Waltham Forest Strategic Partnership Boards and Subgroups: Principles for members

The Strategic Partnership Boards in Waltham Forest cannot operate in an effective multi-agency way without the full cooperation of members.¹ As a partner member of a Waltham Forest Strategic Partnership Board or subgroup you need sufficient authority and leadership from your agency to speak on its behalf, commit resources and agree actions, representing your agency so the Board can hold it to account.²

Your attendance and participation are crucial. We need your commitment to seek out and articulate key views, experiences and ideas from your agency and to share information between Board and subgroup members and your agency’s staff. Board and sub group business is high priority. If, on occasion, you cannot attend a Board or subgroup meeting, you are to identify and brief an appropriate deputy. Deputies may only attend 25% of meetings in any one year.

You are expected to speaking candidly in meetings, so we move from politeness to giving and receiving constructive challenge without becoming defensive. The aim is to have real discussions and not allow ‘elephants to stand silently in the room’.

You are to refrain from email and phone use during meetings. A quiet work space will be offered at Board and other meetings for guest speakers to work until their agenda item.

We ask partners to show their full commitment to the Board and subgroup by signing the agreement below. Please read this agreement carefully. Signing confirms you have understood and are committed to these ways of working.

PERSONAL AGREEMENT
I understand and support the collective responsibility to deliver Board priorities to promote safeguarding, safety and wellbeing through the Board and associated groups. I commit to represent my agency/professional perspective from this date and, I intend to attend all relevant meetings, or secure a substitute where required.

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<th>Board Members Name &amp; Designation:</th>
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<tr>
<td>Board(s) appointed to:</td>
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<tr>
<td>Agency:</td>
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<td>Named deputy:</td>
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<td>Signature:</td>
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<td>Date:</td>
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<td>Chief Executive or Authorising Officer:</td>
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¹ Waltham Forest Strategic Partnership Boards may also include lay members who bring different skills and experience to meetings and offer opportunities to represent and engage with the local community.
² Adapted from Social Care Institute for Excellence (SCIE, 2016)
All members agree to the following principles of Board membership:\(^3\):

**Commitment:** commit to and identify appropriate resources for the work of the Board and its subgroups and complete tasks on a timely basis.

**Honesty:** be honest with members and hold up front conversations, such as about potential budget cuts.

**Accountability:** hold other board members and the Chair to account, providing constructive challenge, feedback and insight.

**Making time:** be proactive in preparing for board meetings, reading papers, considering challenge questions and developing your perspective on key topics and issues. Engage with colleagues or service users in your agency in advance of the meeting where appropriate.

**Participation:** actively participate in board discussions in order to contribute to the effective work of the Board and act as a safeguarding/safety/well-being voice to promote improved outcomes for residents based on a thorough understanding of key issues and their impact on residents.

**Information sharing:** enable a clear communication link between board and agency, sharing feedback on issues and learning, monitoring compliance and facilitating information sharing.

**Ownership:** take ownership of the work of the Board ensuring key developments and priorities are integrated into the work of your agency where appropriate and aligned, and responsibility for your role as a systems leader.

**New ways of thinking:** be creative and innovative in developing collaborative solutions to system wide issues and adopt a constructive approach to improving operational and strategic practice.

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\(^3\) Using good practice identified in the Local Government Association (2013) The Governance of Adult Safeguarding: Findings from Research