

Denbighshire County Council

Tackling Poverty Group

1. Purpose

This Group has been created by the Council's Corporate Executive Team (CET) to enable Denbighshire County Council to achieve strategic oversight of the tackling poverty programmes and council-led services that contribute to the tackling poverty agenda.

The group is charged with understanding the key issues in Denbighshire and addressing areas of concern, including maximising efficiency and efficacy of services and initiatives so to achieve greatest impact and best outcomes for people in Denbighshire who are in poverty or at risk of falling into poverty.

2. 4. Aims, Objectives and Outcomes

To ensure tackling poverty activity within the county is successful and sustainable, so that fewer people in Denbighshire are living in poverty and are suffering the negative effects that living in poverty causes.

3. 5. Partnership Principles

The members agree to work together actively to achieve the aims of the Group. This may include:

- Visible commitment and shared 'ownership' by members
- Mutual trust and respect, openness and transparency
- Effective communication and accountability
- Combined expertise
- Creative and innovative solutions to problems
- Identification and sharing of best practice
- Removal of barriers to equal access and opportunity
- Addressing sustainability issues
- Clear purpose, clarity of expectations and agreed targets for action

- Effective decision-making and clear governance arrangements

8. Membership

- i. Leader of the Council – Cllr Hugh Evans
- ii. Anti-Poverty Lead for the Council – Cllr Hugh Irving
- iii. Corporate Director – Nicola Stubbins
- iv. Head of Service in which Families First programme sits – Leighton Rees
- v. Head of Service in which Flying Start programme sits – Karen Evans
- vi. Head of Service in which Supporting People programme sits – Phil Gilroy
- vii. Head of Service with responsibility for managing the Welfare Rights contract – Jackie Walley
- viii. Partnership Scrutiny Committee representative – Cllr Martyn Holland
- ix. Corporate Governance Committee representative – Cllr Jason McLellan
- x. Cooperative Group Communities First Lead (external) – Rhys Burton
- xi. Revenues and Benefits service manager (external) – Rod Urquhart
- xii. Citizen’s Advice Bureau Denbighshire (external) – Lesley Powell

Support Officer: Lead Officer, Strategic Planning & Performance – Liz Grieve

Meeting arrangements

Meetings will initially take place on a six-weekly basis during the Group’s establishment. This frequency will be reviewed after a period of four months.

Meetings will take place in Denbighshire County Council buildings, initially at Ruthin, but at other locations if attendees agree. These meetings will not be public.

The chair will be the Corporate Director for Communities, Nicola Stubbins, who will take responsibility for reporting to CET.

Meetings must have four attendees to be quorate, including two Elected Members, one Head of Service, and one external representative. It is acceptable for membership to delegate to a colleague from the same service/organisation.

Notes will take the form of an Actions list, and the Strategic Planning & Performance Lead Officer will organise their production. The Strategic Planning & Performance Lead Officer will also liaise with the Chair to set agendas, work plans, etc.

Agendas and notes will be circulated a minimum of five working days before each meeting, via email. Hard copies of papers will not normally be made available, except by prior arrangement.

12. Performance Management

The Strategic Planning & Performance Lead Officer will devise a performance management framework for approval by the Group, and produce reports on the minimum of a twice-yearly basis. The framework will follow Denbighshire County Council's methodology.

13. Risk Management which includes Indemnity and Insurance

The Strategic Planning & Performance Lead Officer will draft a risk register for approval by the Group, and: i) arrange for management of the mitigating actions, and ii) facilitate discussion on a twice-yearly basis to enable any necessary mitigating actions to be planned for and delivered.

14. Resource Management/Pooled Funds / Unpooled funds

Resources to support the Group's operation will be absorbed within existing budgets. No extra budget will exist, but the Group might be able to access grant funding.

15. Group Assessment and Variation of the Group Agreement

The Group will undertake a regular 'healthcheck' to ensure its remit and membership remain fit for purpose. Any recommendations for amendments can be suggested in the meantime.

16. Exiting of Involvement with the Group

Any members that wish to exit the Group should notify the Chair and Strategic Planning & Performance Officer in writing, and expect to attend the following two meetings in order to provide sufficient time for handover procedures.

17. Termination of the Group

If the group decides to terminate, a clear exit strategy should address how to deal with on-going commitments and liabilities, as well as informing all stakeholders, reviewing the risk register, and providing appropriate final reports. A termination review should also be conducted.

19. Community Involvement, Equality and Sustainability

The Group will promote the above principles. Any activity plans should specify systems and procedures that exist to involve the community in the delivery of services, and ensure consideration is given to equality and diversity and sustainability.

20. Information Sharing and Communication Methods

The Group will create a communication plan, covering:

- How will the Group share information?
- How will communication take place within this Group?
- How will communication take place from this Group to stakeholders?
- How the Group is applied to the Wales Accord on the Sharing of Personal Information (WASPI).
- Whether all Group should be signed up to WASPI.
- Whether an information sharing protocol needs to be developed.

21. Decision Making Process and Governance

The Group will make decisions by trying to achieve consensus, led by the Chair. In the absence of consensus, a voting system can be used, with the Chair having the casting vote.

The Strategic Planning & Performance Officer will be responsible for ensuring non-attendees are kept informed about decisions.

If a decision is of major significance (beyond the remit of delegated authority) then the Group will submit a report to gain each organisation's authorisation.

The group is formally accountable to the Council's Corporate Executive Team in the first instance.

22. Conflict of Interest

Any conflicts of interest should be declared prior to the start of discussion of the pertinent item.

27. Confidentiality

Any programme details including budgets, pressures, performance issues, etc. should be treated confidentially by all parties, where it is requested.