

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 holders involved in county-wide groups) report in to. This supports the commissioning approach adopted by SPSL in June 2021. To further embed this approach, a forward plan will be reported to SPSL meetings based on reporting cycles associated with commissions from SPSL.
- (c) Advise on the use of 'pooled' resources
- (d) Determine collective 'lobbying' positions / activities
- (e) Endorse future funding bids for county wide activity
- (f) Commission activity to deliver shared strategic priorities
- (g) Focus on the public sector, where collaboration can add most value (recognising there are other settings for other sectors to come together)
- (h) Identify shared challenges and opportunities and determine ways forward
- (i) Share intelligence / ideas and innovative practice
- (j) 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 held via Microsoft Teams, with the possibility of meeting in person as relevant. For transparency, Teams meetings will be recorded with the most recent meeting accessible on the SPSL web page.

The Organisation of the Meeting will be as follows:

- (a) Have published papers and minutes (one week before the meeting)
- (b) Open to public attendance
- (c) Reach collective SPSL view on the agenda items – but not be a formal 'joint committee' – i.e. 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 six principal councils
- (b) The Police and Crime Commissioner
- (c) Chairs (or their subs) of the Integrated Care Systems

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; or the Chair of the Suffolk Business Board).

The Chair of the Meeting will be:

- (a) One of the members of the group (a to c 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 three years in any six year period)
- (d) The Chair will be the voice of the meeting within broader communications / P.R..

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.

Relevant Administrative Support for Meetings will be provided by:

This will be provided from within the organisation of the elected Chair, with support from the Chair of Suffolk Chief Officers Leadership Team (SCOLT) and other officers as relevant.

Decision making

- a) Decisions will generally be reached by consensus following debate.
- b) On matters related to the use of SPSL's share of pooled resources a consensus needs to be reached by all the Local Authority Leaders (or their substitutes) as these are the bodies which contribute to the resources.
- c) SPSL is not a formally constituted body and as such does not replace the primacy of individual partner bodies decision making processes.