



One Maldon District Partnership 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. 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 a 'wider determinants of health' approach to jointly agree key outcomes and priorities – informed by data.
- Provide a joined-up approach to these key outcomes and priorities.
- 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, 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.

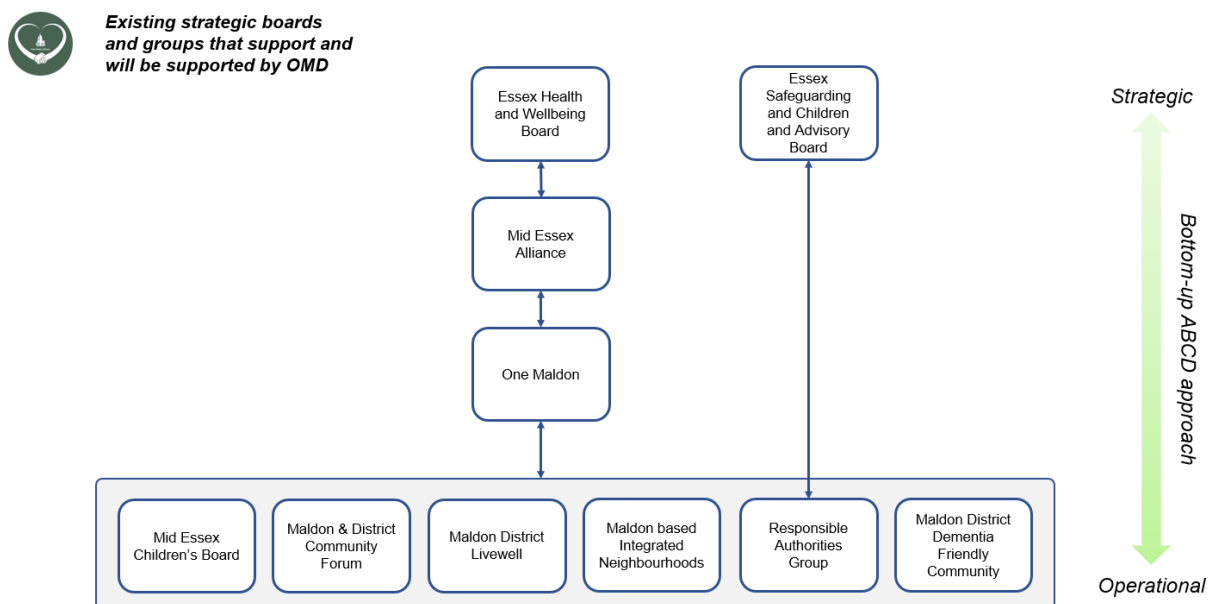
4. Membership

- One Maldon District is a strategic level board that unites organisations from the community, business, public and voluntary sector.
- The level of membership required is so a member can represent whole organisations or sectors, devise and confirm a joint strategic plan, make high level decisions, commit resources, and seek to break down any operational barriers.
- Organisations and sectors included in One Maldon District membership includes but is not limited to:
 - Local Authority – Maldon District Council and Essex County Council
 - Health – NHS Mid Essex Alliance, Active Essex
 - Voluntary Sector – Maldon and District CVS
 - Faith representation
 - Education – Schools, Further Education, Higher Education
 - Housing
 - Business
 - Political Leadership – Maldon District Council Leader and Leader of Opposition
 - Guest Speakers

Please see separate file for the **One Maldon District Membership List**. This is a live document that is held by the One Maldon District Administrator (see Section 9 below). New member requests are to be brought to the attention of the Chair. Requests will be authorised by vote at the next One Maldon District meeting.



Figure 1. Existing strategic boards and groups that will support and be supported by One Maldon District



Nature and frequency of meetings

The One Maldon District board shall meet quarterly to develop its strategic plan and review progress towards achieving the priorities within the plan.

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

5. Roles and responsibilities

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

Chair responsibilities:

- Ensure that One Maldon District meetings are run effectively, focusing on the key priorities and making best use of time available.
- Ensure that all members have an equal opportunity to participate in discussion and decision-making.



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- Ensure clear lines of communication with all One Maldon District representatives.
- If the Chair is absent for any meeting, the Vice Chair shall chair that meeting and shall be entitled to exercise the Chair's casting vote if required.

Vice Chair

Vice Chair responsibilities:

- Carry out the role as described above when the Chair is not available.

Members

Members' responsibilities:

- Attend meetings regularly.
- Actively participate in discussions and decision making.
- Share updates and information from their respective organisations.
- Implement agreed actions within their organisations.

Administrator

Administrator responsibilities:

- Organise pre- and post-meets for key One Maldon attendees wishing to help jointly set the agenda for each meeting.
- Distribute agenda and meeting materials in advance.
- Organise venue hire.
- Oversee set-up of electronic equipment for meetings.
- Liaise with minute taker to ensure sharing of meeting minutes for ratification at post-meets.
- Track action items and ensure follow-up.

6. Quorum

The minimum number of partners who must be present at any meeting must include five partners. If there are less than five partners present, it can be recommended to seek ratification through e-mail of decisions to keep processes fluid and action focused.

7. Reporting and communication

The Chair of this board will agree and distribute an agenda at least seven 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 ten days prior to the meeting date.

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



It is to be agreed by the board that a minute taker is supplied by one organisation (for consistency).

8. Accountability

One Maldon District is accountable to the people of Maldon District. This accountability is through the existing accountability structures of the partner organisations. One Maldon District is committed to being transparent and responsible to the people it serves, and it will use the existing methods of accountability that are already in place for the different organisations involved.

9. Oversight of Delivery against One Maldon District priorities

At One Maldon District workshops held in October and December 2022, members agreed that One Maldon District needs to be 'action focused' as a strategic group. It was agreed that, from January 2023, a One Maldon action plan will be created to hold members to account for delivering actions against One Maldon District priorities. This action plan will be agreed and ratified by One Maldon District members. It will be reported on through governance arrangements that are in place at Maldon District Council to oversee delivery of the Council's Corporate Plan.

Key roles and responsibilities for delivery of the action plan are as follows:

- **One Maldon District Programme Manager** – Integrated Health and Community Manager, Maldon District Council
- **One Maldon District Administrator** – Mid Essex Alliance Business Support, NHS Mid Essex Alliance
- **One Maldon District Communications Lead** – Relationship Manager – Mid Essex, Active Essex
- **One Maldon District Data Lead** – Public Health Officer, Maldon District Council
- **One Maldon District Finance Lead** – Director, Maldon & District CVS

Updates on the One Maldon District Action Plan will be a standing agenda item at each quarterly meeting.

10. Financial processes

Pooled budget to cover ongoing One Maldon District costs

One Maldon District partners have agreed that members can contribute to a small, pooled annual budget. The suggestion for a non-mandatory, nominal contribution from each partner is £500.00 per annum. The pooled budget is to cover the ongoing costs of One Maldon District such as venue hire and training. The One Maldon District Finance Lead holds this budget on behalf of One Maldon District at the business bank account of their employing organisation.



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Spend of £100.00 or below from this budget can be authorised virtually by ALL three of the following:

One Maldon District Chair

One Maldon District Programme Manager

One Maldon District Finance Lead

Spend of over £100.00 will need to be agreed with and authorised by all One Maldon District members.

The One Maldon District Finance Lead is required to monitor spend against the pooled budget and proactively flag to One Maldon District members if there is forecast under- or overspend within the financial year. In Quarter 3 each year, the Finance Lead will ask for pooled contributions from One Maldon District members for the upcoming financial year. At the end of Quarter 4, an annual financial summary will be presented to One Maldon District. This will be filed with the meeting minutes.

Grant Funding

In addition to holding a small, pooled budget, the One Maldon District Finance Lead can hold grant funding on behalf of One Maldon District. This is on the premise that the funding is utilised to deliver against One Maldon District's priorities as per the aims and purpose of One Maldon District outlined in this Terms of Reference. Responsibility for ensuring compliance with financial regulations and funding body requirements lies with the One Maldon District Finance Lead and the applicant organisation. Financial monitoring processes are to be agreed between the One Maldon District Finance Lead and the applicant organisation in accordance with the funding requirements. Grant financial monitoring will be amalgamated into existing One Maldon District reporting, to the satisfaction of One Maldon District members.