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Please find attached an agenda, minutes of the last meeting, and papers for the board meeting to be held at Henton Village Hall on 23rd September at 2.00pm.

You will note that there are no papers yet from the task -groups, although some may follow early next week , when chairs have had the opportunity to talk to lead officers.

AS agreed I will send agenda and papers to Nick Cottle , but please let me know if you need paper copies - and please contact Collette Haynes at Mendip on 01749 341474 if you need directions to Henton Village Hall.

I look forward to seeing you on 23rd.

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Stuart Palmer

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The Mendip Strategic Partnership

Board Meeting 23rd September 2002.

2 p.m. Henton Village Hall

Draft Agenda

- 1. Apologies**
- 2. Appointment of Board Vice Chair**
- 3. Minutes of the meeting of 15th July**
- 4. Matters arising – Actions update**
- 5. Community Planning Action Plan**
- 6. Updates from Task Groups – work in progress**
 - Baseline Information Task Group**
 - Partnership Task Group**
 - Sub – Strategic Task Group**
 - Communications Task Group**
- 7. Mendip Community Plan –process for determination of key issues**
- 8. Travel and expenses claim process**
- 9. Any Other Business**
- 10. Date / Venue of next meeting – 18th November 2002.**

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

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

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| 4 | <p>Formal appointment of the Board's Vice Chair</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>Apologies</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>Report and actions from Awayday – 25 June 2002</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"> • Changes to protocol • Amended Membership criteria • Revised role of Mendip Partnership Board • Outcomes in the project plan • Responsibilities – changed and added into protocol • Partnership changes • Electronic communication • Setting out electronic communication for the group from the Partnership Task Group • Removal of the word “rationalise” <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> |

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| 7 | <p data-bbox="459 264 1023 297">Draft Mendip Partnership Agreement</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">“To work together to help create healthy, just, vibrant and sustainable communities in Mendip”</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>8</p> | <p>Revised Outcomes and Action Plan</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"> • The Action Plan was a mechanism for delivering actions that the board had agreed • Work was needed to put it in practice • It was necessary to achieve the District Wide Strategy • Task Groups were necessary to deliver the agreed outcomes • The process would be developed by the Task Groups and then brought back for the Partnership Board to agree • 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. • The Partnership represented other organisations and it was necessary that <u>all</u> organisations be involved <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.

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| 10 | <p>Commissioning the wider LSP structure</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.</p> <p>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>11</p> | <p>Future meeting dates/frequency and venues</p> <ul style="list-style-type: none"> • Monday 23 September 2pm – 4 pm • Monday 18 November 4pm – 6 pm <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>12</p> | <p>Any other business</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> |

FROM: Stuart Palmer 23RD September 2002

**SUBJECT: Mendip Wide Community Plan –
Determination of Key Issues.**

SUMMARY/INTRODUCTION

The board have endorsed the approach that we develop a district wide community plan with a limited number of key issues (as well as local planning pilots). This report outlines a suggestion for determining a draft set of key issues for the district wide plan.

BACKGROUND

For the district wide community plan to be effective, we should ensure that it:

- is set at an appropriate strategic level,
- incorporates statutory targets and plans where necessary
- is achievable and practical
- delivers real improvements to the social, economic and environmental well being of communities.
- is based on sustainable principles
- is endorsed and agreed by a consensus of all agencies
- is developed with stakeholders at all levels
- has measurable targets / actions

To be realistic, some selection is essential to ensure that we target the most relevant key issues for the communities within Mendip. We have a draft vision or mission statement :
‘To work together to help create healthy, just, vibrant and sustainable communities in Mendip’

which should guide us together with information on the needs and aspirations of our communities.

The work undertaken by the Baseline Information Group will be essential in informing the partnership and our stakeholders of:

- acute social, economic and environmental needs
- results of consultation, previously carried out
- key strategy targets , projects and plans from existing strategies.

This should be the background raw material and context for our deliberations on key issues. I will bring some examples of the kind of issues developed by other LSP’s at the meeting.

If the Baseline Information Group are reporting to the November board meeting the initial findings could be developed at that meeting. However, to give a wider group the opportunity to work on these choices, we could facilitate this at the Standing Conference planned for December.

A programme would then potentially look something like this:

November Board Meeting -

Baseline Information Group presents findings and illustrates relative local needs and acute issues.

December Standing Conference -
(planned by Support Group)

A wider group works through facilitated sessions / seminars to develop this information into a draft set of issues for debate at a Large Group Event.

January – Large Group Event –
(planned by Support Group)

An inclusive stakeholder facilitated event to explore the merits and relative importance of the key issues drafted from the December event.

It will determine and agree the number and nature of the broad key issues .

Each of these issues will then in turn form the focus of individual large group events attended by relevant stakeholders to work up draft objectives and actions for each issue. (February to April)

This would fit with the action plan timing of events and means that by the April Board meeting we would have an agreement on the following built up with community stakeholders:

- selected and relevant key strategic issues
- a set of agreed objectives for each issue
- a draft set of actions for each objective

The board would then be able to work through these objectives and actions collectively , and individually to agree what each partner can deliver through their own organisation, and through joint working with other partners.

RECOMMENDATION

That Board members consider the proposal to develop a broad set of issues for the Mendip Wide Community Plan, and agree a way forward.

Background Papers

Community Planning – Action Plan Summary of Outcomes & Tasks

| <u>Date to be completed</u> <u>(When by)</u> | <u>Task/Outcome</u> <u>(What)</u> | <u>(Who) is doing it</u> | <u>Progress</u> |
|---|--|--|-------------------------------|
| June 2002 | Partnership set up – membership agreed members signed up | MDC Lead & all agencies | Achieved |
| ↓ | ↓ | ↓ | ↓ |
| November 2002 | Agree how county, district, sub district planning fits together | Board – Support Group other LA's and County LSP | Dialogue begun – on target |
| ↓ | ↓ | ↓ | ↓ |
| November 2002 | Sub District Planning areas and process agreed and commissioned | Sub Strategic Task Group and Board | Commissioned – on target |
| ↓ | ↓ | ↓ | ↓ |
| November 2002 | Partnerships mapped and reviewed | Partnership Taskgroup and Board | Commissioned and on target |
| ↓ | ↓ | ↓ | ↓ |
| November 2002 | Baseline Data/Strategies pulled together | Baseline Info TG and Board | Commissioned and on target |
| ↓ | ↓ | ↓ | ↓ |
| ??????? | Communications Strategy Developed | Communications TG and Board | Commissioned |

Community Planning – Action Plan Summary of Outcomes & Tasks

| <u>Date to be completed (When by)</u> | <u>Task/Outcome (What)</u> | <u>(Who) is doing it</u> | <u>Progress</u> |
|---------------------------------------|---|---|-----------------------|
| April 2004 | <u>A Realistic Community Plan for the District is developed</u> | <u>The Mendip Strategic Partnership</u> | <u>Under planning</u> |
| ↓ | ↓ | ↓ | ↓ |
| Sept 2002 | Agree Process to identify key issues | Board/Support Group | Under discussion |
| ↓ | ↓ | ↓ | ↓ |
| Dec 2002 | Standing Conference Held | Support Group/Board | Under Planning |
| ↓ | ↓ | ↓ | ↓ |
| Jan 2003 | Large Group Event to <u>define</u> and <u>agree</u> key issues | Support Group | T.B.P |
| ↓ | ↓ | ↓ | ↓ |
| Feb 2003 | Agree priority issues – match with existing strategies | Board/Support Group | T.B.P |
| ↓ | ↓ | ↓ | ↓ |
| Feb – Apr 2003 | Single issue large group events to plan actions | Board – Partnership and stakeholders | T.B.P |
| ↓ | ↓ | ↓ | ↓ |
| Apr – Sept 2003 | All agencies agree actions together and in own agencies costed and budgeted | Board – Partner agencies | T.B.P |
| ↓ | ↓ | ↓ | ↓ |
| Sept 2003 | First Draft CP | Support Group – Board | T.B.P |
| ↓ | ↓ | ↓ | ↓ |
| Jan 2004 | All agencies feed actions into policy and budgets in own organisation | Board and Agencies | T.B.P |
| ↓ | ↓ | ↓ | ↓ |
| Jan 2004 | Second Draft of CP | Support Group | T.B.P |
| ↓ | ↓ | ↓ | ↓ |
| April 2004 | Final CP agreed and put into action and a Monitoring Process Agreed | Board | T.B.P |

THE MENDIP STRATEGIC PARTNERSHIP

BOARD MEMBERS TRAVELLING AND EXPENSES CLAIM FORM

NAME (block Capitals Please): _____

ADDRESS (block Capitals Please): _____

Notes Legitimate travel/transport costs for Board or other meetings of The Mendip Partnership are payable on completion of this form and authorisation by the responsible officer claims should be submitted monthly, and returned to Policy and Partners, Mendip District Council Offices, Cannards Grave Road, Shepton Mallet, Somerset, BA4 5BT

Claims can be made for:-

- Fuel used in members own vehicle – mileage allowance @ 35p per mile for partnership business use
- Car Park charges
- Taxi or public transport (lowest fare) costs
- Child care payments – to allow a board member to attend a partnership meeting where child care is needed

(Receipts should be attached as proof of expenditure is needed before payment will be made for expenses other than mileage)

| |
|---------------------|
| Vehicle Make: _____ |
| & Model: _____ |
| _____ |
| Reg. No: _____ |

| | |
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| I declare that the journeys and expenses set out on the claim form below were approved duties performed by me as a Board Member of The Mendip Partnership and that to the best of my knowledge the claim is in accordance with the existing partnership agreement. | |
| Members Signature _____ | Date _____ |
| Authorised Officer Signature _____ | Date _____ |

Total mileage claimed:

Total expenses claimed:

| Date | Details of Journey (starting and finishing points to be shown) | ✓ Car Share number of passengers | Miles Travelled | Description of Approved Duties | Other expenses detail – please attach receipts | Expenses £ p | | |
|-----------------------|--|----------------------------------|-----------------------|--------------------------------|--|----------------------|--|--|
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| | | | | | | | | |
| Total Mileage Claimed | | | Total Amounts Claimed | | | | | |

MENDIP STRATEGIC PARTNERSHIP

Board Members Travelling and Expenses Claim Form

Purpose

To ensure no board member is disenfranchised or unable to attend business meetings and events of the Strategic Partnership through transport or child care costs.

Who Can Claim

Any board member whose own agency does not pay the costs of travelling or of child care when representing their agency at partnership meetings.

What Can Board Members Claim For

Reasonable expenses for travelling to or attending Partnership Meetings e.g:-

- Car mileage from home/work to any Partnership Board Meeting, Task or Sub Group meeting or Partnership organised event. (including car park charges)
- Taxi or public transport costs expended on the above.
- Paid Child Care to enable board members to attend Partnership board meetings, Task or Sub Group meetings or Partnership organised events.

How do Board Members Make a Claim

Claims should be made by using the attached form, each month, at the end of the month and sent to Policy and Partners at Mendip District Council.

Receipts for expenses other than car mileage e.g.

- Taxi fares or public transport
- Car park fees
- Payments for child care

Should be attached to the claim when it is made