

Norwich Locality Board

Terms of Reference

Key purpose

- to understand future needs of the City and to determine priorities for the locality
- to take action upon issues of local need that require collaboration to be effective and so improve outcomes for local people
- to identify opportunities for cost savings and efficiencies through joint service redesign and shared provision and better co-ordination of public service delivery

Key tasks

- To explore joint service reconfiguration– this may include at the simplest level identifying efficiencies through joint training opportunities, or at the strategic level co-location of staff and integrated commissioning- at all times learning from elsewhere
- To support the development of locality based mechanisms /delivery arrangements to improve local outcomes

It is recognised that the policy environment is one of ongoing change, and there will need for flexibility to respond to newly emerging initiatives.

Key approaches

The group will embrace the following ways of working:

- A collaborative response to identifying local issues and finding solutions, maximising opportunities for sharing knowledge and understanding challenges from different perspectives
- A restorative approach that works to people's strengths and can build the capacity of communities
- An informed approach to understanding needs and taking action, which will be based upon evidence and user involvement

Membership

Core membership of the group should include:

Norwich City Council - Leader (and Chief executive officer in attendance)
Police - Superintendent for Norwich
Norwich clinical commissioning group
Public Health Consultant
Children's Locality Manager
Head of social care (Norwich locality)
Commissioners of adults and children's services
Voluntary sector representative
Local business representative
Representative of Broadland District Council

Additional representation can be introduced at any time according to the work programme.

Task and finish groups may be established to progress particular issues drawing in other relevant organisations / people appropriate to the task.

Role and responsibilities

The meetings will provide an opportunity for key partners to share issues, identify common areas of influence, understand blockages and seek ways to improve public service delivery. The agenda will be collaboratively led and partners will have equal opportunity in, and responsibility for, shaping it.

The role of the group and any task and finish group will be to “make things happen” and individuals will be tasked with accountable actions. The focus is on developing local solutions for local issues.

Members of the group are required to ensure the appropriate cascade of information occurs within and across organisations and sectors.

Chair

The Leader of Norwich City Council will chair the group.

Frequency of meetings

The core group would meet every two months with an open agenda that can and should be shaped by members.

Agendas and paperwork should be minimal; clear action points and action owners should be agreed at the meeting, recorded and followed up.

Wider engagement

Once a year, or as required, a wider forum may be drawn together to network and focus on a key issue that is complex and difficult to resolve. The decision to bring together this forum lies with the core group; it should be demand led, and at all times have clear focus and outcomes.