



The purpose of this paper is to provide Members with an update on progress with the embedding of the Partnership approach to the management of Ventnor Library.

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**No.    DETAIL**

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**1)    BACKGROUND**

- a) The Partnership Agreement was signed off by the Town Council under Minute 41/16 of its meeting of 11 April 2016 together with a Letter of Financial Commitment.
  - b) At the time of writing this Report there has been no further progress with the arrangements for Partnership working: both members of staff remain in post and no invoices have been received from the Isle of Wight Council in respect of the Library.
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**2)    GOVERNANCE FRAMEWORK**

- a) The Partnership Agreement states that the governance arrangements will be agreed by the end of May 2016.
  - b) The second part of Minute 41/16 of the Town Council meeting of 11 April 2016 authorised *the Town Clerk, advised by the Public Buildings Working Group, and in consultation with the Isle of Wight Council, to progress a draft framework for the governance of the Library to be available to the Town Council meeting of 16 May 2016.*
  - c) In the absence of any contribution to that process from the Isle of Wight Council Officers I produced and submitted on 29 April a draft for governance arrangements with a request that discussion of it be concluded in time for the 16 May Town Council meeting.
  - d) A copy of the draft is attached for Members' information.
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**3)    CONSULTATION**

- a) A meeting with the Isle of Wight Officers has now been arranged for the afternoon of this Town Council meeting.
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# VENTNOR TOWN COUNCIL

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**DRAFT 1: GOVERNANCE ARRANGEMENTS, VENTNOR LIBRARY**

**24 APRIL 2016**

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## **1) PREAMBLE**

- a) These Governance Arrangements are established by Section 6 of the Partnership Arrangement dated 1 April 2016 between the Isle of Wight Council and Ventnor Town Council for the management of Ventnor Library.
- b) Both the Partnership Board and the Steering Group will operate within the terms of the Partnership Agreement with the responsibility for delivering its Aims, Objectives and Intended Outcomes.

## **2) PARTNERSHIP BOARD**

### **a) *Role***

The Board will provide vision and leadership to the partnership. Its primary role will be to act as the principal forum for the development and implementation of an agreed partnership strategy, on behalf of the partners.

### **b) *Membership***

The Board's membership will consist of:

- three senior Isle of Wight Council Officers with related service responsibilities; and
- two Members and one Officer of Ventnor Town Council.

### **c) *Chair***

The Board will appoint a Chair at its first meeting for the duration of the Partnership Agreement by agreement between the Partners.

### **d) *Responsibilities:*** the Board will

- agree, overview and monitor the development, implementation and maintenance of the strategy;
- ensure the delivery of Isle of Wight Council and Ventnor Town Council priorities;
- agree and communicate Partnership recommendations that will lead to the delivery by partners of the aims and objectives set out in the partnership agreement;
- provide support and guidance to officers and member organisations throughout the duration of the partnership agreement;
- ensure that resources are available from their respective organisations to deliver the partnership strategy;
- identify and highlight issues and risks associated with delivering the partnership strategy;
- promote new ways of working; and
- ensure that an annual report is made available to the Partners.

### **e) *Decision-making***

The Board will make decisions based on consensus. With two partners' agreement on a matter of decision will not require a vote; all decisions on any matter affecting both parties must be based on agreement reached by both parties.

### **f) *Meetings***

- The Board will meet at least every six months.
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- Meetings will not be held in public but Minutes of its meetings will be made available to the public with clerking provided by Ventnor Town Council.

**g) *Appointments***

- The Board will appoint a Steering Group and determine its terms of reference.
- The Steering Group will be accountable to the Partnership Board for the delivery of the Partnership's Aims and Objectives.

**h) *Quorum***

The Board will be quorate if there is present at least one member of Ventnor Town Council or its nominated representative, and at least one senior officer from the Isle of Wight Council.

**i) *Standards***

The Board is not a formal Council committee, but partner representatives will conform to the Nolan standards of conduct in public life that are applied to Council Members and Officers.

**3) STEERING GROUP**

- a) The Steering Group will be appointed by the Partnership Board and be accountable to the Partnership Board for the delivery of the Partnership's Aims and Objectives.
  - b) Its membership will consist of two Officers of the Isle of Wight Council with service-related experience, the Town Clerk and Mayor of Ventnor Town Council (or their representatives), two members of the Friends of Ventnor Library and one of the Library's staff.
  - c) The Group will appoint its Chair with the agreement of representatives of both the Partner representatives.
  - d) The Group will meet monthly at dates to be agreed with its Chair.
  - e) The Group will be responsible for agreeing and monitoring the day-to-day operations of the Library and report to each meeting of the Partnership Board.
  - f) Its detailed Terms of reference will be agreed at the first meeting of the Partnership Board.
  - g) The Group will be quorate if at least three of its members, including one representative of each of the Partners, are present.
  - h) Clerking will be provided by Ventnor Town Council.
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