

Terms of Reference

Northern Devon Futures Partnership Terms of reference

Northern Devon Futures Partnership members shall work together and individually in the spirit of trust, fairness, and mutual co-operation. The work of the partnership is rooted in a spirit of cooperation, and we affirm the value of working collaboratively to improve the lives of those who work and live in Northern Devon.

This is the constitution of the Northern Devon Futures Partnership. This constitution does not change, replace, substitute, or amend in any way the statutory duties or other responsibilities of partners.

It does not change, replace, substitute, or amend in any way partners organisations' own management or accountability frameworks, or prevent any individual partners' organisation from pursuing its own individual actions.

Roles and Authority

The main general role of all Members of the Partnership will be to take a Northern Devon-wide (the geographical area of North Devon and Torridge Districts) perspective and to develop consensus and common purpose in the best interests of the area as a whole. Members will be recognised for their valuable contribution in bringing ideas, knowledge and expertise to the process.

Whilst recognising that decisions about the use of resources will still remain the preserve of individual partners, there is a need to establish consensus endorsement of strategic issues, while encouraging opportunities for better ways of working, joint working, delegation and joint or shared resources where appropriate. Members will need the appropriate authority to speak on behalf of their relevant organisations (proportionate to their role within the organisation).

Legal Status

The Northern Devon Futures Partnership is an informal partnership. It does not have legal status to enter into contracts and will act through partner organisations as appropriate. Should there be a need for an Accountable Body for financial matters on behalf of the Northern Devon Futures Partnership this will be decided by the Members on a case-by-case basis.

Key Tasks

Agree Strategy, Vision, and an annual Operating Plan

Create and provide direction to the NDF Action Groups, facilitating synergy between them to ensure a joined-up approach.

Monitor the implementation and impact of its strategy Vision and operating plan.

Identify and report strategic issues, which the Northern Devon Futures Partnership should be aware of

Identify areas of joint interest, develop partnership responses to these issues, and where beneficial, deliver them with and through the partnership.

Identify funding opportunities and work collaboratively to secure these.



Provide strategic leadership on area wide issues, identified by partners and agreed by the Northern Devon Futures Partnership, where no other appropriate existing organisation or partnership can be identified.

Act to bring together intelligence, expertise and community and business support to identify priorities and develop solutions to maximise the town's economic opportunities and address barriers to regeneration.

Help to represent Northern Devon's interests to outside bodies, including Central Government, the HotSW LEP and the Joint Committee.

Minimise bureaucracy and build upon existing structures - helping to demonstrate that we have reduced and not added to the 'bureaucratic burden'.

Focus on the needs of the whole of Northern Devon, with an inclusive concern for all citizens, especially the marginalised and disadvantaged.

Consider what is in the best interests for the common good of Northern Devon and weigh this along with the interests of individual organisations on the Strategic Board and their sector when making decisions.

The Northern Devon Futures Partnership Strategic Board Membership

The Northern Devon Futures Partnership will consist of senior representatives from those organisations playing a lead role in the area.

The composition of the Strategic Board will be as inclusive as practicable covering a full range of "key players" balancing this with a realistic maximum size of partnership necessary for it to be effective and strategic.

The Strategic Board will need to secure the involvement of all the appropriate key players, including the public, private, community and voluntary sectors. This should allow engagement of residents, community, other public sector and business interests that cannot be represented directly on the Northern Devon Futures Strategic Board.

Each member of the Strategic Board can name one alternate to attend in his / her place. Strategic Board members agree to champion and communicate the partnership arrangements of the Northern Devon Futures Partnership throughout their organisation, partnership, and sector.

If a member of the Northern Devon Futures Partnership Strategic Board changes to a different employer or loses his or her position, then their membership of the Northern Devon Futures Partnership will automatically cease with immediate effect.

The aims and objectives of the Partnership will be progressed through a number of 'Action Groups' in themed areas, involving a wider range of stakeholders interested in progressing the agenda of the Action Group.

Members will be identified in relation to their leadership in a number of domains:

- Local Government and MPs
- Environmental/Climate Emergency
- Economy, Innovation and Skills
- Community and Place
- Health and Wellbeing
- Children and Young People
- Chairs of the NDF Action Groups

Chairing Arrangements

The Chair of the Northern Devon Futures Partnership shall be appointed by the members of the Strategic Board for a term of office of two-years, renewable for one term so the maximum length of time a chair may serve is 4 years.

The role of the Chair is to chair and manage the meetings of the Northern Devon Futures Partnership Strategic Board, creating an environment where all members are able to make a full contribution to the Northern Devon Futures Partnership business.

The NDF Secretariat will provide policy and secretariat support to the Northern Devon Futures Partnership Strategic Board and the NDF Action Groups.

Quorum

The Strategic Board requires a quorum of half the members, which must include representation from the two District Councils.

Meetings of the Strategic Board

The Strategic Board will meet six-monthly.

Meetings will not be held where there are insufficient members to achieve a quorum or insufficient business activity to warrant a meeting being convened. In exceptional circumstances a Partnership Board meeting may be convened at other times at the discretion of the Board Chair.

Documentation

Availability In keeping with the Strategic Board's schedule of meetings, materials for review need to be submitted to the Secretary by no later than noon, five Business Days prior to the day on which the materials are to be reviewed. Materials are to be sent in soft copy or with sufficient numbers of hard copy for each member of the Strategic Board.

The NDF Action Groups' Terms of Reference

The NDF Partnership Strategic Board will create themed Action Groups to further its strategic aims and objectives, dependent on the focus of its agenda. They are designed to support implementation of NDF operational plans, to seize opportunities as they arise, access resources and drive forward collaborative projects.

Action Groups will meet a minimum of quarterly but as frequently as required to deliver their agenda.

Foundation members will be invited to the first meetings of the Action Groups. Action Groups will appoint a Chair and Vice-Chair from amongst their membership. The Chair shall serve for a term of two years, renewable for a maximum of one term, (4 years in total).

The Group may co-opt members as approved by the Chair.

The Chairs of the Action Groups will be members of the NDF Partnership Strategic Board; the Vice Chair shall be their alternate.



Action Groups will provide reports on their activities to the NDF Strategic Board every six-months.

The NDF Secretariat will support the meetings of the Action Groups.

Proposed Membership of the NDF Partnership Strategic Board August 2021 and proposed foundation members of the NDF Action Groups

Proposed members of the NDF Partnership Strategic Board are listed below. Proposed 'foundation members' to be invited to form the NDF Action Groups are listed, by Action Group, in the section that follows.

Proposed Membership of the NDF Partnership Strategic Board

Geoffrey Cox, MP Torridge and West Devon
Selaine Saxby MP North Devon
Councillor Rufus Gilbert, Devon County Council
Councillor David Worden – Leader, North Devon Council
Councillor Ken James, Leader, Torridge District Council
Alison Hernandez, Devon & Cornwall Police and Crime Commissioner
Ken Miles, CEO, North Devon Council
Steve Hearse, CEO, Torridge District Council
Phil Norrey, CEO, Devon County Council
Tim Jones – Chair of North Devon Biosphere Foundation
Mike Matthews, MD Lineal Software & Chair of the ND Employment and Skills Board
Alan Dykes, TDK Lambda – Chair, North Devon+
Sean Mackney – Principal and CEO, Petroc College
David Ralph – CEO Heart of the SW LEP
Stuart Elford, CEO – Devon and Plymouth Chamber
Stuart Brocklehurst – CEO, Applegate and member of Great-SW Innovation Board
Toby Davies – Devon and Cornwall Police
Paul Britton – Homes England
Suzanne Tracey – Northern Devon Healthcare Trust/Royal Devon & Exeter Trust
John Womersley – Chair One Northern Devon (proxy group for Health and Wellbeing pro-tem)
Andy Cotton – CEO, Tarka Learning Partnership Multi Academy Trust

Chairs of the NDF Action Groups

Economy, Innovation and Skills
Health and Wellbeing (One Northern Devon Board)
Climate Emergency
Place and Community
Children and Young People

Proposed 'foundation members' of NDF Action Groups

Strategic Board members and foundation members will be invited to constitute the Action Groups with the support of the NDF Secretariat and invite other stakeholders as appropriate to their agendas.

Climate Emergency

Helen Dobby – Assistant Director, Devon, Cornwall, and Isles of Scilly, Environment Agency SW

James Szymankiewicz – Plastic Free ND / CANDo

Steve Mulberry – Area of Natural Beauty Partnership

Economy, Innovation and Skills

Lee Tozer - Department for Work and Pensions

Paul Mullen – ND Manufacturer Association

Tim Puttick, TDK Lambda & Director SWIOT (as anchor employer)

David Barker - North Devon Marketing Board

Julian Dymond – Town Square

Community and Place

Toby Davies – Devon and Cornwall Police

Paul Britton – Homes England

Sarah Bryan or Dan James – Exmoor National Park

Martyn Gimber – North Devon Homes

TBC - Westcountry Housing

TBC – ND VS/TTVS

Keri Denton - One Public Estate group representative

TBC - Safer Devon

Health and Wellbeing

John Womersley – Chair One Northern Devon (proxy group for Health and Wellbeing pro-tem)

Jane Milligan - CEO Devon Integrated Care System

Tim Golby, DCC and Local Care Partnership – North

Darryn Allcorn - CCG/ICS Chief Nurse

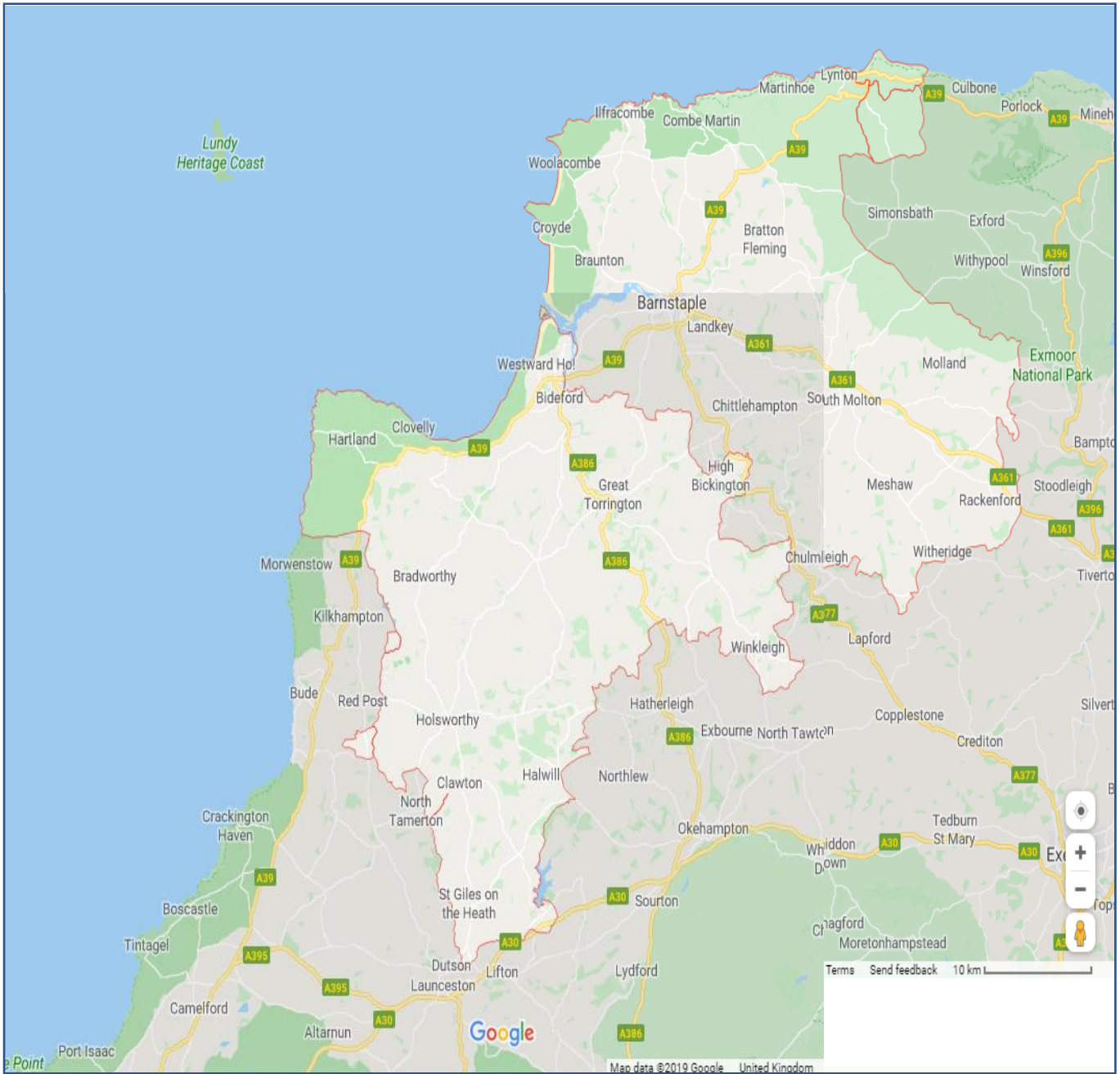
Children and Young People

Andy Cotton – CEO, Tarka Learning Partnership Multi Academy Trust

TBC NORDAB Secondary Heads representative

TBC - Primary schools' representative

Approximate Area Covered by the Northern Devon Futures Partnership



Northern Devon Futures organogram

The Northern Devon Futures Partnership



* The Devon Integrated Care System has not yet created its Local Care Partnership Integrated Delivery Group. NDF will engage closely with the LCP when it is constituted to ensure synergy with the wider NDF agenda

**The One Northern Devon group focuses on Health and Wellbeing in Northern Devon. It has decided to remain independent of NDF until the Strategic Board defines its strategy, when it may become part of the NDF regional delivery partnership.

***Partners retain statutory accountability to their individual regulators



Example of mapping current and possible investible project ideas

The attached link connects to an example 'miro' board, produced mid-way through the Covid period, which maps the way Northern Devon was responding to supporting the post-covid recovery.

It shows a range of project ideas, some current, some planned, some speculative for action which could be taken in Northern Devon.

It is included for illustration of the way NDF might collaborate to map further ideas and then consider them for inclusion in its operational plans pursued through its Action Groups.

https://miro.com/app/board/o9J_kpu03IQ=