

**Date of Adoption: 13<sup>th</sup> July 2018**

**Scheduled Review: March 2021**

## **Suffolk Public Sector Leaders (SPSL)**

### **Terms of Reference**

The Core Purpose of SPSL is to

- (a) Provide a venue for 'strategic multi-organisational' debate on key issues and resolve differences on strategic matters
- (b) Be the 'pinnacle' of wider joint working arrangements across the county and the location where county wide groups (e.g. all portfolio holder involved county wide groups) report in to (e.g. an annual report will be sought from each that confirms: (i) the purpose of each group; (ii) its membership; (iii) its achievements over the last 12 months; and (iv) its planned activities for the next 12 months)
- (c) Advise on the use of 'pooled' resources (e.g. the two county wide business rate initiatives and the Transformation Challenge Award)
- (d) Determine collective 'lobbying' positions / activities
- (e) Endorse (future) funding bids for county wide activity
- (f) Focus on the public sector (i.e. recognising there are other venues for private (LEP) and community and voluntary (Congress) sector discussions)
- (g) Identify shared challenges and opportunities and determine ways forward
- (h) Share intelligence / ideas and innovative practice
- (i) Ensure things get done.

The Regularity and Location of Meetings will be as follows:

There should be 5 formal SPSL meetings a year.

These will take place (approximately) in:

- (a) June
- (b) September
- (c) November
- (d) January
- (e) March

Meetings to be located around the County on 'rota' of East, Ipswich, Central (Babergh / Mid Suffolk), Ipswich and West

The Organisation of the Meetings will be as follows:

- (a) Have published papers and minutes (one week before the meeting)
- (b) Open to public attendance
- (c) Reach 'SPSL' view on the agenda items - but not to be a formal 'joint committee' – i.e. financial decision making rests with the 'accountable body(s)'.  
financial decision making rests with the 'accountable body(s)'.
- (d) Establish and keep to annual (and longer) 'work programme'
- (e) Each substantive item of business on the agenda will be led by one of the 'Members' of SPSL

The Membership / Participants of SPSL will be as follows (or their successor organisations):

- (a) Leaders (or their sub(s)) of the 8 principal councils
- (b) The Police and Crime Commissioner
- (c) Chairs (or their subs) of all 3 Clinical Commissioning Groups
- (d) Chair (or their sub) of New Anglia Local Enterprise Partnership.
- (e) Chair (or their sub) of the Business Board of the Cambridgeshire and Peterborough Combined Authority

In addition 'chief officers' can attend to provide support.

In addition the meeting could decide to 'co-opt' or 'invite' people onto the group (or to attend) for a period or for a particular item (e.g. the Vice Chancellor of the University of Suffolk in relation to matters relating to higher education).

The Chair of the Meeting will be:

- (a) One of the members of the group (a to e within the 'Membership / Participants of SPSL' section above)
- (b) Elected by proposer / seconder and ballot (if necessary)
- (c) To serve a two year term from first meeting of the relevant 'municipal' year (but an individual organisation (or individual person) cannot be chair for more than 3 years in any six year period)
- (d) The Chair will be the 'voice' of the meeting within broader communications / PR.

A Vice-chair will also be elected (on the same basis as above) to chair the meeting in the event that the Chair is absent. In the event that both Chair and Vice-chair are absent, one of the other voting members will be chosen to chair the meeting / item.

*Note: An interim arrangement for the Chair may be appropriate for the rest of the 2018/19 municipal year.*

Relevant Administrative Support for Meetings will be provided by:

This will be provided from within the organisation of the elected Chair. Funding for this will be allocated from the 'Leaders Pooled Business Rate' pot. The money will be spent on:

- A part time administrator
- The costs of meeting organisation
- Communications / PR support.