

# Three Rivers Local Strategic Partnership

## Terms of Reference

### 1. Purpose of the Group

The Local Strategic Partnership (LSP) works to improve the quality of life for the people of Three Rivers by working in partnership to create a district:

- ... that is inclusive and where people feel they are welcome and belong
- ... where local infrastructure supports healthy lifestyles and addresses health inequalities
- ... where residents are supported and feel safe
- ... that takes action to mitigate and adapt to the climate emergency
- ... where our local businesses are beneficial to and benefit from local people.

The LSP works in partnership to formulate and implement a vision for the district through the Community Strategy.

### 2. Objectives

In order to achieve the above the LSP will:

- Be an inclusive body of organisations / groups, representative of all sectors which have a focus in Three Rivers.
- Hold meetings that invite partner organisations beyond the membership of the Board.
- Identify and agree outputs and outcomes that reflect local needs and service priorities and focus on those that require a partnership approach.
- Work in partnership to ensure local people are offered and able to access services.
- Provide leadership and act as a voice for the people and communities of Three Rivers.
- Consult and engage with communities in a meaningful and inclusive manner.
- Work with existing partnerships, to improve collaboration, add value and avoid duplication.
- Identify and secure resources to progress the priorities of the Community Strategy
- Respond collectively to new and emerging needs within the community
- Ensure compliance with national legislation and statutory requirements.
- Develop and produce a Community Strategy every 5 years. The current strategy will expire in 2028.

### 3. Membership

There will be a maximum of 25 Board members, with an attempted balance in terms of partner representation between Private, Public and Voluntary sectors.

Members of the LSP Board are expected to attend meetings on a regular basis. Membership is set at Senior politician, Chair of Board, Director or Senior Officer level.

The following partners will be represented on the group.

Organisation	Role / job title
Hertfordshire County Council	Head of Corporate Performance & Business Insight
Herts and West Essex Integrated Care Board	??
South West Herts Health and Care Partnership (on behalf of all Parish Council's)	Development Director ??
Thrive Homes	Chief Executive Officer
Watford Community Housing	Director of Customer Services
Homegroup	Operations Manager
Three Rivers District Council	Leader of Three Rivers District Council (Substituted by Deputy Leader)
Three Rivers District Council	Lead Member of Community Safety and Partnerships
Three Rivers District Council	Associate Director of Corporate, Customer and Community
Watford and Three Rivers Trust	Chief Executive Officer
Citizens Advice Service Three Rivers	Chief Executive Officer
DWP – Watford Job Centre Plus	Partnerships Manager
Herts Mind Network	Director of Complex Needs and Community
School Pastoral Lead (on behalf of all secondary schools)	Chair of Pastoral Leads
Community Safety Board rep	Chair of Community Safety Board
Hertfordshire Constabulary	Chief Inspector
Herts Fire and Rescue Service	Group Commander
One Vision	Chief Executive Officer

## 4. Roles within the LSP

The Chair and Vice-Chair of the LSP will be voted in every 2 years, in the first meeting of that financial year.

Members of the Board must have the appropriate authority to speak for the organisations they represent; to sign up to the vision and outcomes agreed for district of Three Rivers; and more importantly, be able to commit resources in principle and according to the normal decision-making processes of their organisation, in order to achieve the outcomes and vision.

All members will have equal rights and representation. To ensure this, partners may send substitutes from their organisation. All decisions will be made by consensus. Substitutes must be fully briefed before meetings and Three Rivers Committee Services informed of their attendance.

Board members only are allowed to vote. Their substitutes may vote if they have provided notice in advance to Three Rivers Committee Section.

The Board may invite other partners to be in attendance at the Board so that they can participate in the discussions of the board.

Board members will contribute to the work of the partnership and its development by participating in the decision-making process, contributing to debate and attending training / seminars etc which will help to develop the Partnership.

Board members will maintain knowledge of emerging policy and best practice in their area of responsibility, which has a bearing on the work of the LSP and share this with other members of the Board.

Board members will represent the LSP at other meetings when required (district, county, and regional).

Board members will identify resources which can be granted from their respective organisations into the "Connecting Three Rivers" donations pot.

Board members will communicate and promote the work of the LSP within their organisations and networks.

## 5. Meetings and minutes

The LSP will meet 4 times a year. These meetings occur before the Community Safety Board. Any matters arising in between the meeting dates will be brought to the attention of the chair and communicated via email.

The meeting minutes and actions will be shared with the LSP following a meeting and will be kept as records of development and progress that may inform future decisions.

Meetings of the LSP are public but are not live streamed. Members of the public local organisations and businesses are able to attend in order to observe.

## 6. Community Strategy

A Community Strategy will be developed and published every 5 years. This will be reviewed in 2027-28 for publication in 2028.

LSP Board members will develop the subsequent action plan for the Strategy.

The LSP will determine which Task and Finish groups require development in order to deliver the Community Strategy or identified need.

Board members will propose organisations to be involved with Tasks and Finish Groups and ensure involvement from their organisation within these groups as required.

Task and Finish groups will have their own terms of reference.

Administrative support and Chairing of Task and Finish Groups will be provided by Three Rivers District Council

The Three Rivers Information Partnership and the Community Safety Board are sub-partnerships of the LSP. Both will have their own terms of reference.

## 7. Financial Procedures

Three Rivers District Council is the accountable body for the Local Strategic Partnership Board and its Community Strategy.

Partner agencies represented on the LSP Board will collaborate to co-ordinate the joint funding of initiatives to further the Community Strategy. Three Rivers District Council's Finance Team will provide support to hold funding on behalf of the LSP Board and account for its expenditure.

Joint grants made by partners of the LSP, or secured by the LSP, will be managed within Three Rivers Financial Standing Orders and Procedures. Any monies allocated will be done so in the form of a grant, and the recipient of the grant will need to meet stated reporting requirements as agreed by the LSP Board as well as financial and other governance requirements in line with the Council's procedures.

Any assets purchased with any grant from the LSP will be the property of the grant receiving body who will maintain liability and responsibility for their use and maintenance.

### 7a. Connecting Three Rivers

Watford and Three Rivers Trust will manage and be responsible for funds raised through the "Connecting Three Rivers" donation platform, and funds allocated to local organisation through the grants awarded from this platform.

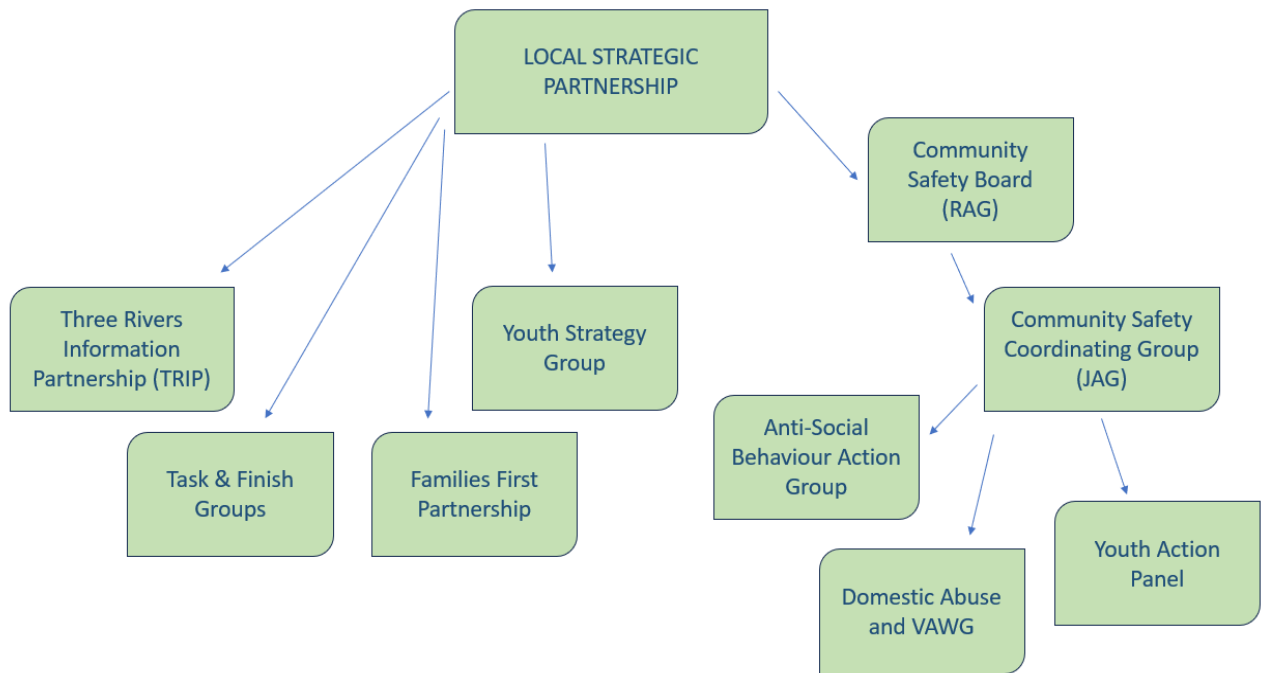
Grant monitoring will be the responsibility of Watford and Three Rivers Trust and this will be reported to the LSP annually.

Priorities for grant applications will be voted on by LSP members.

An "Advisory Panel" will be developed to review and discuss applications. The panel will be made up of 5 members, from the following organisations:

- Watford and Three Rivers Trust
- Three Rivers District Council (Councillor and Officer)
- Citizens Advice Service Three Rivers
- Hertfordshire County Council

## 8. Structure Chart



## 9. Review

The Terms of Reference and Board membership will be reviewed every two years.

Next review in September 2026.