Mid Sussex Partnership (MSP)

Terms of Reference

1. Scope and Function

The MSP has a leadership role, bringing together key local strategic partners within the areas of communities, crime and health to agree strategic priorities for the area and plan and commission work to improve the quality of life in the District, using combined partner resources. It combines the former Local Strategic Partnership, the Community Safety Partnership and the Health and Wellbeing Partnership.

2. Priority Themes

The priority themes for the MSP for 2020-2021 are:

- Communities: Development and delivery of a new Community Development and Engagement Strategy; and recovery from the Covid-19 pandemic.
- Community Safety: Young People; Public Spaces; Hate Crime; Fraud.
- Health: Mental health and resilience in young people; Living well in old age; Workplace Health; Reducing health inequalities.

Delivery of the MSP is set out in the roles and responsibilities below:

3. Roles and Responsibilities

3.1 Share intelligence to identify relevant issues to be addressed.

3.2 Commission and collate a shared evidence base, including the annual Strategic Intelligence Assessment, to identify the key long-term quality of life issues facing the District and ensure multiagency sign up to relevant partnership strategies.

3.3 Establish appropriate subgroups to develop and implement projects, with clearly defined outcomes to tackle the key long-term or complex multi-agency issues facing the District.

3.4 Receive reports on progress of subgroups and to factor the outcomes into the development of the relevant partnership strategies.

3.5 Recognise the obligations of statutory duties of partner agencies and provide an effective forum for meeting these, specifically those relating to the Crime and Disorder Act.

3.6 Promote effective public services across the District.

3.7 Annually review the MSP membership, priorities and role and MSP sub groups, to ensure that these are relevant and up to date.

3.8 Review the annual performance of the MSP and communicate performance to MSDC residents.

3.9 Work with the locally elected Police and Crime Commissioner for the wellbeing of the district.

3.10 Link into County level strategic boards/partnerships such as: the Health and Wellbeing Board; the Coast to Capital LEP; the Safer West Sussex Partnership Executive Board; IPEH Partnership and the Better Young Lives Forum, to ensure two way communication.

3.11 Consider at each meeting of the MSP Board a financial report on the current position with the budget to ensure that best use is being made of the MSP's resources.

4. Governance Arrangements and Membership

The MSP will meet up to four times per year. The MSP is currently chaired by the Leader of Mid Sussex District Council.

The Board will comprise of the:

- Leader of Mid Sussex District Council
- Portfolio Holder for Community, Mid Sussex District Council
- Head of Service for Mid Sussex District Council
- An elected member of West Sussex County Council (one representative)
- A council officer from West Sussex County Council
- An officer from the Office of the Sussex Police and Crime Commissioner
- Mid Sussex Association of Local Councils (one representative)
- Mid Sussex Association of Town Councils (one representative)
- West Sussex County Council Public Health (one representative)
- NHS West Sussex Clinical Commissioning Group (one representative)
- Chief Inspector Mid Sussex District Commander for Sussex Police
- A senior probation officer from Surrey and Sussex Probation Trust
- West Sussex Fire and Rescue Service (one representative)
- A Senior Officer from the Council for Voluntary Service (CVS), or equivalent
- Clarion Housing Group (one representative)
- Hayward Heath Sixth Form College (one representative)
- Mid Sussex Business Community (one representative)
- Chairs of the three subgroups

Members should hold a senior position within their organisation to allow them to agree to decisions with resource implications. Members need to be committed to the partnership and its agenda and provide regular attendance. It is expected that the MSP will work on a consensual basis, although if consensus cannot be achieved through debate, each member will have one vote with the majority opinion being carried forward.

Each member is responsible for bringing and taking back information and disseminating through the organisation(s) that they represent.

To encourage continuity of attendance, each representative will nominate a named deputy to attend in his or her absence. The deputies will be provided with papers relating to each meeting and be able to make decisions on behalf of their agency.

Partnership Officers from MSDC will service the Board. Additional support may be requested from partner agencies as required.

Additional members may be co-opted onto the MSP where agenda items require this.

5. Subgroups of the MSP

Operational functions will be carried out by subgroups who report into the MSP. Membership of subgroups will consist of colleagues with an operational rather than strategic focus and thus will in most cases differ to those on the MSP Board. There will be two permanent subgroups reflecting the MSP's fundamental roles:

Community Safety: to consider community safety issues in relation to vulnerable people across the district where partnership work can add value and implement partnership action to tackle these.

Health: to consider health and wellbeing issues across the district where partnership work can add value and implement partnership action to tackle these.

There will currently be one temporary subgroup. This is established to address a specific issue and is likely to be time bound. The current such group formed by the MSP is:

Community Resilience Subgroup: to consider provision of systemic leadership of the Mid Sussex response to and recovery from the COVID-19 pandemic and community issues across the district where partnership work can add value and implement partnership action to tackle these.

6. Review Arrangements

These terms of reference will be reviewed by the MSP on an annual basis. The next review is scheduled for July 2021 including reviewing chairing arrangements.