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**Sent:** Wednesday, July 16, 2003 4:34 PM  
**Attach:** [LSP Travel Claim Form.doc](#);  
[11a Original Community Planning Action Plan Summary.doc](#);  
[4 Minutes MSP 20th May 2003.doc](#);  
[6 Parish and Town Councils and the MSP.doc](#);  
[8 Shepton Mallet MCTI Update.doc](#);  
[1 Agenda 22.7.03.doc](#);  
[13 Budget Report.doc](#);  
[12 Review of Board membership.doc](#)

Dear MSP Board Member

Please find attached the Agenda and papers for the next meeting of the Board, to be held on Tuesday 22<sup>nd</sup> July 2003, at Glastonbury Town Hall, commencing at 3pm

(There are attachments for agenda items 4, 6, 8, 11, 12, and 13, plus a copy of the travel claim form).

Regards

Sara Skirton  
Community Planning and Consultation Officer  
01749 341340

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# Mendip Strategic Partnership

Board Meeting 22<sup>nd</sup> July 2003  
3pm Glastonbury Town Hall  
Agenda

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1. **Apologies**
2. **Public Participation**
3. **Presentation on Children's Services Developments in Mendip**  
*Elaine Pugsley of NCH and Helen Johns from the Somerset Early Years Development and Childcare Partnership*
4. **Minutes of the meeting of 20<sup>th</sup> May 2003**
5. **Task Group Progress Reports**  
*Verbal updates*
6. **Parish and Town Councils and the MSP**  
*Report from Nick Cottle*
7. **Voluntary Sector Infrastructure Support in Mendip**  
*Verbal update from Ros Wilkins, Grants Officer MDC*
8. **Shepton Mallet Market and Coastal Towns Initiative** *Update*
9. **Somerset Strategic Partnership – Visioning**  
*Verbal update from the Chair of MSP*
10. **Community Engagement Programme - feedback**  
*Verbal update from Sara Skirton, Community Planning and Consultation Officer, MDC*
11. **MSP Project Plan**  
*Revisit original Action Plan*
12. **Review of Board Membership**  
*Revisit Partnership Agreement and roles of Board Members  
To discuss and consider possible gaps in memberships*
13. **Budget Report** *standing item. Decision required*
14. **Any Other Business**
15. **Dates of future meetings**
  - 16<sup>th</sup> September 2003
  - 11<sup>th</sup> November 2003

Venues to be decided



## The Mendip Strategic Partnership

Minutes of the meeting of The Mendip Strategic Partnership held on Tuesday 20<sup>th</sup> May 2003 at 3.00 pm in the Assembly Room, Frome.

PRESENT: Penny Church - Citizen Advice Bureau (Vice- Chair)  
 Penny Baker - Mendip Association of Chambers of Commerce  
 Ian Bennett - Strode College  
 Peter Chapman - Mendip Housing Limited  
 Gaynor Clarke - Jobcentre Plus  
 Nick Cottle - Somerset Association of Local Councils  
 Richard Dixon - Mendip Environment Forum  
 Kate d'Inverno - Mendip Social Forum  
 Graham Livings - Victim Support

PRESENT FOR ITEM 3 Paul Sander-Jackson- Somerset Food Links

OFFICERS PRESENT: Peter Grainger - Somerset County Council  
 Sue Harrison - Mendip District Council  
 Graham Jeffs - Mendip District Council  
 Stuart Merritt - Mendip District Council  
 Lesley Rowan - Mendip District Council  
 Sara Skirton - Mendip District Council  
 Ian Smith - Mendip District Council

*Please note. The agenda items do not run in sequence as the items were taken in a different order to those published on the agenda.*

Agenda Item Number	Agenda Item
1	<p><b>Apologies</b></p> <p>Cathy Bakewell - Somerset County Council            Ron Ballantine - Mendip Primary Care Trust (Chair)            Pam Iles - St Dunstons, Glastonbury            Malcolm Lythgo - Environment Agency            Zena Pollard - Mendip Economy Forum            Jim Shearer - Avon &amp; Somerset Police            Ian Wallace - Young Somerset</p>

4	<p><b>Minutes of the meeting dated 4<sup>th</sup> March 2003</b></p> <p>It was noted that ‘Connections’ referred to in agenda item 4 should be spelt ‘Connexions’. Agreed as a correct record.</p> <p style="text-align: right;"><b>Sue Harrison</b></p>
3	<p><b>Food Links – Presentation by Paul Sander-Jackson</b></p> <p>Attached is a hand-out that was produced by Paul Sander-Jackson which covers the details of his presentation on the social, environmental and economic purposes of Somerset Fold Links (SFL). He gave a brief overview of the history of the organisation and explained the 4 main project themes of current Food Links work locally. In response to questions from Board members Paul explained what he understood by the term cross cutting issues. He also discussed the organic and GM issues that exist in agriculture today. Food Links does not exclusively promote organic production methods. SFL has agreed that genetically modified crops present a threat to organic farming businesses, but that it is the role of Somerset County Council rather than SFL to seek an exemption from GM crop growing.. No comparative work has been done to date on affordability of prices between local markets and farmers markets. He explained about a ‘Local Food for Somerset Schools’ initiative.</p> <p>Richard Dixon asked if he had any ideas about how MSP can help his work, or was the presentation just for information. Paul explained that this was a good example of change that is imposed nationally and locally and the organisation is very good value for money with 70% of funding from external sources.</p> <p>The Chair thanked Paul for a detailed and interesting presentation.</p>
2	<p><b>Public Participation</b></p> <p>Elaine Pugsley from NCH, a national children’s charity, attended the meeting and spoke briefly about her work in child care and family support in Mendip and across Somerset. It was agreed that she should attend the meeting in July (date to be agreed) and give a brief presentation on her work and the links it can make to the MSP agenda. Sara Skirton will be her point of contact within the group and she will be informed of the date of the next meeting.</p> <p style="text-align: right;"><b>Sara Skirton</b></p>
5	<p><b>Changes to Membership</b></p> <p>The following people are no longer members of the partnership;</p> <ul style="list-style-type: none"> <li>• Stephen Harrison – not re-elected as a councilor in May 2003.</li> <li>• Jilly Edwards – VAM was no longer functioning.</li> <li>• Peter Spooner – Job Centre Plus, is now working in Taunton.</li> </ul> <p>New Members were welcomed to the meeting, these were;</p> <ul style="list-style-type: none"> <li>• Gaynor Clarke – Job Centre Plus. She was attending in her capacity as Somerset External Relations Officer, she will eventually be replaced by Sue Keogh who is a more locally based officer.</li> <li>• Kate d’Inverno – representing Mendip Social Forum</li> </ul> <p>The membership was discussed and it was decided that it was in a state of flux. A representative of the voluntary sector needs to be found. It is hoped that the new Leader of the Council will attend or another suitable Councillor. It was suggested that if board members are unable to attend then a well briefed substitute would be welcomed. The trend of absenteeism needs to be stopped.</p>

	<p>It was decided that membership and terms of reference will be discussed as a separate issue at the next meeting.</p> <p style="text-align: right;"><b>Sara Skirton</b></p>
<p><b>6</b></p>	<p><b>Task Group Progress Reports</b></p> <p>Graham Livings gave a brief update on the preliminary meeting that was held on 11<sup>th</sup> March 2003. The group needs to meet again with a Somerset County Council representative. (<i>Peter Grainger later confirmed that this representative would be Brian Hensley.</i>) There was some discussion about the parameters of the study.</p> <p>Ian Bennett reported back about the Education and Skills sub group meeting. He explained that discussions led to the proposed amalgamation of the Employment sub group into the Education and Skills sub group as it made more sense especially when similar agencies were involved and it was employer led. There was also a link to the transport issue because most of the public transport is based on the movement of post 16 students to areas of study. 37% of Somerset parishes do not have peak time transport. There is a ‘travel to learn’ initiative that is investigating this.</p> <p>Ian Bennett was keen to get other organisations to provide research on these issues and then flag up the Mendip angle into any proposed changes or actions. He also suggested that another sub-group to investigate leisure activities for the youth of Mendip might be appropriate, as this would be a subject that teenagers would activity respond and relate to.</p> <p>Graham Livings again stressed the need to consult with the youth (14-19yrs) in the area. Ian Bennett explained that there were student forums and councils that could be used to access opinion. It was understood that there was a Youth Participation Strategy and a presentation from Connexions about their work would be useful.</p> <p style="text-align: right;"><b>Sara Skirton</b></p> <p><i>Elaine Pugsley was invited to speak at this point.</i> She explained that the Children’s Fund employ a full time worker for 5-13 year olds and with County backing they wish to get youth to participate in any consultation process. Richard Dixon suggested that Wiltshire County Council or West Wiltshire District Council could be approached to give some feedback from their work with a Youth Democracy Worker. They would be good networking contacts for the future.</p> <p>There was some discussion about the proposal to amalgamate the two sub-groups and change the focus of the third sub-group to leisure activities in Mendip.</p> <p>Peter Chapman suggested that during the process of choosing the subjects to be concentrated on ‘leisure activities’ was not a high priority. The subject might be highlighted as a result of the public consultation and therefore the subject of the third sub group should be discussed once this information was known. It was proposed to;</p> <ul style="list-style-type: none"> <li>• Combine the two sub groups, Employment and Education and Skills into one group.</li> <li>• The Transport sub group to remain.</li> <li>• The subject of the third sub group to be discussed once the information provided by the public consultation was known.</li> <li>• To discuss the membership of each of these sub groups at the next meeting.</li> </ul>

	These proposals were agreed.
<b>8</b>	<p><b>Community Engagement Programme</b></p> <p>Sara Skirton reported on the details of the public consultation exercise. Dates were given of the 10 events throughout the district, 5 urban and 5 rural venues. At these events, advertised as ‘the Great Cake of life Challenge’, any member of the public can attend and have a drink and a slice of cake and take part in activities which will highlight their concerns and needs in the district. Publicity will include the local press, leaflets, posters and hopefully some local radio coverage. Richard Dixon will be given all the details for the web-site. All board members are asked to spread the word and leaflets will be sent to all members at the end of the week.</p> <p>Please contact Sara directly if anyone has any ideas for promoting this event.</p>
<b>7</b>	<p><b>Communications Sub Group Update</b></p> <p>Richard Dixon explained that the attached report was self-explanatory.</p>
<b>9</b>	<p><b>Partnerships in Somerset</b></p> <p>Sara Skirton explained the processes and consultation that had taken place to produce the draft protocol attached as agenda item 9. Some discussion took place and although minor points were mentioned the overall feeling was that this protocol was a year too late in the production. It was thought that there was some lack of communication between the County partnership and that this protocol was a belated recognition that this lack of communication existed. There were no comments or amendments to be fed back into County.</p>
<b>10</b>	<p><b>Shepton Mallet Area Pilot</b></p> <p>The board decided to await the outcome of the Market and Coastal Town initiative before making any comment on this issue. The community steering group i.e Shepton 21 needs to apply directly for funding for this project. It was proposed to keep this process under review.</p> <p>Graham Livings and Nick Cottle wished to highlight that fact that they were originally nominated to work with the task force for Shepton Mallet. It was understood that the meeting on 4<sup>th</sup> March superseded this when Mendip Housing Ltd and Zena Pollard were nominated to take the initiative forward.</p>
<b>11</b>	<p><b>Budget Report</b></p> <p>Stuart Merritt gave the details of the monies held by MDC on behalf of the MSP. Peter Chapman explained that a further £3,000 has been allocated to MSP for this financial year.</p>
<b>12</b>	<p><b>Any other business</b></p> <p>Nick Cottle asked through the Chair if Ron Ballantine, nominated Chair, could ask questions of the new Leader of the Council about future support for the MSP. Clarification on this issue is needed urgently.</p> <p>Stuart Merritt explained that there was an internal review taking place by</p>

	<p>nominated members that would report their initial findings by 4<sup>th</sup> June. A final report was to be produced via the Corporate Support portfolio holder, Cllr Harvey Siggs by 14<sup>th</sup> July.</p> <p>Richard Dixon asked the question – Can a strategic partnership exist without District Council Officers and members being involved? This was discussed and it was decided that it was the degree to which the work is supported that is important.</p>
<p><b>13</b></p>	<p><b>Schedule of future meetings</b></p> <p>Sara Skirton explained that the date of future meetings needs to be discussed with Ron Ballantine and will be circulated to all board members as soon as possible. It was hoped that some analysis of the public consultation would be available for the next meeting.</p>

The meeting finished at 5.15 pm



## 2. ISSUES TO CONSIDER

**There are a number of questions I would like to pose the Partnership:**

**2.1 What contribution can Parish Councils make to this Partnership?** Parish Councils do provide a good local base of knowledge and a capacity that is not always recognised. As well as influencing the emerging Strategy we should also have a role in its implementation. But we have some way to go to establish the best ways of performing these roles.

**2.1 How do I represent the views of 52 Parish Councils and communicate with those?** There are some significant issues here and I do need support from the Partnership to perform this part of my role.

**2.3 How can we raise the profile of the MSP amongst Parishes?** Presently, there is very little understanding of the MSP and the Community Strategy amongst the Parish Councils. There really is an urgent need to address this. Maybe an analysis for the Parish Councils of the conclusions coming out of the "Cake" consultation would generate interest. It would be helpful for the Partnership to consider how the profile can be raised and for the Parish Councils to understand better how they can influence the emerging strategy, and become involved in its implementation. This may be an issue for some of the other partners as well.

**2.4 Will the Quality Scheme help?** In itself probably not. We are presently unsure how many Parish Councils will decide whether to go down the accreditation route. But there are opportunities for forging partnership agreements and the initiative with Town Councils is an interesting development. From the MSP's perspective there may be potential for these agreements being extended to embrace some of the other MSP "partners".

**2.5 What about the role of Parish Plans?** There has been very little activity on this front amongst the Mendip Parish Councils so far---we are aware of only 5 Councils who are preparing such Plans. However, this may be the best vehicle for Parish Councils to play a really positive in the emerging Strategy and how it can best be implemented.

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Contact: Nick Cottle, MSP Board Member

# The Mendip Strategic Partnership

**Agenda Item: 8**

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FROM: Sara Skirton Date: 22<sup>nd</sup> July 2003  
SUBJECT: **Shepton Mallet Area Pilot**

1. SUMMARY/INTRODUCTION
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- 1.1 At the meeting of the MSP Board on 20<sup>th</sup> May 2003, it was agreed that the Board would wait until that the outcome of the Market and Coastal Towns initiative bid was known before deciding how best to become involved in a pilot project in the Shepton Mallet area
- 1.2 At the time of writing this report, SW RDA has still not yet reached a decision on whether Shepton Mallet & Hinterland will be accepted onto the Market and Coastal Towns initiative.
- 1.3 The Board will be updated as soon as the outcome of the bid is known.

Contact: Sara Skirton  
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skirtons@mendip.gov.uk

## 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</u> <u>(When by)</u>	<u>Task/Outcome</u> <u>(What)</u>	<u>(Who) is doing it</u>	<u>Progress</u>
<b>April 2004</b> ↓	<u>A Realistic Community Plan for the District is developed</u> ↓	<u>The Mendip Strategic Partnership</u> ↓	<b>Under planning</b> ↓
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

**Agenda Item: 12**

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FROM: Sara Skirton **Date:** 22<sup>nd</sup> July 2003  
SUBJECT: **Review of Board Membership**

## 1. SUMMARY/INTRODUCTION

At the last meeting of the Mendip Strategic Partnership the issues of membership and attendance were raised. A number of factors, including the fact that the Partnership is now one year old, suggest that it may be timely to review membership and the role of Board members.

The original Partnership Agreement for the Board is set out below.

### **Partnership Agreement - The Mendip Partnership as agreed on 15<sup>th</sup> July 2002**

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

The Partnerships aim is to :

**'To work together to help create healthy, just, vibrant and sustainable communities in Mendip'**

**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 choose 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)

#### **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

Contact: Sara Skirton  
Tel: 01749 341340  
skirtons@mendip.gov.uk

# The Mendip Strategic Partnership

**Agenda Item:13**

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FROM: Stuart Merritt Date: 22<sup>nd</sup> July 2003

SUBJECT: **Partnership Budget**

At the last meeting, it was agreed that the Partnership would receive a report on the current budget position at each meeting.

## **Budget Position**

Between 1<sup>st</sup> May 2003 (the date of the last report) and 30<sup>th</sup> June 2003, the following expenditure has been incurred:

General Expenses	-	£ 92.25
Website Design	-	£245.00
Newsletter	-	£155.00

No further contributions have been received from Partners.

The current available balance held by MDC on behalf of the Partnership is therefore £15,887.43.

## **Consultation**

Since the last meeting, the joint Partnership and Mendip District Council Best Value consultation exercise has been undertaken. The direct costs of this exercise has been underwritten by the Council which has also, in view of the value of the exercise to the Council as well as the Partnership, contributed a substantial amount of staff resource to the exercise.

The results of the exercise are now, as reported elsewhere, being analysed and will be of great value in formulating a vision and objectives for the Partnership, as well as in preparing a Community Strategy.

I therefore request the consent of the Partnership to fund up to £2,000 of the costs of this exercise from the Partnership budget, in particular to cover the cost of mailing publicity leaflets and letters to MHL tenants.

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

Stuart Merritt, Service Manager Corporate Policy, Mendip District Council  
Telephone No. 01749 341312

# 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: _____

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		
Total Mileage Claimed			Total Amounts Claimed					

