



**DRAFT Terms of Reference
16/6/2019**

1. What is One Maldon District?

- 1.1 One Maldon District is a senior level partnership, working together to ensure a healthier and prosperous Maldon District in relation to Place, Prosperity, Community and Safety. One Maldon seeks to maximise collaboration to ensure there is an abundance of opportunities for enhanced health, wellbeing, community safety and feeling of safety within communities across the District.

2. One Maldon District purpose

- 2.1 One Maldon District has been established to bring together senior representatives from the local statutory, voluntary and private sectors to enhance local quality of life, jointly bid and draw down funding, discuss and link strategies and initiatives. The main purpose of One Maldon is to:
- Focus on three key themes, namely Community, Place and Prosperity;
 - Provide a systems leadership approach to the focus themes; and
 - Aspiring to be an example of best strategic partnership working
 - **PERFORMANCE MONITORING ASPECT**

3. One Maldon District aims

- 3.1 The One Maldon vehicle is integral for system wide strategic leaders to collaborate and work together to drive and lead change, our key aims will include:
- Focus on high level strategic issues which affect the District of Maldon.
 - Providing a vehicle which meets relevant statutory requirements to form a Responsible Authorities Group.
 - Discuss and resolve issues when they arise. With resolution following an Asset Based Community Development model where appropriate.
 - Minimising duplication of work and meetings to ensure better utilisation of resources.

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- Empowering and encouraging social action to support communities to tackle issues which are important to them and effect their life.
- Maximising and sharing funding opportunities to strengthen and provide expert support of bid submission and grant distribution.
- Act as a vehicle which provides a united voice from and into Maldon District at both a regional and national level.
- To provide strategic guidance to the livewell operational sub-groups.

4. **One Maldon Membership**

- This is a strategic level board which unites organisations from the community, business, public and voluntary sector
- The level of membership (Figure 1.) required is so a member is able to represent whole organisations or sectors, devise and confirm joint strategic plan, make high level decisions, commit resources and seek to break down any operational barriers.
- One Maldon will assess existing boards and groups (Figure 2.) which should/ can support One Maldon. The operational and strategic groups which function in the District will be an integral relationship to ensure One Maldon can deliver on its' strategic plan.

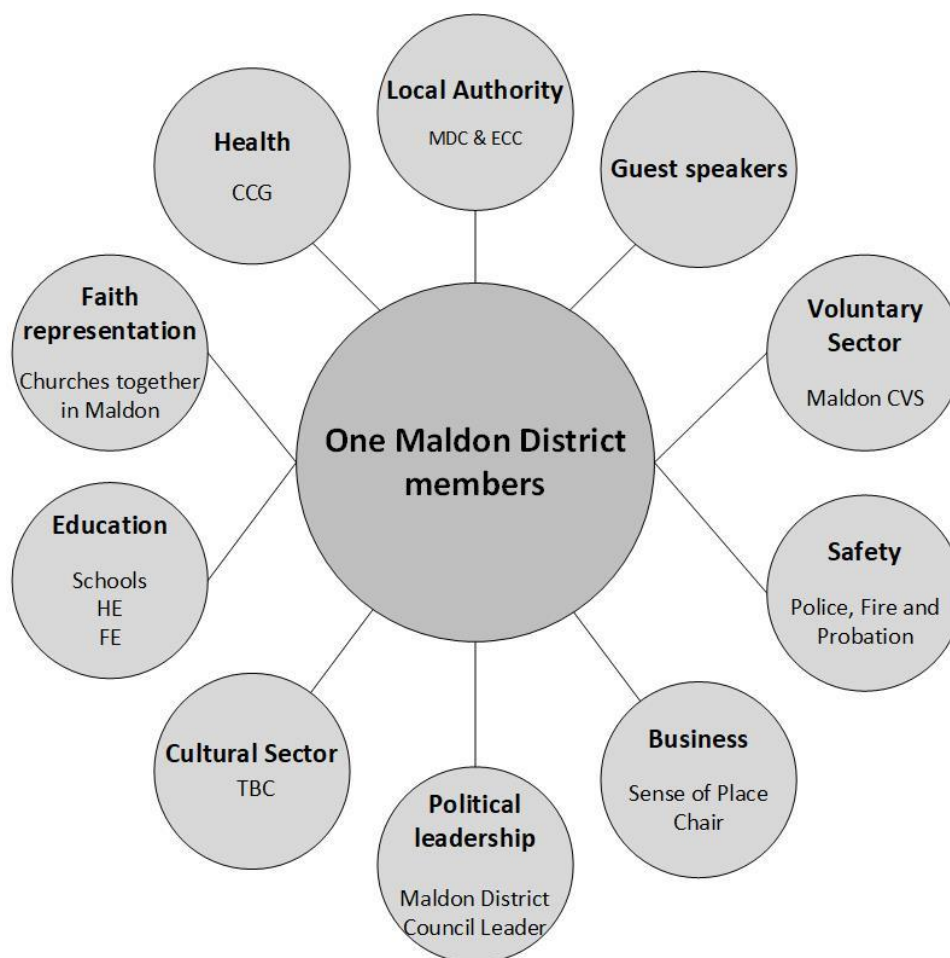


Figure 1. One Maldon District suggested membership diagram

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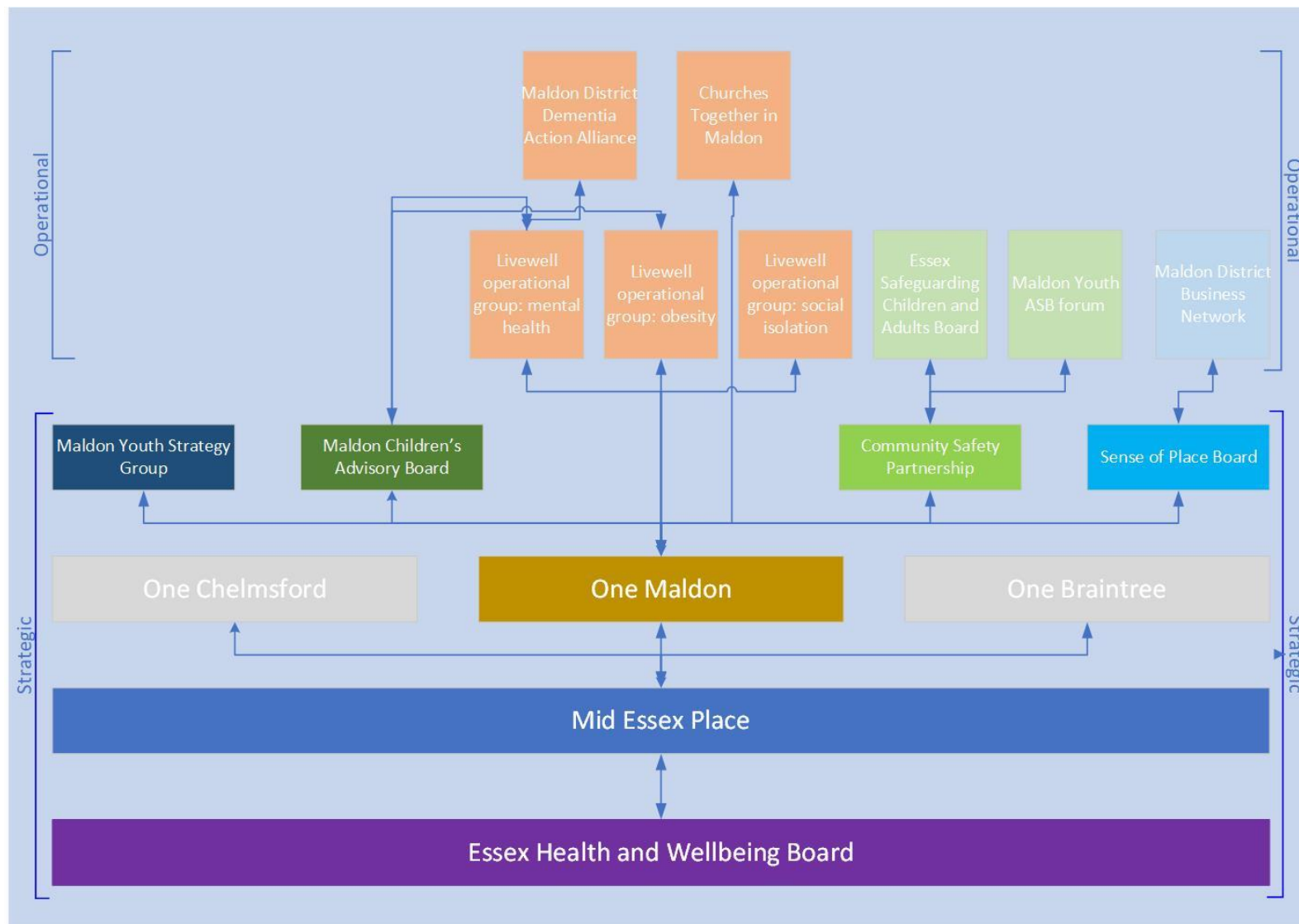


Figure 2. Existing strategic boards and groups that will support and be supported by One Maldon

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5. Nature and frequency of meetings

- 5.1 The One Maldon board shall meet quarterly (MINIMUM OF THREE MEETING PER YEAR) to develop its strategic plan and to review progress towards achieving the priorities within the plan.
- 5.2 The board will have the ability to meet more often if required and instruct the _____ operational groups for time specific agenda items.

6. Chair and Vice-Chair

- 6.1 The One Maldon Chair shall be elected annually and shall Chair for no more than 2 consecutive years. The Chair shall also be supported by a Vice Chair. Characteristics of the Chair suggested are:
- Integrity;
 - Clear vision and passion for One Maldon District.
 - Emotional intelligence;
 - Decisiveness;
 - Ability to chair meetings;
 - Personal strength and courage.

7. Quorum

- 7.1 The minimum number of partners who must be present at any meeting must include 5 partners. If there are less than 5 partners present, it can be recommended to seek ratification through e-mail of decisions to keep processes fluid and action focused.
- Min no. of Maldon District Council (MDC) reps = 2

8. Reporting and communication

- 8.1 The Chair of this board will agree and distribute an agenda at least 7 working days in advance of the meeting along with any reports or updates.
- 8.2 Any reports or agenda items for presentation to the group must be lodged with the Chair for agreement with a minimum of 10 days prior to the meeting date.
- 8.3 Meeting summary and action points will be provided to the membership within 10 working days of the meeting.
- 8.4 It is to be agreed by the board that a minute taker is supplied by one organisation (for consistency) and that the board reimburses the designated organisation for minute taker time. It would be preferred if the minute taker was sourced from the same organisation as the Chair to improve fluidity and speed of issuing minutes.

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8.5 Minutes which are produced by the One Maldon District partnership are to be disseminated to the livewell operational groups Chairs.

9. Accountability

9.1 The One Maldon District Strategic Partnership is accountable to the people of the Maldon District, this accountability is through the existing accountability structures of the participant partner organisations. This can include direct accountability to voters for some public sector agencies, accountability to communities and members for third sector organisations, and to local customers and to shareholders for businesses.