

## **Basingstoke Area Strategic Partnership Board Terms of Reference**

**The Basingstoke Area Strategic Partnership is a voluntary partnership. It brings together different sectors to focus on local issues in a strategic and co-ordinated way.**

### **Purpose**

1. To provide leadership for collaborative working on priority issues, to share good practice, reduce duplication and aid coordination of cross partnership activities by delivering partnership events.
2. To have strategic overview of the Priority Action Groups (PAGs), sub-groups and task and finish groups which together form the Basingstoke area Strategic Partnership (BASP).
3. To identify the strengths, issues and longer term challenges facing the borough through sharing evidence.
4. To provide a vehicle for communication and consultation with the statutory, voluntary, community and private sector with every member taking responsibility for sharing information and ensuring actions are delivered within their relevant organisation.
5. To engage and strengthen relationships beyond the borough such as with Hampshire County Council, Enterprise M3, Government and region-wide agencies.

### **Administration of the BASP Board**

- a) All Partners shall have equal influence and involvement.
- b) The Partnership shall meet every three months either for Board meetings or wider partner events.
- c) Sub groups and project teams may be established and meet as needed to progress delivery of Partnership activity.
- d) Basingstoke and Deane Borough Council shall provide the administrative support function for the Partnership, i.e. taking and distributing minutes, issuing correspondence and coordinating meetings and events. Agendas will be circulated 2 weeks before board meetings.
- e) The BASP board is not primarily a decision making body, where decisions are made however they shall be reached by consensus wherever possible and the chair shall

endeavour to facilitate a consensual approach at all times. Each Partner shall have the right for their views to be expressed and discussed.

- f) The Terms of Reference shall be reviewed every two years.

### **Election of Chair and Vice Chair**

- a) The chair and vice chair will serve for 2 years. Any board member may stand for election. Notice of election will be given 6 weeks in advance of the meeting when the election is taking place. Nominations should be emailed to the partnership coordinator 2 weeks before the meeting and will be circulated to board members prior to the meeting.
- b) At the start of the BASP Board meeting the Chair will stand down and the Borough Council Chief Executive or Borough Council Leader will take the chair to oversee the nominations and elections of both the Chair and Vice-Chair. Voting rights are limited to BASP Board Members (whether representing an organisation or a partnership) on the basis of one vote each.
- c) All nominations shall require a mover and seconder from the BASP board which will be sought verbally at the meeting.
- d) A vote shall be taken by the BASP Board to determine first the Chair and then the Vice-Chair. This will be by show of hands unless any Board member requests in advance of the election a ballot, and will be determined by a simple majority. If there are more than two persons nominated and there is not a majority, the person receiving the least number of votes shall be deleted and a fresh vote taken until one person receives a majority of votes cast.
- e) The elected Chair will chair the remainder of the meeting.
- f) If a chair or vice chair stands down for any reason a new post holder should be elected at the next appropriate Board meeting.

### **Membership of the BASP Board**

- a) Each Priority Action Group, sub-group and task and finish group should nominate one person to represent them on the BASP Board.
- b) Local organisations providing key services to borough residents are invited to select a representative to sit on the board. This includes but is not limited to: Hampshire Police, Hampshire Fire and Rescue, Hampshire County Council, Basingstoke and Deane Borough council, Hampshire Hospitals NHS Foundation Trust, Basingstoke Voluntary Action and Basingstoke District Association of Parish and Town Councils.

- c) Organisations representing particular sectors such as the Hampshire Chamber of Commerce, the Heads and Principals Group, the Voluntary Sector Forum, the Multi-cultural Forum, the Disability Forum and the Cultural Forum are also invited to select a representative to sit on the board.
- d) Existing board members may suggest an organisation, partnership or forum join the board where there appears to be a gap in representation. This should be agreed by a majority vote of board members.
- e) Board members are responsible for sharing information with their organisation, group or partnership and for representing them at board meetings.
- f) Visitors or additional PAG members may be invited to attend meetings where relevant to a particular topic being discussed. Such invites should be agreed by the chair in advance of the meeting.
- g) Non board members may ask to attend a meeting, where they feel their contribution is relevant to a topic being discussed. Such requests should be forwarded to the partnership coordinator and be agreed by the chair in advance of the meeting.
- h) Invitations to BASP workshops/conferences will be extended to a wider audience.

### **Exit strategy**

- a) If the Basingstoke Area Strategic Partnership decides it is necessary or advisable to dissolve the Partnership, it may do so by calling a meeting of the Basingstoke Area Strategic Partnership Board for which 21 days notice shall be given. The Partnership will be dissolved if the proposal is confirmed by a two-thirds majority of those present and voting at the meeting. The Basingstoke Area Strategic Partnership does not own any assets.

**Chair:**

Anthony Bravo  
Basingstoke College of Technology  
Elected December 2018

**Vice Chair:**

Julie Maskery  
Hampshire Hospitals NHS Foundation Trust  
Elected December 2018

**Partnership Coordinator:** Rhiannon Sievwright, Basingstoke and Deane Borough Council  
Contact: [rhiannon.siewwright@basingstoke.gov.uk](mailto:rhiannon.siewwright@basingstoke.gov.uk), 01256 845455

***Terms of reference to be reviewed December 2020***

## **Representation**

Organisations and partnerships currently represented on the board are\*:

### **Partnerships:**

Basingstoke Children, Young People and Families Partnership
Basingstoke Cultural Forum
Basingstoke Disability Forum
Basingstoke Employment and Skills Zone
Basingstoke Health and Wellbeing Partnership
Basingstoke Together
Basingstoke Voluntary Sector Forum
Low Carbon Energy Group
Federation of Small Businesses
Hampshire Chamber of Commerce
Housing Partnership
Regeneration Partnership
Safer North Hampshire
Social Inclusion Partnership
Welfare Reform Steering Group

### **Voluntary Sector:**

Basingstoke Consortium
Basingstoke Voluntary Action

### **Public Sector:**

Basingstoke and Deane Borough Council (Leader of the Council and Chief Executive)
Basingstoke District Association of Parish and Town Councils
Basingstoke College of Technology
Hampshire County Council
Department for Work and Pensions
Hampshire Fire and Rescue
Hampshire Hospitals NHS Foundation Trust
Hampshire Police
University of Winchester

- Please see BASP Board Representatives document for names of current representatives.