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Sent: 16 May 2003 16:51
Attach: 9 Strategic Partnerships in Somerset - Draft Protocol.doc; 10 Shepton Mallet Pilot Area.doc; 11 Budget Rreport 20.5.03.doc; 4 Minutes MSP 4th March 2003.doc; 6 MSP Sub Groups Progress Reports.doc; 6a Transport Sub Group notes 11.3.03.doc; 6b Employment Sub Group notes 1.4.03.doc; 6c Education and Skills Task Group notes 9.5.03.doc; 7 Communications Update.doc; 8 Community Engagement Programme .doc; 1 Agenda 20.5.03.doc
Subject: Mendip Strategic Partnership Board Meeting 20th May 2003 Agenda and Reports

Dear MSP Board Member

Please find attached the agenda and supporting papers for the next Board meeting on Tuesday 20th May 2003, 3pm at Assembly Room, Memorial Theatre Complex, Frome.

Regards

Sara Skirton

Community Planning and Consultation Officer

01749 341340

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The Mendip Strategic Partnership

Board Meeting 20th May 2003
3pm Assembly Room, Memorial Theatre Complex,
Christchurch Street West, Frome
Agenda

- 1. Apologies**
- 2. Public Participation**
- 3. Foodlinks – Presentation by Paul Sander-Jackson**
- 4. Minutes of the meeting of 4th March 2003**
- 5. Changes to Membership** *verbal update*
- 6. Task Group Progress Reports** *feedback from Transport, Employment and Education & Skills Task Groups, including notes from initial meetings (6a, 6b,6c)*
- 7. Communications Sub Group Update** *update for information*
- 8. Community Engagement Programme** *verbal report to be made at the meeting. Schedule of events attached for information*
- 9. Partnerships in Somerset** *to consider a draft protocol for all Somerset LSPs*
- 10. Shepton Mallet Area Pilot** *report for information / consideration*
- 11. Budget Report** *standing item for information*
- 12. Any Other Business**
- 13. Schedule of future meetings**



The Mendip Strategic Partnership

Minutes of the meeting of The Mendip Strategic Partnership held on Tuesday 4th March 2003 at 3.00 pm in the Town Hall, Wells.

PRESENT:	Penny Baker	-	Mendip Association of Chambers of Commerce
	Cathy Bakewell	-	Somerset County Council
	Ron Ballantine	-	Mendip Primary Care Trust (Chair)
	Peter Chapman	-	Mendip Housing Association
	Penny Church	-	Citizen Advice Bureau (Vice-Chair)
	Nick Cottle	-	Somerset Association of Local Councils
	Richard Dixon	-	Mendip Environment Forum
	Stephen Harrison	-	Mendip District Council
	Graham Livings	-	Victim Support
	Malcolm Lythgo	-	Environment Agency
	Zena Pollard	-	Mendip Economy Forum
	Ian Wallace	-	Young Somerset
PRESENT	Anne Dixon	-	Street Community Appraisal Project
FOR ITEM 4	Linda Ruff	-	Street Community Appraisal Project
OFFICERS	Stuart Brown	-	Mendip District Council
PRESENT:	Pete Grainger	-	Somerset County Council
	Sue Harrison	-	Mendip District Council
	Graham Jeffs	-	Mendip District Council
	Roger Kershaw	-	Somerset County Council
	Stuart Merritt	-	Mendip District Council
	Lesley Rowan	-	Mendip District Council
	Sara Skirton	-	Mendip District Council

Agenda Item Number	Agenda Item
1	Apologies Ian Bennett - Strode College Jilly Edwards - Voluntary Action Mendip Pam Iles - St Dunstons, Glastonbury Janet Palmer - Mendip Social Forum Jim Shearer - Avon & Somerset Police

2	<p>Public Participation 1 member of the public attended.</p>
3	<p>Minutes of the meeting dated 18th November 2002 Agreed as a correct record.</p>
4	<p>Street Community Appraisal Project (SCAP) Anne Dixon and Linda Ruff attended the meeting and gave a brief presentation on the Street community Appraisal Project (SCAP). It was set up to help to identify local projects that can attract funds such as lottery bids and district and national grants. It has been in existence for 2 years and has kept most of its original members. Research started with a desktop information collection and then a consultant was tasked to identify the main areas of need in Street. As a result these were identified as;</p> <ul style="list-style-type: none"> • Community Centre/village hall • Young people – less than 25 years old • Sustaining the town centre • Healthcare • Disabilities – access • Crime • Park and open spaces • Transport • Cemeteries <p>SCAP chose the first two things on the list to concentrate on. Questionnaires have been produced and sent to organisations within Street requesting their needs for public rooms on a daily, weekly or monthly basis. A questionnaire has also been produced for young people under 25 years and there are already 250 replies to this. Funding for the group has come from the parish council (there are a number of parish councilors on the group) and money from the town centre regeneration fund. The Chair thanked Anne Dixon for an excellent presentation and asked what she perceived the MSP could do for SCAP. Anne wanted to make sure that their work and the MSP's work did not overlap and to gain Mendip Council officers' support not necessarily funding. Stephen Harrison was interested to find out how SCAP were targeting young people under 25 years who were not in higher education. Graham Livings was enthusiastic about the presentation and stated that 'Connections' was a good organisation to contact about youth groups. Ian Wallace asked how individuals could join the group, as he knows of some people who might like to be involved. Nick Cottle expressed concern that the group was led mostly by Parish Councilors. The Chair asked if Anne Dixon thought that the group had sufficient mandate for recommendations to be acted upon. Anne confirmed that their wide consultation was robust enough for the task.</p>

<p>5</p>	<p>Feedback from Somerset LSPs dialogue day 20th February 2003</p> <p>Roger Kershaw from SCC was able to speak about the event and explain that the presentation from Shropshire Strategic Partnership was excellent, however they had been working at this for 5 years and still do not have a community plan. There was some discussion about the fact that Somerset still does not have a 'vision' statement or an understanding about the 'state of Somerset'.</p> <p>It was suggested that Somerset LSP should take a lead on producing protocols for working within and between the six LSPs. With 'Best Value' Mendip DC was quite a way ahead with waste and e-government and this gave the MSP an opportunity to look further ahead.</p> <p>Roger Kershaw explained that it was important that SSP produced a vision that was distinctive and marketable so that we can engage with external organisations and attract funds to the county.</p> <p>The Chair saw this as an opportunity for Somerset LSPs to establish where they are strong and weak and set plans accordingly.</p> <p>Ian Wallace was impressed with the liveliness and innovative thinking not constrained by traditional values and the perceived way things are done. The outcomes might be the same but the process towards them could be different.</p> <p>Stephen Harrison proposed that 'The Next Steps' listed in paragraph 6 of Roger Kershaw's report be agreed as actions that the MSP should take. Seconded by Graham Livings.</p>
<p>6</p>	<p>Community Consultation</p> <p>Stuart Brown discussed his report in which he suggests that the community consultation that will take place for the Best Value review be linked with the MSP community consultation. This will save money and ensure that there is no overlap in questions asked of the community. MDC will facilitate the process with members of the MSP asked to contribute to the research design.</p> <p>There was some concern that the MSP wish to be seen as separate to MDC. Stuart Brown suggested that the consultation programme could be branded as MSP not MDC. The results produced will be used by MDC for the Best Value process.</p> <p>On this basis it was agreed that the consultation be done jointly, but under the banner of the MSP.</p> <p>Sara Skirton will contact members of the MSP to ask for representatives to attend meetings to help design the research and consultation programme.</p>
<p>7</p>	<p>The Way Forward</p> <p>Lesley Rowan explained her ideas on the process of engagement with the public and the how to shape the work of the MSP. Once the objectives of the MSP have been agreed then partners need to formally sign up to the final action plan and become accountable to the MSP. Realistic time-scales have to be set and reasonable protocol accepted.</p>

8	<p>Sub Area LSP for Shepton Mallet – Proposal from Mendip Housing Ltd</p> <p>Peter Chapman explained his proposal to administer and support a sub-area LSP for the town of Shepton Mallet. This was readily welcomed and early discussions have already taken place with MDC who wish to be a full partner in this work. Peter Chapman and Zena Pollard agreed to meet to discuss further and ensure that this work supports and does not duplicate work initiated by the Shepton 21 group.</p>
9	<p>Support Arrangements</p> <p>Sara Skirton explained the changes in personnel within MDC and the key people that were now supporting the MSP. There were also some personnel changes within the MSP.</p>
10	<p>Financial Support for the Partnership</p> <p>Stuart Merritt updated details from his report explaining that the Environmental Agency money has now been withdrawn and will have to be bid for again next year. Peter Chapman agreed to pay the money from Mendip Housing Ltd that had been identified for this financial year. This money will be held in the MSP account within MDC and will be carried forward into next year if not spent.</p> <p>Graham Livings suggested that sixth forms in the area could be approached to carry out research and consultations in the area and therefore might save MSP money.</p>
11	<p>Communications Sub Group Update</p> <p>Zena Pollard explained that the web-site has taken a lot of work to get it to meet the needs of the group. Richard Dixon had kindly agreed to put the papers from the meetings onto the web-site.</p> <p>The logo will be used on all documents and the orange colour makes it distinctive.</p> <p>The newsletter was well received and should be distributed asap. A few changes to the contact list were needed and Richard Dixon suggested a minor change to the wording on the back page.</p> <p>Graham Livings suggested 'Beehive' as a good link to be used on the web-site. The SCC link will also be set up.</p>
12	<p>Feedback from the Key Senior Stakeholder event 24th January 2003.</p> <p>The reports from the 24th January and 17th February events were discussed. It was explained that the 7 objectives identified were not challenged in any major way during the process and therefore appeared robust. There was some discussion about objective no 7 relating to environmental issues and the quarries. Were the remaining objectives too focused on young people? It was explained that these tasks were perceived as good objectives for the MSP because they were gaps in the community and no other groups were concentrating on these issues. Richard Dixon brought to the meeting's attention the fact that losing the quarry objective would mean our list does not have an environmental</p>

	<p>topic and therefore may be to our presentational disadvantage in approaching the RDA for funding.</p> <p>Malcolm Lythgo suggested that this was a presentational issue that we have to explain that although environmental issues had been discussed the 3 objectives remaining were chosen because of the perceived lack of interest/work/funding from other groups.</p> <p>Nick Cottle stated that he didn't believe anyone was doing anything about the quarries.</p> <p>Cathy Bakewell agreed that the priorities are the gaps in the community planning so that there is no duplication elsewhere.</p> <p>Peter Chapman suggested that several objectives should be chosen and then during the consultation process the public is asked which 3 they wish to prioritise.</p> <p>There was much discussion around the 7 objectives or 6 (losing the quarry issue) or 3 (the remaining 6 being grouped together into 3 subjects).</p> <p>It was agreed that the 3 issues would be worked though in task groups initially taking as their brief the highlighted points from the notes of the 17th February meeting. The 'shorthand' task for each group and their leads are:</p> <ul style="list-style-type: none"> • Employment – to be led by Stephen Harrison supported by Penny Church and Penny Baker • Education and skills – led by Ian Bennett and Cathy Bakewell • Transport – led by Graham Livings, seconded by Ian Wallace and supported by Nick Cottle and Richard Dixon <p>Other MSP members are to join in the task groups as they wish.</p> <p>All groups should meet prior to the next Board Meeting to produce defined terms of reference, lists of priorities and action plans for discussion. The Shepton Mallet proposal from Mendip Housing would form a sub-group LSP.</p>
<p>13</p>	<p>Any Other Business There was none.</p>
<p>14</p>	<p>Date/Venue of next meeting Tuesday 20th May at 3pm – venue to be arranged.</p>

The meeting finished at 5.20 pm

The Mendip Strategic Partnership

Agenda Item: 6

FROM: Sara Skirton Date: 20th May 2003

SUBJECT: Sub Group Progress Reports

1. SUMMARY/INTRODUCTION

1.1 At the last meeting of the Board on 4th March 2003, three sub groups were set up to explore the following issues:

- Employment
- Education and Skills
- Transport

1.2. Each Sub Group was tasked with holding an initial meeting to:

- gain an understanding and better definition of the issue being addressed
- determine background work and data needed (we already have all the data gathered by the Background Information and Partnerships Working Groups)
- develop the planned forward work programme

and report to this MSP Board Meeting 20th May 2003. on the task definition, background work and proposed forward programme.

1.3 Each of the Sub Groups has held one meeting. Members of each Group will update the Board on progress and the notes from all three meetings accompany this report.

2. RECOMMENDATION

2.1 Because of the overlap and links between education, skills and employment, the Board is asked to consider merging the Employment and the Education & Skills Group into one larger Sub Group.

Lead Officer: Sara Skirton
Telephone No. 01749 341340

**Mendip Strategic Partnership
Transport Sub Group
Notes of meeting 11th March 2003**

Council Chamber, Mendip District Council

Present: Richard Dixon, Graham Livings (Chair), Stuart Merritt, Sara Skirton

<p>Apologies Nick Cottle, Ian Wallace, David Redgwell</p>	
<p>Remit of the Sub Group Following discussion, it was agreed that the remit of the group, in line with the memo from the Chairman of the MSP, was to define the task, undertake background work as necessary and propose a forward programme to the Board, with regard to:</p> <ul style="list-style-type: none"> ○ Improving public and community transport links, including out of district links, and creative provision for specific target groups, for example young people and people with disabilities ○ Improving road safety, particularly casualties involving young men. <p>The links with neighbouring unitary Authorities were acknowledged, as was the need to avoid duplicating the work of other groups / agencies.</p> <p>Agreed To draw up aims and objectives of the Sub Group and circulate to all interested parties and consultees.</p>	All
<p>Partners / Other Invitees The following were identified as potential partners /major consultees in the work of this group:</p> <ul style="list-style-type: none"> ○ Transport 2000 ○ Somerset County Council ○ Connexions ○ Parish Councils <p>It was noted that the Environment Forum had a Transport Sub Group, which this group could link with.</p> <p>It was agreed that:</p> <ul style="list-style-type: none"> ○ Contact be made with the Portfolio holder and appropriate Officer for Transport at Somerset County Council ○ Ian Wallace be asked to provide the group with information / links with regard to Connexions ○ Existing and planned work with Parish Councils on capacity building / community planning be identified 	Graham Sara Sara
<p>Host Partner / Support Arrangement The issue of an agency or organisation other than Mendip District Council taking on the role of providing support to this group was discussed and it was concluded</p>	

<p>that this might be an option for the future.</p> <p>It was also felt that Somerset County Council should provide officer support to this group. Until the relevant officer had been identified, MDC would continue to provide the 'host /support' role.</p>	
<p>Transport Issues and other Somerset LSPs Agreed that Sara would find out if the other Somerset districts had transport sub groups or similar.</p>	
<p>Information Gathering It was agreed that the Sub Group needed to familiarise itself further with the issues involved. Therefore in addition to speaking to key consultees, members would share information about relevant websites, documents, policies and plans.</p>	All
<p>The Way Forward / Next Meeting Agreed that the next meeting needed to be more formalised and include representation from Somerset County Council.</p> <p>The date of next meeting to be arranged subject to the availability of the Somerset County Council Transport Portfolio holder and relevant officer.</p>	Graham

**Mendip Strategic Partnership
Employment Sub Group
Notes of meeting 1st April 2003**

Conference Room, Mendip District Council

Present: Chris Arscott, Penny Baker, Penny Church, Stephen Harrison (Chair), Sara Skirton

<p>Apologies Chris Langdon, Malcolm Williams</p>	
<p>Task Definition</p> <p>There was considerable discussion about the remit of this group and the links with the work of the Education and Skills Group. It was felt that the work of this group should complement rather than duplicate the work of the other Group.</p> <p>Discussion took place on:</p> <p><i>Employment trends in the District</i> – the Group recognised the wider impact of changes in types of employment predominant in the district. The decline in manufacturing and the growth of small practices such as solicitors and architects were discussed. A need to obtain information about external factors such as demographics, technological changes, wider economic forces etc was recognised.</p> <p><i>Long Term Unemployment (LTU)</i> -it was acknowledged that whilst levels in the District overall were not exceptionally high, there were geographic and social ‘pockets’ where LTU was a real issue.</p> <p><i>Recruitment</i> - anecdotal evidence existed that employers across all sectors were struggling to recruit to certain posts.</p> <p><i>Barriers to employment</i> - It was felt that research was required into barriers to employment and a potential mismatch of jobs and skills.</p> <p>Agreed</p> <p>It was agreed that the group’s objectives would be:</p> <ul style="list-style-type: none"> ○ <i>Dealing with long term unemployment</i> ○ <i>Improving the workforce / market for recruitment</i> ○ <i>Improving the balance and quality of work available</i> <p>Whilst it was acknowledged that it would be an ambitious goal, possibly requiring assistance from outside this group, it was agreed that the overall task of the group should be to:</p> <p><i>Develop a 10 year employment forecast and workforce plan for the District.</i></p>	
<p>Membership of the Sub Group</p> <p>Input from Job Centre Plus was considered essential in order to identify labour market needs and better understand barriers to employment. Penny Church had contacted Graham Divers who had given her the names of the Job Centre Plus managers in the district.</p>	

<p>BusinessLink input was also considered vital in trying to find out what types of jobs are hard to recruit to and why. It was recognised that there would be a financial charge for their involvement.</p> <p>Agreed It was agreed that Penny Church and Sara Skirton would arrange to visit a Job Centre Plus manager.</p>	<p>Penny Church Sara</p>
<p>Information Gathering and Further Research Chris offered to revisit studies and other information held at MDC to see if they could help satisfy the research needs. Additionally he would speak to a colleague at Somerset County Council. It was also agreed to find out what information was available from Job Centre Plus, Further Education, IPD, Low Pay Unit etc.</p> <p>It was recognised that there may be a need for a more extensive piece of research to be carried out and that the possibility of engaging a university to undertake such research could be explored.</p>	<p>Chris Sara</p>
<p>The Way Forward All information gathered to be forwarded to Sara for summarising and circulating. A view could then be taken as to whether the Group needed to meet again prior to the MSP Board meeting on 20th May or whether a report could be written from the information gathered.</p>	<p>All</p>

**Mendip Strategic Partnership
Employment Sub Group
Notes of meeting 1st April 2003**

Conference Room, Mendip District Council

Present: Chris Arscott, Penny Baker, Penny Church, Stephen Harrison (Chair), Sara Skirton

<p>Apologies Chris Langdon, Malcolm Williams</p>	
<p>Task Definition</p> <p>There was considerable discussion about the remit of this group and the links with the work of the Education and Skills Group. It was felt that the work of this group should complement rather than duplicate the work of the other Group.</p> <p>Discussion took place on:</p> <p><i>Employment trends in the District</i> – the Group recognised the wider impact of changes in types of employment predominant in the district. The decline in manufacturing and the growth of small practices such as solicitors and architects were discussed. A need to obtain information about external factors such as demographics, technological changes, wider economic forces etc was recognised.</p> <p><i>Long Term Unemployment (LTU)</i> -it was acknowledged that whilst levels in the District overall were not exceptionally high, there were geographic and social ‘pockets’ where LTU was a real issue.</p> <p><i>Recruitment</i> - anecdotal evidence existed that employers across all sectors were struggling to recruit to certain posts.</p> <p><i>Barriers to employment</i> - It was felt that research was required into barriers to employment and a potential mismatch of jobs and skills.</p> <p>Agreed</p> <p>It was agreed that the group’s objectives would be:</p> <ul style="list-style-type: none"> ○ <i>Dealing with long term unemployment</i> ○ <i>Improving the workforce / market for recruitment</i> ○ <i>Improving the balance and quality of work available</i> <p>Whilst it was acknowledged that it would be an ambitious goal, possibly requiring assistance from outside this group, it was agreed that the overall task of the group should be to:</p> <p><i>Develop a 10 year employment forecast and workforce plan for the District.</i></p>	
<p>Membership of the Sub Group</p> <p>Input from Job Centre Plus was considered essential in order to identify labour market needs and better understand barriers to employment. Penny Church had contacted Graham Divers who had given her the names of the Job Centre Plus managers in the district.</p>	

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<p>Information Gathering and Further Research Chris offered to revisit studies and other information held at MDC to see if they could help satisfy the research needs. Additionally he would speak to a colleague at Somerset County Council. It was also agreed to find out what information was available from Job Centre Plus, Further Education, IPD, Low Pay Unit etc.</p> <p>It was recognised that there may be a need for a more extensive piece of research to be carried out and that the possibility of engaging a university to undertake such research could be explored.</p>	<p>Chris Sara</p>
<p>The Way Forward All information gathered to be forwarded to Sara for summarising and circulating. A view could then be taken as to whether the Group needed to meet again prior to the MSP Board meeting on 20th May or whether a report could be written from the information gathered.</p>	<p>All</p>

**Mendip Strategic Partnership
Education and Skills Sub Group
Notes of meeting 9th May 2003**

Strode College

Present: Cathy Bakewell, Beatrice Beer, Ian Bennett (Chair), Sara Skirton

Task Definition

The group's role and task definition was discussed at length, in particular the very close links with the work of the Employment Sub Group. It was generally agreed that the two groups might be more effective if they were merged into one larger group.

This would mean that the larger Group would be tasked with addressing the following areas:

1. *Developing a better understanding of the links between employment, education/skills and housing, particularly in relation to why/when young people leave the district, and what would attract them to return, for example, after studying away from home*
2. *Matching local skills to local jobs. This includes several areas of work:*
 - *Re-skilling and retraining of local workers to match the local industry base*
 - *Attracting inward investment that matches local skills base*
 - *Focusing on small and medium enterprises, farm diversification and tourism as sustainable options for economic regeneration*
3. *Addressing long term unemployment (LTU). To develop an improved understanding of the causes of LTU, and awareness of the barriers to re-entry into the job market*
4. *Encouraging and enhancing access to post-16 education provision and take up in Mendip, particularly Higher Education*

Rather than commission research work at this stage, the view was that this group needed to familiarise itself with the strategic plans of key agencies such as Connexions, Business Link and the Learning and Skills Council. It was noted that the Learning and Skills Council was [to carry out a Strategic Area Review, looking at provision, demand, gaps and quality of what is on offer and future needs, which would be very relevant to the work of this group.](#)

It was noted that various agencies and organisations held a wealth of information but that it was not collated in any one place. Also, there were difficulties in disaggregating data down to town, ward or even district level.

The group could add value by linking with key agencies, putting pressure on them

<p>to ensure local information is made available, encouraging them to work together rather than in isolation and where appropriate, invite them to join the membership of this group.</p> <p>The remit of the group was therefore seen to include:</p> <ul style="list-style-type: none"> ○ Collation and evaluation of existing research relating to employment, education and skills in the district. ○ Encouraging the involvement of key agencies in the work of this group to ensure that information is available at a local level and that the right partners are brought together to act on it. <p>Agreed that The MSP Board be asked to consider a recommendation to merge the Employment Sub Group and the Learning and Skills Sub Group</p> <p>A list of the relevant agencies and organisations to be compiled</p> <p>Each agency/organisation to be asked to forward copies of its strategic plans and other relevant issue</p>	All
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The Mendip Strategic Partnership

Agenda Item: 7

FROM: Communications Sub Group Date: 20th May 2003

SUBJECT: Communications Update

1. SUMMARY/INTRODUCTION

- 1.1 This brief report updates the Board on progress since the last MSP Board meeting in March 2003.

2. CHANGES TO MEMBERSHIP OF THE SUB GROUP

- 2.1 Richard Dixon is now Vice Chair of the Communications Sub Group

3. MSP WEBSITE

- 3.1 The Mendip Strategic Partnership website is now up and running at www.mendipstrategicpartnership.org.uk Visitors to the site can find out about the MSP including its membership, view the newsletter and access all Board meeting papers.

4. MSP UPDATE 'NEW INITIATIVES'

- 4.1 Since the last meeting the Spring newsletter has been published and circulated and community engagement events have been arranged and advertised. We have contributed to the drafting of the Somerset SP "Protocol".

Chair: Zena Pollard
Vice Chair: Richard Dixon
Lead Officer: Sara Skirton
Telephone No. 01749 341340

“The Great Cake of Life Challenge”

Programme:

4 th June	Wells	Wells Town Hall 9 a.m. – 8 p.m.
10 th June	Street	Crispin Hall 9 a.m. – 8 p.m.
13 th June	Shepton Mallet	Young Peoples Centre, The Amulet 9 a.m. – 8 p.m.
16 th June	Godney	Godney Village Hall 3 p.m. – 8 p.m.
18 th June	Frome	Cheese & Grain 9 a.m. – 8 p.m.
20 th June	Draycott	Draycott Village Hall 3 p.m. – 8 p.m.
24 th June	Nunney	Nunney Village Hall 3 p.m. – 8 p.m.
1 st July	Evercreech	Evercreech Village Hall 3 p.m. – 8 p.m.
5 th July	Glastonbury	Glastonbury Town Hall 9 a.m. – 4 p.m.
11 th July	Chilcompton	Chilcompton Village Hall 3 p.m. – 8 p.m.

The Mendip Strategic Partnership

Agenda Item: 9

FROM: Sara Skirton Date: 20th May 2003

SUBJECT: **Partnerships in Somerset – Draft Protocol**

1. BACKGROUND

- 1.1 One of the outcomes from the LSP awayday on 20th February was a decision to produce protocols for working with and between the six Somerset LSPs.

2. PROTOCOLS WORKSHOP

- 2.1 On 8th May 2003 officers and representatives from LSPs took part in a workshop to help produce a draft protocol. Penny Baker and Richard Dixon attended on behalf of the MSP.

3. DRAFT PROTOCOL

- 3.1 As a result of the workshop, Jane Tromans, Somerset County Council, has produced the attached draft protocol. This will be considered by the Somerset Strategic Partnership on 19th May so may be subject to some modification.
- 3.2 All Somerset LSPs will have an opportunity to comment on the draft protocol.

4. RECOMMENDATION

- 4.1 The MSP is asked to comment on the draft and consider whether it is happy to sign up to the principles contained within it.

Contact: Sara Skirton
Telephone No. 01749 341340

THE SUB REGIONAL & LOCAL STRATEGIC PARTNERSHIPS IN SOMERSET

PROTOCOL (Draft 1)

PURPOSE

<u>Somerset Strategic Partnership (SSP)</u>	<u>Local Strategic Partnerships (LSP's)</u>
<ul style="list-style-type: none">• To be an effective “voice” and advocate for Somerset locally, regionally and nationally• To develop a clear long-term Vision and Community Strategy for Somerset• To initiate networks for co-operative activity• To maximise income from external resources and make decisions about the best use of shared resources to achieve objectives• To connect the work of all the key strategic partnerships• Collaborate in achieving aims of each LSP in Somerset	<ul style="list-style-type: none">• To act as a “voice” for the district• To developing a clear vision and action plan for the future of the local community• To input local information and to ensure two way connections with SSP• To engage, involve and consult with local communities• To maximise income from external resources• To develop community activity and networking• To collaborate with other LSPs and key partners on common issues and effective use of resources in Somerset

METHODS OF WORKING

Each LSP and the SSP will:

- Be transparent, open and inclusive
- Communicate effectively by:
 - Publishing an agreed forward plan, with measurable targets and objectives
 - Developing a website for LSPs/SSP
 - Publish an annual report of activity
 - Publish joint updates on progress with community strategies
- Target resources to the key objectives in the vision and community strategy
- Hold a joint Dialogue Day each year
- Map and communicate with key sub-regional partnerships (SSP) and local partnerships (LSPs)
- Ensure that it is accessible and inclusive and will:
 - respect minority views
 - Enable appropriate participation of organisations and groups
- Ensure subsidiarity – ie to ensure that issues are dealt with in the right forum

ACCOUNTABILITY

- The SSP and LSPs are accountable to their partners and through them to the people and communities of Somerset
- Each partnership will publish an annual report setting out its achievements and future targets
- Each Partnership will ensure that its meetings are open to the public within the provisions of the Local Government (Access to Information) Act 1985.

The Mendip Strategic Partnership

Agenda Item: 11

FROM: Stuart Merritt Date: 20th May 2003

SUBJECT: Partnership Budget

This report sets out the Partnership's current budget position. In the interests of accountability, I suggest a similar report is made to each meeting of the Board.

The report relates only to cash held by Mendip District Council on behalf of the Partnership in a separate account. It does not include any contributions 'in kind', eg staff time inputs by officers of Partnership agencies. Nor does it include any expenditure directly incurred by Partners, such as the £1,870 incurred by Mendip District Council and Somerset County Council on setting up the Partnership (away days etc) before a separate account was established.

Up to April 2003, the following contributions were received from Partners:

Somerset County Council	-	£4,200
Mendip District Council	-	£2,500

Expenditure of £39.13 was incurred on Board expenses. This left £6,660.87 to be carried forward to 2003/4.

Since April 2003, the following contribution has been received :

Mendip Housing Limited	-	£10,000
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A further contribution of £5,000 is expected to be made available from Somerset County Council during the year.

Up to 30.4.03, £42.19 has been incurred on Board expenses and there were outstanding commitments of £239. No other direct expenditure has been incurred by the Board.

The current available balance held by MDC on behalf of the Partnership is therefore £16,379.68.

Detailed accounts may be inspected by Board Members at any time at the Council's offices.

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