



COVENTRY LOCAL PUBLIC SERVICE BOARD

Terms of Reference

Role:

The Coventry Local Public Service Board (CLPSB) works on behalf of the Coventry Partnership to manage and oversee the delivery of the Coventry Local Area Agreement and Sustainable Communities Strategy.

Functions:

The CLPSB will:

- Oversee performance of public services in the city and explore opportunities for increased value for money by provision of shared or joint services.
- Identify key emerging issues for the city and make recommendations to the Coventry Partnership and its constituent partnerships/theme groups regarding strategic responses.
- Intervene to tackle blockages to service improvement or progress of objectives.
- Negotiate changes to services which might better deliver outcomes
- Commission evaluation of the impact of actions
- Act as guardian of the Coventry Local Area Agreement and Sustainable Communities Strategy which will specifically involve:
 - Being accountable for overall delivery and performance management.
 - High level performance and risk management of LAA targets.
 - Providing constructive challenge to poor performance and recommend and monitor remedial action.
 - Overseeing the overall funding of the Local Area Agreement and ensuring that effective financial arrangements are in place including developing clear lines of accountability and clarity over how and when funding decisions will be made.
 - Identifying and addressing cross-cutting issues and facilitating joined-up responses to these.
 - Overseeing negotiations with Government Office and Central Government on the development of priorities.
 - Clear links and communication with the Coventry Partnership Theme Groups responsible for the delivery of the LAA.
 - Facilitate the linkages between key strategies and plans.

Accountability & Responsibility

The CLPSB will be accountable to the Coventry Partnership through regular reports and be part of the overall city council scrutiny arrangements.

Each CLPSB member will be responsible through their existing accountability processes to their parent body.

Effective processes will be put in place in order to engage with the community, voluntary and private sectors about service developments, etc.

Each of the delivery partnerships/theme groups associated with the Coventry Partnership will be accountable to the CLPSB for delivering the outcomes contained within the relevant theme of the Local Area Agreement. Each partnership/theme group will have the role of driving forward delivery of their relevant theme(s). To reinforce the lines of accountability and ensure delivery, each theme will have an identified lead officer, accountable for managing delivery and ensuring effective performance management.

Financial accountability for public funds routed directly via the Coventry Partnership will be undertaken via the Local Authority acting as the 'accountable body' in the same way that exists at present for NRF funding.

Coventry City Council will have a key role in establishing, supporting and co-ordinating the CLPSB and the Local Area Agreement and Sustainable Communities Strategy.

Rights & Responsibilities

Rights

- All partners are treated as equal and their contributions are respected and valued.
- All partners are able to voice the views and opinions of their organisation/sector at meetings.
- All partners are able to contribute to the formal decisions and recommendations of the partnership.
- The partnership will support all sectors in building up their capacity to participate fully in the work of the partnership.
- Where partners have participated in the priority setting process and feel the current years programme is of limited relevance to them, then they may opt to receive information only. This may be reversed at any time.

Responsibilities

- Partners respect the validity of each contribution.
- Partners consult and obtain the views of their organisations/sectors and reflect or communicate these at meetings.
- Partners are fully informed and share information from their own organisations/sectors amongst the partnership.
- Partners bring forward agenda items or information in areas where they can provide particular expertise or have an interest, sharing this in an accessible format by agreed deadlines.

- Partners seek to ensure that decisions or recommendations agreed by the partnership are communicated and acted upon within their own organisation/sector.
- All partners will seek to support the needs and add value to the resources of other partners.
- The group will seek to proactively contribute and add value to the work of other partnerships.

Working Arrangements

The CLPSB will meet quarterly and will be chaired by the Chief Executive of the City Council/Secretary to the Coventry Partnership.

Meetings will be scheduled a year in advance (except in exceptional or emergency circumstances) and all paperwork will be distributed at least 5 working days before the meeting.

Membership

Coventry City Council:	Chief Executive & Leader
Primary Care Trust:	Chief Executive(s)
West Midlands Police:	Operational Commander
West Midlands Fire Service:	Coventry Commander
Probation West Midlands:	District Manager
Job Centre Plus:	District Manager
Learning & Skills Council:	Partnership Director
NHS Trust	

Core membership of the group will be local partners with a statutory duty to co-operate (as defined in the Local Government & Public Involvement in Health Bill).

It is essential that we devise effective ways of engaging private sector community sector and voluntary sector colleagues on the Coventry Partnership in the LSPB discussions.

Members of the Coventry Partnership or associated Theme Groups may be requested to attend specific meetings to discuss a particular area of performance.

If the CLPSB is going to be successful, it will need to be responsive to local people. This wider engagement will be achieved through councillors, the work of the Coventry Partnership, associated partnerships/theme groups and community networks.