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➤ <<Mendip LSP Board Agenda 15-07-02.doc>> <<Agenda item 6 MendipPartnerAwayDayReport.doc>>

> <<Draft Partnership Agreement for The Mendip Partnership\_.doc>>

> <<agenda item 9 resourcing the partnership.doc>>

> <<LSP 15-7 Agenda Item 10.doc>>

> <<Sub Group Membership and Support.doc>>

➤ > -----Original Message-----

> From: Haynes, Collette

> Sent: 15 July 2002 09:47

> To: Crosthwaite, Louise

> Subject: FW: Agenda and papers for the 15th July meeting

>

>

>

> -----Original Message-----

> From: Palmer, Stuart

> Sent: 05 July 2002 14:00

> To: Haynes, Collette

> Subject: FW: Agenda and papers for the 15th July meeting

>

>

>

> -----Original Message-----

> From: Palmer, Stuart

> Sent: 05 July 2002 13:54

> To: Mendip LSP

> Cc: Jeffs, Graham; Temple, Jill

> Subject: Agenda and papers for the 15th July meeting

>

> Please find below papers and an agenda for the meeting on 15th July at

> Mendip DC Offices.

>

> I have yet to revise the Action Plan from the amendments made on 25th, but

> hope to bring it along or send it out before the meeting. I have however

> incorporated most, if not all of the changes in other documents attached

> here.

>

> Please let me know if you cannot access / print or cop the files and I

> will try to sort it out. Look forward to seeing you on 15th. For those

> unable to make the meeting, it would be useful if you could e-mail or

> telephone any comments or suggestions on the items which I will then try

> to faithfully raise at the appropriate time. (Or your nominated and

> briefed substitute could?)

>

> <<Mendip LSP Board Agenda 15-07-02.doc>> <<Agenda item 6

> MendipPartnerAwayDayReport.doc>> <<Draft Partnership Agreement for The

> Mendip Partnership\_.doc>> <<agenda item 9 resourcing the

> partnership.doc>> <<LSP 15-7 Agenda Item 10.doc>> <<Sub Group Membership

> and Support.doc>>

>

> Stuart Palmer

> General Manager - Policy & Partners

>

> Tel: 01749 341477 or 07980 666160 ( mobile)

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# The Mendip Partnership

**Board Meeting 15<sup>th</sup> July 2002**  
**3pm - Mendip DC - Council Chamber , Shepton Mallet**

**1. Welcome**

**2. Introductions** (for those who missed 25<sup>th</sup> awayday)

**3. Formal appointment of the boards Chair**

**4. Formal appointment of the boards Vice chair**

**5. Apologies**

**6. Report and actions from Awayday - 25<sup>th</sup> June**

**7. Draft Mendip Partnership Agreement**

**8. Revised Outcomes and Action Plan -**

- overview and progress update at the meeting

**9. Resourcing the LSP and C P Actions**

- Budgeted resources
- Human resources - who is doing what for LSP
- Voluntary Sector – agreement from board

**10. Commissioning the wider LSP structure -**

- LSP Support Group
  - members
  - role / purpose
- Four Key Task Groups
  - Baseline Information
  - Partnership Review
  - Sub Strategic Planning
  - Communications

Lead LSP board member for each

- Support / co-ordination / resources for each
- Refine / confirm remit and time scale

**11. Future meeting dates / frequency and venues**

- LSP Board
- Task Groups

**12. Any other business**

The Mendip Partnership Board

15<sup>th</sup> July

Agenda item : 6

# Mendip Partnership Away Day

25 April 2002

**Harå**

The Cornerstone  
Boxhill  
Corsham  
Wiltshire, SN13 8HA  
01225 743993

# Mendip Partnership Away Day

## 25<sup>th</sup> June 2002

### Coxley Vineyard

#### **Background Context**

*Mendip District Council and Somerset County Council initiated the process of setting up a Local Strategic Partnership by bringing together partners from the public, voluntary and private sectors in December 2001. The following two groups were established:*

- *The LSP Structure Group – to develop a proposed structure for the Partnership*
- *The Project Planning Group – to develop a proposed project plan for the first two years, (including taking forward the community planning process as a partnership).*

*The two groups met and developed both the structure and project plan between January and March 2002. Both groups came together at the end of March 2002 to agree how the interim period between the groups completing their task and the Mendip Partnership's first meeting should be managed. Representatives from each organisation/sector were chosen to be responsible for undertaking 'shuttle diplomacy' activities, which included communicating the process to date as well as establishing representatives to be on the Mendip Partnership Board. A final report bringing together the work of the two groups was also written to assist the communication process.*

*The project plan included a proposal for the Mendip Partnership Board to come together on an Away Day to allow each Board Member to get to know each other, understand the different organisations' priorities and pressures and to agree how they want to work together before the first Partnership meeting in July. In addition, the away day would give the Board the opportunity to fully understand Community Planning and their role in taking this forward.*

*The following is a report on the LSP Away Day, held on 25<sup>th</sup> June 2002.*

*Most of the text in this report is taken directly from the flipchart recording Board Member's contributions. Text in italics is additional text, added to aid understanding.*

*NB: The term 'Members' used throughout the report, denotes the 'Members of the Partnership Board'.*

#### **Welcome**

*Stephen Harrison, welcomed Members to the Away Day.*

*Maria introduced Sarah Whiteley and herself as the facilitators for the day.*

## Purpose of the Mendip Partnership Away Day

To give you, as members of the Mendip Partnership Board Members the opportunity to:

- Get to know each other
- Begin building relationships
- Begin the process of agreeing the Partnerships' purpose, role, responsibilities and key outcomes for the next two years
- Understand the context

## Programme

The programme is in Appendix 1

## Sharing Individual Identities

*With everyone sitting in circle, Maria asked Members to introduce themselves and through sharing an object they had brought with them which symbolised their organisations purpose, they were asked to answer the questions:*

- What is your organisation's purpose?
- How does it add value?

Maria Scordialos	Harå	Wooden Bowl
Stuart Palmer	Mendip District Council	Eye Glasses
Penny Church	Citizen Advice Bureau	CD Rom
Penny Baker	Mendip Association of Chamber of Commerce	Consultation Report
Janet Palmer	Social Form	Teapot
Sharon Adams	Somerset County Council	Lightbulb
Cathy Bakewell	Somerset County Council	GCSE Certificate
Graham Livings	Victim Support	
Peter Chapman	Mendip Housing Association	'Brick'
Zena Pollard	Economic Forum	€20
Jim Shearer	Avon & Somerset Police	Bobbies Helmet
Sarah Whiteley	Harå	Heart
Ian Wallace	Young Somerset	Cobble Coal (Czech rep)
Andy Gardiner	Environment Agency	EA Logo
Ron Ballentine	Mendip Primary Care Trust	Defibrillator (not really!!)
Ian Bennett	Strode College	College Prospectus
Richard Dixon	Environment Forum	Minutes of Report
Peter Grainger	Somerset County Council	2 Flyers
Nick Cottle	Glastonbury Town Council	Mobile phone
Stephen Harrison	Mendip District Council	My ears

## Setting the Context

*Still sitting in circle, Maria briefly explained Community Planning and Stuart the context of what has happened so far in Mendip.*

### Elements of Community Planning

- **Community Strategy** - Multi-agency and sector process creating a shared vision of community-identified priorities which demonstrate commitment and support of organisations and groups involved
- **Partnership Umbrella** - Process of guiding the variety of partnerships and focuses on the strategy development of inter-agency working and services co-ordination
- **Co-ordination of Consultation** - An overall strategic process for co-ordinating both statutory and non statutory consultations – which otherwise could be separate
- **Locality Planning** - Creating processes and structures which enable engagement at a sub-district level, e.g., wards, neighbourhoods, villages and towns
- **Annual Planning** - Annual planning process which feeds into service planning and budget planning

### A Community Strategy should comprise of:

- A long-term vision for the area with outcomes to be achieved
- An action plan – shorter term priorities and activities for achievement of long-term outcomes
- A shared commitment to implement action plan and proposals for doing so
- Arrangements for monitoring the implementation of the action plan, for periodically reviewing the Community Strategy and for reporting progress to the communities

### A Community Strategy must:

- Allow local communities to articulate their aspirations, needs and priorities
- Co-ordinate the actions of the organisations from all sectors, that operate locally
- Shape existing and future activity of those organisations effectively meet community needs and aspirations
- Contribute to the achievement of sustainable development both locally and where appropriate, regional, national and global aims

### What is an LSP?

A single body that:

- Is non-statutory, non-executive organisation
- Is aligned with local authority boundaries
- Brings together public sector, private, community and voluntary sectors to work together
- Operates at a strategic level for decisions but close to community for actions

### Core tasks of LSP

- Prepare and implement a community strategy – monitor and update
- Bring together local plans and partnerships and initiatives to work effectively together to meet local needs and priorities
- Work with local authorities that are developing a local public service agreement to help devise and meet suitable targets

In order to carry out its role, LSPs will engage with some or all of:

- Rationalisation of partnerships in the area
- 'Joined up' consultation strategy between organisations
- Sharing information to build an accurate picture in the area
- Neighbourhood level mini-plans

## **The Mendip Context**

*Stuart presented what has taken place to date in Mendip:*

- Multi-agency Community Planning workshops took place in October and November 2001 hosted by Mendip District Council
- Multi-agency conference took place in December 2001 when it was decided to set up two working groups
- Working groups met and developed proposed structure and project plan between January 2002 and March 2002
- Members of the Partnership were appointed through 'shuttle diplomacy' activities in each organisation and sector
- We are here – Partnership Away Day
- First Mendip Partnership Board Meeting in July, 2002

## **Agreements**

*Members were asked to put forward, discuss and agree on the guiding principals of how they would wish to work together as a Board. These appear in no particular order and would be added to and amended as necessary at future meetings.*

- The LSP uncovers and sets priorities for the overall agenda
- Co-ordination role needed for our meeting to stay useful
- Check commitment before we act
- Don't talk over other people
- Listen to each other and respect difference of opinion
- Respect constraints of individual organisation/sector
- Equal voice
- Respect and record minority views in the Board
- Trust each other and be able to constructively challenge each other
- We will not work in opposition
- Wherever practicable and desirable our meetings should be open to the public and press

## **Building relationships and connections**

*Members self selected to form four small discussion groups and focus on two questions – ‘What does my organisation need/what can it offer’ and ‘What are the challenges of working together’. Notes were taken and a representative fed back to the Board after the break. For clarity, the findings from the first question are shown in two parts.*

### **What does my organisation need from the LSP**

- Voluntary sector always needs money!
- Continuity of process for bids and funding
- MDC help with clarity, priorities and rationalisation of groups
- Overstretched with numbers of partnerships
- Shared public sector resources – better use of resources
- Access to networks/contacts, information, public, other resources
- Convincing!
- Value for money
- Action
- We need it to work (SCC)
- Voluntary sector needs resources to participate (travel and other expenses)
- Business needs involvement – has no particular agenda

### **What can my organisation offer the LSP?**

- MDC and SCC human and financial resources
- Information, networks, research, consultation
- Regional and Government statistics
- Democratic and local accountability
- Social Forum – strong links with voluntary, health sector and social services – direct link to ‘coal face’ helps identify needs and links to activists
- Young Somerset – strong community development process
- Access to public and young people
- Information/networks
- Expertise
- Facilities
- Access to funding
- Money and volunteers
- Influence and discretion re budgets
- Consultation – Community Learning Partnership
- Large employer
- Network of bodies
- Community safety/CR
- Expertise in community consultation
- Money within rules of organisation
- Expertise structured
- Fundraising
- SCC – Committed to get the process working and will contribute to specific projects
- SCC – Can offer sub committee specialists

- CAB – Voluntary sector can offer info on community needs and volunteer time
- Business can contribute individuals with specific skills and experience (probably not finance)

## What are the challenges of working together?

- For local authorities – is trusting community and changing if necessary
- The group is large and diverse
- Finding common vision
- Stop talking and start doing
- Don't run before we can walk – get it right!
- Resources
- Reaching a consensus
- Commitment to process and to action
- Reconciling different priorities
- Commitment from our organisations
- Setting priorities
- Different cultural/organisational backgrounds
- Networking opportunities
- Understanding and discovering issues
- Time
- Keeping interest
- Existing strategies – what is happening now?
- Bringing aspirations together
- Communication
- Trust, tolerance
- Maximising individual contributions
- Representing a sector
- Actually coming to an important or controversial decision
- Standing back and eliminating 'self interest'
- Crowded diaries
- Identifying and prioritising projects

## Agreeing our purpose, role and responsibility

*Five tables, hosted by a Member from either the Structure or Project Planning groups, were set up to allow discussion of particular sections of the Document 'Mendip Local Strategic Partnership and Community Planning Process'. Each table had a flipchart with the relevant sections from the report written on it to help discussions, plus copies of the report. The Members had 15 minutes per table and then rotated, so that everyone had opportunity to give their perspective and add to the discussion. The information was collated by the host under the headings 'Amendments' and 'New Ideas' and later fed back to the Board.*

## **What do we believe is the overall purpose of the Mendip Partnership?**

(Role of the Partnership - page 10 from report)

### Amendments

- Determine key outcomes
- Set priorities for intervention in communities
- Out with – ‘Developing a vision for Mendip’ – Top title – ‘supporting co-ordinating Community Planning across district’
- Learn form and engage with neighbours, e.g., Wiltshire, Bath & NE Somerset, South Somerset

### New Ideas

- Better focus on Equity

## **What do we hope to have achieved within a 2-year period?**

(Outcomes and outputs - page 13 from report)

### Amendments

- Co-ordination/plan for consultation (baseline data group?)
- Prompts/constraints for consultation
- Quick hit/win – re-badging existing actions

### New Ideas

- A communications strategy
- Classifications/directory of voluntary groups
- Rolling plan – or long term 10-15 year plan

## **How do we want the Mendip Partnership to operate?**

(Membership of the Partnership - page 11 from the report)

### Amendments

- Name – ‘rationalising’ – remove
- Add to all task groups – identify methods of communicating with wider partnership
- Fourth group – communications task group – identify hard to reach groups; investigate ways of communicating with/involving whole community; look at partnership publicity – with community/radio/press/web page
- Membership of the Board – broad agreement with membership suggestion that Church be represented

### New Ideas

- Make resources available for voluntary sector expenses
- Communication through email group (support those unable to access this)
- If a choice, may be preferable to have an elected Member who lives in Mendip
- Encourage LSP Members to join a task group

### **What is our individual responsibility as:-**

- **A member of the LSP**
- **A representative of my organisation/sector**

#### Amendments

- No substitutes may cause a problem – suggest a fully briefed deputy – but only two meetings a year so need continuity
- What stake do LSP members have in this community? – some members don't live in Mendip (others do not see this as a problem)
- Like the NB paragraph, important that members can speak about issues from a sector, rather than for it
- Are we a good geographical balance? Do we need to review membership – no, as criteria says Mendip view
- Govt Office SW rep? Would they come?
- Rural sector/rural business needs representation but will LSP get too large? Also will they be interested in big agenda of LSP not all farming! Wait and see then invite if needed. Would sub committee be best way? Is this sector too small to justify involvement?

#### New Ideas

- Additional reps (can use working groups), e.g., Faith – Somerset Churches Together
- Need to build committee process/strategic plan for each organisation
- May need to look at how our organisations works and makes decisions to accommodate LSP
- Better networking/database of activity
- Who are major budget holders in Mendip and are they on LSP or do we have good channels of communications (additional reps?)
- No immediate expansion of group (wait and see) - we have sufficient skills to identify our weaknesses!
- Need for communication channels within organisation
- Must recognise needs/desires of other LSP members
- Some organisations have already adapted process to prepare for LSP – reporting back and feeding up to other organisation skills - need to make changes
- Web rings to facilitate communication, e.g., economic forum

### **Preparing for our first Mendip Partnership Meeting**

- **What is our agenda?**
- **Who will chair the meeting?**
- **When and where will it take place?**

#### Amendments

- Feedback and actions prepared by whom before meeting?
- Draft partnership agreement before first meeting
- LSP support team – Stuarts team – report in place
- Resourcing – firm up resources suggested at this meeting
- Need communications strategy ..... groups etc – also remember info coming into LSP
- 3 task groups – not sub-district as too geographical – sub-strategic (or some better word)

- LSP board meetings should be more frequent because of links with other groups and danger of slowing process down – or a smaller steering group

#### New Ideas

- Chair important – canvas views beforehand – narrow field perhaps – recommended by ----- rotating chair initially?
- Proposal for internal communication papers beforehand
- Need mission statement
- Process for update info from Lynn/Maria to compare/share ideas with/from other LSPs
- Move meetings around – show commitment to district
- Strategy for influencing our partner organisations into communication strategy

### **Amendments/Actions**

*The following are the amendments and actions agreed at the end of the meeting from the lists above. There may be a need to revisit the lists above at a later meeting.*

#### Revise role of Mendip Partnership Board

- Delete 'Developing a vision for Mendip' (first bullet point)
- Amend third bullet point – supporting and co-ordinating Community Planning across the district

#### Outcomes in Project Plan

- Add an outcome about having developed a communication strategy which both informs on progress and receives feedback
- Add an outcome about 'rebadging' current activity in the first instance and responding to quick wins

#### Responsibilities

- Substitution protocol – each Partnership Member can have one nominated substitute that has to be fully informed at all times, (substitution should only take place as a last resort)
- The Mendip Partnership Board Members should be reviewed in 6 months time to check if anyone else should be invited to join

#### Partnership Structure/Operation

- Set up electronic means to assist communication, e.g. Web page for people to both get information and give feedback, email group amongst Members, etc.
- Remove word 'Rationalise' from the Partnership Task Group
- Set up a fourth Task Group – The Communications Task Group

#### 1<sup>st</sup> Partnership Meeting Agenda

- Agenda to be the same as draft, (see Appendix 2) and in order to assist preparation the following papers should be sent in advance:
  - Report from today
  - Draft Partnership Agreement
  - Information on LSP Support Group
  - Role and task of each of the Task Groups

- Ron was elected to be the Chairman for the first year
- The 1<sup>st</sup> Partnership meeting will take place on **15<sup>th</sup> July, 2002 from 3:00 p.m. to 6:00 p.m.** Venue will be confirmed but will most probably be in Shepton Mallet

## **Appendix 1 Programme**

- 9:15 Arrival and Coffee
- 9:30 Welcome
- 9:40 Sharing Individual identities
- 10:30 Setting the context
- 11:00 Coffee
- 11:15 Building relationships and connections
- 12:30 Lunch
  
- 13:30 Agreeing our purpose, role and responsibility  
Planning for our first Mendip Partnership Meeting  
(Tea Break is incorporated within this session)
- 15:30 Feedback and Agreements on Next Steps
- 16:30 Close

## **Appendix 2**

### **Proposal for First Agenda of Mendip Strategic Partnership Board**

**Welcome**

**Introductions**

**Formal appointment of Chair/vice chair**

**Apologies**

**Feedback and actions from Away Day – 25<sup>th</sup> June** (if not covered below)

**A Partnership Agreement**

- Purpose
- Content/format

**Key Outcomes and Action Plan**

- Overview and progress update

**Resourcing the LSP and CP Actions**

- Progress so far
- Who is doing what for LSP
- Need of voluntary sector

**Commissioning the wider LSP structure**

- Members
- Role/purpose

**Three Key Task Groups – Partnership Review  
Baseline Information  
Sub District Planning**

- Lead LSP board member for each
- Support/co-ordination/resources for each
- Refine/confirm remit/task
- Confirm timescale

**Communication – both within and from the LSP**

- What messages/information do we want to give out?
- What profile does the Board want?
- Do we need a communications strategy?

**Future meeting dates/frequency and venues**

- LSP Board

- Task Groups

**Any other business**

**Appendix 3  
Attendance List**

**Partnership Members**

Penny Church	Citizen Advice Bureau
Penny Baker	Mendip Association of Chamber of Commerce
Janet Palmer	Social Forum
Cathy Bakewell	Somerset County Council
Graham Livings	Victim Support
Peter Chapman	Mendip Housing Association
Zena Pollard	Economic Forum
Jim Shearer	Avon & Somerset Police
Ian Wallace	Young Somerset
Andy Gardiner	Environment Agency
Ron Ballentine	Mendip Primary Care Trust
Ian Bennett	Strode College
Richard Dixon	Environment Forum
Nick Cottle	Glastonbury Town Council
Stephen Harrison	Mendip District Council

**Support Officers**

Stuart Palmer	Mendip District Council
Sharon Adams	Somerset County Council
Peter Grainger	Somerset County Council

**Facilitators**

Maria Scordialos  
Sarah Whiteley

**Agenda Item : 7**

**DRAFT Partnership Agreement - The Mendip Partnership**

**This agreement sets out the structure , role , membership , principles and code of conduct for the Mendip Partnership.**

The Partnerships aim is to : **insert mission statement here – (for example )**

**‘To work together to help create healthy, just , vibrant and sustainable communities in Mendip by 2012’**

**Key outcomes which the board expects to deliver in the next two years include :**

- Mendip LSP set up, i.e. membership agreed and all members signed up to being on it
- Agreement on how county, district and sub district levels for Community Planning and LSPs fit together and interact is achieved
- Appropriate sub-district level for Community Planning and links to the Mendip LSP is agreed
- Two or more sub district areas are chosen to pilot the Community Planning process at this level and a process for doing this is agreed
- Partnerships across the district area are reviewed and rationalised as appropriate and linked into the Mendip LSP
- A realistic Community Plan for the district area (including Action Plan with targets, etc.) covering a limited number of key issues is produced
- Baseline data and existing strategies are collated and analysed to provide a comprehensive and consistent picture of needs to guide planning
- A communications Strategy for the Partnership which ensures a process of effective information giving and feedback receiving from the wider community

**Structure**

The partnership structure is set up to be inclusive covering a balance of interests across public, private and voluntary agencies in Mendip, representing social, economic and environmental sectors.

It is dynamic and will respond to the need to include other agencies to ensure all sectors are covered. The structure will be reviewed within six months, and annually thereafter.

A chart at Fig.1 indicates the current structure of The Partnership, which is made up of :

**A Partnership Board**

**A Support Group**

**Task Groups** – time and task limited

**A Wider Partnership** – to which the board is accountable and reports annually

**THE MENDIP PARTNERSHIP**

MENDIP PARTNERSHIP BOARD

Partnership  
Support Group

Baseline  
Information  
Group

Partnerships  
Group

Sub Strategic  
Planning Group

Communications  
Group

THE MENDIP PARTNERSHIP  
**WIDE COALITION OF PUBLIC, PRIVATE, VOLUNTARY AGENCIES/GROUPS**



### **Links with Other Partnerships – outside Mendip**

The Board has a representative who sits on the 'Somerset Partnership', and the Mendip Partnership Support Group are initiating a discussion between other district and Somerset wide LSP's to agree how they work together to compliment each other.

### **Links with Partnerships within Mendip**

One of the key tasks that has been identified is to review all partnerships and work with them to ensure that they are as effective, influential and inclusive as possible.

## **Roles**

### **Role of the Board**

The role of the board is set out below under four broad headings:

#### **Developing a vision for Mendip**

- Commission, adopt and co-ordinate locally developed community plans , and sustainable development to achieve improvements in the quality of people's lives, now and for future generations.
- Influence existing individual business plans and strategies across the district to meet the shared vision

#### **Engaging with Mendip's communities**

- Review, support, develop and foster the family of partnerships in Mendip
- Disseminate and communicate information within and between partnerships and the communities of Mendip on Community Planning and sustainable development.
- Ensure that everyone who wants to participate has the opportunity to do so
- Raise awareness and build the capacity and Knowledge on community planning and sustainable development within partnerships, organisations and individuals across the district
- Co-ordinate consultation within community planning across the district to avoid duplication and to learn from good practice

#### **Leading and Co-ordinating Community Planning across the district**

- Take decisions jointly on resourcing community planning i.e. what, when, where and how
- Co-ordinate and arrange skills training for all partner agencies to ensure that planning with communities is informed and effective
- Review and use existing data / information or commission research jointly to fill the gaps to ensure planning is focused on actions to meet local needs
- Develop community plans at district and sub-district level as necessary
- Lead and initiate locally based action plans to meet defined needs
- Represent the district of Mendip within the Somerset Partnership to ensure co-ordination at County, district and sub-district levels

### **Monitoring the delivery of local or Mendip – wide action plans**

- Co-ordinate and monitor the delivery of action plans from local or Mendip wide community plans
- Review delivery of CP actions within other plans e.g. transport / health etc
- Lobby , influence and advocate for communities within Mendip
- Report progress annually to the wider partnership members and communities of Mendip
- Develop and agree consistent 'Quality of Life' cross cutting indicators to measure improvement / the effects of action plans

### **Role of the Support Group**

The Support Group is directed by the board and broadly :

- Provides support, expert advice and arranges / facilitates board meetings.
- Carries out the co-ordinating work of the partnership on behalf of the board.
- Facilitates and manages the practical aspects of Community Planning, commissioned and directed by the Partnership Board
- Develops the process for identifying key issues for the District Community Plan
- Plans and designs events for the development of a Mendip wide Community Plan for agreement by the board
- Continues dialogue with other districts and county wide LSP on links between and roles of each LSP (co-ordination and joint working)

### **Role of the Task Groups**

Task Groups are also directed by the board and can be set up and dissolved as necessary. Generally they:

- Carry out specific agreed outcomes
- Have a limited life – until the board agrees that they have satisfactorily achieved their outcome
- Can run in parallel or in sequence – some start now – some later
- Can link together for work that needs a synchronised response
- Have a main board member who leads each Task Group

The groups and their specific roles are set out below

### **Baseline Information Group**

- Agree what social, environmental and economic data / information is needed for Community Planning
- Evaluate what data is available – both qualitative and quantitative
- Assess what format it is in, and where it is located
- Evaluate what existing consultation data is available and what it reveals
- Look at existing strategies and plans for potential to re-badge and achieve quick wins
- Assess any gaps in information
- Suggest ways of presenting / communicating information that is useful and accessible
- From the above develop a proposal of key needs / issues / 'Quality of Life' indicators for measuring the impact of Community Planning Actions

### **Partnerships Group**

- Map existing partnerships / their role and key contact
- Tease out duplication and effectiveness of partnerships
- Consider the resourcing of partnerships
- Begin dialogue to discuss roles and links to The Mendip Partnership
- Develop and propose alternatives to existing structures if necessary
- Report to board to agree this with proposals for communicating with and between partnerships

### **Sub Strategic Planning Group**

- Explore potential options for planning areas (by interest/geography etc) in Mendip
- Develop criteria / rationale for selecting planning areas – Needs / capacity etc
- Link with other Task Groups for consistency, especially Support Group on Community Planning methods / processes
- Explore cross boundary planning potential e.g. LAMP etc
- Develop a sequence of planning area pilots to propose to board
- Look at options for ensuring consistency across the district
- Consider how this can be communicated with the wider partnership

### **Communication Group**

Investigate and propose to the board , methods and a strategy for communicating both within the partnership and the wider Mendip Community.

Evaluate consultation processes that can be used effectively

Consider and Identify hard to reach groups and how they can be involved / communicated with.

Consider and propose to board methods of publicity / profile raising of partnership with community through all media.

Investigate the best use of IT in conjunction with e-govt strategy for access to information and communication by and with the partnership.

### **Wider Partnership Role**

A wider group of member organisations / partnerships are to be able to affiliate to the partnership and to form an annual conference to which the board will report on:

- progress against the action plan / outcomes agreed
- progress on community planning
- achievements against the actions agreed in existing community plans
- good practice experiences across Mendip
- training / awareness raising events held
- resources bid for and achieved
- future action plans for the next twelve months

## Membership Criteria

### Board Membership

**General** – A balance of sectors and interests, with the right to call in ‘expert witnesses’ if an issue is not covered by members of the board.

It should include the agencies responsible for delivering key services such as health/ social care , housing, transport, education etc. , plus representatives of statutory partnerships.

Members should be able to speak from a sector / agency, even if they cannot speak for a sector .

The criteria and membership will be reviewed within six months of the first board meeting , and annually thereafter

### Specific –

- The Council's representatives will be the elected representatives from the three tiers of 'local' government (County , District , Town / Parish Councils)
- Individuals should have responsibility for the strategic direction of their organisation, and must be able to commit their organisation, and its resources (*subject to the constitution and accountability within that organisation. ie differences between agencies must be recognised and respected e.g. voluntary and statutory sectors* )
- Individuals should have a strategic view across the district of Mendip
- Individuals must be from agencies who operate / deliver services / represent communities of interest etc within Mendip
- Individuals must recognise that while sitting on the board their aim is to develop the role of the LSP in Community Planning, and not to lobby for their own organisation or agenda.
- Individuals should have a commitment to the Community Planning process, and what it can deliver
- It is up to partner organisations to determine who to put forward for the board ; including whether this is an officer or lay member of their organisation.
- Forum representatives should ideally be the Chair or lead person (if appropriate), but it is up to the individual forum to chose who best meets the criteria, and they should have the remit to represent all views within the forum or organisation.
- RSL member will be chosen by the Preferred Development Partner Group – and will represent the RSL sector across Mendip
- Voluntary board members will be selected by an inclusive voluntary sector conference
- Board members of a group / sector or partnership must agree to take responsibility for ensuring the board is informed of their views – and equally for informing their group/ sector etc of Community Planning work in Mendip
- Government Office should have an ex officio place on the board
- Each partnership member can have one nominated substitute who has to be briefed and fully informed by that member. (substitution should only take place as a last resort)

**A list of Current Members of the Partnership is shown below**

<b>Full Name</b>	<b>Position</b>	<b>Representing</b>
Andy Gardiner	Area Water Resources Manager	Environment Agency
Cathy Bakewell	Leader of the Council	Somerset County Council
Ian Bennett	Principal – Strode College	Further Education Sector
Ian Wallace	Director Young Somerset	Young People's Organisations
Janet Palmer	Vice Chair – Mendip Social Forum	Mendip Social Forum
Jilly Edwards	Manager Voluntary Action Mendip	Voluntary Agencies
Jim Shearer	Chief Superintendant of Police	Avon & Somerset Police
Pam Iles	Chair of Mendip Head Teachers Group	Head teachers of Mendip Schools Group
Penny Baker	Chair of Mendip Association of Chambers of Commerce	Mendip Association of Chambers of Commerce
Peter Chapman	Chief Executive of Mendip Housing Ltd	Registered Social Landlords
Ron Ballantine	Chair of Mendip Primary Care Trust Executive	Mendip PCT
Stephen Harrison	Leader of the Council	Mendip District Council
Zena Pollard	Personal Accounts Manager - Barclays Bristol & North	Mendip Economy Forum
Penny Church	Manager Frome and District Citizens Advice Bureau	Voluntary Agencies
Graham Livings	Trustee - Victim Support	Voluntary Agencies
Pete Spooner	Mendip and South Somerset Cluster Manager Job Centre Plus	Employment/Benefits Agencies
Nick Cottle	Glastonbury Town Councillor	Town & Parish Council's (SALC)
Richard Dixon	Vice Chairman - Mendip Environment Forum	Mendip Environment Forum

### **Support Group membership criteria**

- as for board in terms of sectors / organisations
- could include different tiers of officers as necessary
- should include people with the knowledge / skills / experience needed
- can be flexible depending on the support needed
- led by Mendip D.C.

### **Task Group Membership criteria - to include:**

- as for board in terms of sectors / organisations
- could include different tiers of officers / members as necessary
- should include people with the knowledge / skills / experience needed
- other relevant agencies / partnership organisation representatives can be co-opted

### **Wider Membership Criteria**

This is open to public, private and voluntary agencies/ bodies which are delivering services or serving or representing the interests of residents of Mendip , and who have

- a commitment to partnership working
- a commitment to working for improvements in the quality of life for Mendip residents
- a commitment to equality of opportunity
- a commitment to sustainable development
- a commitment to the community planning process
- a commitment to actively support the engagement of hard to reach groups
- a commitment to openness and sharing information and decision making

### **Principles of the Partnership**

- all partners have an equal voice
- we will check that we have a shared commitment before we act
- we will respect the constraints of organisations and sectors
- wherever it is practicable our meetings should be open to press and public
- we are committed to openness and transparency
- we will not work in opposition
- we will respect diversity and champion equality
- we will keep the partnerships membership flexible, dynamic and responsive to the needs of our communities
- we will champion the use of technology to aid better communication and access to information

### **Shared Aims and Objectives**

- To share resources to be more effective in what we do
- To seek a long term vision with a rolling plan of short term actions
- To share networks, information, and contacts with each other
- To share good ideas and learn from our neighbours

- To support our voluntary sector partners to participate fully
- To actively engage our business community
- To will foster sustainable development
- To use our influence and discretion to meet the local needs and priorities of our communities
- To uncover and set priorities and the overall agenda for community planning
- To seek continuity in the process of bids for funding

### **Conduct of Partners**

- we will respect and record minority views
- we will listen to each other and respect differences of opinion
- we will not talk over each other in meetings
- we will trust and be able to constructively challenge each other
- we will not use the partnership to lobby for our own personal or business interests

**Agenda item : 9**

**Subject : Resourcing the LSP and Community Planning Actions**

**From : Stuart Palmer**

**Background**

The two working groups who developed the structure and action plan proposed that the statutory agencies should resource the initial setting up phases of the process and LSP. This has been the method followed so far with the District and County Council contributing equally in cash resources, and with Mendip DC providing the lion share of staffing for the process.

Set out below are the known resources so far for this year, and a proposal to clarify how we resource the partnership.

**Known Budget Resources 2002/03**

Mendip DC has set aside up to £10,000 for use on consultancy / facilitation etc.

Somerset CC has set aside up to £5000 as a contribution to the process in Mendip

Of this , we have spent so far, £1800 on facilitating , venues etc, including the awayday at Coxley Vineyard on 25<sup>th</sup> June.

**Known Human Resources**

Item 10 Appendix 1 shows a list of officers from Mendip DC set against the various groups of the LSP structure, who have identified part of their time to work on supporting the process. Some will take a lead and others will contribute partly with their knowledge and expertise. More staff will be involved in Community Planning itself at a later date.

Besides this , as lead officer for Mendip I am spending about a third of my time on CP work , and Jill Temple from Mendip's Corporate Team will provide Committee support to the Board. Graham Jeffs , Chief Executive from Mendip has also expressed his commitment and support, and will input into the process as his time allows.

Mendip have also agreed to resource venues for Board meetings (unless there are other kind offers), and we will support and resource the Support Group.

I have asked other statutory agency contacts for information on what resources, human, cash or venues etc they could offer. I would be grateful if members of the board could clarify what their agencies are able to contribute, so that we can press ahead with the action plan. County Council staff are currently going through a restructure, and when this is complete we will then be clear who is supporting from Somerset CC.

**Voluntary Sector Support**

At the voluntary sector conference and also at the awayday, the issue was raised of how we can support unpaid voluntary members of the board to fully participate in the process.

This support could cover;

- a travel / mileage allowance (local authority rate 35p per mile?)
- child care (for evening meetings where there is no other option?)
- other expenses?

### **Costing the CP Action Plan**

A key task for the support group is to work through the action plan and cost the process including the whole system events for determining local key priority areas.

Furthermore the Task Groups may identify costs relating to their role / actions.

I would like to suggest that the Support group works through the action plan and co-ordinates the Task Groups costing exercise , to bring back to the board as soon as possible the costings for this and future years , so that we can budget accordingly.

### **Recommendations**

That members of the board :

- clarify what resources their organisation / agency can offer
- agree the scope of allowances for unpaid voluntary board members, and how this will be resourced, managed.
- agree how the costings should be developed on the action plan

# The Mendip Partnership Board

15<sup>th</sup> July 2002

## Agenda Item 10

**Subject : Commissioning the wider LSP structure**

**From : Stuart Palmer**

### **1. Background**

The proposed draft action plan and structure for the partnership indicated a Support Group , and three specific task groups to lead the work on parts of the action plan. At the awayday on 25<sup>th</sup> June some of these were amended , together with the addition of a fourth task group.

The current revised structure is attached as Appendix E, and I have set out below the amended groups and their suggested roles.

Members of the board will need to confirm the group structure , each groups remit / role, membership, support and resources, together with the expected time scale for them to complete their work .

### **2. PARTNERSHIP SUPPORT GROUP**

#### **Role / remit**

- Provides support, expert advice and arranges / facilitates board meetings.
- Carries out the co-ordinating work of the partnership on behalf of the board.
- Facilitates and manages the practical aspects of Community Planning, commissioned and directed by the Partnership Board
- Develops the process for identifying key issues for the District Community Plan
- Plans and designs events for the development of a Mendip wide Community Plan for agreement by the board
- Continues dialogue with other districts and county wide LSP on links between and roles of each LSP (co-ordination and joint working)

#### **Membership criteria**

- as for board in terms of sectors / organisations
- could include different tiers of officers as necessary
- should include people with the knowledge / skills / experience needed
- can be flexible depending on the support needed
- led by Mendip D.C.

#### **Resources**

Supported, resourced and co-ordinated by Mendip D.C.

### **3. TASK GROUPS**

#### **General role / remit**

To be set up and dissolved as necessary, by the board -

- They are to carry out specific agreed outcomes
- They have a limited life – until the board agrees that they have satisfactorily achieved their outcome

- They can run in parallel or in sequence – some start now – some later
- They can link together for work that needs a synchronised response
- One member of the main board to lead each Task Group
- Task groups are subservient to the board

**Task Group Membership** - to include:

- as for board in terms of sectors / organisations
- could include different tiers of officers / members as necessary
- should include people with the knowledge / skills / experience needed
- other relevant agencies / partnership organisation representatives can be co-opted

**Resources**

- Supported and co-ordinated by the lead board members organisation, or jointly from others if lead board member is from a voluntary organisation.

**Baseline Information Group**

**Role / Remit**

- Agree what social, environmental and economic data / information is needed for Community Planning
- Evaluate what data is available – both qualitative and quantitative
- Assess what format it is in, and where it is located
- Evaluate what existing consultation data is available and what it reveals
- Look at existing strategies and plans for potential to re-badge and achieve quick wins
- Assess any gaps in information
- Suggest ways of presenting / communicating information that is useful and accessible
- From the above develop a proposal of key needs / issues / 'Quality of Life' indicators for measuring the impact of Community Planning Actions

**Partnerships Group**

**Role/Remit**

- Map existing partnerships / their role and key contact
- Tease out duplication and effectiveness of partnerships
- Consider the resourcing of partnerships
- Begin dialogue to discuss roles and links to The Mendip Partnership
- Develop and propose alternatives to existing structures if necessary
- Report to board to agree this with proposals for communicating with and between partnerships

**Sub Strategic Planning Group**

**Role / Remit**

- Explore potential options for planning areas (by interest/geography etc) in Mendip
- Develop criteria / rationale for selecting planning areas – Needs / capacity etc
- Link with other Task Groups for consistency, especially Support Group on Community Planning methods / processes
- Explore cross boundary planning potential e.g. LAMP etc
- Develop a sequence of planning area pilots to propose to board
- Look at options for ensuring consistency across the district
- Consider how this can be communicated with the wider partnership

## **Communication Group**

### **Role / remit**

Investigate and propose to the board , methods and a strategy for communicating both within the partnership and the wider Mendip Community.

Evaluate consultation processes that can be used effectively

Consider and Identify hard to reach groups and how they can be involved / communicated with.

Consider and propose to board methods of publicity / profile raising of partnership with community through all media.

Investigate the best use of IT in conjunction with e-govt strategy for access to information and communication by and with the partnership.

## **4. Recommendations**

1. I would be grateful if board members would discuss , amend if necessary and confirm:

- the structure and principles of the Sub Groups
- their individual role / remit
- lead board members for each task group
- resourcing / support for each task group
- target dates for the completion of their individual tasks (except Support Group which is continuous ). *The original action plan indicates some of these , but excludes the communication group.*

## Appendix 1 - Agenda item 10 - Sub Group Membership and Support

<b>Group</b>	<b>Members</b>	<b>Board Lead</b>	<b>Support From</b>
<p><b><u>Support Group</u></b></p> <p>End July Wk Beginning 22<sup>nd</sup> ?</p>	<p><u>MDC</u></p> <ul style="list-style-type: none"> <li>▪ Stuart Palmer</li> <li>▪ Sara Skirton</li> <li>▪ Chris Arscott</li> </ul>	Chair?	MDC
<p><b><u>Baseline Information</u></b></p>	<p><u>MDC</u></p> <ul style="list-style-type: none"> <li>▪ Stuart Palmer</li> <li>▪ Rachel Willis</li> <li>▪ Sara Skirton</li> </ul> <p>(Jane Roland / Sarah Guscott)</p>		
<p><b><u>Partnership</u></b></p>	<p><u>MDC</u></p> <ul style="list-style-type: none"> <li>▪ Chris Arscott (ARO's)</li> <li>▪ Jenny Davies</li> <li>▪ Stuart Palmer</li> <li>▪ Jennie Kingstone</li> </ul>		
<p><b><u>Sub Strategic</u></b></p>	<p><u>MDC</u></p> <ul style="list-style-type: none"> <li>▪ Simon Eames</li> <li>▪ Chris Arscot</li> <li>▪ Stuart Palmer</li> </ul> <p>(Sarah Guscott/ Stuart Cave?)</p>		
<p><b><u>Communications</u></b></p>	<p><u>MDC</u></p> <ul style="list-style-type: none"> <li>▪ Stuart Palmer</li> <li>▪ Grenville Jones</li> <li>▪ Sara Skirton</li> <li>▪ (Keith Bush)</li> </ul>		