

TERMS OF REFERENCE

1. NAME

1.1 Derby Play Partnership

2. VISION STATEMENT

2.1 'Working to give all children and young people in the city the best possible opportunities to play and socialise at stimulating places that are of a high quality, by working:

- As a partnership of voluntary, independent, private and statutory organisations
- With children and young people, parents, carers and local residents.'

3. PURPOSE

3.1 The Play Partnership will be advocates for play throughout the city.

- The Play Partnership will promote the profile of play throughout the city
- The Play Partnership will ensure that the co-ordination of play provision and play facilities is improved and updated.
- The Play Partnership will ensure that play provision and play facilities are inclusive wherever possible.
- The Play Partnership will work to close the gaps in play provision throughout the city.
- The Play Partnership will work to continually improve the data around play and play provision.
- The Play Partnership will ensure that all information is available to children, parents and carers and play providers.

3.2. The Play Partnership will be the decision making forum for the Derby Play Strategy.

- The Play Partnership will consult on and approve the final draft of the Derby Play Strategy subject to final endorsement by Cultural City and City for Children and Young People.
- The Play Partnership will ensure the action plan is designed to fulfil the strategic aims and objectives of the Play Strategy.
- The Play Partnership will monitor and review the Play Strategy and report quarterly to Cultural City, highlighting achievements and areas for action.
- The Play Partnership will develop publicity, promotion and communication strategies for the Derby Play Strategy.

4. MEMBERSHIP

Play Partnership Nominees

4.1 The group will have up to 15 members, including representatives from:

- 1 x Play Champion
- 4 x Voluntary and Community sector, as nominated by the Children and Young People's Network, of which one will be BME representative and one will be special needs representative
- 3 x City council

- 2 x parent representatives
- 2 x young people representatives
- 1 x Primary Care Trust / Health
- 1 x social housing sector

4.2 Nominees will be able to send substitutes who will be mandated to vote.

Other nominees

4.4 The Partnership may invite anyone to attend whose special knowledge would be of assistance. These attendees will not have voting rights.

Resignations

4.5 Play Partnership nominees who wish to resign should notify the Partnership. The Partnership will ask the group to nominate another member.

5. ATTENDANCE AT MEETINGS

5.1 If a Play Partnership nominated organisation or member misses three consecutive meetings, the Partnership will consult with the Chair whether it is appropriate to nominate another organisation or member.

6. APPOINTMENT OF CHAIR AND VICE CHAIR

6.1 The representative of the accountable body will take the chair.

6.2 The voting members of the Partnership will elect the vice chair.

6.3 In the absence of the chair, the vice chair will preside. If neither the chair nor the vice chair is present, the voting members of the Partnership will elect a chair for the meeting.

7. VOTING

7.1 All issues will be decided by a majority of voting members of the group present and voting. If there is an equality of votes, the Chair of the meeting will have a second casting vote.

7.2 Voting will be by a show of hands. Voting will only be recorded if requested.

8. QUORUM

8.1 The Partnership is mandated to take decisions, provided that at least four voting members are present, of which one will be a representative from the Children and Young Peoples network, one will be the chair or vice-chair and one will be a representative from the city council.

9. URGENT ACTION

9.1 Where an urgent action is needed between meetings, the Partnership mandates the chair or vice chair, in consultation with three other members of the Partnership, of which one will be a representative from the Children's and Young Peoples network, to take that decision.

9.2 Urgent actions taken between meetings will be reported to the next meeting of the Partnership.

10. CONFLICTS OF INTEREST

10.1 Any partnership member who has financial or personal interest in a matter under discussion, should declare the nature of his/her interest.

10.2 The member may not vote on a matter in which they have declared a financial interest.

11. CONFIDENTIALITY

11.1 Members will take all reasonable steps to maintain the confidentiality of any information of a personal nature, or relating to the financial or business affairs of another person, or which is commercially sensitive, that comes into their possession or knowledge arising out of their membership of Derby Play Partnership.

11.2 All programme documentation is to be treated as being publicly available except where confidentiality issues are involved. The obligation of confidentiality will cease to apply to any information that comes into the public domain other than by breach of this confidentiality obligation.

11.3 Any item of business covered by 11.1 to be discussed, shall be labelled "not for publication". A resolution will be moved to exclude members of the public from the room. The only people remaining would be members of the Partnership, agreed advisors to the Partnership and anyone invited by the chair to remain to deal with a specific item.

12. FREQUENCY OF MEETINGS

12.1 Meetings will be held to an agreed schedule, set annually and at a time and place decided by the Partnership.

13. WORKING GROUPS

13.1 The group can set up sub-groups to look at specific issues with a remit to report back to the group.

14. SECRETARIAT AND ADVISORS

14.1 Secretariat will be provided by the DCP Central Resource in the first instance.

14.2 The DCP Central Resource will also act as advisors to the Partnership.

14.3 The Play Partnership can invite other advisors as needed.

15. REVIEW OF TERMS OF REFERENCE

15.1 Terms of reference agreed 17 April 2007.

15.2 terms of reference will be revised in October 2007 and annually thereafter.