

## **Lancaster District Local Strategic Partnership (LDLSP)**

### **Article 1 – Summary, Explanation and Principles**

#### **1.1 Introduction and Application of this Constitution**

- 1.1.1 This document sets out the Constitution for the Lancaster District Local Strategic Partnership (LDLSP) and acts as a memorandum of understanding between the member entities.
- 1.1.2 Each LDLSP body shall ensure that they act within the framework as set out in this constitution.

#### **1.2 Statement of Purpose**

- 1.2.1 The LDLSP is a means of organising the way that public, private, community and voluntary agencies and organisations can work together to respond to the needs of the communities that make up the Lancaster District and in working together maximise their effectiveness. The LDLSP is not a legal entity.
- 1.2.2 The LDLSP is non-political and exists to enable partners to work together with the common aim of improving the quality of life in the District and its communities.
- 1.2.3 The LDLSP will have regard to the function of place shaping in its operation and will have regard to the Local Development Framework and Local Area Agreement, in setting its policy framework.
- 1.2.4 The LDLSP will exercise all its powers and duties in accordance with the law and this constitution. Only bodies which are part of this structure shall be entitled to use the prefix LDLSP. The prefix LDLSP will precede the title of all LDLSP authorised bodies.

#### **1.3 Principles**

- 1.3.1 The LDLSP will:
- Focus on the Lancaster District and the needs of its citizens.
  - Champion the Lancaster District by recognising and building on its strengths.
  - Work positively and collaboratively to improve economic, social, and environmental well-being, thereby improving the quality of life for its citizens and reducing inequalities.
  - Endeavour to reduce deprivation and economic disparity and welcome and embrace diversity.
  - Ensure Openness, transparency and honesty at all levels of the LDLSP.
  - Provide a safe, supportive environment that encourages people to participate and contribute.
  - Ensure communication takes place in real time and not based on formal reporting at meetings.

#### **1.4 Membership and Representation**

- 1.4.1 Membership of the LDLSP shall be open to interested entities within the Lancaster District that sign up to and agree to abide by this constitution, including the Principles, Code of Conduct and aims and objectives of the LDLSP as set out from time to time in the Sustainable Community Strategy.

- 1.4.2 Members of a LDLSP Thematic Group will become members of the wider LDLSP, however it is not a requirement that members of the LDLSP shall belong to a LDLSP Thematic Group.
- 1.4.3 There shall be equity of representation between members of the LDLSP. Each member entity will determine who should represent them on the various levels of the LDLSP as appropriate and representatives must have the appropriate authority to act at the level to which they are appointed.
- 1.4.4 Where organisations have appointed 'member level' representation, it is accepted they may be accompanied or supported by officers from the appointing organisation.
- 1.4.5 The membership process and membership lists of all LDLSP bodies shall be maintained by the LDLSP Manager, this shall constitute the definitive record of LDLSP members. All members of the LDLSP will receive an induction pack and an invitation to an LDLSP induction event to be held at intervals in the year.
- 1.4.6 The LDLSP recognises the potential for significant contribution by the Voluntary, Community and Faith Sectors and will work with them to help facilitate and support their contribution and involvement on the LDLSP.

## **1.5 Structure**

1.5.1 The LDLSP shall consist of:

- LDLSP Board – exists to act as guardian of the LDLSP, ensure its continued existence and to agree the constitution and policy framework.
- LDLSP Management Group – responsible for the co-ordination and performance management of the LDLSP and the delivery of the Sustainable Community Strategy.
- LDLSP Thematic Groups – created by the LDLSP Management Group as required in order to deliver the Sustainable Community Strategy and reviewed along with the Sustainable Community Strategy.
- LDLSP Work Groups – created by LDLSP Thematic Groups as required in order to deliver a specific element of the Sustainable Community Strategy and reviewed accordingly.
- LDLSP in Conference – called as and when required or there is a need to involve or consult the wider LDLSP. The LDLSP in conference may be held as a meeting, electronically or other forum as required.

## **1.6 LDLSP Accountable Bodies**

The LDLSP Board shall ensure there is an appropriate accountable body for all funding made available to the LDLSP.

## **1.7 LDLSP Year**

The LDLSP year shall commence on 1<sup>st</sup> April.

## **1.8 Scrutiny**

The LDLSP shall be subject to scrutiny through the local authority scrutiny process, from both Lancaster City Council and Lancashire County Council, however efforts will be made to prevent duplication. Representatives of the Lancaster City Council and Lancashire

County Council scrutiny processes may attend meetings of LDLSP bodies as observers subject to agreement of the Chairperson.

## **1.9 Reporting and Communication**

1.9.1 Upward reporting in the LDLSP will be exception based.

1.9.2 Communication throughout the LSP will take place in real time and will not be based on formal reporting through the organisation at meetings. As part of the Policy Framework, the LDLSP Board will adopt a communication and community engagement to enable this.

## **1.10 Joint Arrangements**

Upon a request from an LDLSP Thematic Group or on their own initiative the LDLSP Management Group may decide to set up joint arrangements for commissioning with another Local Strategic Body or other body as appropriate. Such arrangements shall be considered as LDLSP bodies for the purposes of scrutiny and performance management as set out in this constitution. In such cases the LDLSP Management Group shall approve the representation of the LDLSP on the joint body after consultation with the relevant accountable body, if one has been appointed.

## **Article 2 - Procedure Rules**

### **2.1 Chairperson**

Each LDLSP Body shall appoint annually, at the first meeting of the financial year a Chairperson and Vice-Chairperson from among their number. In the event that neither the Chairperson or Vice-Chairperson is present, the meeting will appoint a Chairperson for the duration of that meeting only from among their number. In the absence of the Chairperson, the Vice-Chairperson shall be able to carry out the duties of Chairperson.

### **2.2 Removal of Chairperson, Vice-Chairperson and representative appointments of the LDLSP**

The Chairperson, Vice-Chairperson and appointments made by the LDLSP bodies may be removed from office by a two thirds majority of the body voting on the matter where notice has been given in accordance with this constitution.

### **2.3 Notice of Meetings and Agendas**

2.3.1 The Chairperson of LDLSP bodies shall give or arrange to be given at least 7 days notice of a meeting in writing to all members of that body and also on the LDLSP website.

Where possible LDLSP bodies will agree a schedule of meetings in advance for the year.

Meetings may also be called by the Chairperson, or will be called by the Chairperson upon request of one third or three voting members of the LDLSP body whichever is higher.

2.3.2 The Chairperson will ensure for meetings of LDLSP bodies to have an agenda circulated to all members of that body and made available in accordance with the LDLSP Communication strategy, 7 days prior to the meeting. Agendas shall include the day, date, time, venue and matters for discussion.

2.3.3 Any member of the LDLSP body or representative of the LDLSP body shall be entitled to require an agenda item to be added to the next agenda of the LDLSP body, which is within their Terms of Reference. Such requests must be received by the Chairperson of the body, or the designated administrator in writing at least 8 days prior to the meeting.

In the case that a matter arises after the publication of the agenda and requires consideration before the next scheduled meeting of the LDLSP body, the Chairperson shall have the discretion to allow the matter to be discussed by the LDLSP body. The reason for urgency shall be stated in the minutes..

Agendas shall be in the format as determined by the LDLSP Management Group.

### **2.4 Motions and Voting**

2.4.1 All motions to be put to the vote at LDLSP meetings must have a proposer and seconder,

2.4.2 In a discussion of the motion all representatives of members of the LDLSP body present (including the proposer and seconder) shall be entitled to speak once on the issue or more at the discretion of the Chairperson.

2.4.3 Any amendments to the motion will require a proposer and seconder, only one amendment may be dealt with at a time and voted on to determine whether they shall be allowed to amend the motion. An amendment may not negate the original motion.

- 2.4.4 Before the substantive motion is put to the vote the proposer may sum up their reasons for their proposal.
- 2.4.5 Each member of LDLSP bodies will have one vote in the event of decisions requiring a ballot.
- 2.4.6 In the event of a tied vote, the Chairperson of the meeting will have a second or casting vote.
- 2.4.7 A member may request that their vote be recorded in the minutes.

## **2.5 Quorum**

The quorum of any LDLSP body shall be one third or three voting members, whichever is higher. The meeting will be declared inquorate if after 15 minutes from the scheduled start time a quorum is not present.

## **2.6 Membership and Substitutes**

- 2.6.1 On appointment to an LDLSP body each member entity is entitled to appoint one voting representative and a single, named substitute to attend and vote in their place if they are unable to attend. The Chairperson of the LDLSP body will ensure that the LDLSP Manager is notified of the names of representatives and will make this available on the LDLSP website.
- 2.6.2 This will be notified to the LDLSP Manager and made available on the LDLSP website.

## **2.7 Attendance at Meetings**

- 2.7.1 Representatives of LDLSP members will be expected to regularly attend the bodies to which they have been appointed. At the discretion of the body, any member organisation that has failed to be represented at three consecutive meetings without reasonable explanation may be asked to appoint a replacement representative.
- 2.7.2 Any member entity of the LDLSP or non-member may be invited by the relevant LDLSP body or Chairperson to attend and contribute at LDLSP meetings but may not vote. The Chairperson shall have the power to exclude any person from a meeting of an LDLSP body if they continue to behave improperly following a warning a warning from the Chairperson.

## **2.8 Press and Public**

Meetings of LDLSP bodies are 'private' meetings and as such are normally closed to the press and public. If the press or public wish to attend a meeting they should make a request in writing to the Chairperson, who shall have the sole discretion to determine the request.

## **2.9 Confidential Items**

Whilst the LDLSP will ensure openness and transparency wherever possible, certain items may be considered as 'confidential' and these will not be considered whilst the press or public are present. Confidential items shall be defined as:

- a) Information relating to an individual or that is likely to reveal the identity of an individual
- b) Information relating to the financial or business affairs of LDLSP or any particular person or entity
- c) Information relating to legal proceedings or advice

- d) Information relating to the prevention, investigation or prosecution of a crime
- e) Information that is provided to the LDLSP in confidence

## **2.10 Minutes**

- 2.10.1 The Chairperson of LDLSP bodies will or will arrange for minutes to be circulated to all members of that body and made widely available in accordance with the LDLSP Communication strategy, as soon as is practical following the meeting.
- 2.10.2 Minutes are a record of the decisions taken, not an account of what was said and shall be in the format as determined by the LDLSP Management Group.

## **2.11 Dissolution**

The LDLSP Board may resolve to dissolve the LDLSP at a meeting, by a simple majority at a meeting specially convened for that purpose. In the event of dissolution the LDLSP Board will ensure that any assets held by the LDLSP are either retained by the principal local authorities or disposed of and used for the benefit of the Lancaster District and its residents.

## **2.12 Chairperson**

The Chairperson of the LDLSP Management Group shall be the figurehead and spokesperson for the LDLSP, in their absence the Vice-Chairperson shall carry out this role.

## **2.13 Delegation**

An LDLSP body may delegate a specific decision or function within its Terms of Reference to an officer of the LDLSP, an officer of the LDLSP in consultation with the Chairperson of that body, a member of the LDLSP in consultation with the Chairperson of that body, a representative of a member of the LDLSP in consultation with the Chairperson of that body. All such decisions shall be reported at the next meeting of that body.

## **2.14 Urgent Business**

- 2.14.1 If an urgent decision is required between meetings of the LDLSP which cannot wait until the next meeting of the LDLSP body . The LDLSP Manager will liaise with the Chairperson of the LDLSP Management Group, who has delegated authority to reach a decision.
- 2.14.2 The Chairperson of the LDLSP Management Group will make their decision in consultation with the Chairperson of the relevant LDLSP body (or Vice-Chairperson in the case of the LDLSP Management Group).
- 2.14.3 The decision shall be reported to the next ordinary meeting of the relevant LDLSP body.
- 2.14.4 The powers of the LDLSP Board may not be executed through this mechanism.

## **Article 3 - Code of Conduct**

### **3.1 The Code**

Members of the LDLSP agree that they and their representatives will:

- Value and respect the contribution of all members
- Promote equality by not discriminating unlawfully against any person.
- Treat others with dignity and respect.
- Ensure they do not disclose confidential information.
- Conduct themselves in a way so as not to bring themselves, their entity or the LDLSP in to disrepute.
- Work to ensure that they do not use their capacity on the LDLSP to secure or convey advantage or disadvantage to themselves, their entity or any other person or entity.
- Speak with the authority, mandate and support of their entity.
- Act as a link to their entity helping to influence the decision making of their own organisation to where possible commit resources, adjust priorities and align service delivery to meet the goals of the Sustainable Community Strategy.

### **3.2 Personal Interests**

3.2.1 Representatives of member entities must regard themselves or their appointing entity as having an interest if the issue being discussed in the meeting affects the well-being or finances of them, their family, their close associates or their appointing entity more than it affects most other people who are located in the Lancaster District.

3.2.2 If the representatives of a member entity has a personal interest they must declare that personal interest, state what the personal interest is prior to discussion and only be allowed to take part in the discussion for the purposes of explanation only. This shall be recorded in the Minutes.

### **3.3 Prejudicial Interests**

3.3.1 A representative of a member entity that has an interest in a matter may also have a prejudicial interest if the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the representative's judgement of the public interest. This definition includes the proposed allocation of funds to their entity or to a project submitted or to be provided by their entity.

3.3.2 If the representative of a member entity has a prejudicial interest they must declare that interest, state what the interest is prior to discussion and leave the meeting whilst the issue is discussed. This shall be recorded in the Minutes.

3.3.3 Clarification and interpretation on the meaning of the above can be found in the Local Authorities Model Code of Conduct for the time being.

### **3.4 Appeals Against Refusal of Membership**

In the case that an LDLSP Thematic Group refuses membership of the LDLSP to an entity, the entity shall have a right of appeal to the LDLSP Management Group, who shall decide whether the refusal stands. Appeals shall be conducted in accordance with the procedure for appeals and hearings as set out in the Policy Framework.

### **3.5 Suspension of Members**

- 3.5.1 Matters relating to the conduct of a representative of a member entity are a matter for that member entity to resolve.
- 3.5.2 In the case that a member entity is alleged to have not acted in accordance with this constitution or acted in a way that brings or could be perceived as bringing the LDLSP in to disrepute they may be referred to the LDLSP Management Group for a hearing to consider whether or not to uphold the allegation and to consider whether, given the significance of the incident they be suspended from the LDLSP permanently or for a stated period of time or other reasonable sanction as determined by the LDLSP Management Group. The membership of the LDLSP Management Group for consideration of the appeal shall not consist of representatives of entities who have made the initial decision.
- 3.5.3 In case of suspension or a sanction being proposed the entity shall have a right of appeal to the LDLSP Board, whose membership for consideration of the appeal shall not consist of representatives of entities who have heard the initial hearing. Appeals and hearings shall be conducted in accordance with the procedure for appeals and hearings as set out in the Policy Framework.



## **Article 4 - Terms of Reference**

### **4.1 LDLSP Board**

#### **Membership**

The membership of the LDLSP Board shall comprise one representative of the following entities

- Lancaster City Council
- Lancashire County Council
- North Lancashire Primary Care Trust
- Lancashire Constabulary
- Lancaster District CVS, who shall act as a gateway to the continued involvement of the Voluntary, Community and Faith Sectors.
- Economic Stakeholder, the Board will appoint through open advertisement an Economic Stakeholder representative and selection process to be agreed by the LDLSP Board.

#### **Chair**

Each member entity of the LDLSP Board shall hold the Chair for one year in rotation in the order as set out above.

#### **Administration**

The LDLSP Board shall be administered and supported by the LDLSP Manager and clerked by the Accountable Body.

#### **Frequency of Meetings**

The LDLSP Board shall meet at least annually.

#### **Responsibilities**

- 1) To ensure the operation, existence and guardianship of the Lancaster District Local Strategic Partnership.
- 2) Approval and amendment of the Constitution, Sustainable Community Strategy, Communication and Community Engagement Framework and Performance Management Framework.
- 3) To hear all appeals against the removal of membership of the LDLSP
- 4) Dissolution of the LDLSP

## **4.2 LDLSP Management Group**

### **Membership**

The membership of the LDLSP Management Group shall comprise of one representative of the entities that make up the LSP Board and the Chair of each LDLSP Thematic Group. Members of the LDLSP Management Group will represent the group that appointed them and act as a communication channel to that group.

### **Chair**

The LDLSP Management Group shall appoint a Chair from among their number at the first meeting following adoption of the Sustainable Community Strategy. The Chair shall hold office for the lifetime of the Sustainable Community Strategy. The Chair shall have specific responsibility for outputs, performance and delivery of the Sustainable Community Strategy.

### **Vice-Chair**

The LDLSP Management Group shall appoint a Vice-Chair from among their number at the first meeting following adoption of the Sustainable Community Strategy. The Vice-Chair shall hold office for the lifetime of the Sustainable Community Strategy. The Vice-Chair shall have specific responsibility for strategy, policy and development.

### **Administration**

The LDLSP Board shall be administered and supported by the LDLSP Manager and clerked by the Accountable Body.

### **Frequency of Meetings**

The LDLSP Management Group shall meet at least quarterly.

### **Responsibilities**

- 1) To allocate resources to LDLSP bodies as appropriate to support the delivery of the Sustainable Community Strategy.
- 2) To performance manage the delivery of the Sustainable Community Strategy through operating the LDLSP Performance Management Framework.
- 3) To receive regular written 'exception' based performance monitoring reports from the Chairs of LDLSP Thematic Groups.
- 4) To co-ordinate, arrange and manage the LDLSP Sustainable Community Strategy refresh process and to agree a draft Sustainable Community Strategy for recommendation to the LDLSP Board for adoption.
- 5) To review, create and dissolve LDLSP Thematic Groups as required in order to ensure the efficient and effective delivery of the Sustainable Community Strategy.
- 6) To ensure effective community engagement by the LDLSP Thematic Groups through performance managing the LDLSP Community Engagement Framework.
- 7) To ensure effective engagement in and influence of the Local Area Agreement and encourage effective engagement and reporting to and from the relevant thematic groups of the Lancashire Partnership.

- 8) To hear all appeals against the refusal of membership of the LDLSP and LDLSP Thematic Groups.
- 9) To represent or arrange the representation of the LDLSP on external bodies and appoint representatives as appropriate.
- 10) To do all things required by law of a Local Strategic Partnership and to facilitate the efficient and effective delivery of the Sustainable Community Strategy, unless reserved to another LDLSP body in this constitution.

### **4.3 LDLSP Thematic Groups**

#### **Membership**

The membership of LDLSP Thematic Groups shall comprise of a core membership to be determined by the LDLSP Management Group through a stakeholder analysis to include the voluntary, community, faith and community governance sectors and additional members of LDLSP as agreed by the LDLSP Thematic Group, up to any maximum number as established by LDLSP Management Group.

Principal local authorities, acting in their community leadership roles may assign a relevant Councillor, such as a Cabinet Member to attend and work with a Thematic Group as a non-voting co-optee (in addition to the representative of their entity). Their purpose is to help connect the LDLSP Thematic Group with the functions of the local government and vice-versa.

#### **Administration**

LDLSP Thematic Groups shall arrange their own administration.

#### **Frequency of Meetings**

LDLSP Thematic Groups shall meet at least quarterly.

#### **Responsibilities**

- 1) Delivery and management of the Sustainable Community Strategy within their remit, as determined by LDLSP Management Group.
- 2) Ensuring Community Engagement within their remit, as determined by LDLSP Management Group.
- 3) To assist the LDLSP in developing the Sustainable Community Strategy within their work area during any refresh process.
- 4) Carrying out project appraisals in accordance with this constitution.

### **4.4 Existing Statutory Partnerships**

The LDLSP Management Group may where appropriate adopt an existing or statutory partnership as an LDLSP Thematic Group. It is accepted that where the Partnership is operating as a Thematic Group it shall be constituted according to and shall abide by this constitution and be performance managed in delivering the Sustainable Community Strategy accordingly. In carrying out its other functions it shall not be bound by this constitution, within the exception of ensuring adherence to the Principles and Code of Conduct.

## **4.5 LDLSP Work Groups**

### **Membership**

Members of the LDLSP as determined by the LDLSP Thematic Group Work Groups may co-opt any organisation/individuals who are not part of the LDLSP who have interest in the Work Group and can add value to its work. Co-optees shall be non-voting.

### **Administration**

LDLSP Work Groups shall be administered and clerked by the LDLSP Work Group.

### **Responsibility**

Set up by and responsible to the creating LDLSP Thematic Group for delivering a specific element of the Sustainable Community Strategy within their agreed Terms of Reference as determined by the LDLSP Thematic Group.

### **Frequency of Meetings**

LDLSP Work Groups shall meet at least quarterly.

### **Existing Bodies**

LDLSP Thematic Groups may where appropriate adopt an existing body as an LDLSP Work Group. It is accepted that where this body is operating as a Work Group it shall be constituted according to and shall abide by this constitution and be performance managed in delivering the Sustainable Community Strategy accordingly. In carrying out its other functions it shall not be bound by this constitution, within the exception of ensuring adherence to the Principles and Code of Conduct.

## **4.6 LDLSP in Conference**

### **Membership**

All LDLSP members

### **Administration**

The LDLSP Conference shall be administered and supported by the LDLSP Manager and clerked by the Accountable Body.

### **Responsibility**

Held as and when required there is a need to involve or consult the wider LDLSP. The LDLSP in conference may be held as a meeting, electronically or other forum as required.

## **Article 5 – LDLSP Policy Framework**

The following documents comprise the LDLSP Policy Framework. The LDLSP Board has responsibility for agreeing the LDLSP Policy Framework.

### **5.1 Sustainable Community Strategy**

The Sustainable Community Strategy is a fundamental document which sets out the strategic priorities for the whole of the Lancaster District and delivery rests with all appropriate and relevant statutory, professional and voluntary, community and faith sector agencies and partnerships associated with the LDLSP.

The Sustainable Community Strategy:

- will reflect the collective vision of the LDLSP
- and the duty to prepare (and not just deliver) the Sustainable Community Strategy is placed upon the local authority, in consultation with others.
- will be the 'over arching' Strategy for the district. Strategic partners must adopt the principles within the Strategy and contribute to the delivery of the Strategy. This will include having regard to the Strategy when developing and delivering strategic aims within their own organisations and partnerships. Responsibility for implementing plans and driving delivery of outcomes is the role of strategic partners, Building Blocks and sub groups.

### **5.2 Performance Management Framework**

The LDLSP Management Group shall ensure that the work of all elements of the LDLSP operate within the LDLSP Performance Management framework.

The LDLSP Management Group shall performance manage the performance of LDLSP Thematic Groups.

LDLDP Thematic Groups shall performance manage the performance of Work Groups and projects within their area of responsibility.

### **5.6 Communication and Community Engagement Framework**

The LDLSP will produce, execute and take ultimate responsibility for the Communication and Community engagement framework which describes its approach and actions towards engaging the community in its work.

The Communications and Community Engagement Framework sets out the principles and approach to communicating, consulting and encouraging active participation of the full range of LDLSP stakeholders.

### **5.7 Procedure for Appeals and Hearings**

The Procedure for Appeals and Hearings sets out the procedure to be followed in the case of all hearings and appeals held under this constitution.

## **Article 6 – LDLSP Support**

From time to time the LDLSP may arrange for the employment of such staff, as are required to manage and operate the LDLSP subject to the availability of funding and the identification and agreement of a suitable host entity who will be the employer.

The LDLSP may also appoint Officers of the LDLSP for the purposes of transacting business.

### **6.1 LDLSP Manager Job Description**

Where funds permit the LDLSP shall seek to obtain the services of an LDLSP Manager with the following job description:

The LDLSP Manager shall have responsibility for providing support and administering the LDLSP at Board and Management Group level and as time permits provide advice and guidance to LDLSP Thematic Groups.

The LDLSP Manager shall be responsible for co-ordinating the development and implementation of the LDLSP Policy Framework including the Sustainable Community Strategy, Communication and Community Engagement Framework and Performance Management Framework.

The LDLSP Manager shall have delegated authority from the LDLSP to allocate issues to the most appropriate LDLSP body as they arise and in accordance with this constitution.

Specifically the LDLSP Manager will:

Support the LDLSP Board and Management Group in carrying out its functions, including acting as co-ordinator, monitoring performance, arranging events, development of an LSP web information, attending meetings, and carrying out other duties as allocated.

Facilitate partnership working, prevent duplication and improve communication between the LDLSP Thematic Groups.

Support the the LDLSP in developing a Policy Framework, in particular a Sustainable Community Strategy for the district with meaningful performance targets and self-assessment measures.

Support partnership organisations, as directed, to enable them to maximise their contribution to the LDLSP and development and implementation of the Sustainable Community Strategy.

Support the development and implementation of the Communication and Community Engagement Framework and performance manage this on behalf of the LDLSP Management Group.

Manage funding allocated to the LDLSP in conjunction with the Accountable Body; including management and monitoring of all funding.

Prepare and present reports to internal and external meetings and meetings of partner organisations within the LDLSP as required.

To do all other reasonable things necessary to facilitate the efficient and effective operation of the LDLSP as requested by the LDLSP Board and Management Group commensurate at the grade of this post.



## **Article 7 - Resources, Finance Procedure Rules, Project Appraisals and Accountable Body**

In an environment of scarce resources the LDLSP will target resources that will deliver agreed objectives. Whilst this does not affect the Work Groups or areas of work that Thematic Groups may set up, it will affect the resources, time and priority allocated to it by partners.

Funding made available to the LDLSP shall be used for the development and management of the LDSP and delivering the Sustainable Community Strategy. The LDLSP Management Group shall apportion such funding as appropriate and allocate funding to Thematic Groups to aid the achievement of agreed work programmes in accordance with the Sustainable Community Strategy.

Thematic Groups will ensure that all projects that are presented for funding are assessed by an appraisal panel of three members of the Thematic Group (not containing the deliverer) according to the criteria as set out below. Projects will require approval of the LDLSP Thematic Group.

### **Accountable Bodies and Finance Procedure Rules**

All funding made available will require the LDLSP Management Group to ensure that there is an appropriate Accountable Body that has agreed to take on that role. The LDLSP Manager will maintain a register of appointed Accountable Bodies and their acceptance of this role and the funding which this role relates to.

The responsibilities of Accountable Bodies in conjunction with the LDLSP Manager relation to the LDLSP grant monies will include: -

- Management of the LDLSP programme and liaison with relevant funding bodies providing LDLSP grant monies and for which the Accountable Body is accountable for.
- Ensuring that the requirements set out in the relevant grant offer letters to project partners are met.
- Establishing and using effective management, project appraisal, monitoring and financial systems (including procurement) which meet all the requirements set out by the relevant funding bodies and also the Accountable Body and its Financial Regulations and Standing Orders.
- Collection and collation of grant claims where relevant (including appropriate evidence of expenditure) from Partner organisations.
- Issuing of annual grant offers in accordance with the agreed LSP Programme.
- Ensuring that grant payments are made only on the basis of expenditure properly incurred and defrayed on projects that have been approved (by the LDLSP according to the constitution and where appropriate relevant funding bodies).
- To implement systems which ensure regularity, propriety and value for money.
- Monitoring of Expenditure of the LDLSP and where relevant matching funding.
- Ensuring that at the end of each financial year, a final statement of expenditure on the approved scheme is prepared, signed of and where relevant audited by the Accountable Body's external auditor.
- Monitoring regularly progress of output achievements and milestones, and keeping records of the same.
- Submission of quarterly claims to the Accountable Body on behalf of the funding bodies where relevant, accompanied by a report of progress against key indicators.
- To ensure that all projects claiming grant support are the subject of a formal application and project appraisal, and that no grant is paid unless a project is approved and appraised.
- To prepare and monitor a register of assets acquired wholly or partly using LDLSP funding.
- Notifying relevant funding bodies of any financial irregularities suspected in the use of LDLSP grant and the actions proposed.
- Providing access and documents for ad hoc inspections and audits.

- Agreeing any changes in capital/revenue split originally agreed with relevant funding bodies.
- Notifying the relevant funding bodies of any income, profit or unexpected receipt in excess of the amount taken into account in determining the level of grant requirement which accrues from a project or scheme funded in whole or in part from LDLSP grant monies.
- Where relevant Identifying who will take responsibility for continuing commitments after LDLSP payments end

### **Project Appraisals**

The LDLSP shall have a project appraisal process as set out in the Performance Management Framework.

## Glossary

**Community Governance** - Contains but is not limited to organisations acting at the third tier of local or neighbourhood governance or representative organisations for organisations acting at the third tier of local governance. This includes Parish and Town Councils, LAPTIC, Neighbourhood Councils and Neighbourhood Management.

**Economic Stakeholder** – an entity paying business rates within the Lancaster City Council Area that does not receive its main funding from public funds.

**Entity** – organisation, agency, company or incorporated body operating or located within the Lancaster City Council district that consists of more than one person and has some form of incorporation or association, with the exception of political parties which are excluded from being members of the LDLSP.

**Lancaster District** – the administrative area served by Lancaster City Council as defined from time to time by the Boundary Commission for England and agreed by parliament.

**LDLSP Body** – Any one of the bodies as set out below

**LDLSP Bodies** - LDLSP Board, Management Group, Thematic Groups and Work Groups as formulated and composed according to this constitution.

**Officer of the LDLSP** – Appointed by LDLSP bodies from time to time and held on a list maintained by the LDLSP Manager in order for the LDLSP to transact urgent business in line with this constitution.

**Principal Local Authority** – This definition as set out in the Local Government Act 1972, in the Lancaster District this refers to Lancashire County Council, Lancaster City Council but excludes Town and Parish Councils.

**Stakeholder Analysis** – Mapping exercise conducted to determine the stakeholders given a particular issue. Stakeholders are people or organisations or communities that have an interest in the issues that the LDLSP is looking at or the LDLSP has an interest in the issues they are interested in.