

EAST RIDING OF YORKSHIRE

BRIDLINGTON

REGENERATION PARTNERSHIP

AGREEMENT

Date: 6th June 2013

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1. INTRODUCTION AND DEFINITIONS

1.1 Introduction

1.1.1 This Partnership Agreement sets out the basis on which the Regeneration Partnership will operate. It follows guidance issued by the Audit Commission, particularly ‘Governing Partnerships – Bridging the Accountability Gap’ (October 2005), and best practice examples.

1.1.2 The Agreement incorporates the Partnership’s constitution, but also sets out in detail the purpose of the Partnership and the roles and responsibilities of its members. It reflects the community leadership role of local government, which was enshrined in the Local Government Act 2000. This Act requires local authorities to promote the economic, social, and environmental ‘wellbeing’ of their communities and to set out their strategy for achieving this in a Community Plan. Government policy requires this plan to be developed through a Local Strategic Partnership, which in our case is the East Riding Local Strategic Partnership.

1.1.3 It follows that East Riding of Yorkshire Council has to ensure that the overall regeneration and renaissance priorities for the East Riding area are clear and that the strategies for each local area are consistent with the Community Plan, robust in the long term and deliverable. Given the diversity and scale of the area, the Council wants to promote strong, local cross-sector Partnerships to develop and deliver these strategies.

1.1.4 This Agreement is designed to apply to those areas where the scale of activity is such that the Council will act as Lead Partner. As such, the Council plans to commit significant resources to the Partnership in terms of Member and Officer time, funding, capital assets, etc, but needs other organisations to commit their resources and expertise too. To support this level of commitment, the Partnership needs to have a basis for measuring how effective it is in adding value.

1.2 Definitions

1.2.1 **The Partnership** - brings together the public, private voluntary and community sectors to jointly develop a strategy and deliver programmes and projects that optimise the area’s economic potential in a way that is socially inclusive and environmentally sustainable. It is founded on the principle that the sectors have distinctive, complementary and equally valued roles.

1.2.2 This Partnership is currently not a legal entity and is governed by this voluntary Agreement, which commits independent bodies to work together under a recognised framework; sharing risks, resources, skills and expertise as appropriate. The outcomes of the Partnership will be measurable and add value with a shared accountability for the results (as explained in Section 4), which could not be reached by working separately.

1.2.3 **The Area** – the Partnership covers the Bridlington Integrated Development Plan area. A map of this can be seen in appendix D.

1.2.4 **Lead Partner** – the Lead Partner’s role is to equip the Partnership to develop and deliver clear and deliverable aims and objectives. This includes making sure that the Partnership is constitutionally and financially sound and that this Partnership Agreement is complied with.

1.2.5 **Local Strategic Partnership (LSP)** - is the umbrella partnership, led by East Riding of Yorkshire Council, which brings together organisations from all sectors across the East Riding area to develop the **Community Plan**, which sets out how they will work together to improve the area’s quality of life. The strategy developed and promoted by this Partnership will be part of the Community Plan. The current Community Plan can be accessed through the East Riding Local Strategic Partnership Website, <http://lsp.eastriding.gov.uk/>.

1.2.6 **East Riding Local Plan** – the new system of spatial (formerly land use) Planning, which will set policies to help achieve the Community Plan – details can be accessed through East Riding of Yorkshire Council’s website, <http://www2.eastriding.gov.uk/erlocalplan/>. Local Regeneration and Renaissance strategies have been taken into account in determining Planning policies.

1.2.7 **Regeneration Strategy** – a published long-term plan which is based on a structured and objective analysis of the area’s economic strengths, weaknesses, threats and opportunities and the social and environmental impacts of these (the evidence base). The strategy will contain clear objectives and targets and have a master plan for those areas where piecemeal development could undermine them. This master plan will be consistent with, and will inform the Local Development Framework.

1.2.8 The strategy sits above individual funding streams and will be used by the Partnership to identify the most appropriate projects and funding mechanisms to achieve its objectives. The strategy will need to be reviewed at least every three years to take account of developments. The full range of issues that may need to be covered in the strategy is set out in Section 2.

1.2.9 **Funding streams** – Funding specifically allocated to achieve an element of the strategy. It may be funding allocated by Partners from their own resources or secured from external funding bodies. It may also be Partners’ mainstream funding – that which supports day-to-day services in the area. ‘Bending’ of this funding, so that it is used in ways that reflect the specific circumstances of an area, is often the best and most sustainable way of achieving a target.

1.2.10 **Accountable Body** – An Accountable Body is responsible for putting in place systems and procedures to ensure that the Partnership complies fully with the conditions of any grant funding it is awarded. Where the Partnership is not a separate legal entity, or does not meet the criteria for being Accountable Body, one of the Partners shall take on this role.

1.2.11 **Compact** - the national Compact is an agreement between the voluntary and community sector and government to improve their relationship for mutual advantage. Local Compacts aim to do this locally between the sector, councils and other local public bodies. The East Riding of Yorkshire Compact is on the East Riding Local Strategic Partnership Website, <http://lsp.eastriding.gov.uk/>.

2. PARTNERSHIP PURPOSE, OBJECTIVES AND FUNCTIONS

2.1 Purpose

2.1.1 The purpose of the Partnership is to secure the long-term regeneration of Bridlington based on an agreed vision and strategy through cross-organisation/cross-sector collaboration.

2.2 Aims of the Bridlington Regeneration Partnership

2.2.1 The aim of the Partnership is to make Bridlington, “An attractive, welcoming, safe and prosperous centre which provides a range of employment opportunities from a diverse economy, involves its community and maximises its maritime and coastal heritage to attract business visitors and satisfy visitors”

2.3 Objectives

2.3.1 The objectives of the Partnership are to:

- Deliver the actions outlined within the Bridlington Regeneration Strategy (as defined in Section 1.2).
- Promote the strategy so that it is widely owned by the community;
- Coordinate the resources needed to deliver the strategy in a coherent way;
- Influence sub-regional/regional strategies and funding priorities and to develop a shared understanding of how national and regional policies and programmes will influence the strategy;
- Seek to explore opportunities to develop projects in partnership with other organisations in the following areas:
 - Job creation and business growth, especially in growth sectors, clusters and occupations;
 - Linking disadvantaged people to economic opportunity;
 - Addressing identified barriers to employment and training (eg lack of childcare, low/mis-matched skills);
 - Achieving a coordinated approach to tackling wider inequalities/ quality of life issues in defined deprived neighbourhoods, eg health, teenage pregnancy, crime and nuisance;
 - Improving educational attainment and young people’s aspirations;
 - Meeting local housing needs;
 - Enhancing the built and natural environment/bringing premises and sites back into use;
 - Enhancing town centre vibrancy and safety, including transport routes/parking;
 - Optimising the tourism product and tourism potential;

- Enhancing cultural and sporting opportunities;
 - Increasing the opportunities for recycling and other community-based environmentally-friendly practices;
 - Developing more inclusive and cohesive communities with a shared vision for their town;
 - Ensuring that these measures benefit the town's rural hinterland.
- Build the capacity of partners to work together and to build trust and understanding between sectors.

2.4 Functions

2.4.1 In working towards the delivery of the strategy, the Partnership will undertake the following functions:

- Devise the strategy and keep it up to date;
- Coordinate research and expert advice (the evidence-base) to underpin and measure the effectiveness of the strategy;
- Develop, commission and/or deliver programmes, projects and activities to achieve the strategy; ensuring these meet European and Government policy objectives in respect of rural development, sustainability, equalities, etc;
- Coordinate funding applications to achieve these programmes, projects and activities;
- Appraise funding applications and approve the allocation of funds where this is a specific requirement of that funding;
- Ensure that the strategy is consistent with Planning policies and influence major development proposals so that they contribute to the objectives of the strategy;
- Identify where mainstream service delivery is hampering achievement of the strategy. Coordinate activity to deliver more appropriate/ higher quality service standards in relation to the strategy targets;
- Develop, implement and monitor agreed consultation processes, with each other and with the wider community;
- Contribute to the Local Strategic Partnership's Community Plan and Action Groups;
- Network with other similarly placed towns, for example through the Coastal Communities Network Group, Market Towns Networks, Partnership Network Events;
- Effectively promote the Partnership, its vision, strategy and locality.

2.4.2 It is important to distinguish between the things the Partnership itself is responsible for and where its role is to influence the decision-making processes of member organisations and the relevant regional/sub-regional bodies.

2.4.3 The formal responsibilities and decision-making powers held by the Partnership itself are as follows:

- Developing, adopting, monitoring and reviewing its long-term vision and strategy;
- Managing funding awarded specifically to the Partnership, by appointing an Accountable Body and prioritising, appraising, approving, monitoring, and evaluating projects and activities.

NB In the case of the Bridlington, the Partnership is not a legal entity and therefore is not in a position to apply for or receive funding in its own right. Nor is it in a position to directly incur expenditure, or be held financially liable for any costs/debts incurred.

2.4.4 Once the strategy is adopted by Partners, the Partnership's recommendations/endorsements will be expected to carry weight in the decision-making processes of member organisations on the following:

- Endorsing funding applications by individual partners/groups of partners which relate directly to the strategy;
- Commenting on the development and delivery of East Riding and Humber-wide strategies and policies which affect the Partnership's strategy; Contributing to the East Riding's Local Plan as a non-statutory consultee;
- Contributing to Development Briefs where the resultant planning applications or Town and Country Planning Act 1990, Section 106 Agreements will be relevant to the strategy;
- Commenting on Special Interest planning applications that are relevant to the strategy. These are applications that are designated of particular interest to the public, as defined in the LDF's Statement of Community Involvement;
- Making recommendations on service delivery targets and mainstream resource allocations where these have a direct impact on the strategy;

2.4.5 A statement of the way and extent to which the Partnership's recommendations/endorsements influence decision-making and the allocation of resources will be sought from each partner (see Section 3.3).

3. GOVERNANCE AND ACCOUNTABILITY

3.1 Lead Partner

3.1.1 As Lead Partner, East Riding of Yorkshire Council (ERYC) will strive to make available all opportunities to make the Partnership sustainable, providing the clear vision and drive needed to make things happen and ensuring inclusive partnership arrangements which enable all sectors/partners to feel equal.

3.1.2 East Riding of Yorkshire Council will make sure that the Partnership is ‘fit for purpose’, and will take action if it is falling significantly short in any aspect of this Agreement. If the Council identifies that the Partnership arrangements as they stand are not delivering its ‘wellbeing’ objectives (see 1.1.2), it would identify and implement alternative arrangements through the Review process described in Section 0.

3.1.3 As Lead Partner, ERYC will nominate a senior officer to act as Partnership Executive Officer (see Section 3.7) who will be responsible for ensuring that the Partnership has put in place the processes needed to achieve the accountabilities set out in Section 3.4 and the risk management arrangements in Section 0.

3.1.4 The list of Lead Partner responsibilities will be expanded and reviewed in **Annex A** - Roles and Responsibilities, as further Government guidance on the functions and responsibilities of local government and Local Strategic Partnerships is developed.

3.2 Membership

3.2.1 The membership and structure of the Partnership flow from its purpose, objective and functions. This is likely to evolve and change over time as the strategy is implemented. The Partnership will actively seek representation from the key public, private, voluntary and community sectors within its locality which, by working together, can achieve the strategy. A list of Members is updated annually and forms **Annex B** to this Agreement

3.3 Representation

3.3.1 All Partnership members will agree to focus on, and commit to, the purpose of the Partnership whilst also expressing the views, priorities and interests of those sectors and organisations that they represent. As the Partnership currently does not have an independent legal status, individual partner organisations remain responsible and accountable for decisions on their own services and the use of their own resources.

3.3.2 Partner representatives are responsible for ensuring the commitments they make to the Partnership on behalf of their organisation can be fulfilled. They will provide systematic feedback to their organisation on the business of the Partnership as it affects their organisation. They will provide other Partnership members with the opportunity to comment and participate in the development and delivery of activities by their organisation, which contribute to achieving the Regeneration Strategy.

3.3.3 All Partnership members need to be clear about their remit when acting or speaking on behalf of a community. They must guard against portraying their own views as being representative of a whole community. It is therefore essential that any proposal is supported by details of the nature and extent of consultation that has taken place, or will take place as part of developing the proposal.

3.3.4 The Partnership will have representation on the East Riding Local Strategic Partnership's Economic & Skills Action Group (ESAG).

3.3.5 The Partnership will work towards applying the eight principles and supporting codes of practice as in the Local Strategic Partnership's Compact, which is the approved framework for local partnership working (see **Annex C**).

3.3.6 The Compact Codes in respect of Equality and Diversity are particularly important. Actions or comments that could be interpreted as being on behalf of the Partnership, which discriminate against people on the grounds of colour, culture or ethnic origin, nationality, religious belief, gender, disability, age, sexuality, geographical location or any other status will not be tolerated. Any breach of this principle will be treated as a breach of the Agreement and will be dealt with in accordance with Section 0.

3.4 Accountability

3.4.1 It is vital that Partnership members respect the decision-making processes of the individual partner organisations and accept that it will not be possible to reach agreement on every issue. Where a decision by one (or more) partners made through their proper procedures results in a setback to the strategy, efforts will focus on finding an alternative route.

3.4.2 There are different types of accountabilities, and the Partnership will recognise and deal with any potential or actual conflicts between these. The main accountabilities are:

- Financial;
- Professional;
- Legal and Procedural;
- Political;
- Community/users.

3.4.3 **Financial** - As Lead Partner, East Riding of Yorkshire Council exercises overall financial accountability on behalf of the Partnership. The relationship between the Lead Partner/Accountable Body and the Partnership for a specific funding stream is set out in Section 5 – Financial Matters, and the Accountable Body Role and Responsibilities are at Annex A, Section 0.

3.4.4 **Professional** - The Partnership draws on the professional expertise and resources of its individual members. Effective consultation and the views of 'lay' individuals and communities will influence the work of these professionals. However, partners need to avoid setting themselves up as experts or challenging the professional

competence of organisations or individuals working on behalf of the Partnership, unless there are clearly evidenced grounds for doing so. Agreement will be reached at the outset on which organisation is ultimately taking professional responsibility for an outcome.

3.4.5 **Legal and procedural** accountability is as described in ‘Representation’ above. The Partnership’s Executive Officer (see Section 3.7) will advise on any issue that falls outside the scope of this Agreement.

3.4.6 **Political** accountability – As democratically elected representatives, Ward, Town and Parish Councillors’ community leadership role within this Partnership will be vital for gaining commitment, building trust and developing shared purpose and understanding across sectors and within the community. Councillor representatives on the Partnership are representing their Council as a whole, not just their Ward or their political party.

3.4.7 The development and delivery of the Partnership’s strategy will require cross-party support, and formal adoption of the strategy by each Council will greatly assist in joint decision-making. However, the Partnership’s strategy cannot override the decision-making processes within local government (eg setting of Council budgets and approval of Planning Applications), where Councillors vote as individual Members.

3.4.8 **Community and user** accountability is achieved by making sure that the Partnership involves the community in the development and delivery of the strategy and by being open in how it exercises the other accountabilities. The Partnership’s communications strategy (Section 3.12) will be designed to achieve effective and responsible two-way communications. In particular, any activity carried out on behalf of the Partnership will be properly evaluated in terms of its impact on the community both now and for future generations.

3.5 Structure

3.5.1 The Partnership is designed to enable organisations that have common objectives to work together, and to enable the process of taking decisions and making recommendations to be streamlined. The Partnership therefore consists of various working groups and project groups coordinated by a central Board.

3.5.2 The Partnership Board is responsible for:

- Setting the vision and strategy;
- Developing and coordinating public engagement/consultation on the strategy as a whole and any significant changes to it;
- Securing formal commitments to the strategy and specific measures and initiatives within it from Partner organisations (including the use of their mainstream resources);
- Taking decisions where it has the powers to do so (see – section 2.4.3);
- Making recommendations/endorsing proposals brought to the Board by Partnership members/project applicants;

- Coordinating and monitoring the work of the sub-groups, especially in terms of funding applications;
- Monitoring and evaluating the Partnership's performance as a whole in accordance with Section 4, (Measuring and Monitoring Performance);
- Reviewing decisions made by the Partnership and ensuring that decisions are acted upon;
- Implementing variations to this Partnership Agreement after confirming with the Lead Partner that the proposed changes would not adversely affect the Partnership's governance arrangements;
- Agreeing changes to the number and remit of the sub-groups;
- Agreeing the Partnership's communications and consultation strategies.

3.5.3 The Partnership Board will consist of a maximum of 18 members, including the Chair, and will be made up of representatives from all sectors in proportions that reflect the Partnership's strategic priorities and the membership of the sub-groups. The current balance as at August 2010 is as follows:

- Independent Chair
- Independent Vice-chair
- Partnership Sub-Forum Chairs (four in total)
- One further representatives from each Forum
- Additional Partners - Strategic Organisations (one rep each):
East Riding of Yorkshire Council
Bridlington Town Council
Bridlington Harbour Commissioners
Job Centre Plus
East Riding College
Humberside Police

3.5.4 The criteria and options for the process for making appointments to the Board will be drawn up by the Partnership Coordinator for approval, initially by a Steering Group assembled by the Lead Partner and subsequently by the Board through its Annual Review process (Section 0). Where voting is considered the most appropriate, the Partnership's Executive Officer will ensure that the process is fair and transparent and in accordance with the Partnership's objectives and purpose.

3.5.5 Board positions (including Chair, Vice Chair) are held for 1 year and are renewable without limit. The Partnership Coordinator will arrange for nominations to be sought one month prior to the Annual General Meeting.

3.5.6 Non-voting members can be co-opted temporarily onto the Board to contribute their specific knowledge on a certain subject, area or project. Any member of the Board can propose a co-option by submitting a nomination in writing, explaining the benefits to the Partnership, which will be considered by the next Board

meeting. These appointments will be reviewed as part of the Annual Review process (Section 0).

3.5.7 Board appointments are ‘ex officio’, not personal appointments, so if a Board member ceases to be associated with the organisation that nominated them, they will need to resign. Where individual Board members have official positions in more than one Partner organisation, they will only be able to speak on behalf of the organisation that formally nominated them. However, with the agreement of the Board Meeting and the organisations involved, they may speak for more than one organisation where there is no conflict of interest (as explained in Section 0) or compromise to the sector balance of the Board. In the case of a formal decision, the individual will carry only the vote of their nominating organisation (see Meetings at 3.8 below).

3.5.8 All members of the Board will be asked to name a substitute to attend meetings in their absence. A replacement representative will be sought from an organisation if their representative:

- Is absent from three consecutive meetings without genuine reason;
- If they no longer qualify to be a member of the Partnership because they cease to be associated with the organisation they represent;
- If the Board removes them from office for acting against the purpose, principles or codes of practice of the Partnership, as long as that member is given the right to address the meeting where the decision is to be made (see Section 0 - Risk Management).

3.5.9 The role of the forum working groups/project groups is to support the Board in achieving its aims by:

- Engendering partnership working to achieve specific elements of the strategy;
- Devising action plans in respect of each element;
- Identifying and implementing new methods of delivering mainstream services. Where this cannot be achieved through the working group, it will be referred to the Board, which will invite the organisation(s) involved to explain what can and cannot be achieved;
- Reviewing their membership at least annually to ensure that all organisations which have a major role in delivering these action plans are included directly or indirectly;
- Coordinating funding applications;
- Developing and coordinating public engagement/consultation on specific elements of the strategy/action plans;
- Providing an informal sounding board for the development of emerging policy proposals;
- Keeping the Board informed of achievements against the plans and any major issues that are impeding progress.

The forum working groups/project groups will develop their own specific terms of reference that will reflect the work of the particular group, these terms of reference will be presented to

the Core Steering Group before adoption or if any significant changes occur before they are adopted by the partnership to ensure the group is working towards the aims and objectives of the Partnership.

3.5.10 The full Partnership, i.e. Board and Forums/Sub Groups, will meet together each year. This meeting will be held in April/May in the form of an Annual General Meeting and provide a formal review of progress (see Section 4 – Measuring and Monitoring Performance) and the election of the Board, Chair and Deputy Chair.

3.6 Chair, Deputy Chair

3.6.1 A Chair will be appointed annually from within the Board through an election, whose role will be to ensure the Partnership maintains its strategic focus. The Chair must have presence and visibility, and be able to exercise objectivity and independence. They must be an effective communicator and able to manage meetings inclusively and efficiently. The Chair will seek solutions to achieve a shared consensus about the way forward and be able to create an atmosphere where values are understood and owned and where non-compliance with the Partnership's purpose, principles and the Compact Codes of Practice is challenged.

3.6.2 The Chair may act on behalf of the Partnership within the remit of the role and within the powers delegated by the Partnership Board. A full job profile is included in Annex A, Section 0.

3.6.3 A Deputy Chair will also be elected from within the Partnership, who will stand in for the Chair as necessary. Arrangements to share responsibilities between the two roles will be set down in Annex A.

3.6.4 All Partnership sub groups will appoint a Chair and Deputy Chair and a minute-taker for meetings.

3.6.5 Nominations forms for Chair and Deputy Chair will be sent to all members of the partnership. These will be returned to the Partnership Executive Officer prior to the meeting. The meeting will deal with the appointment process, based on a consensus of support from partners present.

3.7 Partnership Executive Officer and Coordinator Roles

3.7.1 As Lead Partner, East Riding of Yorkshire Council will appoint a senior officer to act as the Partnership's Executive Officer. This role involves:

- Advising the Chair and partners on any matters that affect the legal or financial duties of the Partnership;
- Advising and supporting the Chair and partners on strategic and policy issues where they affect the Partnership as a whole;
- Liaising with partner members on matters of policy and strategy;
- Advising on any constitutional element of this Agreement that affects the composition, conduct and decision-making duties of the Board;
- Facilitating opportunities for Partnership members to develop their knowledge, skills and abilities for successful partnership working.

3.7.2 As an officer of the Council, the Partnership's Executive Officer may be involved in briefing the elected Member representative on the Board and local Ward Councillors on the Partnership's business. The principles at Section 3.3 will be strictly adhered to. If any other member of the Partnership considers this has presented a conflict of interest, and can provide evidence of this, they should raise it with the Chair. If the Chair considers it appropriate, the Complaints Procedure (Section 0) will be used to resolve the issue.

3.7.3 The lead organisation will provide the Partnership Coordinator role. The Coordinator will:

- Provide the Chair with the advice and support necessary to ensure that the business of the Partnership conforms to this Agreement (in consultation with the Executive Officer as necessary);
- Maintain circulations lists, the website, etc to ensure that all Partners and the wider community are properly informed and engaged in the Partnership's business;
- Provide details of Special Interest planning applications that are relevant to the Partnership's strategy and ensure that the Partnership's comments are submitted electronically within the consultation timescales to the appropriate Planning case officer;
- Regularly review the membership of the Partnership to ensure organisations that have a major role in the delivery of the strategy are directly, or indirectly, included in the Partnership and notify the Partnership Board of any gaps.

3.7.4 A full list of Partnership Coordinator responsibilities is included in Annex A. East Riding of Yorkshire Council will set up a Service Level Agreement where a Partner organisation is providing this role.

3.7.5 The Partnership Executive Officer and Partnership Coordinator will attend Board Meetings, but they will not have voting rights.

3.8 Meetings

3.8.1 Regular meetings of the Board and sub-groups are important for keeping to the agreed programme, debating key issues, building personal relationships, etc. However, they are only one communication mechanism within the Partnership and careful management is needed to ensure they are effective.

3.8.2 The Board will normally meet every 4 weeks. The Chair and Coordinator will prepare a schedule of Board meetings following each Annual General Meeting and this will be circulated to all Partnership members and posted on the Partnership Website. This schedule can be amended, in order to take account of deadlines for funding applications and other factors that directly impact on the strategy, by submitting a request to the Chair and the Partnership Coordinator as far in advance as possible.

3.8.3 A minimum of 7 voting members must be present at any meeting to enable it to conduct business or take a vote. If less is present, the meeting must be re-arranged.

3.8.4 The Partnership's Chair or Deputy Chair will lead Board meetings and full Partnership meetings. Nominated Partnership members will lead sub group meetings. The Partnership Coordinator will ensure that meeting venues and times are fully accessible to Partnership members.

3.8.5 All documents relating to the Partnership's business will be public, unless covered by the Confidentiality provisions at Section 3.11. Papers for meetings will be written in Plain English, free from jargon and with acronyms explained, and circulated to Board/sub-group members at least one week in advance of the meeting. The Partnership Coordinator will arrange for accurate meeting notes to be taken, circulated to relevant Partnership members and posted on the Partnership's website. Alternative formats such as large print, Braille, other languages can be provided on request.

3.8.6 Meetings are open to the public to observe by prior arrangement with the Chair, which can be made via the Partnership Coordinator.

3.9 Decision making

3.9.1 Any issues that require a decision, formal recommendation or endorsement by the Board must be presented in a written report, with a clear recommendation, and tabled at a Board meeting. The Partnership Coordinator will supply the appropriate report template.

3.9.2 In exceptional circumstances the Chair can agree on behalf of the Board to a verbal report being tabled. In the case of a deadline for a decision, formal recommendation or endorsement that cannot be accommodated by rearranging Board Meetings, the Partnership Coordinator will seek the Chair's agreement to using written procedures.

3.9.3 The moving of motions can only be used in respect of a proposal to amend a Partnership recommendation or decision. The use of formal motions in other circumstances is not appropriate, given the relationships described in Section 3.3 - Representation.

3.9.4 Where a vote is required, each representative will have one vote.

3.9.5 Where a verbal or written report is tabled for information, or to seek Partners' views, the Chair may, after open discussion, call for a show of hands to reflect the view of the meeting. This will be recorded in the Minutes, but it will be for the proposer(s) of the report to gauge the extent of support for the proposal.

3.10 Declaration of Interests

3.10.1 The Agenda will include a standing item for the Declaration of Interests in respect of any agenda item where a decision is sought (see Section 0 - Risk Management). The Board will decide whether the member with a potential financial or non-financial interest is allowed to participate in the discussion, observe the discussion, or whether it would be appropriate for them to play no part by leaving the room. It is for the Board meeting to determine the most appropriate action,

dependent on the extent of the conflict and the scale of the financial implications to the organisation/individual involved.

3.11 Confidentiality

3.11.1 Members must feel that they can be honest in Partnership meetings without being directly quoted. It follows that members can use information or opinions disclosed at meetings, but they must not attribute these to a specific meeting, speaker or any other participant at the meeting.

3.11.2 Where an agenda item is confidential (eg relating to the award of contracts), it will be made clear so that everyone is aware. Non-voting attendees could be asked to leave while confidential topics are discussed.

3.11.3 Outside of meetings, any issue of confidentiality should be raised with the Partnership's Executive Officer.

3.12 Communications Strategy and Media Relations

3.12.1 The Board will adopt a communications strategy. This will cover the adoption of a Partnership 'logo', use of Partners' and funders' logos, stationery, etc, Website, Newsletters, relations with the media, etc. It is important that letterheads, etc avoid confusion regarding the identity and legal status of the Partnership.

3.12.2 The Partnership will identify itself as one of the 'family' of Regeneration and Renaissance Partnerships within the East Riding Local Strategic Partnership's Sustainable Communities Action Group. As Lead Partner of the East Riding LSP, East Riding of Yorkshire Council will promote the role of the Partnership in delivering the East Riding Community Plan.

3.12.3 No Partnership member will consult with any media, at any time, to represent the Partnership itself without first referring it to the Partnership Board. This does not fetter the individual media relations of Partner organisations, but all must take steps (in accordance with Sections 3.3 and 0) to ensure that these do not call into question or undermine the Partnership's agreed strategy, objectives and action plans.

3.12.4 Following meetings, the Chair and Partnership Coordinator will decide whether it is appropriate to produce a press release as part of the Partnership's communication strategy (see 3.12 below). They will prepare the Press Release and arrange for it to be issued through East Riding of Yorkshire Council's Communications Team.

4. MEASURING AND MONITORING PERFORMANCE

4.1 The Partnership's strategy documents, action plans and performance reports are public documents and will be publicised through newsletters, the website and press releases. Paper copies and alternative formats such as large print, Braille, other languages will be provided on request.

4.2 The Partnership's strategic objectives are, wherever possible, expressed as targets that are specific, measurable, achievable, realistic and time-based (SMART). Everyone involved in the Partnership should be involved in setting these objectives and targets and be committed to achieving them. Partner representatives are responsible for securing the policy and resource commitments needed to meet these targets from their organisation. Any targets that cannot be specified will be subject to a timescale for the completion of further feasibility work.

4.3 The Board will review progress on its strategic plan and action plans a minimum of four times a year to identify if activities are complete, on or behind target. The Board will make sure that all activities reflect the agreed purpose, objectives and functions of the Partnership outlined in Section 2. The subgroups will produce regular performance reports to the Board.

4.4 The Annual Review (see Section 0) will include updates of the relevant statistics, commissioned via the East Riding Data Observatory, to ensure that the strategy remains relevant. Partners' individual or joint research into the Partnership Area will also be fed into the review cycle.

4.5 Funders may require formal, independent evaluations and Audits. Where this involves funding awarded to the Partnership itself, the Accountable Body will arrange these and set up a Steering Group of not less than 4 members drawn from the Board and the relevant Working Group(s). These evaluations will be presented to the Board and/or the full Partnership and an action plan agreed and monitored through the progress reporting system.

4.6 The positive and open culture within the Partnership should allow partners to raise performance issues within meetings without attaching blame. It is important that all partners are realistic when proposing targets and that allowance is made for the internal processes and wider responsibilities that most partner organisations hold. Where a mismatch of resources becomes apparent, the Board will request that the Partners involved consider alternative delivery options.

4.7 The Partnership Board takes shared responsibility for achieving its published targets. A partner(s) who become(s) aware that an important target (eg one that has knock-on implications for other partners, or is related to a grant condition) is not being met should inform the Partnership Coordinator as soon as possible and not wait for the quarterly/annual review. The Coordinator and, where appropriate the Accountable Body, will identify with the Partners(s) concerned what recovery actions need to be taken and how these should be reported to the relevant sub-group and the Board.

5. FINANCIAL MATTERS

5.1 Financial Resources

The sharing of resources, both in kind and cash, requires a very clear understanding of financial responsibilities and liabilities.

5.2 Funding Awarded to the Partnership

5.2.1 Where a funding application is to be submitted and awarded in the name of the Partnership, the Lead Partner will ensure that a suitable Partner has agreed to act as Accountable Body. The normal Accountable Body functions are set out in Annex A, but these may vary between funders and the Accountable Body will make the Partnership Board aware of any specific requirements above those listed in Annex A. Any funding held, or procurement arranged on behalf of the partnership will be managed in accordance with the financial policies and procedures of the Lead Partner/Accountable Body.

5.2.2 Funding cannot be awarded to the Partnership itself. Where arrangements set out in 5.2.1 apply, the Accountable Body is responsible for ensuring decisions involving the Partnership are carried out in full accordance with the grant conditions and accepts liability on behalf of the Partnership in the event of the funder being entitled to claw back grant payments. The Accountable Body will provide the Partnership with quarterly financial monitoring reports.

5.3 Funding Awarded to Individual Partners

5.3.1 Where an individual partner or group of partners bid for internal or external funding to meet an element of the strategy, on the basis that it has been endorsed by the Partnership Board, the programme/project activity will be managed through these partners' own financial approval processes and accounting procedures. They are responsible for ensuring the programme/project meets the funder's financial conditions and audit requirements. They will report progress on the outputs and impact of the activity to the Partnership, but there is no requirement for financial reports. The Partnership Board is not liable in the event of the funder being entitled to claw back grant payments.

5.4 Partnership Financial Administration

5.4.1 The Partnership does not have a bank account.

5.4.2 Partners will normally contribute the cost of attending Partnership meetings and conducting the day-to-day business of the Partnership from their own resources. Where a Partnership member attends an external event on behalf of the Partnership, and their organisation is not in a position to reimburse them travelling and subsistence costs it may be reimbursed by East Riding of Yorkshire Council, on the same basis as that applying to Council employees. This will need to be agreed prior to the external event taking place

5.4.3 Claims must be made on an ERYC Subsistence Claim Form and accompanied by receipted expenditure via the Partnership Coordinator. Where the cheapest, most appropriate means of transport is the member's own vehicle, the appropriate ERYC mileage rate for casual car users will be paid. Any claim expected to exceed £50 must be agreed in advance by the Board. [The process for the claiming, payment and verification of claims will be proposed by the Partnership Executive Officer and approved by the Board. The rates will be based on those applying to ERYC Officers in accordance with the East Riding Compact.

6. RISK MANAGMENT

6.1 Liability and Risk Management

6.1.1 Where the Partnership is not a legal entity, it cannot be directly held liable or sued by a third party. It is therefore necessary to identify how partners will apportion risk for Partnership activities, such as events and publications. As Lead Partner, East Riding of Yorkshire Council will coordinate risk assessments and submit proposals for risk sharing to the appropriate partners. This may include taking out Third Party Liability and other insurances in the name of the Partnership, where these are available. However, it is for each Partner to identify what budgetary, insurance and indemnity cover may be needed to deal with any potential liabilities or costs arising from its involvement in the Partnership.

6.1.2 However, the Partnership will need to identify and manage generic risks associated with the delivery of the Strategy Objectives. A standard risk management format will be used to identify :

- Description
- Category – financial, strategic, operational, procedural, etc.
- Impact (rating 1 to 5)
- Likelihood (rating 1 to 5)
- Risk Rating (Impact x Likelihood = High/Medium/Low)
- Responsible Body
- Date Raised
- Status (Open/closed)
- Mitigation measures in place (at last review)
- Actions to date (to this review)
- Date Closed as appropriate

The updated Risk Register will be provided annually at Annex D, to be agreed as part of the Annual General Meeting.

6.2 Conflict and complaints

6.2.1 The Partnership is committed to avoiding conflict and complaint by positive and open relationships and by acting diligently at all times.

6.2.2 Where an internal conflict and complaint cannot be resolved informally, it should be put in writing to the Chair (or the Deputy Chair/another member of the Board if the complaint is against the Chair). If the complaint remains unresolved, a second letter should be sent to East Riding of Yorkshire Council's Head of Economic Development, at County Hall, Beverley, HU17 9BA. The complaint will then be independently investigated under the Council's 'Feedback', compliments, comments and complaints procedure. If the complaint is against the Council, a Partner member that has its own written complaints procedure will be invited by the Chair to investigate and report back to the Board on the complaint.

6.2.3 The process for handling external complaints or comments about the Partnership will be published on the Partnership's website. Comments/complaints should be sent in writing to the Chair, who will seek advice from the Partnership Executive Officer (or

Partnership Coordinator if it involves feedback on promotion material such as Newsletters). If the complaint remains unresolved, a second letter should be sent to East Riding of Yorkshire Council's Head of Economic Development, at County Hall, Beverley, HU17 9BA. The complaint will then be independently investigated under the Council's Feedback, compliments, comments and complaints procedure.

6.3 Conflicts of Interest/Loyalty

The Partnership will hold a register of members' declaration of financial and personal interests to make sure that all decisions reached are open and fair.

6.3.1 Representatives will ensure they declare to the Partnership where they, or any member of their family, have a personal, financial or otherwise prejudicial interest in an issue under discussion at Partnership meetings. Where a conflict of interest is declared, the Board will decide what steps to take in accordance with Section 3.10 – Declaration of Interests. The principle to be followed is that any decision or formal recommendation/endorsement will not be influenced by the member involved.

6.3.2 It follows that no member with a conflict of interests will lobby the Chair or other members of the Board outside of the meeting. It is for member organisations and individuals to judge for themselves when their legitimate efforts to garner support for a project/activity that directly contributes to the strategy becomes lobbying.

6.3.3 The partners understand and accept each other's priorities and constraints and recognise that it may not always be possible to achieve a consensus decision/recommendation. Where it becomes clear that a partner organisation cannot support a decision or recommendation of the Board, the representative needs to declare this conflict of loyalty openly. Where a conflict of loyalty is declared, the Board will decide what steps to take in accordance with Section 3.10 – Declaration of Interests. If the partner concerned needs to state its position publicly, it will do so on the basis that it remains committed to the Partnership and its decision-making processes.

6.4 Breaches of this Agreement

6.4.1 If an individual representative or a partner organisation acts in a way that is contrary to this Agreement, they will be given an opportunity to present the reasons to the Partnership Board with a view to resolving any conflict in line with 0 and 0 above. If the representative or partner organisation involved is a Board member, their voting rights may be suspended until the outcome is resolved.

6.4.2 If the issues cannot be resolved, the Board will seek either the replacement of the representative or the withdrawal of the organisation, depending on the circumstances. In this event, the Chair will propose a withdrawal motion and the vote will require a two-thirds majority of the Partnership Board members present at the meeting. The individual/representative of the organisation concerned should not be present when the vote takes place. The Chair will convey the results of the motion in writing to the organisation/individual involved. This action will not normally preclude the organisation/individual from being a member of the Partnership in the future.

7. REVIEW PROCESSES

7.1 Annual Review

7.1.1 The Partnership and its strategy are dynamic and need to be responsive to new circumstances. The Partnership must have some way of measuring the impact of its actions and to identify how weaker areas can be strengthened in order to improve its effectiveness.

7.1.2 The Partnership Board will therefore review annually the continuing appropriateness and effectiveness of the Partnership's organisational structure and way of working as the means of delivering its agreed strategy and action plans. This will be on the basis of an Annual Review and Forward Action Plan, coordinated by the Partnership Coordinator. This will identify, for example, if a subgroup has failed to agree on an action plan, why this is and what steps need to be taken to reach agreement or amend the action plan.

7.1.3 The Board will ensure that the findings and recommendations from the Partnership's annual review are acted upon. Where this involves the purpose, governance or principles of the Partnership, the Board will ask the Partnership executive to provide the necessary advice and reports for its consideration.

7.1.4 Any changes to this Agreement that arise from this process will be drafted by the Partnership Executive Officer for agreement by the Board and amendments issued to all Partnership members.

7.2 Formal Assessments

7.2.1 East Riding of Yorkshire Council wishes to achieve the highest standards in its partnership arrangements and so will periodically undertake a formal 'Governance of Partnerships' self-assessment in accordance with Audit Commission and other best practice. Any issues arising from this will be fed back to the Partnership and a course of action agreed. Where there are significant concerns about the value the Partnership is achieving in its existing form, ERYC will take appropriate action to ensure that the Partnership is 'fit for purpose', as described in Section 3.1 - Lead Partner.

7.2.2 The East Riding of Yorkshire Council's Scrutiny system may, from time to time, examine the effectiveness of individual Partnerships or groups of Partnerships where they play a direct role in delivering the Council's objectives. At least 2 month's notice will be given of any Scrutiny Panel and the Partnership will be invited to nominate a representative to address the Panel via the Partnership Executive.

8. DISSOLUTION PROCEDURES

8.1 Closing the Partnership

8.1.1 The Partnership will at some stage reach the end of its useful life. This can be a positive measure of success, because its strategy has been achieved and economic performance and quality of life targets have been met. This will be established through the review and assessment processes described in Section 0.

8.1.2 Other circumstances under which it may be appropriate to wind up/dissolve the Partnership are, for example:

- A proposal to merge with another Partnership(s);
- A proposal to form an independent, legally constituted Regeneration/ Renaissance organisation;
- There is insufficient interest or funding available to warrant a formal Partnership;
- Partner members are unable to agree on/commit resources to developing a strategy with agreed, shared objectives and targets.

8.1.3 The Partnership can only be formally wound-up at the Annual General Meeting by a majority of those present voting on a formal proposal in writing.

8.1.4 Where the Partnership is unable to secure adequate funding to develop or deliver a strategy, the Board may choose to go into a period of abeyance without formally winding up. In this event, the Partnership Executive Officer will make arrangements to determine how the Partnership should be reinstated.

8.1.5 The Accountable Body will arrange any necessary audits or evaluations and for the claiming/repayment of grants as appropriate.

8.2 Withdrawing from the Partnership

The Annual Review will identify where membership changes are appropriate, for example, because member organisations have achieved their element of the strategy. Where an organisation decides outside this process that it wishes to withdraw from the Partnership, they must give at least three months notice, stating their reasons and give notice of how any funding they have committed through the Partnership beyond the period of notice will be maintained. The Board will review why the organisation has withdrawn and if appropriate identify and act upon any lessons to be learnt on how to maintain involvement in the future.

9. SIGN-UP TO THIS PARTNERSHIP AGREEMENT

9.1 Member Declaration

9.1.1 All current representatives of Members of the Partnership must sign to confirm that they have read, understood and agree to abide by the terms of this Partnership Agreement. They are signing on behalf of the organisation/group they represent.

9.1.2 The Partnership Coordinator will explain the Agreement to any new partner organisation or new representative and arrange for them to sign the agreement within one month of them being selected.

**I have read, understood and agree with this Partnership Agreement for
Bridlington Renaissance Partnership:**

Signed:

Name:

Representing:

Date:

Address for correspondence (post and e-mail):.....

.....

.....

.....

ANNEX A - ROLES AND RESPONSIBILITIES

A.1 Sectors and Organisations

A.1.1 Public Sector

The **Public Sector** partners will ensure that wherever possible their ‘core’ resources, and services delivered in the area, support the strategy objectives and targets. They will aim to ensure that their respective plans for the area are complementary and that they provide adequate resources to support effective and efficient partnership working. They will engage with and consult businesses, communities and volunteers and the organisations that represent them prior to making decision that affect them.

As the Planning Authority, East Riding of Yorkshire Council carries particular responsibility for the quality of the area’s built environment and for ensuring that the Partnership’s strategy is consistent with the East Riding Local Development Framework.

Specific contributions and resources to be supplied to the Partnership Board are :

Partner	Strategy Element
ERYC	Economic Development Public Realm and Streetscene Planning (Strategic and Development Control) Leisure (inc. Sport), Tourism and Culture Learning & Skills Development Labour Market Development Financial Control Support (Management/Procurement/Funding, etc.)
Bridlington Town Council	Local consultation Public Realm and Streetscene Leisure (inc. Sport), Tourism and Culture
East Riding College	Learning & Skills Development Labour Market Development
Jobcentre Plus	Learning & Skills Development Labour Market Development
Humberside Police (Bridlington Neighbourhood Policing Team)	Safe and Secure Communities Home Security and Crime Prevention Provision and co-ordination of frontline/emergency services Night Time Economy
NHS	Public Health Management Health Care/Medical Services
Bridlington Harbour Commissioners	Management of Bridlington Piers and Harbour Fishing Industry Land and Property Management

A.1.2 Private Sector

The **Private/Business Sector** brings particular skills to the Partnership and includes employer representatives as well as local businesses themselves. These partners will contribute the Partnership by maintaining and creating employment opportunities, developing the skills of their workforces, identifying and investing in regeneration opportunities, promoting high quality and innovative use of land and property and working with other sectors to ensure development is environmentally sustainable.

Business representatives will also seek to contribute actively to meeting the wider social and environmental improvement goals of the Partnership. Specific contributions and resources to be supplied to the Partnership Board are:

Partner	Strategy Element
Bridlington & District Chamber of Commerce	Local Business Networks Economic Development Supporting SMEs
Training Providers <ul style="list-style-type: none"> • Pure Training Solutions 	Learning and Skills Development Local Business Networks Economic Development Supporting SMEs
Local Private Business <ul style="list-style-type: none"> • Lloyd Dowson Business Services • Noble Corp • Bridlington Tourism Association 	Local Business Networks Economic Development Supporting SMEs

A.1.3 Voluntary and Community Sector

The **Voluntary/Community Sector** embraces non-governmental and not-for-profit organisations as well as local community groups. These partners play a critical role in accurately conveying and reporting the views of local communities and interest groups, promoting community development and delivering services that improve the quality of life of local people, particularly those that can only be reached by specialist services.

Community and voluntary organisations will use their particular skills, networks and knowledge of local conditions to assist the processes that reduce deprivation, through targeted health promotion, young people's initiatives, crime reduction programmes, etc. They will support local groups and communities in formulating and articulating their needs, aspirations and priorities, and will help them to contribute actively to decisions on how public sector and other resources are used and to monitor and evaluate how well improvements are delivered on the ground. Specific contributions and resources to be supplied to the Partnership Board are:

Partner	Strategy Element
Bridlington Community Resource Centre	Social Wellbeing Community Capacity Development
Bridlington & District Civic Society	Public Realm and Streetscene Planning (Strategic and Development Control) Built and Natural Environment

Christ Church Community Services	Social Wellbeing Community Capacity Development
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A.2 Accountable Body

An Accountable Body's role is to carry out the Partnership's decisions in respect of a specific funding stream. Once decisions within the Partnership have been agreed upon, and the Board has awarded funding or resources to a project or activity, it is the job of the Accountable Body to issue legal delivery contracts and administer the direct payments of funds and claim grant monies from the funder(s).

Other roles of the Accountable Body include:

- Administering and taking responsibility for the funding (e.g. ensuring structured financial procedures);
- Ensuring that the grant allocated is spent according to the agreed plan;
- Establish and maintain effective systems for auditing and monitoring spend.

Most funding issued to an Accountable Body on behalf of a voluntary Partnership requires that the Accountable Body is liable for any claw-back of grant in the event of a breach of the grant conditions. Issuing funds and ensuring that they are delivered is a job reserved for the Accountable Body and this will be done as a formal Project Funding Agreement with each project sponsor. This agreement will include arrangements for recovery of grant from the project sponsor.

In order to qualify as or be appointed an Accountable Body, the organisation must be:

- Nominated to act on behalf of the Partnership;
- A legal entity;
- Capable of meeting the expected obligations.

The Board may identify that the strategy can best be delivered by the Partnership becoming a legal entity and therefore able to be an Accountable Body in its own right. If this were to be considered, East Riding of Yorkshire Council would lead examination of the options and if necessary, independent legal advice would be sought on the most appropriate legal structure.

Before taking on an Accountable Body role, the nominated Partner will undertake a detailed risk assessment of the responsibilities, liabilities and cost implications and carry out an in depth evaluation of the Partnership's systems and procedures to ensure that it is meeting the requirements as laid down by the funding bodies.

The Cabinet of ERYC must approve each instance where the Council acts as the Partnership's Accountable Body – ie for each funding package. Without such approval and without the appropriate agreement between the Council and the Partnership, the Council will not be able to accept the role and status of Accountable Body.

A.3 Individual Positions

A.3.1 Chair

- With the Coordinator, prepare the Agenda and sign the Board meeting minutes once the Board has agreed them;
- Chair Board and Full Partnership meetings in accordance with Section 3.8-Meetings;
- Represent the Partnership at events;
- Represent the Partnership in dialogue with senior representatives of partner organisations;
- Promote the Partnership and its values;
- Ensure Partnership members adhere to this Agreement;
- Exercise Board business on its behalf as agreed through written procedures;
- Provide an independent and balanced viewpoint, identifying how conflicting demands on the Partnership (internal and external) can be reconciled;
- Agree press releases and provide quotes for press releases, attending official openings and other representational duties;
- Deal with complaints in accordance with this Agreement;
- Seek advice from the Partnership Executive on sensitive issues/matters not covered by this Agreement;
- Brief new Board members in conjunction with the Partnership Coordinator;

A.3.2 Deputy Chair

- Chair Board and Full Partnership meetings in the absence of the Chair by prior arrangement
- Undertake any of the Chair's duties arising in the period of the Chair's absence that cannot be deferred.

A.3.3 Partnership Executive

- Attend Partnership Board and Full Partnership Meetings
- Advise the Chair/Board as specified in Section 3.7.

A.3.4 Partnership Coordinator

- Maintain membership register and contact details for Board and sub-groups;
- Set meetings schedule in consultation with the Chair;
- Draw up and circulate agendas 7 days before each Board meeting;
- Arrange for minutes of meetings to be taken and circulated, and to ensure their accuracy;

- Arrange appointment of sub-group Chairs and minute takers and ensure that agendas and minutes are circulated as appropriate;
- Arrange, in conjunction with the Chair, for vacancies on the Board/groups to be filled as quickly as possible;
- Ensure any decision-making responsibilities in respect of programmes/ projects adhere to the funder's conditions;
- Maintain the Partnership's website, ensuring it contains all material relating to the strategy and the Partnership's business (eg meeting minutes);
- Ensure the Partnership's activities comply with the Equalities Standards for Local Government and bring any specific requirements to the attention of the Board/sub-groups;
- Bring any breaches of the Partnership Agreement to the attention of the Chair and, if necessary, the Partnership Executive;
- Arrange a full Partnership annual meeting to review progress and set out the Plan for the forthcoming year/plan period;
- Coordinate the Preparation of the Partnership's Annual Review and Forward Action Plan;
- Liaise with Council Departments and external organisations to provide training and advice for Partnership members;
- Facilitate learning opportunities and networking with external organisations and other Partnerships;
- Update communications strategy for approval by Board and action .

ANNEX B – GROUPS/FORUMS (AS AT JUNE 2013)

B.1 Core Steering Group Partnership Board - Partners

Name	Representing
Keith Kaye (Chair)	
Cllr Richard Burton	East Riding of Yorkshire Council
Bob Hillary	Bridlington Tourism Association
Debbie Plumb	Job Centre Plus
David Daulby	East Riding College
Maureen Bell	Bridlington Civic Society Chair of Town Improvement Forum Chair of Bridlington Town Team
Inspector Grant Taylor	Humberside Police
Adrian Brown /Roger West	Pure Training Solutions
Jason Noble	Noble Corp Ltd
Andy Jefferson	Christ Church Community Services
Neil Watson	Bridlington Chamber of Trade
David Snowden /Mike Eckles	Bridlington Harbour Commissioners
Cllr Terry Dixon/ Cllr John Copsey	Bridlington Town Council
David Dowson	Lloyd Dowson Associates
Peter Crawford	Chair of Community Forum IB2K /Bridlington Community Resource Centre
Sue McGill	Chair of the Learning & Skills Forum ERYC Adult Education

B.2 Subgroups – Partners

B.2.1 Community Forum

Yorks Coast Comm Rail Partnership	West Street & Surrounding Area Action Group
Brid Visually Impaired Club	ERYC - Voluntary & Community Sector Support
Health Trainer Service Manager Humber NHS Foundation Trust	BridLink
ERVAS	ERYC - Bridlington Library
ERYC - Libraries	Humber & Wolds Rural Community Council
West Hill and Bessingby Churches	Hidden Voices Development Worker
Brid Watch	Bridlington CAB
West Hill Community Services	NHS Two Tier Team, East Riding Partnership
ERYC - Bridlington Renaissance	Priory Enterprises
Bridlington Community Resource Centre Ltd	Bridlington Town Council
Hull & East Yorkshire Credit Union	PAGER
East Riding College	Burton Agnes Sports Club
Bridlington NPT	Bridlington Job Centre Plus
ERYC - Third Sector Commission	Tony Revell training
Chair Community Partnership Brid & Driffield	Kingfisher Trust for the Homeless
Reconnect (Everthorpe) Ltd	Bridlington Cricket Club
Hilderthorpe Allotment Society Matson Rd	Friends of the Elderly
Bridlington Millau Town Twinning Association	Bridlington Amateur Operatic & Dramatic Soc
Bridlington Outreach	East Yorkshire Housing Association
Christ Church Community Services	ERYC FISH Locality Information Officer
University of the 3rd Age Bridlington	Friends of Sewerby Outreach
ERYC - Regeneration & Funding Team	ERVAS - Volunteer Advice
YASS (Yorkshire Ltd)	ERYC - External Funding Team
Bridlington Arthritis Care Group	Hull & East Yorkshire MIND
Samaritans	Pinnacle People
Humber Learning Consortium	Sewerby WI
	Brid Coble Preservation Society

B.2.2 Learning & Skills Forum

Surname	First Name	Organisation
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Adams	Robert	ERYC Adult Education
Blackford	Michaela	East Riding College
Brown	Adrian	Pure Training Solutions
Duncan	Sarah	A Grade Academy Training
Cowling	Denise	ERYC Bridlington Renaissance
Crawford	Peter	IB2K/Brid Community Resource Centre
Daulby	David	East Riding College
Smith	John	Hull & EY Credit Union
Elstob	Pat	ERYC Employment & Skills
Ewing	Dean	Akuro Limited
Garland	Kate	NHS Community Mental Health Team
Grady	Christine	ERYC Business Advisor (Bridlington)
Hall	Richard	ERYC Youth Support Service
Hanley	Vick	ERYC Youth Support Service
Fletcher	Sara	East Riding Learning Partnership
Hayhurst	Simon	IB2K
Thompson	Julia	WEA (Hull Branch)

Humphreys	Lynn	Shores (Work Programme)
Jansen	Naomi	Job Centre Plus
White	Sophia	Christ Church Community Services
King	Paula	Bridlington Town Council
Lawer	Darren	ERYC Youth Services
Levitt	Andy	
MacNaught	Jeanette	University of Hull, Scarborough Campus
Matson	Chris	Job Centre Plus
Moffat	Ruth	ERYC Employment & Skills
Mennell	Jo	ER Learning Partnership
McGill	Sue	ERYC Adult Education
Price	Megan	ERYC Youth Support Service
Gale	Roger	Christ Church Community Services
Philpot	Liz	ERYC Bridlington Renaissance
Bone	Sarah	Headlands School
Revell	Tony	Tony Revell Training & Development Ltd
Roantree	Kay	Bridlington Children's Centre
Smith	Jacky	ER Learning Partnership
Wiffen	Karen	Hull & East Yorkshire MIND (Bridlington)
Watkinson	Sarah	Boston Mayflower Trust
Watson	Neil	Bridlington Chamber of Trade
Capron	Rebecca	University of Hull, Scarborough Campus
Burdon	John	Shores (Work Programme)
Arnold	Sara	ERYC Employment & Skills

B.2.3 Town Improvement Forum

Bridlington Civic Society
ERYC Streetscene
ERYC Foreshores
ERYC Renaissance
King Street Market Traders
ERYC Car Parking and Traffic Mgt
Old Town Association
Pembroke Appartments
ERYC Highways
Bridlington Town Council
Bridlington NPT Town Centre
West Street & Surrounding Area Action Group
Bridlington Tourism Association
ERYC Renaissance
Promenades Shopping Centre Manager
Bridlington Town Team Board
ERYC Renaissance

Bridlington Town Council
Bridlington Town Team Board
ERYC Renaissance
Richie's Café South Promenade

Bridlington Town Team
ERYC Streetscene
Bridlington Town Team Board
ERYC Community Partnership Brid & Driffield
Bridlington Lords Feoffees
Bridlington Chamber of Commerce
Lords Feoffees

Bridlington Tourism Association
Lincoln House

B.2.4 Business Forum

David	Dowson	Lloyd Dowson Ltd
Tom	Rutherford	FLAG
Bob	Hillary	BTA
Keith	Kaye	Partnership Board
Jason	Noble	Noble Corp
David	Worsman	BHHPA
Keith	Clarkson	RSPB
Sam	Lowton	Chamber of Commerce
Tim	Norman	Royal Hotel
Andrew	Aldis	Spa Bridlington
Alan	Menzies	ERYC
Paul	Bell	ERYC
Maria	Kamper	Promenade Manager
Sylvia	Wright	Secretary BTA
Nick	Belt	Nicholas Belt estate Agents
Mike	Cohen	Fisheries Industries Group
Simon	Kench	Press Association
Andy	Wheeler	NAT West
Bronson	Taylor	Taylor Made Fun
Smith	Ann	Smith butchers
Fairweather	Kate	Barclays Bank

B.2.5 Renaissance Town Team

A contact list is kept for the Renaissance Town Team, but this group is managed on an informal basis, and led by a representative board consisting of six annually elected Town Team members. The Town Team Board members are encouraged to attend the Town Improvement Forum to represent the interests of the Town Team.

Renaissance Town Team Board

Pam Quigley;
Maureen Bell;
Ken Lever;
Peter Wilson;
Joan Turner;
Keith Kaye.

B.3 Sub-groups – Terms of Reference

B.3.1 Community Forum

- Influence and support third sector service providers to improve the quality, relevance and breadth of service provision in Bridlington and surrounding area.
- Promote and support innovative methods to consult with third sector service providers and communities to obtain feedback on existing provision and identify barriers and gaps in provision
- Promote the benefits of social enterprise, consortium working and other income generating opportunities to encourage longer term sustainability, profitability, competitiveness and success
- Ensure the thriving third sector and local communities are integral to regeneration projects, activities and other investments in the town.

B.3.2 Learning & Skills Forum

- Promote a culture of lifelong learning and enhance access to learning by trying to remove both physical and psychological barriers to learning to increase overall participation
- Influence and support the infrastructure of learning providers to improve the quality, relevance and breadth of learning provision in Bridlington
- Promote the benefits of learning to businesses and demonstrate that learning pays in terms of profitability, competitiveness and success
- Encourage and facilitate progression for learners and raise levels of attainment in line with local and national targets
- Consult with learners and non-learners, businesses and communities to obtain feedback on existing provision and identify barriers to learning and gaps in provision
- Ensure that learning is integral to regeneration projects, activities and other investments in the town.

B.3.3 Town Improvement Forum

- Provide a mechanism to co-ordinate projects which are committed to improving the physical fabric of the town and functioning of the town centre.
- Proactively seek to engage projects which impact upon the physical fabric of the town e.g. Britain in Bloom.
- Engage the Bridlington Renaissance Town Team in order to progress the ideas collated in the Renaissance Town Charter.
- Inform Public Realm improvement projects developed via the Bridlington Regeneration process.
- Strive to improve the tourist offer through both infrastructure developments and the customer service in the tourism related business.
- Seek to work with local landowners and landlords to address problem properties outlined in the eyesore audit.
- Continue to feed into the Regeneration process the values and ideas developed via the Urban Renaissance process.

B.3.4 Business Forum

The Business Forum has re-started during 2012.

The Forum has initially been involved in setting actions to support the visitor economy, and also providing opportunities for local business to find out more about business networks.

B.3.5 Renaissance Town Team

- To ensure the values promoted with the Urban Renaissance Town Charter are delivered in the Town.
- Allow all members of the Bridlington community the opportunity to learn about and be involved in the regeneration of the town.
- Raise the capacity of the local individuals to ensure they have the skills and confidence to deliver the aspirations in the Town Charter.
- Promote good urban design and architecture within the Town Centre Redevelopment area.
- Support projects which meet with the aspirations of the Town Charter.

ANNEX C – LOCAL STRATEGIC PARTNERSHIP COMPACT PRINCIPLES AND CODES OF PRACTICE

C.1 The Partnership will work towards applying the eight principles and supporting Codes of Practice as in the Local Strategic Partnership’s Compact, which is the approved framework for local partnership working (see Section 1.2.11):

PRINCIPLES

- Principle One - Equal Partnership Working
- Principle Two – Equalities
- Principle Three – Improving Communications
- Principle Four – Consultation, Participation and Policy Appraisal
- Principle Five – Funding, Commissioning and Resources
- Principle Six – Volunteering and Capacity Building
- Principle Seven – Community Groups
- Principle Eight – Diverse Communities

CODES OF PRACTICE

- Funding, Commissioning and Resources
- Volunteering and Capacity Building
- Community Groups
- Consultation, Participation and Policy Appraisal –
- Diverse Communities – Black & Minority Ethnic –.

ANNEX D – RISK ASSESSMENT AND RISK MANAGEMENT