

Proposed SPIP Reporting Protocol

PURPOSE

1. To clarify and agree the reporting procedures for taking items to SPIP Board to ensure consistency in approach and to maximise efficiency of SPIP Board meetings.

BACKGROUND

2. As part of outlining the protocol for SPIP, the terms of reference have been brought up to date. These are attached as Appendix 1. The terms of reference outline the role of SPIP and the key activities that the partnership coordinates. SPIP provides a forum for partnership working and collaboration for a range of areas including spatial planning, economic development, housing, transport, and general infrastructure across Oxfordshire. As part of this, the partnership represents the key mechanism for implementing the Duty to Cooperate in the county. The partnership seek to develop and communicate consensus views that seek to inform, assist and influence Government, Government agency, Local Enterprise Partnerships in and adjoining Oxfordshire and other statutory bodies including the Local Transport Board in their policy formulation and decision making roles.
3. In order for SPIP to effectively deliver collaborative working and to ensure a positive framework for growth in Oxfordshire there needs to be a consistent and transparent approach to joint working and decisions. As identified in the Strategic Economic Plan guidance, we will need to demonstrate that we can deliver collective decisions, with strong partnership arrangements and strong cross border local authority collaboration on growth.

IMPORTANCE OF COLLABORATION ACROSS PARTNERSHIPS

4. As part of the work undertaken by SPIP in developing a Statement of Cooperation for Oxfordshire the key partnership structures in Oxfordshire were outlined. This is shown in Appendix 2. This shows that there are a number of working groups and partnerships within the county. It is important that work is not duplicated by different groups and that agreed priorities for Oxfordshire are implemented consistently. SPIP provides the mechanism to ensure that different groups are co-ordinated, particularly in relation to cross border issues that will require agreement of local authority partners.
5. To achieve this SPIP makes links with other partnerships and working groups and commissions delivery work that assists partnership working. As such, the SPIP Programme Manager attends key Oxfordshire working groups associated with economic development, spatial planning and housing that are undertaking joint work and reports progress to the SPIP Executive. Where projects reach key stages that require agreement this will be escalated through the SPIP Executive to the SPIP Board.
6. Although some of the other groups are statutory or have their own decision making powers e.g. the Local Transport Board it is imperative that work is reported to the SPIP Executive in the first instance to ensure that the work in Oxfordshire is consistent with agreed priorities of the partner authorities and other work being undertaken. This frontloads the process to ensure consistency and buy in from the partners is achieved to minimise risk of delay later. For example the SPIP Executive can provide comments and advice to assist in delivery of proposals and identify whether it requires agreement of the SPIP Board.

PROPOSED REPORTING ARRANGEMENTS FOR SPIP

7. In order to achieve strong cross local authority collaboration and delivery of a clear growth vision for Oxfordshire all papers that are reported on behalf of an Oxfordshire Board or Partnership to the LEP, LTB or SPIP Board should first be considered by the SPIP Executive. Officer scrutiny will help ensure that the recommendations are robust, consistent with other work and priorities and capable of agreement. The following steps should therefore be implemented to ensure this is achieved.

Stage 1: SPIP Programme Manager to notify all Oxfordshire partnerships and working groups of future meeting dates of SPIP Executive and SPIP Board together with a copy of the reporting arrangements. Although SPIP Executive and Board can be flexible about meetings if an unexpected or urgent issue arises at short notice SPIP meeting cycles should be incorporated into project plans if the project is likely to require consideration by SPIP.

Stage 2: Agenda items and papers must be supplied to SPIP Programme Manager at least seven working days before the SPIP Executive meeting at which it will need to be considered.

Stage 3: SPIP Programme Manager or secretariat support officer to circulate SPIP Executive papers five working days before the meeting.

Stage 4: SPIP Programme Manager to coordinate a log of key actions to be circulated no later than two working days after the SPIP Executive meeting to ensure all attendees are clear of advice and outcomes from the meeting in order to deliver required amendments or actions. This log will identify whether or not the item needs to be escalated to SPIP Board.

Stage 5: Revised papers to be checked by SPIP Programme Manager who will establish whether the actions have been incorporated. If unclear or it is considered that the issues have not been resolved the Programme Manager will circulate to SPIP Executive officers for clarification.

Stage 6: Once the papers have been cleared by SPIP Executive, the SPIP Programme Manager or secretariat support will circulate final papers five working days before the next SPIP Board meeting.

Stage 7: SPIP Board will consider items in order to reach and act upon consensus agreements or decisions.

Stage 8: SPIP Programme Manager and SPIP Executive officers will be responsible for reporting agreed actions, issues and priorities to any or all of the following as it is deemed necessary:

- Oxfordshire Local Enterprise Partnership
- Oxfordshire City Deal Bid Team
- Oxfordshire Local Transport Board
- Neighbouring Local Enterprise Partnerships
- External bodies covered by the Duty to Cooperate

RECOMMENDATIONS

- **SPIP Board to consider the proposed reporting protocol, as drafted, for agreement.**
- **SPIP Board to agree the updated Terms of Reference for SPIP, attached in appendix 1, for publication on the SPIP webpage.**

NEXT STEPS

All Oxfordshire partnerships to apply the reporting protocol to ensure papers that are reported to SPIP Board, LTB and where relevant the LEP, have been appropriately checked before going to the respective Board meetings.

Appendix 1: SPIP Terms of Reference

AIM AND OBJECTIVES

To provide a forum for partnership working and collaboration on spatial planning, economic development, housing, transport, and general infrastructure across Oxfordshire.

To lead and co-ordinate liaison with the Local Enterprise Partnership on Oxfordshire wide issues and support the LEP in the identification of priorities and development of investment strategies and economic plans for Oxfordshire.

To lead and co ordinate liaison with the Homes and Communities Agency (HCA) to develop plans to enhance Oxfordshire share of HCA development programmes and contribute to any related interaction with Government agencies

To lead on production of joint work on cross border issues to ensure partners meet the requirements of the Duty to Cooperate and wider national policy.

To advise partners on matters of collective interest in the fields of activity listed above.

To seek agreement on local priorities and targets in the fields of activity listed above and ensure that agreed priorities are applied in other joint work and projects across Oxfordshire.

To seek agreement on alignment between national and LEP funding streams in the fields of activity listed above.

To assist in the establishment of detailed arrangements for integration between spatial, infrastructure and public service planning activity in appropriately defined localities.

To provide a forum to share information and analysis on spatial planning, economic development, housing, transport, and general infrastructure issues including in areas adjoining the county boundary.

PURPOSE

More specifically the partnership will seek to:

- develop and communicate consensus views that seek to inform, assist and influence Government, Government agency, Local Enterprise Partnerships in and adjoining Oxfordshire and other statutory bodies including the Local Transport Board in their policy formulation and decision making roles;
- develop and communicate consensus views that seek to inform, assist and influence organisations and agencies that operate across local authority administrative boundaries;
- provide advice on economic development, housing, transport, general infrastructure and funding to ensure appropriate research, policy and resource input to facilitate economic growth in Oxfordshire
- make links with other partnerships and working groups and commission delivery work that assists partnership working in the areas defined above

To facilitate this the Partnership will engage constructively, actively and on an on-going basis in any process that involves the following:

- The preparation of development plan documents
- The preparation of other local planning documents
- The planning and prioritisation of infrastructure and investment in Oxfordshire to support economic growth of the area
- Activities that support any of the above so far as they relate to sustainable development or use of land that has or would impact on more than one of the partners.

The engagement required of partners includes, in particular considering whether to consult on and prepare, and enter into and publish, agreements on joint approaches to the undertaking of activities

listed above where there are cross border issues and for LPAs considering whether to prepare joint local development documents. Partners have also agreed that they will act expediently when undertaking joint work related to the activities listed above to avoid unreasonable delay.

PARTNERSHIP WORKING ARRANGEMENTS

The Spatial Planning and Infrastructure Partnership operates by Member consensus. SPIP will report its discussions and agreed actions to any or all of the following as it is deemed necessary:

- Oxfordshire Local Enterprise Partnership
- Oxfordshire City Deal Bid Team
- Oxfordshire Local Transport Board
- Neighbouring Local Enterprise Partnerships

SPIP will be supported by an officer working groups in a number of key areas including planning, housing and economic development to help deliver the technical work required as part of the agreed process. SPIP will report its discussions and agreed actions back to relevant officer groups via their Programme Manager as necessary.

As part of this the partners will also ensure that SPIP other bodies covered by the Duty to Cooperate. These bodies include:

- Environment Agency
- English Heritage
- Natural England
- Civil Aviation Authority
- Homes and Communities Agency
- Clinical Commissioning Groups
- Office of the Rail Regulator
- Highways Agency
- Integrated Transport Authorities
- Highway Authorities
- Neighbouring Local Planning Authorities outside Oxfordshire

PARTNERSHIP PRINCIPLES

The Partnership is constituted as a “thematic partnership” under the *Oxfordshire Partnership Governance* Arrangements. It is committed to working to the general principles and procedures established by Oxfordshire Partnership (summarised below with specific reference to the role of this Partnership):

Visible commitment and ‘ownership’ by the various member organisations and individual representatives

- Mutual trust and respect
- Openness and transparency
- Effective communication and accountability
- Removal of barriers to equality of access and opportunity
- Effective decision making

The Partnership is a forum for liaison and information sharing and the development of consensus views on matters of mutual interest.

Consensus views will be used to advise and influence the relevant decision making bodies including:

- Government and its agents
- National agencies particularly Homes and Communities Agency and Highways Agency
- Oxfordshire Local Enterprise Partnership and neighbouring Local Enterprise Partnerships
- The District Councils as Local Planning Authorities
- The District Councils as Housing Authorities
- The County Council as Highway Authority

- The County and district councils as general service providers
- The Oxfordshire Local Transport Board
- The District LSPs (as the primary locality based co-ordinating partnership)
- Other infrastructure and service providing bodies and partnerships that are affected by, and can influence, local economic development, housing, transport, general infrastructure and spatial planning activity

The Partnership will work closely with other Oxfordshire based partnerships where there are cross over issues. It will work with District LSPs and other locality based partnerships where it is appropriate that a more detailed level of partnership working is undertaken on areas covered by the terms of reference.

MEMBERSHIP/ CHAIRMAN AND DEPUTY CHAIRMAN

Partnership Lead and Chairman

Local authorities will take the roles of Chairman and Vice Chairman on an annual rotation is shown in the table below.

Year	Chairman	Vice chairman
2013/14	Vale of White Horse District Council	West Oxfordshire District Council
2014/15	West Oxfordshire District Council	Cherwell District Council
2015/16	Cherwell District Council	Oxfordshire County Council
2016/17	Oxfordshire County Council	Oxford City Council
2017/18	Oxford City Council	South Oxfordshire District Council
2018/19	South Oxfordshire District Council	Vale of White Horse District Council

Core Members

- Leader or other Cabinet / Executive Member from each council (with named substitute giving potential to substitute in the Cabinet Member with most appropriate portfolio for items under discussion at any particular time). There is full discretion to member councils in terms of review or length of membership of their representative.
- Homes and Communities Agency (HCA)
- Oxfordshire Local Enterprise Partnership (LEP)

Invitees:

- Highways Agency (HA)
- Environment Agency (EA)
- Natural England (NE)
- Oxfordshire Clinical Commissioning Group (OCCG)
- Thames Valley Police (TVP): Area representative for Oxfordshire

Supporting officers:

- OCC – 1 nominated senior officer
- District Councils – 1 nominated senior officer
- Programme Manager and support staff (see Secretariat below)
- Specialist officers as required by business on agenda

Roles and Responsibilities of Partnership members

Roles and responsibilities are indicated below:

Core Members: will be responsible for sharing information from and the views of the body they represent and for reaching and acting on any consensus agreements or decisions.

Invitees: are asked to assist the core members in their deliberations by invitation, offer advice to them and communicate the views of the Partnership back to their organisations.

Senior Officers: will prepare and present appropriate reports and offer direct advice to core Members.

Programme Manager and Support Staff: the Programme Manager will develop the objectives and work plan for the Partnership, lead on partnership projects, co-ordinate officer working groups to support the partnership, prepare and present appropriate reports and offer direct advice to core Members. Other support staff will be responsible for meeting administration including preparation / co ordination of agenda and minutes.

Specialist Officers: will only be required to assist with specific items on the agenda where additional depth of support is required in the meeting

MEETINGS

The SPIP Board will meet every 2 months supported by an Executive that will meet approximately once a month. Additional meetings may be required to facilitate timely progression of work and this will be accommodated.

Partnership information will be published on the Oxfordshire Partnership website. This will include:

- Information about the Partnership including its terms of reference and any agreed plans, programmes, projects and targets
- Links and contacts
- Meeting agendas and papers

The Council responsible for leadership of the Partnership will provide information for the website. Maintenance of the website and publication of information on the site is the responsibility of Oxfordshire County Council.

EQUALITIES AND INCLUSION

The Partnership gives high priority to equalities issues. It will rely on the equalities impact work and publications of its constituent bodies to provide awareness and analysis of relevant issues. Senior officer participants in meetings are responsible for flagging any specific issues that arise and that require detailed consideration by the Partnership itself.

SECRETARIAT

Secretariat support will be the responsibility of the lead council. A jointly resourced Partnership Programme Manager is managed by the lead Council.

The Partnership is also be supported informally by established local authority officer and partner liaison arrangements. The SPIP Programme Manager will ensure the linkages are made between inter-related policy initiatives and the activities of relevant bodies and partnerships. The Programme Manager will undertake a co-ordinating role in responding to matters raised by the Partnership.

DETERMINATION OF AND TERMINATION OF PARTNERSHIP INVOLVEMENT

Membership of the partnership and representation at meetings is as listed above, or is by additional special invitation from the Chairman as needs dictate. Membership can be terminated by notice to the Chairman and Secretariat.

Appendix 2: Partnership arrangements in Oxfordshire

