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<<Task Group Membership and Support.doc>>

<<lsp Minutes - 15 July 2002.doc>>

Attached are minutes and updated Task Group membership list.

Most groups have already met to scope work or have a meeting planned shortly

Please contact the lead officer for each to progress work if you need to .

I am on leave from 31st July to 15th August - Collette Haynes has access to my diary for meetings .

Regards Stuart Palmer

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## The Mendip Strategic Partnership

### Task Sub Group Membership and Support

<b>Group</b>	<b>Members</b>	<b>Board Lead</b>	<b>Support From</b>
<b><u>Support Group</u></b>	<p><u>MDC</u></p> <ul style="list-style-type: none"> <li>▪ Stuart Palmer (<b>Lead Officer</b>)</li> <li>▪ Sara Skirton</li> <li>▪ Chris Arscott</li> </ul> <p>add Lead officers from Task Groups Sara Skirton, Jane Rolands, Jennie Davies (if available ) + County rep</p>	Chair- Ron Ballantine Deputy – Ian Bennett	MDC
<b><u>Baseline Information</u></b>	<p><u>MDC</u></p> <ul style="list-style-type: none"> <li>▪ Stuart Palmer</li> <li>▪ Rachel Willis</li> <li>▪ Sara Skirton</li> <li>▪ Jane Roland (<b>Lead officer</b> )</li> </ul> <p><u>PCT</u> – Caroline Gamlin</p>	Chair -Stephen Harrison Deputy–Peter Chapman  other board members – Andy Gardiner Richard Dixon	MDC
<b><u>Partnership</u></b>	<p><u>MDC</u></p> <ul style="list-style-type: none"> <li>▪ Chris Arscott (ARO's)</li> <li>▪ Jenny Davies (<b>Lead Officer</b>)</li> <li>▪ Stuart Palmer</li> <li>▪ Jennie Kingstone</li> </ul>	Chair – Jilly Edwards Deputy – Jim Shearer	Police
<b><u>Sub Strategic</u></b>	<p><u>MDC</u></p> <ul style="list-style-type: none"> <li>▪ Simon Eames</li> <li>▪ Chris Arscot (<b>Lead officer</b>)</li> <li>▪ Stuart Palmer</li> </ul> <p>(Sarah Guscott / Stuart Cave?)</p>	Chair – Graham Livings Deputy – Nick Cottle	?
<b><u>Communications</u></b>	<p><u>MDC</u></p> <ul style="list-style-type: none"> <li>▪ Jennie Kingstone</li> <li>▪ Stuart Palmer</li> <li>▪ Grenville Jones</li> <li>▪ Sara Skirton (<b>Lead Officer</b>)</li> <li>▪ Keith Bush</li> </ul>	Chair - Zena Pollard Deputy – Janet Palmer	?

## The Mendip Strategic Partnership

Minutes of the meeting of The Mendip Strategic Partnership held on Monday 15 July 2002 at 3.00 pm in the Council Chamber, Council Offices, Shepton Mallet.

PRESENT: Penny Baker - Mendip Association of Chamber of Commerce  
 Ron Ballantine - Mendip Primary Care Trust  
 Neil Bassett - Job Centre Plus  
 Ian Bennett - Strode College  
 Peter Chapman - Mendip Housing Limited  
 Nick Cottle - Glastonbury Town Council  
 Richard Dixon - Environment Forum  
 Jilly Edwards - Voluntary Action Mendip  
 Andy Gardiner - Environment Agency  
 Stephen Harrison - Mendip District Council  
 Graham Livings - Victim Support  
 Tim McCombe - GOSW  
 Janet Palmer - Social Forum  
 Zena Pollard - Economy Forum  
 Jim Shearer - Avon & Somerset Police

**OFFICERS**

PRESENT: Stuart Palmer - Mendip District Council  
 Jill Temple - Mendip District Council

<b>Agenda Item Number</b>	<b>Agenda Item</b>
<b>1</b>	<b>Welcome</b>  Ron Ballantine welcomed everyone to the meeting.
<b>2</b>	<b>Introductions</b>  Introductions were made around the table.
<b>3</b>	<b>Formal appointment of the Board's Chair</b>  It was proposed, seconded and agreed that Ron Ballantine be appointed as Chairman.

4	<p><b>Formal appointment of the Board's Vice Chair</b></p> <p>It was proposed and seconded that Penny Church be appointed as Vice Chair. There were no other nominations. It was agreed to approach Penny Church as she was not present at the meeting.</p>
5	<p><b>Apologies</b></p> <p>Penny Church - CAB  Pam Isles - Head Teachers of Mendip Schools Group  Cathy Bakewell - Somerset County Council  Ian Wallace – Young Somerset</p>
6	<p><b>Report and actions from Awayday – 25 June 2002</b></p> <p>Stuart Palmer explained that he felt that the Awayday had been enjoyable and successful.</p> <p>Most issues that had been raised by the individual groups had been recorded in the report attached to the agenda. Amendments and actions had been set out on page 11 and related to the following:</p> <ul style="list-style-type: none"> <li>• Changes to protocol</li> <li>• Amended Membership criteria</li> <li>• Revised role of Mendip Partnership Board</li> <li>• Outcomes in the project plan</li> <li>• Responsibilities – changed and added into protocol</li> <li>• Partnership changes</li> <li>• Electronic communication</li> <li>• Setting out electronic communication for the group from the Partnership Task Group</li> <li>• Removal of the word “rationalise”</li> </ul> <p>The majority of amendments and actions have been considered in developing the draft Partnership Agreement and most had now been actioned in this.</p> <p>Stuart is continuing to progress the electronic e mail group etc.</p> <p>There was some discussion over the proposed name of the Partnership and it was agreed for the time being to use the title “The Mendip Strategic Partnership”.</p>

7	<p data-bbox="459 264 1023 297"><b>Draft Mendip Partnership Agreement</b></p> <p data-bbox="459 342 1406 454">The Chair referred to the Mission Statement which members were happy with except that they felt that the date should be omitted. They were happy to adopt as an interim statement:</p> <p data-bbox="459 488 1337 566"><b>“To work together to help create healthy, just, vibrant and sustainable communities in Mendip”</b></p> <p data-bbox="459 600 1406 712">Stuart Palmer advised that the timescale would be left up to the local partnerships and the community. He suggested that members might need to work in taskgroups to come back with proposals.</p> <p data-bbox="459 745 1398 857">The partnership structure was as the original proposal except for the addition of a communications group and amendments made by agreement from the away-day.</p> <p data-bbox="459 902 1430 981">The Chair read out the Principles of the Partnership, Shared Aims and Objectives and Conduct of Partners and members agreed these.</p> <p data-bbox="459 1014 1445 1093">Janet Palmer wished it placed on record that she still had concerns with open meetings to the press and public, particularly in the early stages.</p> <p data-bbox="459 1126 1430 1238">Most members of the group felt that press and public should be invited to meetings and a suggestion was made that there should be a public participation slot.</p> <p data-bbox="459 1283 1445 1361">The Chair suggested that a decision be made at the end of the meeting when agreeing a date for the next meeting. This was agreed.</p> <p data-bbox="459 1395 1453 1473">The Chair asked whether the board were prepared to move forward and adopt the partnership agreement. Members of the board agreed.</p>
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<p><b>8</b></p>	<p><b>Revised Outcomes and Action Plan</b></p> <p>Stuart Palmer advised that his proposal would be for the support group to work up a detailed project plan amended to include the suggestions from the away-day with costed plans.</p> <p>In response to a query relating to the activities that the Partnership was proposing to undertake, the following points were noted:</p> <ul style="list-style-type: none"><li>• The Action Plan was a mechanism for delivering actions that the board had agreed</li><li>• Work was needed to put it in practice</li><li>• It was necessary to achieve the District Wide Strategy</li><li>• Task Groups were necessary to deliver the agreed outcomes</li><li>• The process would be developed by the Task Groups and then brought back for the Partnership Board to agree</li><li>• At this stage no specific projects were identified – a mechanism was needed to reach that stage and the Partnership needed to clarify its role amongst other agencies.</li><li>• The Partnership represented other organisations and it was necessary that <u>all</u> organisations be involved</li></ul> <p>Graham Livings circulated a document. The Chair took members through the document and it was suggested that the issues be prioritised and dealt with as and where appropriate within the task groups.</p> <p>In a question on whether extra resources would be available Stuart Palmer explained that in the Public Service Agreement there was the potential for bidding for extra money across the County but that the main thrust was to be more creative in enabling services to be delivered to the community using existing budgets.</p>
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## Resourcing the LSP and C P Actions

Stuart Palmer referred to Appendix 1- Item 10 on staffing resources and updated members on resources that were currently available and monies that had been spent.

The work drawn up in the Action Plan would need to be fully costed. For example some of the consultation events would probably cost around £2,000 each. The Support Group would look at the design of community planning events and how initiatives would take place and bring back proposals to the Partnership Board. He advised that there was a lack of clarity on resources relating to Somerset County Council due to a restructuring exercise that was presently ongoing. He raised the issue of supporting unpaid voluntary workers and pointed out that the Board could consider how to provide support for unpaid members so that they were not disenfranchised .

Tim McCombe advised that there was a Government renewal fund which targeted funds to local strategic partnerships although it was noted that this would not be available to areas like Mendip.

Stuart Palmer advised that he had e mailed all statutory partner colleagues requesting any resources that could be made available.

Zena Pollard advised that the members of the business community and Economy Forum could provide venues around the district.

Discussion took place on the provision of mileage and child care allowance for voluntary workers, and it was agreed that the Mendip District Council mileage and appropriate child care rates should be offered to members of the board who could not claim this from their organisation. Child care rates should be offered for day or evening care.

Members welcomed the e-mail initiative but it was pointed out that the cost of printing e mailed documents would be borne by the recipient rather than the Council. Zena Pollard advised that she could source paper for those people who required it.

Nick Cottle preferred to receive paper copies as he had encountered problems when attempting to print.

It was agreed that unless Stuart Palmer was notified by individual members to the contrary all communications would be dealt with by e-mail.

<p><b>10</b></p>	<p><b>Commissioning the wider LSP structure</b></p> <p>Stuart Palmer referred to the report which set out the Support and Task groups, and their individual roles and remit. Each task group should be a multi agency group and the original agreement from the Board Away Day had been that someone from the Board should take a lead role for each group. The support for resourcing the Task Group should be provided by the Lead Board Member of each individual group.</p> <p>The Chair asked for volunteers to sit on the groups and these were agreed. Please see attached document which sets out leads, deputy leads and board members for each.</p> <p>It was agreed that the target dates for each piece of work be discussed within the groups and the Lead Members would report back to the Board.</p> <p>Stuart Palmer asked that Mendip be treated as a base and the Support Group would co-ordinate. Groups would need to be in discussion with each other. With the Board's agreement he would produce an e mail and telephone number contact list for all members. The work that is carried out by the individual groups would need to come back to the Board to form a consensus in line with the agreed principle in the Partnership Agreement.</p> <p>Graham Livings referred to his copy of the Mendip News and suggested that all members of the Board who did not live within the Mendip district should have a copy. He also requested a copy of Mendip District Council's budget for 2002/03.</p> <p>It had been anticipated to report progress at the scheduled November meeting but members agreed that they should reconvene in September. The Chair requested that reports be submitted from the support groups identifying the tasks to be undertaken. It was hoped that at the September meeting the groups would be able to confirm that they had support, were resourced and had agreed a forward work programme.</p>
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<p><b>11</b></p>	<p><b>Future meeting dates/frequency and venues</b></p> <ul style="list-style-type: none"> <li>• Monday 23 September 2pm – 4 pm</li> <li>• Monday 18 November 4pm – 6 pm</li> </ul> <p>It was suggested that village halls be used as future venues and Henton was put forward as it was reported that the village hall had very good facilities. It was also suggested that the meetings move around the district and of the two dates agreed one venue should be in the West and one in the East of the district.</p>
<p><b>12</b></p>	<p><b>Any other business</b></p> <p>The Chair suggested that the September meeting should not be held in public and perhaps the November meeting could be targeted as the first meeting in public but this decision would be confirmed in September. It was suggested that there could be a slot for public questions or comments. The Board agreed to these proposals.</p> <p>The Chair raised the issue of publicity and it was felt that the press should be involved. It was agreed that this would be part of the remit of the communications group.</p>
	<p>The meeting finished at 4 52 pm</p>