

Oxfordshire Partnership Development Group

Terms of Reference agreed October 2009

The Partnership Development Group supports the development of partnership working in Oxfordshire and the effective delivery of the Oxfordshire 2030 strategy through its thematic partnerships.

Aims and objectives

The aims of the group are to

- share learning and experience on common partnership issues and develop partnership approaches
- review progress taking a cross-partnership view
- discuss policies and research that impact on partnerships
- research and disseminate best practice examples

Roles and Responsibilities

- Advisory – involved in development of new policies
- Performance management – overview of the partnership performance framework. Forum for debate of cross cutting issues and problem solving
- Learning and Development – partnerships development plan – capacity building for partnerships, information sharing

Membership

The group consists of officers whose roles include supporting the principal thematic partnerships in Oxfordshire and key corporate support functions. Substitutes will be allowed but members are requested to make every effort to attend and ensure substitutes are appropriately briefed.

Claire Evans, Paul James, Claire Phillips - Partnership Unit
Alexandra Bailey - Policy and Review Team
Val Johnson – [District] Partnership Development Officer

Ian Walker/ John Hoad: Spatial Planning and Infrastructure Partnership
Sian Rodway: Children's Trust
Alison Baxter/ Kate Hill: Stronger Communities Partnership
Jackie Wilderspin/ Matt Bramall: Health & Well-Being Partnership
Nigel Strick/ Ruth Whyte: Safer Communities Partnership
Susie Ohlenschlager/ Wayne Lewis: Environment and Waste Partnership
David Doughty/ Dawn Pettis: Oxfordshire Economic Partnership

Other officers will be invited to the group as relevant to the agenda.

Accountability

The development group is part of the Oxfordshire Partnership. It is an operational group focused on the detail of process, governance and delivery for the Oxfordshire Partnership and thematic partnerships.

Members will disseminate information and decisions from the group back to their thematic partnerships and vice versa.

Chairs of the thematic partnerships will be invited to attend a wider meeting for thematic partnerships once a year.

As part of the partnership review of governance thematic partnerships are signed up to the principles of partnership working and agree to work within this framework.

Chairman

The chairman will be selected/reviewed by the group annually.

Principles/philosophy

- Meetings will be focussed on discussion to agree actions
- It will be an open and honest forum for sharing issues and concerns and enable effective challenge.
- The environment will be non-judgemental and supportive where solutions will always be sought.
- Linkages to other relevant groups will be built and opportunities to work more effectively will be exploited.
- Review – the group will review the effectiveness of the group annually.

Meetings/reporting

Initially in 2009 the group will meet every two months but in 2010 will aim to meet quarterly. Meetings will be scheduled between Public Service Board meetings.

Support

The Oxfordshire Partnership team will convene and administer the meetings of the group