

CENTRAL LAKES ACTION PARTNERSHIP

Terms of Reference

The Central Lakes Action Partnership (CLAP), formerly known as the Central Lakes Local Area Partnership, includes the area covered by Lakes, Skelwith and Windermere parishes.

The terms of reference and membership of the partnership have been reviewed, to take effect from April 2014.

Name of the group

Members have agreed that the partnership is to become more action centred, enabling services to be delivered in a different way at a local level and to positively promote achievements. It is proposed to rename to **Central Lakes Action Partnership**. The existing LAP boundary will not change and the partnership

Aims and Objectives

The overall aim is to help create and maintain sustainable and healthy communities across the Central Lakes area.

During 2014/5, the partnership will focus on 2 key priorities:-

- Service provision for older people
- Positive outcomes for young people

CLAP will work to:-

- Agree an annual activity plan, based on agreed priorities and to be updated at each meeting
- Improve partnership working in the Central Lakes area, impacting on services and reducing costs
- Help service deliverers better understand community needs and aspirations
- Help the community to influence wider than parish service delivery and strategic planning through a lobbying role
- Review the quality and suitability of the services received by communities
- Involve other parishes in cross boundary projects
- Maintain a non political, non partisan stance in all it's work
- Promote CLAP activity and successes through a range of formats
- Extend the membership to include partner agencies and community groups
- An agreed meeting model
- Develop into a constituted stand alone group, able to seek funding for identified projects

Membership

For CLAP to demonstrate value to communities and an intention to focus on identified community need, the membership will be broadened to include partner agencies and representatives from community groups. By doing this, as issues are raised, the partnership can ensure that the right people are part of any discussion to agree solutions. This could include enabling direct action or the development of a project.

Existing County, District, Town and Parish Councils will continue to be represented as listed:-

Windermere Town Council x 4 members
Lakes Parish Council x 3 members

Skelwith Parish Council x 1member
South Lakeland District Council x 7 members
Cumbria County Council x 4 members

Plus other partners and community group members as agreed

Public attendance at meetings

Meetings of the partnership will be open to the public, who will be encouraged to attend through publicity of meeting dates and topics for discussion

Chair and Vice Chair

The partnership will elect a Chair and Vice-Chair annually, but not from the same parish.

Meeting structure

Each meeting to be planned based on identified needs or topics, following an agreed model that would bring all key partners to the table to then identify potential solutions. The partnership will be able to interrogate issues and once the implications are understood, can consider how it can help or influence a response. All actions to be logged and reviewed at each meeting, with partners held to account. This model allows for a shared discussion on how to achieve local benefit through the pooling of all resources (financial, human and technical) that exist in the CLAP area.

Main partnership meetings will be held on a quarterly basis. Any working group convened by members to undertake preparatory work for consideration, will meet on an ad hoc basis as required.

Administration for meetings will be undertaken by South Lakeland District Council. Agendas for meetings will be distributed 7 days before the meeting. Requests for any agenda items will be emailed 21 days before the meeting. Notes of meetings will be distributed to all representatives and to Parish Clerks for wider distribution.

Meetings of the partnership start at 6.30pm, and will end no later than 9.00pm.

Quorum

For the purpose of making decisions, the partnership will need to be quorate based on a third of the current total membership of nineteen representatives. If the membership is extended to include other organisations and community groups, the number required for meetings to be quorate will be seven.

Decisions will be based on consensus between partners, and will be informed by the views of the community. Each Parish, District Council and County Council representative has one vote. Partner agencies and community groups shall have one vote each. The agreed decision will be by simple majority. Representatives may nominate a substitute to attend meetings in their absence and they will have a proxy vote.

Promotion and publicity

In order to help communities and parish councillors understand more about the role of the Partnership and projects or service changes it has influenced or delivered, publicity is a crucial tool. Community and parish magazines / newsletters cover much of the area and should be utilised fully, along with websites. All members of the partnership have a role to play in promotion.

Accountability

The chair or vice chair will be expected to represent the partnership at any meetings or events convened specifically for LAPs and provide activity reports as requested by SLDC or CCC.