

Links are printed in red

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Cc: "Community Strategy Project Group" <CommunityStrategyProjectGroup@mendip.gov.uk>; "Peter Grainger" <PGrainger@somerset.gov.uk>; "Jeffs, Graham" <jeffsg@mendip.gov.uk>; "Brown, Stuart" <browns@mendip.gov.uk>; "Roger Kershaw" <RJKershaw@somerset.gov.uk>
Sent: Wednesday, 05 November, 2003 17:01
Attach:
[5 Voluntary Sector Conference.doc](#); [10 Membership Issues.doc](#); [11 A Food Festival for Mendip.doc](#);
[3 Minutes16 September 2003.doc](#); [1 Agenda 11.11.03.doc](#); [5a Appendix Vol Sector Conference.doc](#);
[7 Multi Agency Task Group.doc](#)

Subject: MSP Board meeting 11th November 2003 - Agenda and papers

Dear MSP Board Member

Please find attached the agenda and papers for the meeting of the MSP Board on Tuesday 11 November, 3pm, Glastonbury Town Hall.

The following documents should accompany this message:

- 1 Agenda
- 3 Minutes - 16 September 2003
- 5 Voluntary Sector Conference
- 5a Appendix Vol Sector Conference
- 7 Multi Agency Task Group
- 10 Membership Issues
- 11 A Food Festival for Mendip

Regards

Sara Skirton

Community Planning and Consultation Officer 01749 341340

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Mendip Strategic Partnership
Board Meeting 11th November 2003
3pm in the Small Hall, Town Hall - Glastonbury

Agenda

- 1. Apologies**
- 2. Public Participation**
- 3. Minutes of the meeting of 16th September 2003**
- 4. Voluntary Sector Support Infrastructure**
Verbal update from Ros Wilkins – Mendip District Council
- 5. Voluntary Sector Conference and Election of Voluntary Sector Representatives to MSP Board**
Report for information
- 6. The Great Cake of Life – Feeding back**
Verbal update from Sara Skirton
- 7. Multi Agency Task Group**
To consider outcomes of the first meeting
- 8. Task Group Progress Reports**
Verbal updates from Communications and Transport Sub Groups
- 9. Shepton Mallet MCTI / Shepton 21 – update**
Verbal report from Zena Pollard
- 10. Membership Issues**
Report for discussion / decision
- 11. A Food Festival for Mendip**
Report for information / decision
- 12. Budget Report**
Verbal report for information
- 13. Any Other Business**
- 14. Dates of future meetings**
 - 3rd February 2004
 - 16th March 2004

venues to be decided



The Mendip Strategic Partnership

Minutes of the meeting of The Mendip Strategic Partnership held on Tuesday 16 September 2003 at 3.00 pm in the Assembly Rooms, Frome.

PRESENT: Ron Ballantine - Chairman
 Cathy Bakewell - Somerset County Council
 Peter Chapman - Mendip Housing Limited
 Penny Church - Citizen Advice Bureau (Vice-Chair)
 Richard Dixon - Mendip Environment Forum
 Graham Livings - Victim Support
 Elaine Pugsley - NCH
 Cllr. Harvey Siggs - Mendip District Council
 Chief Supt. Jim Shearer - Avon & Somerset Police

PRESENT FOR ITEM 3 Mark Holden - Youth Service

OFFICERS PRESENT: Peter Grainger - Somerset County Council
 Graham Jeffs - Mendip District Council
 Stuart Merritt - Mendip District Council
 Sara Skirton - Mendip District Council
 Jill Temple - Mendip District Council

Agenda Item Number	Agenda Item
1	Apologies Ian Bennett - Strode College Nick Cottle - Somerset Association of Local Councils Malcolm Lythgo - Environment Agency Zena Pollard - Mendip Economy Forum
2	Public Participation None
	The Chairman welcomed Cllr. Harvey Siggs and introductions were made around the table.

<p>4</p>	<p>Minutes of the meeting dated 22 July 2003 Agreed as a correct record.</p> <p>Graham Livings queried whether the Leader of the Council had written to the Chairman following the last MSP meeting. The Chairman confirmed that he had received a letter and copies were distributed around the table.</p> <p>Elaine Pugsley updated the Partnership on the progress around the development of the Childrens' Centres in Frome and Glastonbury. It was noted that two full time Project Workers for Frome and Yeovil would be funded.</p> <p>In response to a query from Graham Livings, Sara Skirton advised that the Local Government Act 2000 had put a statutory duty on Local Authorities to produce Community Strategies for their areas. It had been recognised that an approved good practice way of doing this was through a Local Strategic Partnership. Therefore LSPs were not statutory, but recognized as the most effective way of creating Community Plans.</p>
<p>5</p>	<p>Task Group Progress Reports Sara explained that Ian Bennett had given his apologies for not being present at the last few meetings. He remained totally committed to the Partnership but due to work pressures had been unable to attend recently. He suggested that Beatrice Beer of the Learning and Skills Council become more involved and substitute for him when necessary.</p> <p>No progress had been made by the Education Skills Group to date.</p>
<p>5a</p>	<p>Transport Sub Group – 22 August 2003 Graham Livings reported that Transport and Highways was an immense subject matter. The Group was determined to outreach to youth and had a strategy on how this should be done. He noted that in the penultimate paragraph of the minutes private sector schools had to be added to the 5 Mendip State Secondary Schools. The meeting had been very successful and he hoped to report back in more detail at the next MSP meeting.</p> <p>The Chairman agreed that the agenda was very large if the whole area of transport was covered. He drew attention to the Transport 2000 contribution to the meeting and noted that they appeared to be covering a similar agenda. It was important to decide were whether the MSP could address some aspects of the transport agenda and work alongside Transport 2000 on the wider agenda.</p> <p>A lengthy discussion took place and the following points emerged.</p> <ul style="list-style-type: none"> • Prioritise from the results of the Cake of Life Challenge • Link up with other organisations addressing the same issues

	<ul style="list-style-type: none"> • Narrow the agenda as the Transport Group becomes more disciplined • The Environment Forum has a specific Transport brief. Consider whether the Transport Group meet with the Environment Forum • Reference was made to a document produced by Transport 2000 in conjunction with CABs across the Country. Beware overlapping. <p>Stuart Merritt noted the potential for the transport sub groups of the Environment Forum and MSP to work together. The Partnership should look at what various organisations are already doing and look for gaps in areas of transport that could be addressed by the Partnership.</p> <p>Graham Livings referred to Sedgemoor District Council's strategy, and the similarity of Mendip to Sedgemoor in District Council terms. He would like to get a flavour of the other five Strategic Partnerships and felt that this would be best dealt with at officer level.</p> <p>The Partnership proposed that the sub group reviews responses to the Cake of Life Survey, identifying transport issues. Continues to liaise with Brian Hensley of SCC , Transport 2000 and other partnership groups such as the transport sub section of the Environment Forum. The sub group was then to come up with proposals for the MSP in terms of working with other partnerships, identifying issues and considering a forward agenda.</p> <p>Stuart Merritt noted that GOSW and RDA were working with the Regional Assembly because their interests were from a regional point. They take an overview of what is happening in the whole region. Richard Dixon advised that both GOSW and the RDA have transport sections in their websites. He explained that he was administrator to South West Sustainable Transport Round Table which is also a regional body. The Chairman suggested that Graham Livings might attend its next meeting.</p>
<p>5b</p>	<p>Communications Sub Group – Update Report Richard Dixon took members through the paper.</p> <p>The Glastonbury and Street Area Board was to be held on 17 September and the Cake of Life presentation to it would be similar to that given on 1 September to the Mendip District Council Cabinet.</p>
<p>3</p>	<p>Presentation from Mark Holden – Youth Service Mark Holden introduced himself and explained that he was responsible for the management of the County Youth Services in Mendip. He was also a member of the County Youth Service Management Team.</p>

	<p>The County Youth Service had been restructured approximately 12 months ago and the key issue was to take on board the importance of consultancy with young people about the delivery of services that affect themselves. Young people must be involved when planning provision for them. He referred to transport issues and pointed out that young people were often isolated particularly in rural areas.</p> <p>Papers were circulated which gave details of Young People's Participation in planning in various issues, together with a diary sheet of what has been carried out over the past year.</p> <p>All the young people were volunteers and they had taken on a range of different tasks working together under a Senior Youth Worker. Some of the group had considerable personal difficulties but they gelled together.</p> <p>The group had been identified through different forms of accreditation and will be trained further so they can be assessors of services. There was also commitment to start a similar group with representation across Mendip including ethnic minority groups or mixed race families. A local Management Committee had been set up which involved the whole of the young persons group. They match person to person representatives on that committee and help set the agenda and plan meetings.</p> <p>The Chairman asked how the Youth Organisations interfaced with County and District Councils. Mark explained that they met regularly with members around the table to discuss different issues.</p> <p>The Chairman asked if the MSP should wish to consult with young people, would that be through Connexions or the Youth Service? Mark explained that the Connexions Local Management Committee would be the focal point for consultation. The Committee met quarterly, but sub groups could be set up to meet in between.</p> <p>It was agreed that the Partnership and sub groups would communicate with Brian Smith. That link would be used as an information and consultation point.</p> <p>The Chairman thanked Mark Holden for his clear and concise presentation.</p>
<p>6</p>	<p>The Great Cake of Life – Using the Findings</p> <p>Sara Skirton referred to the presentation given on 1 September to the MSP and the Cabinet. A lot of data had been received from 1004 people expressing their views on issues affecting their lives now and in the future. She listed some of the stronger themes emerging from the data. The key issue arising for the partnership was how the patterns emerging</p>

	<p>link and how the agencies would work together to tackle these issues.</p> <p>The Chair advised how much the amount of work on the Cake of Life was appreciated by the Partnership. It was important to feed back to the community from the data compiled, and it was noted that Grenville Jones together with the Chair and Leader of the Council were working on this.</p> <p>Graham Jeffs reported that there was a huge amount of raw material which will be very useful. He would still like to continue to see it badged by the Partnership. He drew attention to the Leader’s letter noting the Council’s Vision and Priorities. Officers were now working with the data to cascade down into specific outcomes. The two would dovetail nicely.</p> <p>Elaine Pugsley advised that it was not only the responsibility of the Council or MSP to respond. It involved all organisations in Mendip.</p> <p>Jim Shearer pointed out that this had been public consultation and the Partnership needed to devise a process under which to deliver. A matrix should be brought forward to each meeting for an update.</p> <p>Richard Dixon stated that the first task should be to promote findings. Thereafter there would be organisations who step forward to take on the work. The most difficult task would be identifying what the various organisations can do. The MSP’s key contribution would be to fill the gaps.</p> <p>Penny Church noted that the work of the Sub Groups and Council’s priorities were coming together. She wished to point out however that the ‘social needs and advice’ area was not addressed in the findings. Social needs should not be forgotten.</p>
<p>7</p>	<p>Somerset Strategic Partnership – A Vision for Somerset</p> <p>The Chairman went through the paper and explained that the Vision Statement had been agreed as “Somerset, healthy, vibrant, wealthy”</p> <p>Peter Chapman felt that the Voluntary Sector should be included with Public Bodies in Community Leadership under Cross Cutting Themes.</p> <p>Cathy Bakewell proposed that the Partnership sign up to the protocol. The Vision Statement had been worked up over 3 days of workshops. Everyone from both from the public and voluntary sector had contributed.</p> <p>Richard Dixon seconded the proposal to sign up to the protocol and the Board agreed, and supported the vision for Somerset.</p>

8	<p>Next Steps for MSP – Towards a Community Strategy</p> <p>Sara referred to the report in the agenda and moved to the recommendations. She explained the current situation and advised that the Partnership was now at a stage to decide how to move forward.</p> <p>The Chairman advised that initial priorities had been identified from the baseline work undertaken. Three Task Groups had been created namely Skills and Education, Transport, and Communications. The Cake of Life Consultation had been successful and an enormous amount of data had been collated.</p> <p>Jim Shearer felt that the way forward was through project work and suggested that organisations would need to be identified that might be able to help. There might however be some topics that are never addressed by the MSP. Agreement should be reached by organisations to take these forward themselves and the Partnership would oversee.</p> <p>Peter Chapman drew attention to the letter from the Leader of the Council. Some of the issues raised by the COL would not match the Council's priorities. The Chairman explained that Mendip Council had drawn up its own priorities and it was not necessary for the Partnership to have the same objectives or priorities as the Council.</p> <p>Elaine Pugsley advised that her understanding was that the Board's function was to act as facilitator in the community, and its organizations, and feed into the County Strategic Partnership. She suggested that the data produced from the Cake of Life should be disseminated to other organisations with a request that they look at particular issues. The task of the MSP was to decide which organisation would look at which task.</p> <p>Cathy Bakewell pointed out that the MSP must prioritise what the public said in the consultation, and begin to deliver or facilitate delivery.</p> <p>Cllr. Siggs advised that the Council has the responsibility to produce a Community Plan, which would not be the MSP Plan. The Partnership must be realistic in what it can do and achieve. Consultation must be listened to and prioritised.</p> <p>The Chairman referred Members to the agenda paper in which it was suggested that a Multi Agency Task Group be formed. He believed the next stage should be officer led – and not only officers from the Council.</p> <p>Further discussion took place and it was agreed that action for the next stage should be officer led and in the form of a Task Group.</p>

	<p>Sara explained that there was a capacity issue and the task group would need to be multi agency, not Mendip District Council heavy. However, MDC officers would be able to commence the coordination process, but representatives from agencies would also need to be involved.</p> <p>Penny Church raised the important concern that voluntary sector input was restricted. There were capacity issues and ways must be found for the voluntary sector to be involved, but not in the core of the Group.</p> <p>Peter Chapman explained that Mendip Housing was part of the voluntary sector and they could represent that sector. Interim and working papers could be produced and circulated by e mail to that sector.</p> <p>Jim Shearer felt that the process should be mapped out and it was agreed that a project plan should be drawn up.</p>
9	<p>Shepton Mallet MCTi Update Sara advised that Zena Pollard had e mailed an update as she was unable to be present at the meeting.</p> <p>The Funding Bid was successful. MCTi was putting together a series of strategies to form a work plan. The COL information was invaluable to Shepton 21 as an early indicator of what themes the residents want to consider. Shepton 21 would come to the MSP when assistance was required. Mendip Housing's offer of assistance had been accepted and MHL were taking over the admin as well as running the Community Event, which would be in November.</p> <p>The Chairman asked that Zena keep the Board fully informed of progress on the Shepton Mallet MCTi initiative.</p>
10	<p>Budget Report Stuart Merritt advised that £1600 had been spent on the Cake of Life Challenge out of the £2000 allocated.</p>
11	<p>Review of Chair and Vice Chair It was proposed, seconded, and agreed that Ron Ballantine continue as Chair and Penny Church continue as Vice Chair.</p> <p>On behalf of the MSP Board, Peter Chapman thanked the Chairman for all he had done over the past year.</p>
12	<p>Any Other Business None</p>
13	<p>Date of future meeting 11 November 2003 – venue to be decided.</p>

The meeting finished at 5.15 pm.

THE MENDIP STRATEGIC PARTNERSHIP

AGENDA ITEM: 5

FROM: Sara Skirton Date: 11th November 2003

SUBJECT: **Voluntary Sector Conference and Election of
Voluntary Sector Representatives to the MSP Board**

1. SUMMARY/INTRODUCTION

Voluntary sector representation on the MSP Board was originally determined via election at a Voluntary Sector Conference held in May 2002.

The Mendip Strategic Partnership Agreement, approved by the MSP Board in July 2002, states that membership of the MSP should be reviewed after six months then annually thereafter.

Although the MSP Board reviewed current membership at its meeting on 15th July 2003, it was acknowledged that a further voluntary sector conference was planned for late 2003 and that this was the appropriate forum for determining voluntary sector representation on the MSP Board.

2. CURRENT SITUATION

A second Voluntary Sector Conference is being hosted by Mendip District Council on 12th December 2003. The conference is all day and lunch will be provided.

The morning session will provide an opportunity for members of the Voluntary Sector to receive presentations and network with colleagues

The afternoon session will include an update of progress with the Mendip Strategic Partnership from Penny Church, followed by the election of three representatives to the three voluntary sector places on the Mendip Strategic Partnership (MSP) Board.

Invitations have been sent to over 400 voluntary organisations in Mendip. Copies of the letter and draft agenda are attached for information as Appendix 1.

3. RECOMMENDATION

Board members are asked to note the report and encourage voluntary sector colleagues to attend the conference on 12th December.

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

Whether you are nominating someone to sit on the Board or not, we would urge you to consider becoming part of the wider 'Mendip Strategic Partnership' (please see attached briefing note).

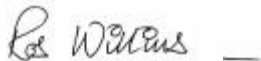
We very much hope you can attend the event. Please complete the tear off slip below and return it in the Freepost envelope provided or alternatively e-mail the following information to haynesc@mendip.gov.uk by 28th November 2003:

- Your name and name of your organisation
- Whether you will be attending the Conference on 12 December 2003
- Your nominee's name, organisation and contact details, if making a nomination for a Voluntary Sector representative on the MSP Board
- Whether you wish to be a member of the wider Mendip Strategic Partnership and receive the newsletter in future

If you require any further information or would like to discuss the relevance of the MSP to your organisation, please contact Sara Skirton or Ros Wilkins at Mendip District Council on 01749 341340 or 01749 341334 respectively.

We look forward to seeing you at the event.

Yours sincerely



Sara Skirton
Community Planning and
Consultation Officer

Ros Wilkins
Community Development and
Grants Officer

Encs.

✂-----

Voluntary Sector Conference – Reply Slip

Friday 12 December 2003 from 10.00am-4.00pm in the Council Chamber, Mendip District Council, Cannards Grave Road, Shepton Mallet.

Please delete as applicable:

1. I / We will / will not be able to attend.

Name(s): _____

Organisation: _____

2. I / We are / are not making a nomination to the Board. I / We enclose the nomination form.

3. I / We would / would not like to become a member of the Mendip Partnership and receive the newsletter in future.

Signed _____ Date _____

Please return in the Freepost envelope provided by 28th November 2003.

Thank you



**MENDIP STRATEGIC PARTNERSHIP BOARD
VOLUNTARY SECTOR REPRESENTATIVE
NOMINATION FORM**

The election for the three representatives to the Mendip Partnership Board will take place during the afternoon session of the Voluntary Sector Conference to be held on Friday 12 December at Mendip District Council, Shepton Mallet in the Council Chamber.

If you would like to nominate a candidate as a Voluntary Sector representative on the Mendip Partnership Board, please complete the slip below and return it to ***Mendip District Council*** in the Freepost envelope by ***Friday 28 November 2003***.

I / We _____

Would like to nominate:

Name _____

Organisation _____

Address _____

Post Code _____ Tel _____

as a voluntary Sector representative to the Mendip Strategic Partnership Board.

Please note: Each nominee will be asked to say a few words about themselves and what they feel they can bring to the Mendip Strategic Partnership at the event on 12 December 2003. Additionally, nominees are asked to submit a written statement of no more than 200 words in support of their nomination. If, as a nominee, you are unable to attend on the day please send a substitute to speak on your behalf.

I will / will not be able to attend the event on 12 December. (Please delete as applicable).

I will send a substitute to speak on my behalf

Name of Substitute: _____

Please return in the Freepost envelope provided by 28th November 2003.

Thank you

Voluntary Sector Conference
12th December 2003
Draft Agenda

- | | |
|----------|---|
| 10.00 am | Arrival, Registration and Coffee |
| 10.15 am | Welcome and Introduction - Councillor Roy Wills |
| 10.30 am | Funding - Presentations from New Opportunities Fund and Community Fund (t.b.c.) |
| 11.30 am | Coffee |
| 11.45 am | Volunteering – the facts – presentation (t.b.c.) |
| 1.00 pm | Lunch |
| 2.00 pm | Mendip Strategic Partnership Update |
| 2.45 pm | Presentation from Candidates (3 minutes each) |
| 3.15 pm | Election and coffee |
| 3.30 pm | (or when result in) Results of election and summing up |
| 4.00 pm | Departure |



Mendip Strategic Partnership Briefing Note

The MSP is Mendip's Local Strategic Partnership or LSP. The MSP has been in existence for eighteen months and has laid the foundations for the production of a community strategy for Mendip. Current members of the MSP Board are:

Full Name	Position	Representing
Cathy Bakewell	Leader of the Council	Somerset County Council
Ian Bennett	Principal – Strode College	Further Education Sector
Ian Wallace	Director Young Somerset	Young People's Organisations
Kate d'Inverno	Non-executive Director, Mendip Primary Care Trust	Mendip Social Forum
Jim Shearer	Chief Superintendent of Police	Avon & Somerset Police
Pam Iles	Chair of Mendip Head Teachers Group	Head teachers of Mendip Schools Group
Penny Baker	Chair of Mendip Association of Chambers of Commerce	Mendip Association of Chambers of Commerce
Peter Chapman	Chief Executive of Mendip Housing Ltd	Registered Social Landlords
Ron Ballantine	Chair of Mendip Primary Care Trust Executive	Mendip PCT
Ken Maddock / Harvey Siggs	Leader of the Council Portfolio Holder – Corporate Finance and Resources	Mendip District Council
Zena Pollard	Barclays Bank	Mendip Economy Forum
Elaine Pugsley	NCH	Families with young children
Penny Church	Manager Frome and District Citizens Advice Bureau	Voluntary Agencies
Graham Livings	Trustee - Victim Support	Voluntary Agencies
Gaynor Clarke	Job Centre Plus	Employment/Benefits Agencies
Nick Cottle	Glastonbury Town Councillor	Somerset Association of Local Councils (SALC)
Richard Dixon	Vice Chairman - Mendip Environment Forum	Mendip Environment Forum

Criteria for Board Membership

Members of the board should include representatives from organisations within:

- Social, environmental, economic sectors *
- public, private, voluntary / community agencies *

The board should seek to achieve a balance of sectors and interests. It has the right to call in 'expert witnesses / advisors' if there is a sector / interest not covered by the existing members. It should also include the agencies responsible for delivering key services e.g. health care, social care, housing, transport, education etc, and representatives of statutory partnerships.

***NB** - *members need not necessarily represent all in their sector but should speak about issues from that sector, rather than for it. Also one member could perform a dual role if there was no conflict i.e. representing a public or voluntary agency as well as a statutory partnership e.g. police authority and The Safer Mendip Partnership.*

Commitment Required

Nominated Board members should be aware that a minimum commitment will be needed of around six half days per year for meetings, plus any other work that they commit themselves to in Task Groups or extra to board meetings. This could be as much as twelve half days per year. (Some of the meetings could be in the evenings).

Make up of the Board

- 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. i.e. differences between agencies must be recognised and respected e.g. voluntary and statutory sectors*)
- Individuals should have a strategic view across the district of Mendip
- Individuals must be from agencies who operate / deliver services / represent communities of interest etc within Mendip
- Individuals must recognise that while sitting on the board their aim is to develop the role of the LSP in Community Planning, and not to lobby for their own organisation or agenda
- Individuals should have a commitment to the Community Planning process, and what it can deliver
- It is up to partner organisations to determine who to put forward for the board; including whether this is an officer or lay member of their organisation
- Forum representatives should ideally be the Chair or lead person (if appropriate), but it is up to the individual forum to chose who best meets the criteria, and they should have the remit to represent all views within the forum or organisation
- RSL member will be chosen by the Preferred Development Partner Group – and will represent the RSL sector across Mendip

- 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
- Where a sector or organisation cannot sort out their representative in time for the first meeting, they should nominate a 'holding' representative to attend
- An appropriate secretariat / administrative support should be provided
- The criteria and membership will be reviewed within six months of its first meeting, and annually thereafter

What is the wider Mendip Strategic Partnership?

This is a wider group of member organisations / partnerships that are to be able to affiliate to the Partnership Board and be kept informed of / be involved in:

- 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

There is a limited range of basic criteria for membership as shown below:

Membership criteria for the wider Partnership

- 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
- agencies/ bodies which are delivering services or serving or representing the interests of residents of Mendip

THE MENDIP STRATEGIC PARTNERSHIP

AGENDA ITEM: 7

FROM: Sara Skirton Date: 11th November 2003

SUBJECT: **Multi Agency Task Group**

1. SUMMARY/INTRODUCTION

At its meeting on 16th September the MSP Board considered the way forward for the development of a community strategy for Mendip. It was agreed that a multi agency task group be set up to:

- Group all available social, environmental and economic information into “related findings” which can form the basis of distinct priorities within a Community Strategy for the Mendip Strategic Partnership.
- Use these priorities to develop a vision for Mendip
- Identify existing allied partnerships in Mendip that can be involved to a greater or lesser degree with Mendip Strategic Partnership in addressing these priorities.
- Assess the agencies and organisations (including voluntary and private) that can manage, make an input, or play a part in addressing these priorities.
- Propose a project plan to the MSP Board for addressing these priorities through identified partnerships or organisations, or through the MSP working with them, or through other processes.

2. CURRENT SITUATION

The first meeting of the multi agency task group was held on 27th October 2003. The group agreed that the themes from the Great Cake of Life could provide a good starting point for chapter headings for a first draft community strategy. A key action, currently underway, was to collate information about partner agencies’ visions, strategies and key priorities under those headings, to identify commonality and gaps. A work programme for the group is currently being developed.

The notes of the meeting are attached for further information.

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

Mendip Strategic Partnership – Community Strategy Multi-Agency Task Group

27th October 2003 - 6pm

Notes of meeting

Present	Action
<p>Seema Bhandari – Mendip PCT Steve Brewer – Avon and Somerset Police Richard Dixon – MSP / Env Forum Simon Eames - Mendip District Council Roger Kershaw – Somerset County Council Stuart Merritt - Mendip District Council Pené Prior – Strode College Sara Skirton - Mendip District Council Robin Smith – Mendip PCT Ian Wallace – MSP / Young Somerset</p>	
<p>Apologies Trevor Ashford – Avon and Somerset Police Caroline Gamlin – Mendip PCT Malcolm Lythgo – Environment Agency Amanda Meanwell – MHL</p>	
<p>Role of the Task Group Sara circulated a briefing note from the Partnership on the role of the group. The Group had 3 months to report back to the Partnership.</p>	
<p>Clarifying and Scoping the Tasks/ What should a community Plan include – how far ahead should it look?</p> <p>Overall task to produce a draft Community Strategy. Key element would be a vision for the District as a whole. First attempt at a strategy unlikely to be what we might ideally like – would be reviewed and developed over time – could initially be drawn together from existing strategies.</p> <p>Clearly a lot of information available already – e.g. Somerset Partnership, PCT consultations, MSP needs analysis / cake of life consultation. Also in some cases Parish Plans</p> <p>Suggested group needed to consider a set of strategic priorities for the District, possibly using cake of life themes and results as a guide – looking at top 6/7 issues rather than trying to cover everything. We needed instead to look for gaps that no organisation individually was tackling or where joined-up working could bring benefits – such as Strode College’s driver training classes to improve road safety.</p> <p>Needed to be aspirational and unique to Mendip – no point in</p>	<p>SS to ensure all group members have cake of life results on CD</p>

<p>duplicating what other Somerset districts doing – though some themes would be common. Could be more difficult to achieve in a relatively well off area. Overarching themes of economic regeneration, social inclusion, sustainable development and young people suggested.</p> <p>Vision needed to look 15 yrs ahead but be enduring beyond that period. Actions obviously shorter term. Needs to be inspirational and encompass all partnership organisations – must be inclusive – but also be relevant to the ‘average citizen’.</p> <p>We discussed what the vision might include – points raised included multi-culturalism, Mendip DC’s new priorities. We also considered the difference between a vision for the Partnership (e.g. to share resources to achieve better outcomes for the people of Mendip) and a vision for the District.</p> <p>We discussed what ‘a community’ meant, and the need to start with a strategy for the whole of a somewhat disparate District, but subsequently drill down into individual communities.</p> <p>We returned to the concept that the initial Community Strategy would have to be based on existing individual strategies and developed over time through consultation, monitoring and review. Sara agreed to develop a template so that everyone could complete with details of strategies they were aware of.</p> <p>Other points – need to take account of future projections – changing demographics etc. PCT have collected information and developed systems for handling. Need for work not to be Council driven and to fully engage voluntary sector.</p>	<p>Ishaku (MDC) to discuss with Caroline</p> <p>Sara to develop and circulate template.</p>
<p>Timescales, future meetings</p> <p>No statutory timescale for producing community strategy but desirable to have draft by April next year.</p> <p>Paper to next Partnership Board (11th Nov) setting out shape of draft and who is doing what. Suggested Members of task group could prepare a section each.</p> <p>Next Task group Meeting Monday 17th November at PCT offices (Priory Park, Wells) 6pm.</p>	

THE MENDIP STRATEGIC PARTNERSHIP

AGENDA ITEM: 10

FROM: Sara Skirton Date: 11th November 2003
SUBJECT: **Membership Issues**

1. SUMMARY/INTRODUCTION

The Mendip Strategic Partnership Agreement states that the Partnership structure:

'should be inclusive, covering a balance of interests across public, private and voluntary agencies in Mendip, representing social, economic and environmental sectors.'

Furthermore that:

'the structure should be dynamic and respond to the need to include other agencies to ensure all sectors are covered'.

To help ensure balanced and inclusive representation, the original membership of the MSP Board comprised eighteen members plus a possible two further places.

2. CURRENT ISSUES

A review of membership took place on 15th July 2003 but in recognition that the Board structure should be dynamic, members may wish to discuss a number of recent issues relating to membership:

- As set out in agenda item 5 Voluntary Sector representation will be reviewed at a Voluntary Sector Conference on 12th December 2003.
- Malcolm Lythgo, of the Environment Agency, has stepped down from the MSP Board, although he will continue to be involved in the wider MSP, in particular through working with the Task Group. In the light of this, the Board may wish to consider whether to invite representation from another environment sector organisation.
- The Board has previously had some discussion about whether representation from faith communities would be appropriate. Further advice is currently being sought from Pastor Fowler of Elim in Wells and it is hoped that an update can be given at the meeting.

- Due to the diverse nature of Town and Parish Councils in the district, the Board may wish to consider if representation from this sector should be strengthened.

3. REGISTER OF SUBSTITUTES

At the MSP Board meeting on 15th July 2003 concern was raised about levels of attendance at Board meetings. The issue of substitutes was discussed and it was agreed to have named substitutes wherever possible, although it was noted that where a sector was represented by more than one person substitutes were not necessary.

Members may consider it helpful to have a register of named substitutes who could attend MSP meetings when they themselves are unable to.

4. RECOMMENDATION

The Board is asked to consider:

- Issues relating to Board membership
- Whether it wishes to have set up a register of named substitutes for Board members

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THE MENDIP STRATEGIC PARTNERSHIP

AGENDA ITEM: 11

FROM: Lesley Rowan Date: 11th November 2003
SUBJECT: **A Food Festival for Mendip**

1. SUMMARY/INTRODUCTION

Mendip District Council, Somerset Food Links and Glastonbury Green Business Club have been working together to explore the potential benefits of a Mendip wide Food Festival. There will be a participatory workshop on 18th November in Glastonbury, followed by similar workshops (dates to be arranged) in Frome and Shepton Mallet/Wells.

2. ISSUES UNDER DISCUSSION

Current issues under discussion are:

- How a food festival could be devised to create maximum benefit for a wide range of local businesses – producers, accommodation and food providers, and others;
- How a food festival could also act as a platform for a range of events that celebrate good food for communities throughout Mendip – linking with work to increase local consumption of local produce, promoting good health and positive environmental and social impacts from food production.
- Whether a month mid-October to mid-November 2004 (including apple harvest and Carnival) would be the best timing for tourist businesses and community organisations.

3. RECOMMENDATION

The early discussions about potential benefits from a food festival have included: a job to do, staying well, ways to learn, environment, sense of community, and – of course – food. Issues which all link to the findings of the MSP's Great Cake of Life Community Consultation Events. For this reason we wished to give the MSP early notice of this discussion, to ask:

- for in-principle support for the idea
- if a link can be made from the MSP website to a regularly updated Mendip Food Festival page.

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