

Local Accessibility Partnership / Rural Access to Services Partnership LAP/RASP Terms of reference

1. Introduction

These are suggested terms of reference for the RASP which covers the role of the partnership and what is expected. These terms of reference may be adjusted to suit each sub regional RASP, changes need to be indicated and agreed as part of contract negotiations between the Local Authority and Advantage West Midlands. The timing of this process should run parallel with the development of the Statement of Intent, so proposed changes should be submitted on or before 17th March 2007. Any proposed changes will be discussed and agreed before the submission of the full delivery plan by the RASP in June 2006.

2. Purpose and Remit

The role of the Local Accessibility Partnership (LAP), which will undertake the duties of the RASP, will be to work with public sector organisations, community and voluntary organisations and where appropriate social enterprises and private companies to develop evidence led solutions to improve access to work, training and services for all groups including rural and disadvantaged communities.

The LAP/RASP will take decisions on the future of existing projects and develop new sustainable activities at a Borough wide level that will focus on identified needs and demand particularly relevant to economic development and sustainability.

In order to focus activity on areas of greatest need it will:

- a) Identify evidenced based Borough wide local access issues, establish needs and demand through review of Community Strategies, Local Transport Plans, Accessibility Strategies, Local Area Agreements, Market Towns Initiatives and community consultation.
- b) Prioritise issues to be addressed and agree these with the Local Strategic Partnership who will oversee the work of the LAP/RASP
- c) Respond to national, regional and local strategies when developing priority actions
- d) Formulate a full delivery plan to identify and develop delivery opportunities ensuring that transport solutions supported and being developed are coordinated with local and regional provision to avoid developing unsustainable local solutions (e.g. parish level solutions that aren't linked to mainstream transport links)
- e) Develop projects that generate access to services related outputs and outcomes in four themes:
 - i) People to Services
 - ii) Services to People
 - iii) Information and Technology Solutions
 - iv) Infrastructure
- f) Provide officer support to the LAP/ RASP to facilitate and deliver services and projects
- g) Continue Wheels to Work Officer support to facilitate and deliver W2W services across the rural area covered by the LAP/RASP

- h) The LAP/ RASP Officer will be employed by the Borough Council to lead and deliver the activities and develop projects in line with the action plan.
- i) Identify and acquire appropriate funding from RASP partners and wider sustainable funding sources, as identified by the RASP officer in order to deliver projects that have long term sustainability.
- j) Work closely with the voluntary sector and other community groups to develop projects including where appropriate setting up social enterprises to deliver projects, in some cases joining up services to generate economies of scale for long term sustainability leading to reduced dependency on local authority subsidies and other short term funding schemes
- k) Promote the LAP/RASP Partnership, its action plan and projects to rural businesses, communities and public sector partners in order to raise awareness of the benefits of accessibility to the regions economy
- l) Promote best practice sharing across the region, work with AWM and a regional steering group to develop delivery outcomes and a regional evidence base
- m) Engage with organisations working with young people to establish a pilot for identifying access issues and developing community led solutions
- n) Support the work of the LTP Accessibility Planning process and the delivery of the Accessibility Strategy and the Local Area Agreement (LAA)

3. Membership

The Group will represent all the key partners involved in encouraging greater participation in improving access to work, training and services for rural and disadvantaged communities and in so doing will help coordinate and align activity across the region and sub region.

The organisations invited to be represented on the Group will include:

- Business link
- Jobcentre Plus
- Connexions
- Learning and Skills Council
- Primary Care Trusts
- NHS Trusts
- Chamber of Commerce
- Education Sector LA
- Colleges/HEI's
- Borough Economic Forum
- Borough Council Transport team
- Rural Community Council
- Council for Voluntary Service
- Representative from other groups or project steering groups as appropriate
- Representative from Local Strategic Partnership (Proposed Chair)
- Rural Affairs Forum
- DEFRA
- WMRA
- GOWM
- AWM

By joint agreement, the group will invite extra members on an ad-hoc basis as and when needed

4. Frequency of Meetings and Milestones

The Group will meet approximately every six months, or as agreed by the membership, with quarterly meetings of the sub-groups. An electronic newsletter will be produced every two months to update members. The LAP/RASP will report regularly to the Local Strategic Partnership as the chair is Dr Roger Hargreaves, Director & Company Secretary of RICOH, who is also a member of the strategic partnership.

Key Milestones will be

- Identification of priorities
- Development of delivery and action plan

5. Agenda and Papers

Agendas and papers must be circulated to the group at least 5 working days prior to meetings. Items for inclusion in the agenda should reach the secretary one week before this date. The tabling of papers at meetings will be discouraged.

6. Reporting

The LAP/RASP will report, through its members, significant items to:

- 6.1. The Local Strategic Partnership
- 6.2. Advantage West Midlands
- 6.3. Regional Accessibility Partnership Steering Group (or appropriate steering group to be established)
- 6.4. Appropriate officers in partner organisations
- 6.5. Transport Operators and other service delivery agencies
- 6.6. Local Communities

The terms of reference have been amended to reflect local needs:

- reference to the status as a Borough Council
- the creation of the Local Accessibility Partnership, which will undertake and encompass the remit of the RASP