

Devon Strategic Partnership Devon Futures Group

Terms of Reference

1. Structure of the overall Partnership – where the Devon Futures Group fits. The structure of the overall Devon Strategic Partnership is shown in Appendix 1 to this document, together with a brief description of the role of each of the partnership tables.

2. The role of the Devon Futures Group

The Devon Futures Group is one of the partnership tables that form the overall Devon Strategic Partnership, each of which play a discrete role that helps the overall effectiveness of the Partnership.

Role

- 2.1. The Devon Futures Group will be a place where discussions about the social, economic and environmental concerns of the work we do can be meaningfully held in order to maximise opportunities for increasing sustainability and encouraging the synergy between themes. The group will do also do some 'blue sky' thinking about futures, trends and consider what these mean for Devon. Out of this may come some scenario planning; there may also be learning that will need to be cascaded throughout the partnership and beyond.
- 2.2. The group will work towards monitoring and measuring progress towards balanced sustainability. It will review its progress after at the end of each year.
- 2.3. The group's membership will be drawn primarily from the DSP theme groups, particularly those concerned with economy, environment, strong (including social inclusion) and housing.
- 2.4. The responsibility for delivery of the actions will rest with the theme groups, not this group. Sustainable Devon may make recommendations to the DSP Partnership Board, the Delivery Board and theme groups, which will be considered as part of their business.
- 2.5. This group will be responsible within the overall Devon Strategic Partnership for identifying and understanding the facts and data relating to developments in economic, social and environmental sustainability. They will also consider the implications of global, national, regional, sub regional and local developments as they affect the work of the overall Devon Strategic Partnership and the balance of sustainability.

2.6. The group will endeavour to keep all parts of the overall Devon Strategic Partnership, and the public informed about its work via action notes.

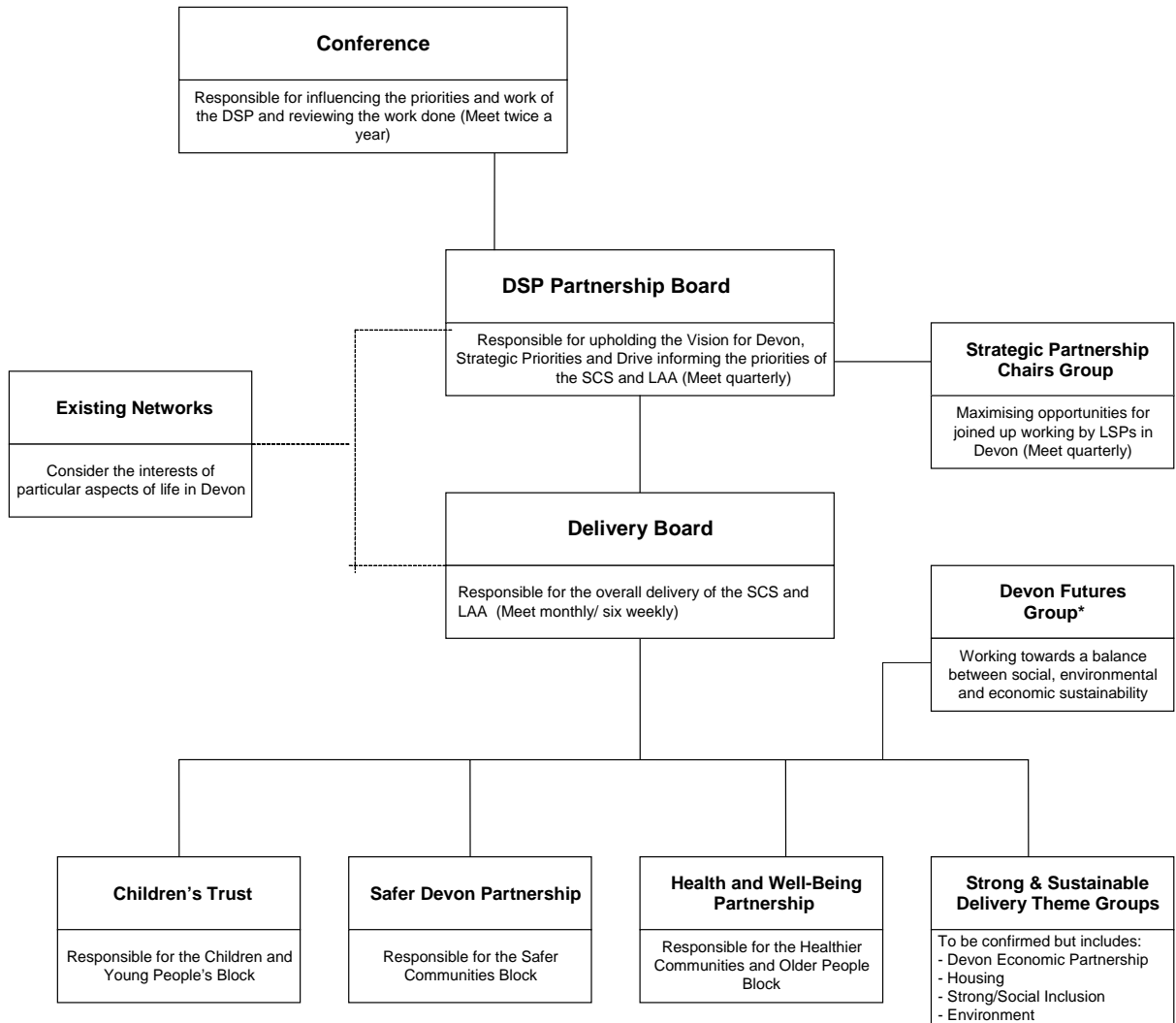
3. Method of Operation

- 3.1. The Devon Futures Group shall meet 4 times a year, but this can be varied by agreement at a meeting.
- 3.2. If a meeting of the group needs to be called between regular planned meetings, this can be done with agreement of the Chair. As much notice as possible will be given of all meetings.
- 3.3. A meeting shall be quorate when a minimum of 5 members are present. Decisions shall be made by consensus where possible, as this is the preferred method of decision making. Where consensus is not possible, a vote will be taken to establish the majority view of the Devon Futures Group, which shall be minuted as such. If a vote does not produce a majority, the Chair shall have a casting vote.
- 3.4. The membership shall be as shown in Appendix 2 hereto, but can be changed by agreement of the group. Changes to the person representing a theme group or organisation listed there can be made by the theme group or organisation at any time by notifying the secretariat to the group. However, members are requested to recognise the importance of ensuring membership is at an appropriate level of seniority and influence. In addition, the group may agree to co-opt members temporarily in order to introduce technical expertise when considering a specific topic.
- 3.5. Members are expected to attend regularly or if attendance is not possible to send a representative who is fully briefed. If members fail to attend over a prolonged period, the Chair can request that an alternative representative is found or that the theme group or organisation concerned reviews its membership of the Devon Futures Group.
- 3.6. The group shall elect a Chair and Vice Chair from within its membership, such election to happen annually. A Chair can be re-elected for a maximum of 3 consecutive years. Their decision is to be ratified by the DSP Partnership Board
- 3.7. These Terms of Reference can be varied by agreement of this group. This group shall also consider requests for variation to these Terms of Reference that may come from other of the partnership tables.

4. Relationships with other parts of the overall Devon Strategic Partnership

- 4.1. The Devon Futures Group can make recommendations to any of the groups below; in addition, the relationship with each group is as follows:
- 4.2. **The conference.** The conference will meet twice a year and will help to inform the work of the DSP Partnership Board in relation to priorities, vision and issues. It will also provide a scrutiny role over the work of the overall Devon Strategic Partnership. The Devon Futures Group will take relevant outcomes of each conference into consideration in their work.
- 4.3. **The DSP Partnership Board .** The DSP Partnership Board is planning to meet 4 times a year and will be the overarching partnership table. The Devon Futures Group is accountable to the DSP Partnership Board. The DSP Partnership Board may ask the Devon Futures Group to propose solutions or to help progress items. The DSP Partnership Board will also receive progress reports which may include recommendations from the Devon Futures Group which it will consider as part of its business.
- 4.4. **The Delivery Board.** The Delivery Board is planning to meet approximately monthly and will have responsibility for the delivery of the Sustainable Community Strategy and Local Area Agreement and for implementing action in theme groups and partner organisations. The Delivery Board may ask the Devon Futures Group to propose solutions or to help progress items, and it will review progress made by the Devon Futures Group. The Delivery Board will also receive progress reports which may include recommendations from the Devon Futures Group which it will consider as part of its business.
- 4.5. **Strategic Partnership Chairs group.** This is made up of the Chairs of the LSPs of Devon, at district, city, unitary and county level. This group has met in the past as a forum for the exchange of good practice; it has now been agreed to make it a partnership table of the Devon Strategic Partnership to ensure that the opportunities for collaborative working amongst LSPs can be maximised and to forge closer links between LSPs in the county. The Strategic Partnership Chairs group may ask the Devon Futures Group to propose solutions or to help progress items, and it will review progress made by the Devon Futures Group; it will also receive progress reports which may include recommendations from the Devon Futures Group which it will consider as part of its business.
- 4.6. The Devon Futures group will request each of the above groups that it should not receive requests to carry out tasks during 2007 to enable it to initiate some work according to its brief.

Appendix 1 - Governance diagram of the overall Devon Strategic Partnership 2007



* No delivery responsibilities but provides direction and linkages across the subject areas

Appendix 2 – membership of the Devon Futures Group

SECTOR	FIRST NAME	SURNAME	POSITION	ORGANISATION
ENVIRONMENT, ECONOMY AND CULTURE (AND WIDER REMIT OVER OTHER THEMES)	EDWARD	CHORLTON	DEPUTY CHIEF EXECUTIVE AND DIRECTOR OF ENVIRONMENT, ECONOMY AND CULTURE	DEVON COUNTY COUNCIL
ENVIRONMENT	MARTIN	WEILER	AREA MANAGER DEVON AND CORNWALL	ENVIRONMENT AGENCY
ENVIRONMENT	PHIL	COLLINS	AREA MANAGER DEVON AND CORNWALL	NATURAL ENGLAND
SUSTAINABILITY	IAN	HUTCHCROFT	Sustainable Prosperity Manager, Devon County Council AND....	...MEMBER,DEVON SUSTAINABLE ENERGY NETWORK
ECONOMY	TIM	JONES	CHAIR	DEVON ECONOMIC PARTNERSHIP
ECONOMY	SUE	SMITH	HEAD OF ECONOMY	DEVON COUNTY COUNCIL
ECONOMY	STEVE	NOYES	OPERATIONS & CUSTOMER SERVICE DIRECTOR	MET OFFICE
STRONG COMMUNITIES & SOCIAL INCLUSION	SUE	CRAYTHORNE	LOCAL AREA AGREEMENT LEAD, STRONGER COMMUNITIES	DEVON COUNTY COUNCIL
STRONG COMMUNITIES & SOCIAL INCLUSION - VCS	JAY	TALBOT	CHIEF EXECUTIVE, COMMUNITY COUNCIL OF DEVON	REPRESENTATIVE OF VCS
STRONG COMMUNITIES & SOCIAL INCLUSION	IAN	HOBBS	LEAD OFFICER, COMMON GROUND	DEVON COUNTY COUNCIL
HOUSING	TBC			
HOUSING	TBC			

MEMBERSHIP FROM OTHER THEMES (Children and Young People, Health and Wellbeing, Safer Devon) TO BE INVITED AS APPROPRIATE.