

Bracknell Forest Partnership Board

Memorandum of Agreement

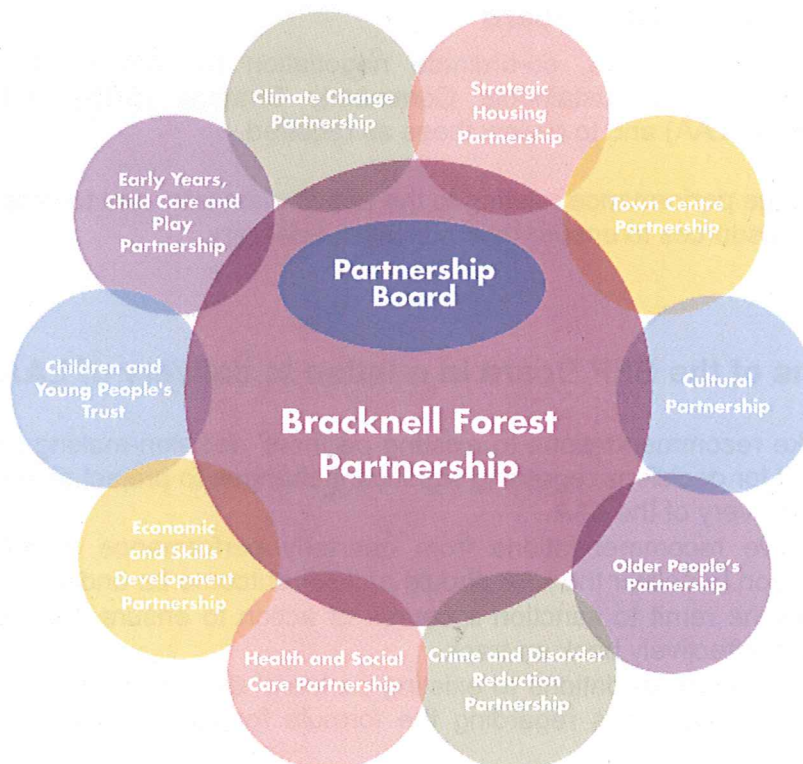
March 2010

1. Context

Bracknell Forest Partnership (BFP) is the Local Strategic Partnership for Bracknell Forest. Under the Local Government Act 2000, Bracknell Forest is required to have a Sustainable Community Strategy (SCS) which should be agreed and overseen by the Local Strategic Partnership. In addition it is a statutory requirement under the Local Government and Public Involvement in Health Act for Bracknell Forest to have a Local Area Agreement (LAA) which again should be negotiated and agreed through BFP.

2. Structure

Bracknell Forest Partnership comprises the following elements, as represented in the diagram below:



- Partnership Board;
- Partnership Group;
- Ten individual Theme Partnerships;
- A number of associated bodies and working groups.

The Memorandum of Agreements relates to the BFP Board, as the operational body that will own and manage the elements described in section one.

The member organisations of the BFP Board are:

Bracknell Forest Borough Council
Bracknell Forest Homes
Bracknell Forest Voluntary Action
Bracknell Regeneration Partnership
NHS Berkshire East
Royal Berkshire Fire and Rescue Service
Thames Valley Police
Town and Parish Liaison Group
Government Office for the South East (as an observer)
South East England Development Agency (as an observer)

3. Purpose

This Memorandum of Agreement is supplementary to the overall BFP Protocol and sets out the intentions and ways of working for the bodies represented on the Bracknell Forest Partnership Board as described in section two.

4. Functions of the BFP Board

- To set the principles, co-ordinate negotiation for and bring consensus of agreement for a Sustainable Community Strategy (SCS) and Local Area Agreement (LAA) and to review these as required.
- To manage performance relating to the above elements, and to cooperate and commit resources to ensure their successful delivery.

5. Functions of the BFP Board in relation to delivery of LAA

- To make recommendations to existing partners' decision-making bodies for their approval for decisions regarding significant changes to project direction or funding for the delivery of the LAA.
- To receive recommendations from quarterly performance reporting regarding intervention to deliver the LAA should an LAA outcome be under performing.
- To have the remit to sanction a course of action to ensure the LAA outcome is managed effectively back on track.
- To make recommendations to existing partners' decision-making bodies for their approval for decisions regarding the formula for allocation of any LAA reward grant.

6. Representation for the BFP Board

Each party shall ensure that one representative is nominated to the BFP Board on its behalf. This representative should be an officer (not Councillor) in each case and will be at a level which allows the partnership to take strategic level decisions – not only as the BFP Board but on behalf of their own organisations.

Where alternates are sent to cover meetings on behalf of the nominated representative this person must also be able to operate at this level.

7. Working arrangements

Monthly closed meetings will be held in places that are accessible and acceptable to all members. The agenda and papers will be circulated one week in advance, administered by Bracknell Forest Council. The meetings will be formally minuted and minutes will be published on the internet. The agenda papers will be published on the internet unless it is considered expedient to restrict to members only by virtue of the personal, contractual or sensitive nature of the contents.

The representatives of each organisation will notify all affected partners of difficulties that are likely to affect LAA delivery immediately to avoid delay in responding to delivery issues.

8. Decision making process

Partners shall bring along their own expertise to the decision making process, but decisions will be taken in the overall interest of the SCS or the LAA.

The BFP Board will endeavour to reach consensus on matters for decision. Where votes are invoked, each representative shall have one vote, carrying equal weight. Decisions will be made on a simple majority basis and will require a quorum of 4 members as set out in the BFP Protocol.

The BFP Board will consult the broader Partnership Group on key decisions and take these views into consideration when making a final decision. In the case of the content for the LAA and SCS, the Partnership Board will make recommendations to the Bracknell Forest Council Executive for final approval and adoption, in line with the requirements of the Local Government and Public Involvement in Health Act.

9. Collaboration and assistance

The overall principles of information sharing are set out in the BFP Protocol. In addition, each party agrees:

- to supply and share such information including performance information (unless restricted by law) and other material or resources as may be of benefit in delivering the SCS and LAA.
- to collaborate in the delivery of their various services to complement the SCS and LAA.
- to avoid individual organisation decisions that may have an adverse impact on the implementation of the SCS and LAA.
- to report and justify to the BFP Board, individual organisation decisions that may have an adverse impact on the implementation of the SCS and LAA.
- to coordinate and share community engagement processes and related information for the benefit of delivering the SCS and LAA.

10. Severability and duration


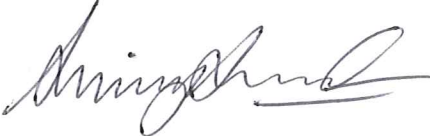
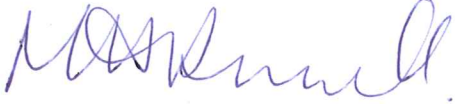




This agreement comes into force from the date agreed by the BFP Board and it will be reviewed from time to time to ensure it is effective and appropriate.

If any member wishes to withdraw from the BFP Board written and verbal notice must be given of how any funding committed to the will be maintained.

11. Agreement

Each party confirms and agrees that it shall perform as set out in this Memorandum.

Signed March 2010 by and on behalf of:

Bracknell Forest Borough Council, by Timothy Wheaden, Chief Executive	
Thames Valley Police, by Chief Inspector Simon Bowden, Local Area Commander	
NHS Berkshire East, by Mary Purnell, Assistant Director Locality Development (Bracknell Forest)	
Royal Berkshire Fire and Rescue Service, by Steve Buck, Area Manager, Learning and Development	
Bracknell Forest Voluntary Action, by Martin Gilman, Chief Executive	
Bracknell Regeneration Partnership, by Helen Barnett, PR and Marketing Manager	
Town and Parish Liaison Group, by Chris Smith, Sandhurst Town Council Executive Officer	
Bracknell Forest Homes by Caroline Titley, Chief Executive	