

## **DRAFT: One Maldon District Terms of Reference**

### **1. What is One Maldon District?**

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 District 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**

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 District is to:

- Focus on three key themes, namely Community, Place and Prosperity;
- Provide a joined-up approach to the focus themes;
- Provide oversight to performance and delivery of Maldon District Livewell Group and Responsible Authorities Group; and
- Aspire to be an example of best strategic partnership working

### **3. One Maldon District aims**

One Maldon District is a vehicle to ensure strategic leaders collaborate and work together to drive and lead change, our key aims will include:

- Act as a vehicle which provides a united voice from and into Maldon District at both a regional and national level.
- To horizon scan new opportunities and challenges for Maldon District, translating them into local action for partners and partnerships.
- To lead efforts to better align organisational resources, including pooling resources where appropriate, in order to reduce duplication and deliver improved outcomes at less cost.
- To provide strong and effective leadership to the Maldon District, by challenging one another, holding each other to account and overcoming any blockages within own organisations.
- To work to integrate relevant data, research and intelligence functions and promote shared understand and analysis of needs.
- To ensure effective links between the Strategic Boards and with communities through communication, networking and engagement.
- To escalate or refer matter where there is changing demographic needs or issue in Maldon District that needs further exploration.
- Ensure community is at the heart of what we do by leading on social cohesion, fostering asset-based community development and ensure priorities and outcomes are informed by effective community engagement.
- Maximising and sharing funding opportunities to strengthen and provide expert support of bid submission and grant distribution.

#### 4. 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.

Figure 1. One Maldon District suggested membership diagram



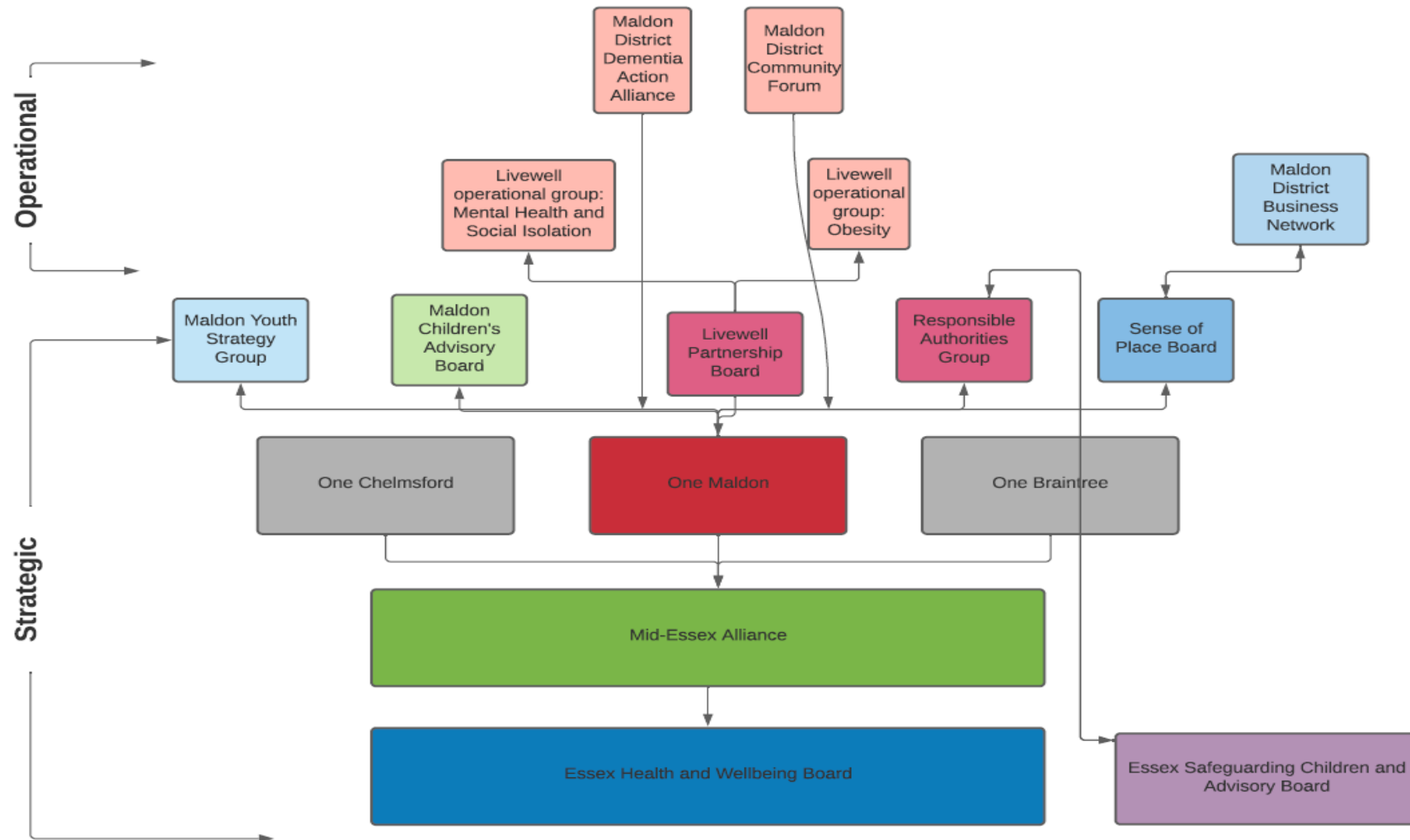
Figure 2. Proposed One Maldon District Membership List

Cllr Wendy Stamp	Leader of Maldon District Council
Cllr Penny Channer	Leader of the Opposition Maldon District Council
Paul Dodson	Maldon District Council
Richard Holmes	Maldon District Council
Georgina Button	Maldon District Council
Spencer Clarke	Maldon District Council
Damien Ghela	Maldon District Council
Sue Green	Maldon District Council
Mike Gogarty	Essex County Council
Sarah Troop-Laskar	Maldon and District Community Voluntary Service
Charlie Fillingham	Maldon Sense of Place

**APPENDIX 1**

Jane Gardner	Police, Fire and Crime Commissioner
Stephen Scott-Hayes	Essex Police
David Messam	National Probation Service
Sukriti Sen	Essex County Council
John Whittingdale MP	MP for Maldon
Rt Hon Priti Patel MP	MP for Witham
Carl Wakefield	Plume Academy
Chris Barton	Plume Academy
TBC	Ormiston Rivers Academy
TBC	Ormiston Rivers Academy
Rob Sefton	Churches Together Maldon
TBC	Maldon Muslim Association
Daniel Doherty	NHS CCG/Mid-Essex Alliance
Jason Fergus	Active Essex
Simon King	Active Essex
TBC	Housing Representative
TBC	Youth and Young People Representative
TBC	Essex County Council Culture Representative

Figure 3. Existing strategic boards and groups that will support and be supported by One Maldon District



## **5. Nature and frequency of meetings**

The One Maldon District 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.

The board will have the ability to meet more often if required.

## **6. Chair and Vice-Chair**

The One Maldon District 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**

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 MDC reps 2

## **8. Reporting and communication**

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.

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.

Meeting summary and action points will be provided to the membership within 10 working days of the meeting.

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.

**9. Accountability**

The One Maldon District 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.