

COMMUNITY PARTNERSHIPS EXECUTIVE NORTH DORSET
(CPEND)
TERMS OF REFERENCE

Title:

The North Dorset Community Partnership Steering Group (NDCPSG) will be renamed Community Partnerships Executive North Dorset (CPEND)

Role of CPEND:

1. To identify and formulate the priority issues and interests raised by the communities (Town and Parishes) and stakeholders within each Partnership.
2. To identify common themes within these issues that can be brought together as strategic requirements across North Dorset.
3. To find ways of achieving these strategic requirements and representing them at appropriate events and meetings, and in particular ensure that the collective voice of the Partnerships is heard.
4. To take these strategic requirements to the Dorset Strategic Partnership (DSP) the DSP Bridging Group, the DSP Theme Groups, North Dorset District Council (NDDC) and other key partners and stakeholders in the wider partnership for resolution and funding where possible.
5. To take these strategic requirements to CPEND Theme Meetings (see Meetings below) and local agencies e.g. Dorset Community Action (DCA), to ascertain how they can help in achieving them.
6. To liaise with and inform key stakeholders and other interested parties by circulating meeting notes and regular reports.
7. To receive, discuss and analyse consultation and other documents from partners and other authorities e.g. Central Government, Government Office for the South West (GOSW), DSP, DCA NDDC etc.
8. To work out the best way of implementing any required actions and, if necessary, pass them on to the local Partnerships for transmission to Town and Parish Councils and the local community.
9. To respond to issues and questions raised by stakeholders and any matters of specific concern which may require a joint partnership response or action, to ensure that the interests of all key partners are addressed wherever possible.
10. To ensure that the views of the Town and Parish Councils, funding bodies, other appropriate organisations and groups and the district community are represented at the Partnership level and are brought forward to CPEND.
11. To encourage, where applicable, liaison and joint working between the Partnerships in North Dorset and to promote good practice within partnerships and exchange good practice between partnerships

12. To agree and exchange the principles of good practice with the individual Partnerships and ensure that these are explicitly reflected in their terms of reference
13. To seek out liaison and involvement of funders for projects undertaken by CPEND and the Partnerships.
14. To monitor and evaluate progress against district wide strategic priorities
15. To keep DSP and others informed of emerging or new issues or matters of good practice
16. To convene regular meetings of CPEND and invite appropriate parties
17. To review at regular intervals, the priorities and ensure that they are kept up to date and represented to all appropriate bodies and wherever possible are taken into account in the Local Area Agreement and other strategic documents such as the Regional Economic Strategy (RES), the Regional Spatial Strategy (RSS) and the Local Development Framework (LDF)
18. To actively seek sources of financial support and co-ordinate the wider partners and the Partnerships' in their joint attempts to seek financial independence and sources of revenue income to sustain the community partnership model in North Dorset.
19. To broker agreement between wider partners and the Partnerships on how funding should be directed for equitable benefit.
20. To provide strategic guidance on the Community Development Workers (CDW) work programme and monitor the corporate progress within the strategic priorities.

Role of the Community Development Workers:

21. To provide CPEND with feedback from a local level identifying the common themes that can be brought together as strategic themes across North Dorset.
22. To work on strategic issues as guided by CPEND and use the different skills of the team members collectively for the benefit of all partnerships.

Membership of CPEND

23. In addition to the Community Partnership representatives, the Chair or nominated representatives from the following organisations are entitled to be members of CPEND:
 - i. NDDC
 - ii. Dorset Association of Parish and Town Councils (DAPTC)
 - iii. DCC
24. The representative of NDDC and DCC should be a senior elected members e.g. the relevant portfolio holder or the Leader of the Council.
25. The representative of the DAPTC should be a senior elected member e.g. Chairperson of the Northern Group.
26. The following Officers will be invited to attend ex officio:

- i. North Dorset Community Development Workers
- ii. NDDC Officer
- iii. DAPTC Officer
- iv. DSP Officer
- v. DCA Officer

27. The Chairperson of CPEND will be a Chairperson of one of the North Dorset District Community Partnerships. The Chairperson will rotate every six months through each of the Community Partnerships. The next Chair Person in rotation will act as Vice-Chair in the event of the Chairperson being unavailable. The order of the rotation will be the four partnership Chairs as follows: - Three Rivers Partnership, Gillingham; Sturquest, Sturminster Newton; Shaftesbury and District Taskforce and DT11 Forum, Blandford Forum.
28. NDDC will provide the secretariat for CPEND meetings.
29. A longer list of organisations will be copied in to the Agenda and Meeting Notes, on a need to know basis. Should they wish to be represented at a forthcoming meeting, they will contact the secretariat, who will obtain consent from the Chair and send an invitation.

Representatives

30. All members of and representatives to CPEND should ensure they are properly mandated by their respective organisations.
31. All members and representatives should ensure that there is a two way flow of information between their organisation and CPEND.
32. Members and representatives should be willing to collaborate to achieve the common role and objectives of CPEND.

CPEND Meetings

There will be two classes of meetings.

33. Business Meetings **will be** held at least four times per year involving the above membership.
34. Themed Meetings (replacing the Negotiation Round Table) **will** be held at least twice a year, concentrating on specific strategic issues, bringing together CPEND and representatives of the Partnerships, Town Councils, funders and other agencies and organisations appropriate to the issue.