form and Membership

1.1 The core CPB membership is:

The Chair (or in their absence the Vice-Chair) of the eight Community Partnerships:

- Aldeburgh, Leiston, Saxmundham and villages Community Partnership
- Beccles, Bungay, Halesworth and villages Community Partnership
- Carlton Colville, Kessingland, Southwold and villages Community Partnership
- Felixstowe Peninsular Community Partnership
- Framlingham, Wickham Market and villages Community Partnership
- Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership
- Lowestoft and Northern Parishes Community Partnership
- Melton, Woodbridge and Deben Peninsular Community Partnership

Two representatives from each of:

- East Suffolk Council
- NHS Clinical Commissioning Groups (to reflect Ipswich & East Suffolk / Great Yarmouth & Waveney CCG's)
- Suffolk County Council
- Suffolk Police (to reflect the Policing Command Areas)

At least two representatives from:

- The Business sector
- The Voluntary, Community and Social Enterprise sector
- Youth Voice

A representative from:

- Greenprint Forum
- Suffolk Association of Local Councils

The CPB will nominate a rural 'champion' – representing and championing the views and needs of rural communities.

1.2 The core members of the CPB will be expected to live, work or trade in East Suffolk; have sufficient authority to speak for their organisation/partnership; and report back to their organisation/partnership on the activities of the CPB.

1.3 The quorum for any meeting of the CPB will be one third of the members of the CPB. If there is not a quorum present at each meeting of the CPB, it will not be able to make any decisions at that meeting.

1.4 The membership of the CPB will be reviewed annually.

2. CPB Principles

- Involve local councils, public services, communities, voluntary sector organisations and businesses in planning and delivering joined up services that meet local needs
- Make the best collective use of our assets and resources
- Base decisions on data and intelligence about local places
- Identify, understand and address deprivation, disadvantage and hidden needs [and consider how CPB decision impact on both rural and non-rural areas](#)
- Champion, represent and influence on behalf of East Suffolk and the eight Community Partnerships

3. Role of the CPB

- i) Focus on cross cutting issues for which no one organisation is solely responsible
- ii) Actively support and send representatives to participate in the CPs Annual Forum
- iii) Develop an annual work plan based on local data and knowledge to address the cross-cutting CP priorities, and support delivery of the ES Strategic Plan
- iv) Support the CP priorities to address identified gaps in service provision using a solution focused and problem-solving approach
- v) Monitor and adapt its agenda in response to emerging issues affecting an individual CP area or a wider area in ES, [including issues raised through Youth Voice and other sources of community intelligence](#)
- vi) Receive reports quarterly from the CP's on progress against their priorities, and such other verbal/written reports from other organisations or partnership bodies, as requested.
- vii) Develop proposals for expenditure against the annual Strategic budget of £300k per annum and seek authorisation for actual expenditure from the Leader of ESC
- viii) Seek funds from other external sources in order to deliver the priorities of the CPB
- ix) Create Task & Finish/Working Groups as required to explore specific issues / priorities in greater detail.
- x) Conduct or commission research into policy or service delivery issues affecting East Suffolk
- xi) [Ensure that all decisions have given due regard to the direct and indirect impacts on rural areas](#)

4. Chair and Vice Chair of CPs

4.1 The CPB will be chaired by the Leader of ESC (a detailed Job Description is available).

The chair will:

- Provide a strong sense of purpose and direction to the CPB
- Drive the CPB's annual work programme

4.2 A Vice Chair will be elected annually by the members of the CP and will deputise for the Chair in his/her absence.

5. Meetings of the CPs

5.1 CPB meetings will be by invitation but held in public and their style will be inclusive and interactive. [Wherever possible](#), they will be organised to problem solve (for example workshop style) rather than as formal meetings. They will be held at least three times a year, but additional meetings may be called by the Chair as necessary, on at least five clear working days written notice. [Task and Finish Groups may be established in order to progress CPB business between meetings.](#)

5.2 The dates of each CPB meeting will be agreed in advance by the CPB and they will be held at a suitable venue within East Suffolk [or remotely using video conferencing facilities.](#)

5.3 Any member of the CPB may request that an item be included on the agenda for a meeting. The meeting papers will be published on the ESC website no later than five clear working days before the meeting.

5.4 Agendas and action points arising from each meeting will be recorded and published on [the Community Partnership pages](#) of the ESC website.

6. Voting

6.1 The aim at each CPB meeting will be to reach decisions by a consensus, however, should a vote be necessary, then all core members of the CPB (as listed in 1.1) will be eligible to vote, and each will have one vote, indicated by a show of hands [or by core members stating their vote verbally if the meeting is being conducted by video conference.](#) The Chair of the CPB will determine when there is no consensus and therefore an issue should be put to the vote, [however the Chair may wish to instigate a formal vote in relation to any funding matters.](#) A majority vote of those present and voting will prevail. The Chairman of the CPB will have a casting vote.

7. Financial Accountability

7.1 The ES Council will operate as an accountable body for the CPB. The [CPB](#) budget will be allocated against [agreed priorities \(using clear criteria\)](#) which will be agreed at the first meeting of the CPB [and reviewed annually.](#) These are designed to ensure that this funding is not used for purposes beyond the ES Council's powers, or the law, and that all projects supported align with the ES Council's Strategic Plan.