

## **Portsmouth Sustainability Action Group (PSAG) Partnership Agreement January 2010**

### **1. Name**

1.1 Portsmouth Sustainability Action Group (PSAG)

### **2. Vision**

2.1 The overarching vision for PSAG is to lead the way regarding sustainability issues in Portsmouth. This will be achieved by bringing together community representatives and key agencies across Portsmouth in order to provide collective leadership that facilitates and supports the work done by individual organisations and people.

2.2 PSAG has responsibility for ensuring delivery of sustainability objectives agreed by the Local Strategic Partnership (LSP) including those set out in the Vision for Portsmouth 2008-2018 and the Local Area Agreement (LAA).

### **3. Objectives**

3.1 The key objectives of the Partnership are to:

- Deliver the multi-agency city wide climate change strategy action plan.
- Report and deliver National Indicators 186 (Per capita reduction in CO<sub>2</sub> emissions in the LA area) and 188 (Planning to adapt to climate change).
- Act as a pocket of expertise and a network group within the city for sustainability issues - providing a strategic overview of major projects carried out by member organisations addressing sustainability issues in Portsmouth.
- Embed sustainability issues within member organisations and encourage other organisations within Portsmouth to become more sustainable.
- Share information and raise awareness of current sustainability issues, new technologies and funding opportunities within PSAG and partner organisations.

### **4. Membership**

4.1 PSAG will review membership and attendance on an annual basis

4.2 Each partner organisation within PSAG may have 1 representative of their organisation as a member of PSAG and can appoint 1 deputy member (in case they are unable to attend meetings etc and wish to send a representative from their organisation). The only exception to this rule is Portsmouth Community Network who are entitled to have 4 representatives - in line with LSP Terms of Reference, as they are representing the broader community interests. The following organisations will be represented on PSAG:

- PCC – Portfolio holder and lead officers
- Portsmouth City Teaching PCT
- Portsmouth Hospitals Trust
- MOD
- HM Royal Navy
- BAE Systems Surface Ships
- University of Portsmouth
- Portsmouth College
- Environment Agency
- Natural England

- Gunwharf Quays
- First Group
- Sustainable Business Partnership
- Clouds Environment Consultancy
- Groundwork Solent
- Portsmouth Climate Action Network
- OXFAM
- Friends of the Earth
- Environment Forum
- Portsmouth Cycle Forum
- Portsmouth Community Network (x4)

## **5. Quorum**

5.1 The quorum shall be six members, including the Chair or Vice Chair or their nominated representative.

## **6. Accountable to**

6.1 PSAG will be accountable to the Local Strategic Partnership.

## **7. Management Structure**

7.1 The Cabinet Portfolio Holder for Environment will chair PSAG meetings. In their absence PSAG meetings will be chaired by the Vice-Chair of PSAG.

7.2 The Chair of PSAG is authorised to represent PSAG at other meetings as appropriate.

7.3 PSAG members can nominate someone for the role of Vice-Chair and the Chair has the discretion to authorise who shall then fulfil the role.

## **8. Decision making process**

8.1 Decisions taken by PSAG must be:

- Consistent with the Vision for Portsmouth 2008-2018 including the Local Area Agreement;
- Supported by the LSP and relevant service providers, especially those represented on the LSP.

8.2 PSAG will operate on the assumption that all decisions will be reached by consensus. In the event of no clear consensus a vote will be taken and the Chair has the casting vote.

8.3 Declarations of interest must be expressed before the individual agenda items. The Chair may then ask members with clear and substantial declared interests to withdraw during those items.

## **9. Resources**

9.1 There are currently no pooled resources for the partnership. The City Council provides appropriate administrative support.

## **10. Day to day management of partnership**

10.1 PSAG will meet bi-monthly and will schedule more regular meetings if needed.

10.2 Minutes will be sent out within 2 weeks of the meeting. The agenda will be sent out 1 week prior to the next meeting with associated papers. The minutes will be approved at the start of each meeting.

10.3 Meetings, workshops and visits will be organised by the LSP admin support officer for PSAG.

10.4 Act as a statutory consultee on major sustainability projects/strategies (Local policies include: Core Strategy, Local Transport Plan, Regeneration Strategy. National policies may also be available on an ad hoc basis to respond to as well.) The process for responding to each consultation will be set out at the beginning of each consultation by the Chair.

## **11. Code of conduct**

11.1 PSAG will abide by the following ways of working:

- Take a strategic approach to addressing key issues for Portsmouth, recognising that PSAG is empowered to drive forward improvements.
- Seek to add value to the work already being undertaken by other partnerships and organisations.
- Support the public, private, voluntary and community sectors to be fully involved in the LSP.
- Act in the best interests of Portsmouth and avoid being politically partisan.
- The chairing of meetings will be in accordance with Portsmouth City Council's standing orders for meetings.

## **12. Equality and diversity**

12.1 This partnership board values and celebrates the diversity of people in our city. We recognise our role in support of the Vision for Portsmouth of being a city, which promotes friendliness, tolerance and inclusivity, giving everyone a voice that counts. The LSP and the themed partnerships have a commitment to provide equality of opportunity and to tackle discrimination and disadvantage. We see this as a major strand in our aim to improve quality of life in Portsmouth. Members of the partnership board will not tolerate the less favourable treatment of anyone on the grounds of their gender, age, race, colour, nationality, ethnicity, disability, sexual orientation, religion or faith or any other reason which cannot be shown to be justified.

## **13. Monitoring and review**

13.1 Performance data on the LAA and other key targets will be provided to the LSP quarterly, or as required.

## **14. Exit strategy**

14.1 PSAG is an LSP theme partnership and therefore an exit strategy will only be required if the LSP re-organises its partnerships. Should PSAG cease to exist, Portsmouth City Council is committed to taking forward the sustainability agenda across Portsmouth.

## **15. Risk Management**

15.1 See the PSAG Risk Register.

## PSAG Risk Assessment

Ref	Risk	Categorisation H/M/L (Impact and probability)	Implications	Controls	Responsible for managing risks / controls
1.	Partners do not prioritise the key objectives of PSAG	Low	<ul style="list-style-type: none"> <li>• PSAG will be less likely to deliver key objectives</li> <li>• There will be less focus on shared priorities</li> </ul>	<ul style="list-style-type: none"> <li>• All members of PSAG approve the Partnership Agreement</li> <li>• Partnership Agreement is reviewed annually</li> </ul>	Chair of PSAG supported by PCC Strategy Unit
2.	PSAG fails to ensure adequate performance management of agreed objectives and targets	Medium	<ul style="list-style-type: none"> <li>• Actions to deliver the key objectives are not delivered</li> <li>• Resource is wasted in duplicating the performance management of the targets</li> </ul>	<ul style="list-style-type: none"> <li>• Members of PSAG are clear about their roles and responsibilities</li> <li>• Partnership Agreement is signed and reviewed annually</li> <li>• A consistent, coherent approach to performance management is implemented</li> </ul>	Chair of PSAG supported by PCC Strategy Unit
3.	Partners to not participate / contribute to the partnership or fail to attend meetings	Medium	<ul style="list-style-type: none"> <li>• If partners are not able to commit to things then less will be achieved</li> <li>• If partners do not see value of the partnership they are less likely to attend which would impact on the overall effectiveness of the partnership</li> </ul>	<ul style="list-style-type: none"> <li>• Chair to ensure work programme is strategic and adds value</li> <li>• Individual members of the partnership board to discuss any concerns with the chair straight away</li> <li>• Ensure people that attend can commit their organisation to agreed actions</li> </ul>	Chair of PSAG supported by PCC Strategy Unit
4.	Failure of PSAG to operate effectively results in reputational damage to individual organisations represented	Low	<ul style="list-style-type: none"> <li>• Damage to reputation of city as a whole</li> <li>• Partners may be less inclined to get involved in partnership arrangements in future</li> </ul>	<ul style="list-style-type: none"> <li>• All partners are involved in developing shared priorities and in ensuring appropriate consultation and community involvement.</li> <li>• All members of PSAG approve the Partnership Agreement</li> </ul>	Chair of PSAG supported by PCC Strategy Unit

## PSAG Risk Assessment