

Links are in red

From: "Skirton, Sara" <skirtons@mendip.gov.uk>
To: "Mendip LSP" <MendipLSP@mendip.gov.uk>; "Caroline GAMLIN" <Caroline.GAMLIN@mendip-pct.nhs.uk>; "Thomson, David" <thomsond@mendip.gov.uk>; "Brown, Stuart" <browns@mendip.gov.uk>; "Roger Kershaw" <RJKershaw@somerset.gov.uk>
Cc:

Sent: 27 May 2005 16:15
Attach: 3 MSP minutes 01.03.05.doc; 4 Government White Paper.doc; 5 HSNAG 2004-May 05.doc; 6 MSP Priorities - Progress Report.doc; 6a MSP Priorities Appendix 1.doc; 7 Voluntary Sector Grants & compact update.doc; 1 Agenda 7.6.05.doc; 8 MSP Funding Programme 04-05, 05-06 and own budget.doc
Subject: MSP Board meeting 7th June 2005 - Agenda

Dear MSP Board member, please find attached the agenda and papers for the meeting of the Mendip Strategic Partnership Board to be held on Tuesday 7th June in the Council Chamber at Mendip District Council, commencing at 3pm.

The following documents should accompany this message:

1 Agenda
3 Minutes 1.3.05
4 Government White Paper (Health)
5 HSNAG 2004-May 05
6 MSP Priorities – Progress Report
6a MSP Priorities Appendix 1
7 Voluntary Sector Grants & compact update
8 MSP Funding Programme and Own Budget

a further paper

Service Manager Corporate Policy and Research on 01749 341312
merritts@mendip.gov.uk

Regards

Sara

Sara Skirton
Community Planning and Consultation Officer
01749 341340

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From: "Merritt, Stuart" <merritts@mendip.gov.uk>
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Cc: "Maria Clarke" <MAClarke@somerset.gov.uk>; "Perkins, Kate" <perkinsk@mendip.gov.uk>; "Harrison, Sue" <harrisons@mendip.gov.uk>; <Linda.sayers@avonandsomerset.police.uk>; <netta@eliminwells.org.uk>; <glen.crocker@somerset.nhs.uk>; <serlis@btinternet.com>; "Hannah Norman" <HNorman@somerset.gov.uk>; "Carol Ellis" <Carol.Ellis@mendip-pct.nhs.uk>; "Williams, Malcolm" <williamsm@mendip.gov.uk>; "Cave, Stuart" <caves@mendip.gov.uk>; "Community Strategy Project Group" <CommunityStrategyProjectGroup@mendip.gov.uk>; "McKenzie, Peter" <mckenziep@mendip.gov.uk>; "Milling, Jo" <millingj@mendip.gov.uk>
Sent: 31 May 2005 12:04
Attach: 05.06.07 MSP board - Item 4 - smoking paper.doc
Subject: RE: MSP Board meeting 7th June 2005 - Agenda

Attached is **a further paper** for the meeting next week which is supplementary to Caroline Gamlin's paper for Agenda item 4 (Government White Paper – Health) – sorry this was omitted from the **earlier circulation**.

Stuart Merritt Service Manager, Corporate Policy and Research
 Mendip District Council Tel 01749 341312 Fax 01749 344050
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-----Original Message-----

From: Skirton, Sara
Sent: 27 May 2005 16:16
To: Mendip LSP; 'Caroline GAMLIN'; Thomson, David; Brown, Stuart; 'Roger Kershaw'
Cc: 'Maria Clarke'; Perkins, Kate; Harrison, Sue; 'Linda.sayers@avonandsomerset.police.uk'; 'netta@eliminwells.org.uk'; 'glen.crocker@somerset.nhs.uk'; 'serlis@btinternet.com'; 'Hannah Norman'; 'Carol Ellis'; Williams, Malcolm; Cave, Stuart; Community Strategy Project Group; McKenzie, Peter; Milling, Jo
Subject: MSP Board meeting 7th June 2005 - Agenda

Dear MSP Board member, please find attached the agenda and papers for the meeting of the Mendip Strategic Partnership Board to be held on Tuesday 7th June in the Council Chamber at Mendip District Council, commencing at 3pm.

The following documents should accompany this message:

- 1 Agenda
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- 6a MSP Priorities Appendix 1
- 7 Voluntary Sector Grants & compact update
- 8 MSP Funding Programme and Own Budget

Please note that I am out of the office until Monday 6th June. If you have any queries regarding the meeting or the agenda please contact Stuart Merritt, Service Manager Corporate Policy and Research on 01749 341312 merritts@mendip.gov.uk

Regards

Sara

Sara Skirton
Community Planning and Consultation Officer
01749 341340

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Mendip Strategic Partnership
Board Meeting 7th June 2005
3pm in the Council Chamber at Mendip District Council Offices

Agenda

1. Apologies
2. Public Participation
3. **Minutes of the meeting of 1st March 2005**
4. **Government White Paper “Choosing Health –making healthy choices easier” and Smoke Free Somerset Alliance**
Presentation from Dr Caroline Gamlin, Director of Public Health, Mendip PCT and Glen Crocker, Smoke Free Somerset Alliance
5. **2004 edition of the Somerset Health and Social Needs Analysis**
Report from Sarah Guscott, External Funding Officer, Mendip District Council
6. **MSP Priorities – Progress Report**
Report on progress to date in identifying and engaging with partners to help progress the MSP shorter term priorities and how this links with the Community Strategy
7. **Voluntary Sector Grants and Compact Update**
Report on the review of support provided to the Voluntary Sector by Mendip District Council and Update on The Compact for Somerset
8. **MSP Funding Programme 2004/05 and 2005/06 and MSP’s Own Budget**
The Board is asked to provide a steer to the Budget and Finance Sub Group to assist it in making recommendations for the allocation of the Second Homes Council Tax monies for 2005/06 and its own partnership funds
9. **Shepton 21**
Update for information
10. **Glastonbury SRB**
Update for information
11. **Somerset Gateway**
Verbal report for information
12. **Dates of future meetings**
6 September and 29 November 2005, both commencing at 3pm in the Council Chamber, Mendip District Council
13. **Any Other Business**



Mendip Strategic Partnership

Minutes of the meeting of the Mendip Strategic Partnership held on Tuesday, 1st March 2005 at 3 p.m. in the Small Hall, Glastonbury Town Hall

PRESENT:

Ron Ballantine	Chair
Elizabeth John	Mendip District Council
Penny Baker	Mendip Association of Chambers of Commerce
Jon Stratford	Avon and Somerset Constabulary
Tony Shepherd	Mendip Community Support
Michael Hammond	Somerset Children's Fund
Scott McMillan	Somerset Youth Volunteering Network
Cathy Bakewell	Somerset County Council
Richard Dixon	Mendip Environment Forum
Zena Pollard	Mendip Business Exchange

OFFICERS PRESENT:

Stuart Merritt	Mendip District Council
Andy Hall	Somerset County Council
Maria Clarke	Somerset County Council
Sara Skirton	Mendip District Council
Roger Kershaw	Somerset County Council
David Taylor	Somerset County Council
Kate Perkins	Committee Support MDC

ALSO PRESENT:

Dick Skidmore	Mendip District Council
Michelle Hawkes	Mendip Primary Care Trust

1. APOLOGIES

Cllr Harvey Siggs	Mendip District Council
Sue West	Job Centre Plus
Pat Champion	Job Centre Plus
Jacqueline Kergozou	Mendip Housing Ltd
Ian Wallace	Young Somerset
Sonia Pike	Mid Somerset CAB
Ian Bennett	Strode College
Kate Jeffreys	English Nature
Elaine Pugsley	NCH

2. PUBLIC PARTICIPATION

None

3. MINUTES OF THE MEETING HELD ON 30TH NOVEMBER 2004

Richard Dixon pointed out that he represents Mendip Environment Forum. Zena Pollard reported that she also represents Mendip Business Exchange.

The minutes of the meeting held on 30th November 2004 were accepted as a correct record.

The following actions were recorded:

2. Public Participation – No further information had been received regarding young people motorcycling on Beacon Hill. Richard Dixon will meet Peter Banks within two to three weeks to discuss the possibility of working up a grant application and finding a suitable site for these activities. It was noted that there are two existing sites within Mendip, and it was suggested that the young people could be steered towards these facilities. Zena Pollard offered assistance from Shepton 21.

5. Action Planning – The workshop was held on 8th February and was a successful event.

6. MSP Funding Programme and 7. Shepton 21 – These items are on the agenda for this meeting.

9. Voluntary Sector Conference – The Conference had to be postponed. Elizabeth John reported that Ros Wilkins has taken up added responsibilities as Area Regeneration Officer. Mendip Community Support will be taking up charitable status. Ros Wilkins will probably still be the contact, and support from Mendip DC is on-going.

It was agreed to take the rest of the agenda in the following order.

5. OPPORTUNITIES FOR COLLABORATION OVER THE USE AND PROVISION OF PROPERTY

Andy Hall reported that the report was an exploratory paper linked to an exercise within County to prepare an Asset Management Plan to establish more efficient ways of using property. SCC are keen to work with other partners to use existing property estate for joint services where possible. One Stop Shops are envisaged for rural areas. Consultation will be held with partners and more detailed proposals will be put forward when the exercise is complete in early 2006.

The Partnership agreed in principle with the recommendation that members collaborate with the County Council over a county-wide property strategy to maximise joint service provision. Andy Hall will determine actions for the Partnership.

Action – Andy Hall will determine ways in which the MSP can contribute to the strategy.

6. STATEMENT OF COMMUNITY INVOLVEMENT IN PLANNING

Stuart Merritt explained that the Government require the District Council to produce a Local Development Framework, which will be a key mechanism of delivering the Mendip Community Strategy. The LDF consists of a number of local development documents, the first of which is a statement of community involvement, which sets out how the community will be involved in preparing the other documents. A work programme will be prepared to establish when each document will be prepared. Progress will be measured by the Government and will be reflected in funding to improve the planning system (Planning Delivery Grant). The preparation process includes three stages where the community must be consulted, and figure 1 in the report to the Partnership sets out suggested ways in which the MSP can be involved in these three stages.

Richard Dixon reported that his involvement in the Member Working Group to develop the work programme had been valuable and thanked the Council for the opportunity to put forward a Board representative.

In response to a query from Michael Hammond, Elizabeth John confirmed that the issue of children and young people was automatically considered, and that it was important to focus on key issues which can be delivered immediately. The Community Safety Partnership will be involved where community safety issues impact on planning, and individual organisations on the MSP will be consulted. Workshops will be held at the strategic development stage.

Action - It was agreed that Richard Dixon would continue to represent the MSP Board on the working group. Also agreed that Tony Shepherd would be available to represent the voluntary sector as required.

Action - It was agreed that the MSP Board would be kept informed of dates of the workshops – Stuart Merritt

4. CHILDREN'S AND ADULTS' SERVICES REVIEW

David Taylor, Director of Children's Services, gave a presentation which explained how the children's and adults' services would work locally and how they would link with the LSP and local bodies.

The first presentation illustrated the key themes in the vision for providing improved children's services in Somerset in the next five years. This would involve setting up 13 locality areas with some 8000 children in each area, and lead to the production of a single Children's and Young People's Plan.

There was some discussion about how the services will link into existing structures and networks in Mendip and pick up the "middle" age group of young people. David Taylor agreed to fund a voluntary sector event to look at how different bodies can

participate. Zena Pollard stressed that the business sector should be included, and that funding for sports and coaching was available.

The second part of the presentation concentrated on Adult and Community Services, led by the Director of Community Services, Miriam Maddison. This review would include vulnerable adults, learning and leisure and other community development services, and will take into account links with other organisations, local area agreements, the relationship with the CDRP/LSP, community participation.

Ron Ballantine said that the MSP is supportive of everything being done in the area of children's and adults' services and that the Partnership would wish to be involved in helping to take the reviews forward.

7. MSP PRIORITIES – WORKSHOP OUTCOMES AND NEXT STEPS

Ron Ballantine reported that the workshop on 8th February had been a real success, and expressed appreciation for the facilitation assistance from MDC and to Sara Skirton for organising the event.

The workshop had looked at the key priorities and had identified issues and potential actions for each of these priorities. Some of these linked into work which was already being carried out, e.g. on affordable housing and strengthening the voluntary and community sector.

There was some discussion on the potential problems of funding certain actions. Ron Ballantine reminded the meeting that individual partner members of the MSP had signed up to the Partnership objectives and these should be reflected in their organisations' own objectives and action plans.

It was agreed that:

- ❖ **Sara Skirton/Ron Ballantine will put together a presentation and engage with partners**
- ❖ **A task group would be set up for each objective to move the process forward**
- ❖ **Ron Ballantine/Sara Skirton to look at which partnerships already exist, assess membership of task groups and identify leads**
- ❖ **The proposals and groups involved will be publicised.**

8. MSP FUNDING PROGRAMME 2004/05

Ron Ballantine reported that a meeting of the Budget and Finance Sub Group had been held in January 2005 and the recommendations were incorporated in the report to the meeting.

There was discussion on how funds should be allocated in future years, and it was generally agreed that this should be at a more strategic level and directed at the aims and objectives of the Partnership. Cathy Bakewell explained how the second homes money would be allocated in 2006/07.

The MSP Board

- ❖ **Agreed the additional funding proposals put forward by the BFSG at 2 in the report**
- ❖ **Noted the table detailing projects awarded funding or recommended for funding in 2004/05**
- ❖ **Agreed that where possible future funding should be allocated where at a strategic level.**

9. SHEPTON 21

Zena Pollard reported that Shepton 21 is progressing, with the Vision published on its website and in the press. Sub groups will be starting work on the five key priorities – economy, community, environment/transport, leisure and housing. A public meeting will be held on 7th March at Whitstone School and consultation times will be identified for stakeholders and the public. The Community Strategy Plan will be completed in December.

Haskins Stores are looking to regenerate their site, which will benefit the town centre. There will be more activity and investment in the High Street. Discussions are on going with a local artist regarding the roundabout planting.

The business survey will be started as part of the LDF process.

10. GLASTONBURY SRB

Sara Skirton reported that Sonia Pike will be reporting to the MSP meeting in future, subject to ratification from the SRB Board. An update will be given at the next meeting.

11. BUDGET REPORT

Stuart Merritt reported that expenses incurred since the last meeting included the cost of the workshop at the Wessex Hotel, and a bill for advice on website design.

Total expenditure to date was £2,200 against resources of £19,240.

12. ANY OTHER BUSINESS

Broadband – Zena Pollard reported that Barclays would include a statement message to all their customers.

12. DATES OF FUTURE MEETINGS

The next meeting of the MSP Board is on 7th June 2005 at 3 p.m.

Elizabeth John left the meeting at 16.35

Jon Stratford left the meeting at 16.50.

The meeting closed at 16.53

The Mendip Strategic Partnership

Agenda Item: 4

FROM: Caroline Gamlin, Director of Public Health, Mendip Primary Care Trust

Date: 7th June 2005

SUBJECT: Government White Paper “Choosing Health –making healthy choices easier”

1. INTRODUCTION

1.1 Health in England has improved dramatically over the last century. However new challenges have emerged which must be tackled. Unfair inequalities in health persist and traditional methods of improving health have become outdated.

1.2 In order to address the needs and wishes of individuals a Government White Paper “Choosing Health- making healthy choices easier” was produced by the Department of Health at the end of 2004. The White Paper established three underpinning principles of a new public health approach.

Informed choice
Personalization
Working together

1.3 Real progress in working together depends on effective partnerships across communities, including local government, the NHS, business, advertisers, retailers, the voluntary sector, the media, faith organizations and many others.

1.4 The document set out to establish a shared set of priorities for action. These are:

Reducing the number of people who smoke
Reducing obesity and improving diet and nutrition
Increasing exercise
Encouraging and supporting sensible drinking
Improving sexual health
Improving mental health

1.5 There is a strong emphasis on local communities leading for health and starting children and young people on the right path. These areas have particular relevance to the Mendip Strategic Partnership and its priorities.

Caroline Gamlin May 2005

Tobacco Control and Smoking

- 1.1 This paper focuses upon reducing the number of people who smoke but also includes the impact of smoking on individuals including those who do not smoke. Clearly smoking is an issue for the Mendip Strategic Partnership while some of its partners have specific responsibilities identified in the White Paper e.g. the PCT, other NHS Trusts, SSDC.
- 1.2 There is significant statistical information available to the debate.
 - more than 100,000 deaths in the UK per annum are caused by tobacco – this is 300 every day
 - smoking reduces life expectancy by 16 years
 - 6% of all UK deaths are from lung cancer
 - there are 50 known cancer causing agents in tobacco smoke
 - thousands of people die annually in the UK because of second hand smoke
 - in Somerset in professional/management groups 20% of men and 18% of women smoke
 - in Somerset in routine/manual groups 32% of men and 31% of women smoke
 - 70% of existing smokers would like to give up
 - children under 16 spend £100 million on cigarettes per annum
- 1.3 A Smoke Free Somerset Co-coordinator was appointed at the beginning of 2005. His role is to form a countywide alliance and build a joint strategy for Somerset focusing on
 - local engagement with communities
 - sustainability of the Alliance and its work
- 1.4 The Alliance's work will be modelled on the SW Tobacco Control Strategy which aims to reduce
 - smoking prevalence
 - availability of tobacco products
 - explosive to second hand smoke
- 1.5 Somerset's NHS went smoke free on 9th March 2005 and work is continuing to develop comprehensive policies covering issues other than smoking in buildings. The 5 district councils and the county council all have smoking policies which are either currently being revised or are due to be revised in light of the White Paper.
- 1.6 The White Paper required sectors to go smoke free as below
 - by 2006 all government departments and the NHS (with limited exceptions)
 - by 2007 local government

- by 2008 all enclosed public spaces and workplaces (except those specifically exempted)
- 1.7 In Somerset there is an expectation that smoking prevalence will have been reduced by 2010 from
- 31% to < 26% for routine/manual workers and
 - 25% to <21% overall
- 1.8 Last summer a large survey (The Big Smoke Debate) in the SW revealed that in Somerset
- 80% were a great deal/fair amount bothered about smoke in public places
 - 87% wanted completely smoke free public places
 - 82% wanted a law requiring completely smoke free workplaces
- 1.9 In the SW generally the following was identified re people wanting smoke free areas
- taxis 93%
 - offices 82%
 - cafes 72%
 - restaurants 70%
 - pubs/bars 58%
- 2.0 The challenge for the Mendip Strategic Partnership is to:
- help develop and deliver a shared agenda for the Alliance, especially the locally determined Mendip priorities
 - help sustain the Alliance and its work post 2005

Glen Crocker May 2005

The Mendip Strategic Partnership

Agenda Item: 5

FROM: Sarah Guscott, External Funding Officer,
Mendip District Council

Date: 7th June 2005

SUBJECT: **Report on the 2004 edition of the Somerset Health and Social Needs Analysis**

1. INTRODUCTION

The Somerset Health and Social needs analysis group (HSNAG) has issued its updated analysis and report for 2004. It provides a comparative analysis of the extent of deprivation in each Somerset ward, measured on a broad range of indicators covering unemployment, benefits claims, domestic violence, youth justice referrals, school exclusions and statemented pupils, housing tenure and conditions, long term limiting illness, social services attendance care, access to car, lone parent households, emergency hospital admissions. The ward scores are analysed according to 3 age categories: all ages, child, and aged 65+. Whilst the town wards continue to have the highest level of deprivation the ranking changes depending on the age bracket selected. This is illustrated in the table of the priority wards in Mendip.

Children	People aged 65+	All ages
1.Shepton East	1.Street North	1.Shepton East
2.Frome Keyford	1.Frome Welshmill	2.Frome Welshmill
3.Frome Welshmill	3.Wells St Cuthbert's	3.Frome Keyford
3.Street North	3.Glastonbury St John's	3.Glastonbury St Benedict's
5.Glastonbury St John's	3.Frome Park	5.Glastonbury St John's
5.Glastonbury St Edmund's	3.Street South	
	3.Wells Central	

Compilation of the analysis has been led by the health informatics team at Somerset NHS. They have drawn source data from organisations including PCTs, District and County Councils, Fire Service, Police, Jobcentre Plus.

The 2004 HSNAG analysis has been produced in 2 formats ;

A paper report that sets out the methodology used in compiling the data, and a set of tables for each district council and PCT set of wards giving the individual scores for each deprivation indicator for each ward.

A CD containing for each ward the data for individual statistical variables contained in each deprivation indicator. For example, the accidents indicator contains statistics for accidents as a result of domestic fires, falls requiring hospitalisation, accidents to cyclists and pedestrians. The CD allows interrogation by ward or comparison across wards, on individual or a range of statistics.

There is also an A3 leaflet introducing the 2004 edition and its key findings, which will be distributed at the MSP meeting.

2. USE OF HSNAG

The HSNAG work is invaluable in identifying areas of need within the District according to different indicators, and comparing the relative deprivation of wards at District and County level. Because it looks at such a broad set of social and health statistics it can provide a local profile at a more sophisticated level than can be done by the Index of Multiple Deprivation alone. Although the IMD now contains rankings at neighbourhood level this is still based on national statistics.

The HSNAG can be used to provide comparative information for any set of wards within Somerset to highlight needs, and thus where resources should be focussed. It can provide a baseline for action plans to monitor against, and provides a strong evidence base in preparing grant funding applications based on needs and deprivation. It can also be a useful tool to the MSP in working to influence statutory agencies in their priorities and objectives.

3. ANALYSIS FOR RURAL WARDS

The aggregation of data at ward level results in a masking of pockets of deprivation and need in the more rural parts of the District. Uncovering this will require further analysis of the individual data scores to compare rural ward scores to each other. Even so, rural wards feature in the 5 most deprived in Mendip on a number of indicators.

Domestic Violence	Stratton, Mells
School exclusions	Moor, Knowle
Pupils with statement of special educational needs	Creech, Pylcombe
Social Services home care clients	Chilcompton

4. RECOMMENDATION FOR ACTION

The MSP is asked to note the availability of the HSNAG 2004 edition and consider how they could make use of it in delivery of the Community Strategy.

Contact Details: Sarah Guscott 01749 341352

guscotts@mendip.gov.uk

The Mendip Strategic Partnership

Agenda Item: 6

FROM: _____ Community Planning and Consultation Officer **Date:** 7th June 2005

SUBJECT: MSP Priorities – Progress Report

1. SUMMARY/INTRODUCTION

1.1 At its last Board meeting the MSP received a report detailing the outcomes of a workshop that sought to identify potential strategic actions for each of the agreed five priority areas:

Affordable, Decent Housing for All
Regenerating the Mendip* Economy
Investing in Children and Young People
Strengthening the Voluntary and Community Sector
Tackling Climate Change Locally

* It is proposed that the word 'Mendip' replaces the word 'Rural' in recognition that urban and village economies are interdependent and interlinked

1.2 Since the last meeting work has been underway to:
identify and engage with the partners who can help progress these priorities
make links with existing groups where appropriate.
as far as possible, refine the potential strategic actions

1.3 Discussions with existing and potential partners on this work have confirmed that the priorities are starting from different baseline positions and have varying levels of support and resources already in place to progress them. It is therefore acknowledged that the rate of progress is unlikely to be the same for all the priorities.

1.4 Appendix 1 provides the Board with an update on progress for each priority. Actions are relatively well defined for the priorities of Strengthening the Voluntary and Community Sector, Affordable, Decent Housing for All and Tackling Climate Change Locally. .

2. THE COMMUNITY STRATEGY

2.1 The draft Community Strategy for Mendip, published in April 2004, has not yet been finalised as it needs to include detailed action plans with timetables and monitoring arrangement.

2.2 In identifying the five shorter term priorities, the Board recognised that it is not possible to address all of the eleven themes and numerous aims in the Community Strategy at once.

2.3 Once strategic actions have been agreed for all of the five priorities, these will be incorporated into the draft Community Strategy, along with a timeframe for delivery and monitoring arrangements.

Additionally, mechanisms will be developed via the MSP Task Group to ensure that the MSP can monitor all eleven themes of the Community Strategy at a strategic level.

2.4 Subject to progress on agreeing actions for each priority, the intention is to bring the updated draft Community Strategy and its action plans for the five priorities to the MSP Board on 6th September 2005 for approval.

3. RECOMMENDATION

3.1 The MSP Board is asked to

note the progress on each of the five priorities;

approve the draft action plans for 'Tackling Climate Change Locally', 'Strengthening the Voluntary and Community Sector' and 'Affordable Decent Housing for All';

ensure that the resourcing of action plans is taken into account in discussions on allocation of Second Homes Council Tax Monies, particularly with regard to the actions for Tackling Climate Change Locally;

agree the proposed way forward for finalising the Community Strategy for Mendip.

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

MSP Priorities – Progress Update

Affordable, Decent Housing for All

Progress has begun on the strategic actions identified for this priority (see table below) via the MSP workshop on 8th February. The first meeting of the expanded Mendip District Council Housing Group took place on 23rd May, to which representatives of a number of MSP organisations were invited. The notes and draft terms of reference for this newly named Mendip Strategic Housing Partnership are attached. One of the key purposes of this Partnership is to take forward development of the new Mendip Housing Strategy, which has been circulated to MSP Board members as a draft for comment.

	Strategic Actions	Potential Partners
1	Investigate the opportunities created by working together in partnership (e.g. Local Area Agreements and Local Public Service Agreements)	Mendip District Council Somerset County Council Primary Care Trust Police Voluntary Agencies Registered Social Landlords Town and Parish Councils Private sector landlords Countryside Agency
2	Develop a sound understanding of the housing markets and housing needs and develop monitoring systems	Mendip District Council, Somerset County Council, Mendip Primary Care Trust Town and Parish Councils Registered Social Landlords Voluntary Agencies Business
3	Articulate Mendip's interests at County and Regional level (Regional Housing Strategy, Regional Economic Strategy and Regional Spatial Strategy)	Mendip District Council Somerset County Council MSP Board
4	Investigate the full range of opportunities to secure resources to deliver sufficient affordable housing in Mendip	Mendip District Council with potential partners identified for Action 1.
5	Engage with young and elderly people in the planning and housing processes.	Mendip District Council, Children's planning group, Somerset Children's Fund, Local Education Authority, ODPM
6	Facilitate the delivery of sustainable homes in terms of their construction and design	Centre for Sustainable Energy Somerset County Council Mendip District Council Somerset Trust for Sustainable Development
7		District Councils, Somerset County Council Parish and Town Councils, Local Fora

Notes from the Inaugural Meeting of the Mendip Strategic Housing Partnership

23rd May 2005 Mendip District Council

Present
Paul Cox

Avon and Somerset Police

Simon Eames	Mendip District Council (MDC) – Corporate Policy and Research
Michelle Hawkes	Mendip Primary Care Trust
Amanda Meanwell	Mendip Housing Ltd.
Phil Miller	MDC – Housing Development
Derek Lambert	MDC – Housing Policy and Development
Sonia Pike	Citizens Advice Bureau
Wendy Robertson	MDC – Homelessness and Housing Advice
Christian Trevelyan	Mendip District Council – Private Sector
Kaz Marsh	Mendip YMCA
Jennie Wheeler (Chair)	MDC- Strategic Housing Manager

1. Welcome and Introductions

A round the table introduction from everyone with a brief description of their work/who they represented.

2. Housing Regeneration in Mendip – team roles

Discussed – history of the Corporate Housing Team, Housing Regeneration Team and roles and relationships with planning policy and development and also the thinking behind the formation of a new strategic housing group covering the actions in the Housing Strategy and those for housing in the MSP Strategy.

3. Audit of group members roles/involvement/remit around the action plans/gaps in membership

Paul Cox – police involvement in anti social behaviour orders as an environment to persuade people to change their behaviour – main involvement for the police being the Crime and Disorder Reduction Partnership

Simon Eames – Working for the Council, assisting the support of the MSP. Producing the Local Development Framework

Michelle Hawkes – representing a team, looking at inequality and health promotion, working with Christian, part of the Somerset Public Health Network

Amanda Meanwell – representing the largest registered social landlord in Mendip with around 4200 properties. Part of the Wessex Partnership

Phil Miller – Working for the Council as the Development Officer and with the Preferred Development Partners. Links with energy, the Housing Corporation and scheme development standards

Derek Lambert – Working for the Council and leading the administration of the Council’s ‘Housing Register’. Looking at Choice Based Lettings, involved with the Core Strategy Group for Supporting People

Sonia Pike – CAB and working with homeless people, repossession, Somerset Court Project – frontline work

Wendy Robertson – Working for the Council and managing the homelessness and housing advice team. Working towards prevention being the core of the service

Christian Trevelyan – Working for the Council leading the private sector team including grants and inspection of HMO’S. Involved at County level with the Private Sector Renewal Strategy

Kaz Marsh – Representing Karen Deverell. Involved in the MEAG scheme for young people funded by Supporting People, Mendip DC and Social Services. YMCA involved in the resettlement service, managing the Foyer in Frome (13 flats), managing 8 bedsits in Wells. Two preventative roles – schools work from year 11 onwards and the family mediation service – both funded by MDC

Jennie Wheeler – Working for the Council, Strategic Housing Manager. Writes the Strategy, manages a team of 24 (Housing Regeneration) Involved in the Supporting People Commissioning Body (just giving up the Chair), The Somerset Strategic Housing Officer Group (just taking the Chair), the Countywide Needs Assessment Group, lead officer for Mendip in setting up the Children's Partnership

After further discussion several gaps in the group structure were identified:

Somerset Children and Young Peoples Partnership
Supporting People
Probation
Developers
Chair of Private Sector Landlords Forum (probably at a later date)

Jennie agreed to contact appropriate people for the next meeting.

4. Terms of Reference/Number of proposed meetings

Proposed Terms of Reference were amended (attached) to be sent out with the notes as a draft to be approved at the next meeting. A mission statement was thought appropriate and will head the Terms of Reference. It was proposed that initially there would be a meeting once a quarter just before the MSP meetings (for reporting purposes).

5. Name of Group

After discussion it was decided to call the group

Mendip Strategic Housing Partnership

6. Action Plan for Affordable, Decent Housing for all(MSP) and Action Plan for the (draft) Housing Strategy – discussion, comparison and integration where possible

Some considerable time was spent amending the (draft) Housing Strategy Action Plan to ensure that all the actions in the MSP housing Action Plan were integrated. Amendments will now be made to the (draft) Housing Strategy as at present it is out for consultation. The exercise, by default, became a good consultation for the Housing Strategy.

7. Clarity around what issues are relevant and will come to the group meetings in the future

Deferred until the next meeting (lack of time)

8. Consideration around housing constraints

Deferred until the next meeting (lack of time)

9. Date and Venue for the next meeting

It was agreed that holding the meetings at MDC was agreeable to everyone. The Chair agreed to set the date of the next meeting and circulate it to the group members

DRAFT
Terms of Reference - Mendip Strategic Housing Partnership

Mission Statement:

'To drive a strategic and multi agency approach to the delivery of services to address housing and housing related needs in Mendip'

- Seek service improvement through the application of good practice and partnership working
- As a major driver, ensure the development of the Housing Strategy
- Implement and monitor the Strategy by ensuring the actions within the Action Plan relate to all agencies working to achieve them and are in the Service/Business Plans across the board
- Take ownership of performance within the Housing Strategy Action Plan and other housing performance indicators
- Promote the strategic housing service throughout Mendip including contributing to the development of other policy and strategy documents across all agencies
- Ensure that the Housing Strategy includes all tenures including non bricks and mortar homes
- Co-ordinate responses to consultation documents (such as the Regional Housing Strategy)
- Review new government Strategies and Policies to monitor the impact on the Action Plan
- Invite and/or include individuals within the Partnership on an ad hoc basis (including presentations and key speakers)
- Review the Terms of Reference on an annual basis

The first part of each meeting could be dedicated to monitoring the progress and developing solutions to address any problems implementing the Strategy's actions.

The second part of each meeting could be dedicated to

- Sharing information (e.g. feedback from meetings and good practice)
- New and ongoing policy development
- Improvements to service delivery

Progress on the Housing Strategy Action Plan will be reviewed annually. In addition the Portfolio Holder for Community and Regeneration will receive monthly reports and reports will go to the MSP Board through the lead officer on a quarterly basis

Regenerating the Mendip Economy
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Many of the potential actions for 'Regenerating the Mendip Economy' that arose from the MSP workshop held in February 2005 identified Mendip District Council as a key partner.

Since the last MSP Board meeting on 1st March 2005, discussion has taken place with MDC Officers and Management Team about the feasibility of the Council becoming the lead partner for this priority.

Reasons why this may be appropriate include:

the Council's current major investment in economy work and track record of working in partnership on economic development;
links with the Council's Corporate Priority of 'Greater Prosperity';
the fact that the Council is considering developing an Economic Development Strategy for the district.

Cabinet approval will be required before the Council can take on the role of formal lead for this priority. Malcolm Williams, Business Manager for Community and Regeneration for Mendip District Council, will be taking a paper to the Scrutiny Board in June and subsequently to the Cabinet in early July.

Subject to the Council approving this approach, work can then begin with partners to develop an action plan for addressing this priority over the next 4 years.

Investing in Children and Young People

The Chair of Mendip Strategic Partnership and the Community Planning and Consultation Officer, MDC, attended a meeting of the Mendip Children and Young People's Planning Group (CYPPG) on 4th May 2005. This group has recently been reconfigured, following the changes to Somerset County Council's Children's Services, and will include young people in its remit.

The CYPPG was welcoming of the MSP's invitation to work together to take forward the Investing in Children and Young People priority. Indeed, as most of the agencies the MSP would be hoping to work with on this priority are represented on this Group, it was generally acknowledged that they were best placed to take this priority forward.

The CYPPG has yet to fully define its remit and develop an action plan but at a strategic level, the actions will be based around the objectives of the Government's Every Child Matters document, which are to:

Be healthy

Stay safe

Enjoy and achieve through learning

Make a positive contribution to society

Achieve economic well-being

The CYPPG suggested that the MSP may wish to adopt these outcomes as the strategic aims for this priority.

Potential actions for the MSP at this stage could include:

Adopt the five outcomes from Every Child Matters as the strategic aims for this priority

Develop further the links with the CYPPG, ensuring that all agencies with a major stake in this priority are represented on this group

Support the CYPPG in the development of a joint action plan

Support the CYPPG in the implementation, monitoring and delivery of the action plan

Further discussion with the CYPPG will be needed to refine the actions and develop a timescale for delivery.

Strengthening the Voluntary and Community Sector

Since the last MSP Board meeting, the Chair of the MSP and the Community Planning Officer have met with the MSP Voluntary Sector representatives to discuss how the strategic actions identified via the February workshop can be refined and taken forward. The Voluntary Sector representatives have produced the action plan overleaf for approval by the MSP Board.

Strengthening the Voluntary and Community Sector – Strategic Actions for 2005 - 2009

Strategic Actions	Key Milestones	Lead Partner	Other Partners *	Timescale (e.g. 2005/6 , 2006/7 etc)
Simplify the funding application process by developing the local compact Countywide, including how to access longer term, consistent funding	Draft Compact for discussion Compact 2 nd Draft Launch Compact	MDC	All voluntary and community groups	Oct/Nov 2005 May 2006 September 2006
Strengthen support for voluntary groups	Compile comprehensive list of community groups Link community groups to Involve and MCS Develop Somerset links via Change up program Develop training program	MCS	Somerset Gateway Sedgemore Vol. Bureau West Somerset Community Support Vista Adult Learning & Leisure	November 2005 December 2005 January 2006 December 2005 and ongoing
Strengthen the Voluntary and Community Sector involvement in the Somerset Strategic Partnership	Review and Increase the number of Voluntary and community sector reps. on SSP.	MSP	SSP – voluntary sector representatives	2006/2007

Strategic Actions	Key Milestones	Lead Partner	Other Partners *	Timescale (e.g. 2005/6 , 2006/7 etc)
	SSP voluntary sector reps. to meet with Mendip's Voluntary sector via network meetings			
Market the voluntary agencies and their strengths to statutory agencies and generally – build up faith and trust	<p>Production of "Value of the Vol. Sector" survey.</p> <p>Quantify the value of Mendip Community and Voluntary sector.</p> <p>Produce newspaper for the community</p> <p>Monthly column in local papers</p>	<p>SCC - Community Initiatives</p> <p>Larger Vol. Agencies/MCS</p> <p>MSP/MCS</p> <p>MDC/ MCS</p>	<p>Social Services PCT Police GOSW LSC CAB SYVN NCH Age Concern</p> <p>MDC - Grenville Jones</p> <p>MSP Mid Somerset Series Newspaper</p>	<p>2005/6</p> <p>2005/6</p> <p>December 2005 and then twice a year</p> <p>January 2006 ongoing</p>
Attract specialist skills and expertise from the private sector	<p>As above</p> <p>Establish links to</p>	MSP	MDC Business Team Large local	December 2005 and on going

Strategic Actions	Key Milestones	Lead Partner	Other Partners *	Timescale (e.g. 2005/6 , 2006/7 etc)
	Businesses and Business Link		companies Business Link	

*** Other Partners - below are all the partners identified at the MSP Workshop in February 2005**

Mendip Community Support

National volunteer organisations including Citizens Advice Bureau, Age Concern, Barnardos

Mendip District Council, Mendip Primary Care Trust, Somerset Youth Volunteering Network, Somerset County Adults Team

Tackling Climate Change Locally

Following the report to the MSP Board on 1st March 2005 on MSP workshop outcomes and discussions with the Environment Agency, a meeting was held between Richard Dixon (MSP and Environment Forum), Jo Milling (Policy Planner MDC) and Sara Skirton (Community Planning, MDC). The following conclusions were reached:

There is no clear lead agency for this priority - a number of agencies have a stake in various aspects of climate change but no one agency has a clear responsibility for the whole 'agenda'. It was noted that MDC has very limited officer capacity for taking this priority forward and that the (volunteer) Mendip Environment Forum is not currently funded for projects.

There is a need for a comprehensive understanding of the causes and effects of climate change - including identifying what can be done to mitigate them and adapt to them. As there is no obvious single lead agency, it would seem appropriate to commission consultants to undertake this work on behalf of the MSP.

Climate Change Strategy – it was noted that Somerset County Council is developing a climate change strategy and it is considered important that the MSP links with the County Council on this. However, indications suggest that the County strategy will focus on adapting to the effects of climate change, rather than mitigating the causes. It is hoped that the MSP may wish to complement County adaptation initiatives by looking at climate change more holistically, including understanding what can be done to address the causes, and helping to change behaviour, in line with the principles of sustainable development.

As a result of that meeting, and Richard Dixon's recent attendance at a County wide conference looking at climate change issues, the draft action plan overleaf has been drawn up.

Tackling Climate Change Locally – Draft action plan

What	Who	By When
<p>Map Stakeholders Identify and engage with those agencies with a stake in the causes and / or effects of climate change</p>	MSP lead /MDC / consultants	September 2005
<p>Develop Sub Group Set up a Climate Change Sub Group, responsible to the MSP Board, to oversee the actions below</p>	MSP lead / MDC / consultants	December 2005
<p>Climate impact assessment Linking with work on the Countywide strategy, undertake research to: identify the causes of climate change understand the likely effects and severity of effect of climate change locally (Mendip) identify and draw in those agencies that have a stake in mitigating and adapting to the effects of climate change Analyse available research to identify: what can be done at a local level to mitigate the effects of climate change what can be done at a local level to adapt to the effects of climate change</p>	Consultants, reporting to Sub Group	April 2006
<p>Climate Change Strategy Develop a Mendip Climate Change Strategy, signed up to and taken forward by all MSP partners, to include the following: communications strategy for raising awareness of the issues and to help change behaviours medium term action plan for mitigating the effects of climate change medium term action plan for adapting to the effects of climate change recommendations for longer term action</p>		September 2006
<p>Strategy implementation and review Ensure integration of strategy actions into the plans and strategies of partner organisations Review effectiveness</p>	MSP / Sub Group	Ongoing

Ensure ongoing awareness raising /education / behaviour change within partnership and communities		
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The Mendip Strategic Partnership

Agenda Item: 7

FROM: Stuart Cave, Service Manager, Community Regeneration, Mendip District Council Date: 7th June 2005

SUBJECT: Review of Support provided to the Voluntary Sector by Mendip District Council and Update on *The Compact for Somerset*

1.REVIEW OF SUPPORT PROVIDED TO THE VOLUNTARY SECTOR BY MENDIP DISTRICT COUNCIL

1. The Council provides support (via grant aid) to a range of voluntary sector organisations for provision of a range of services to the community. The current tranche of funding agreements expire on 31 March 2006.
2. At the last review in 2002 the Council agreed its funding priorities should focus on the following themes:-
 - i) Consideration of continuation funding from existing organisations (*subject to successful delivery*) and,
 - ii) Tackling social exclusion in some way
 - iii) Undertaking a preventative initiative or provision of a service to vulnerable groups of the community
 - iv) Developing citizenship and active communities
1. The Council is committed to undertake a review of its support arrangements during the present year which is anticipated will be concluded around December/January.
2. Whilst the terms of the review have not yet been defined it is likely to take into account such things as :
 - i) Areas the Council may wish to support in order for it to achieve its priorities relating to safer Cleaner streets and Greater Prosperity
 - ii) Affordability
 - iii) National and other Priorities
 - iv) Best Value
 - v) The Application Process, criteria to be used and length of funding commitment
6. At the time of writing this paper the Council is currently undertaking a recruitment exercise for a replacement Grants and Voluntary Sector Officer as the previous post holder has taken on a new role within the organisation.

2. UPDATE ON THE COMPACT *The Compact for Somerset*

1. In circa 1999 Government adopted a national compact, *Getting it Right Together*, this provided a framework to improve relationships between central government and the voluntary and community sectors in England. Additionally the government's recent Treasury cross-cutting review of the *Role of the Voluntary Sector in Public Service Delivery* recommended improvements to relationships at both national and local level including an increase in the number of local compacts.
2. The government has made it explicit that compacts at a local level are crucial to good governance and all local authorities have been asked to produce a compact by April 2004.
3. **The compact** is the agreement between Local government and the voluntary and community sector to improve working relationships for mutual advantage.
4. *The Compact for Somerset* is being led at county level, supported by representatives of both public, voluntary and community sectors. Its representatives have been meeting regularly over the last 18 months to develop the compact for Somerset. At the time of writing this paper the final draft of the compact is nearing completion in order to be distributed for a period of consultation from late April/early May.
5. Any queries regarding *The Compact for Somerset* should be directed to Alison Sowden [AJSowden@somerset.gov.uk]

Contact Officer: Stuart Cave 01749 341331
caves@mendip.gov.uk

The Mendip Strategic Partnership

Agenda Item: 8

FROM: Mendip District Council

Date: 7th
June 2005

SUBJECT: **MSP Funding Programme 2004/05 and 2005/06
and MSP's own budget**

1. 2004/05 Funding Programme

1.1 At the meeting of the MSP Board on 1st March 2005, members approved proposals put forward by the Budget and Finance Sub Group for allocating the remainder of the 2004/05 Second Homes Council Tax monies.

1.2 At the time of writing, £98,860 of the £120,860 made available to the MSP has been claimed (Appendix 1). Of the remaining £22,000, £15,000 has been allocated to the MSP to research identified priorities and community needs. The remaining £7,000 has still to be claimed by Meare and Westhay Parish Council (£5,000) and Wanstrow Village Hall (£2,000). These two organisations have until 30th June 2005 to make contact about claiming their awards.

2. 2005/06 Funding Programme

2.1 The MSP Board has already been informed that Second Homes Council Tax monies will again be made available to the Somerset district LSPs in 2005/06. The Board has agreed that, where possible, future funding should be allocated at a strategic level and in line with the MSP's five shorter term priorities. The MSP's financial protocol, agreed in 2004, is attached as Appendix 2.

2.2 A number of organisations whose projects were awarded MSP funding in 2004/05 have enquired about the availability of additional funding in 2005/06:

Kershaw of Somerset County Council will update the Board on the exact sum, and the time constraints for allocating it, at the meeting

3. MSP'S OWN BUDGET – OUTTURN EXPENDITURE FOR 2004/2005

3.1 At the start of the financial year, the Partnership had £19,240 of its own funds available to spend, the residue of initial contributions from Somerset County Council, Mendip District Council, Mendip Housing Limited and Mendip Primary Care Trust.

3.2 Expenditure during 2004/2005 was as set out in the table below. This does not include any 'second homes' council tax income, which is dealt with in a separate report.

	Code	Actual Expenditure
Available at start of year		£ 19240
Expenses	246-3001	£ 540
Consultants (Web-site development)	246-4030	£ 475
Grants (NB not including 'second homes' council tax) (Food Festival Grant and Research Grant)	246-4077	£ 1200
Total		£ 2215
Available at end of year		£ 17025

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

4. MSP'S OWN BUDGET 2005/2006

4.1 The £17,025 remaining from the original contributions to the Partnership remains available to the Partnership this year. There is no time limit on the expenditure of this resource and no specific restrictions on the purposes to which it may be applied, so that the Partnership is free to decide how and when it wishes to spend this funding, so long as that meets the objectives of the Partnership.

4.2 A further £15,000 was set aside by the Partnership last year from the 'second homes council tax' to research identified priorities and community needs. This is also available to the Partnership to spend for that purpose, but, along with the grants made by the Partnership from last year's second homes resource, this money should be spent by the end of the current (2005/6) financial year.

4. RECOMMENDATION

4.1. That the MSP Board provides a steer to the Budget and Finance Sub Group to assist it in making recommendations for the allocation of the Second Homes Council Tax monies for 2005/06, taking into consideration the five agreed priorities and the agreed need for a strategic approach.

4.2. That the Budget and Finance Sub-Group be asked to identify:

- a. A medium term financial plan for the Partnership funded from the original partner contributions;
- b. proposals for spending the £15,000 identified to research identified priorities and community needs retained from last year's second homes resources.

MSP Second Homes Monies 2004/05 Allocation and Amounts Claimed as at 26 May 2005. Appendix 1.

Organisation	Project	MSP Board Award	Amount claimed
Somerset County Council	Somerset Broadband Project	20,000	20,000
MSP	to research identified priorities and community needs	15,000	
Avon and Somerset Constabulary	to provide two Police Community Support Officers for Frome	10,000	10,000
Somerset County Council	to develop the Somerset Strategic Partnership Vision	10,000	10,000
Mendip Community Support	for a Volunteer Recruitment Agency for Mendip	9,960	9,960
Inaura the Inclusion Charity	to develop a full Social Inclusion Network	5,000	5,000
Centre for Sustainable Energy - Warming Mendip projec	Warming Mendip project	5,000	5,000
Farming and Wildlife Advisory Group (FWAG)	Mendip Farm Plastic Recycling Project	5,000	5,000
Avon and Somerset Constabulary	to provide a Police Community Support Officer for Glastonbury	5,000	5,000
Meare and Westhay Parish Council	Pre teen children's play area	5,000	
Somerset Biodiversity Steering Group / SERC	to review Biodiversity management within Mendip	4,400	4,400
Farming and Wildlife Advisory Group (FWAG)	Mendip Bat and Dormouse Project Phase 1	4,000	4,000
Mid Somerset CAB	County Court Project to tackle homelessness and debt	3,000	3,000
Victim Support Somerset	to instigate and improve the quality of Victim Support's volunteer infrastructure	3,000	3,000
Mendip Primary Care Trust	to address unmet health, social and welfare needs in rural communities	3,000	3,000
Whitstone School and NCH	to continue to employ through NCH a Counsellor for school students (11-16)	2,000	2,000
Trudoxhill Village Hall	To refurbish and provide disabled facilities	2,000	2,000
Life Education Centres (Somerset)	to extend availability of Life Education Centres to schools in Mendip	2,000	2,000
Batcombe Parish Council	Improvements to Playing Field and Play Area	2,000	2,000
Wanstrow Village Hall	Pump prime larger project to extend existing hall and improve facilities	2,000	
Somerset Child-Safe Partnership	to provide child protection advice to those involved in children and young peoples' sport and group activities	1,500	1,500
Stoke St Michael Community Playing Field	To install playing equipment and safety	1,000	1,000
Mendip Care and Repair	To recycle stair lifts and make them available to those on low incomes (part of lottery bid)	1,000	1,000
	Total Committed	120,860	
	Total Claimed (at 26.5.05)	98,860	
	To Be Claimed	22,000	

Appendix 2. Mendip Strategic Partnership Financial Protocol

1. While Mendip Strategic Partnership (MSP) is a separate organisation from the District and County Councils with its own identity, for reasons of resources and probity the finances of MSP will be maintained and recorded by officers of Mendip District Council (MDC) and MSP funds will be held by MDC. This will also ensure preparation of group accounts or separate VAT registrations are not required.
2. Accordingly, while the MSP will be wholly responsible for the budgeting and expenditure of MSP funds, it will be bound by MDC's financial procedure rules.
3. The management of MSP funds and budgetary control will be carried out and monitored by a nominated budget holder of MDC.
4. The MSP will produce rolling Plans on a medium term basis (over 3 years) as soon as practical. Each year a detailed budget to fund the next year's part of that Plan will be approved by the MSP, the partners giving their approval via their representatives on the MSP Board.
5. The nominated budget holder in MDC will produce regular reports for the MSP Board (and MSP partners), as requested and no less than quarterly, comparing actual against budget. A fully detailed Annual Financial Report will also be produced showing income, expenditure, balances, etc. Any funds unspent at the end of the financial year will revert to the County and District Councils, unless there are firm financial commitments against them.
6. Within MDC, the MSP budget will be assigned its own unique cost centre. This cost centre will be need to be separately identified at the year-end as a project budget, to allow any under/ over spend to be separately accounted for.
7. The major portion of the Local Strategic Partnership (LSP) budgets in Somerset will be obtained and passed over from the removal, by County and District Councils in Somerset, of the 'second home council tax discount'.
8. This portion of the Somerset LSPs budgets will be calculated by comparing the tax base pre removal of second homes discount, compared to the tax base after the removal of the discount and then multiplying by the tax rates for the District and County Councils. This will then be translated into the following budgets:
 - Income collectable from Council Tax (collection fund)
 - Transfer to General Fund re MSP (collection fund)
 - Transfer from Collection Fund (MSP revenue budget)
 - MSP expenditure budget (MSP revenue budget)
9. In Mendip, a copy of the MDC tax base showing the variation totals needs to be sent to SCC (Somerset County Council) once the tax base is set. The funds will be earmarked for the MSP, via the separate revenue budget. The payment will be made by reducing the next precept to SCC following the approval of the budget by the MSP. Any deficit of income due from second homes will be borne by the Collection Fund.
10. The MSP budget for any year will consist of the budgeted income from the second homes, plus any income from other sources, matched against an expenditure budget. The expenditure budget will need to include provision for MSP administrative support (including on-cost), PR and communications, printing, venue hire, etc.
11. The MSP will appoint a Budget and Finance Sub-Group (BFSG) consisting of:
 - The Chair and/or Vice Chair
 - One of the representatives of statutory agencies (Police, Health, etc)
 - One of the representatives of other agencies (Education, etc)
 - One of the voluntary organisation representatives
 - One of the local authorities' representatives (MDC, SCC, Parish)Plus:
 - The MSP administrator in MDC
 - The MSP nominated budget holder in MDC
12. A quorum of the BFSG will be three of the representative members and one of the officer members from MDC.
13. Each year, no later than December, the BFSG will present to the MSP a draft Annual Budget for the next April to March financial year including, but not limited to, the following headings:
 - Forecast income from the tax on second homes
 - Forecast income from other sources
 - Grants proposed for the year from MSP to other organisations (detail)
 - Total of unforeseen grants
 - Administration and other Expenses (detail)On presentation of this draft, the MSP will agree an Annual Budget for the following year. The County and District Council representatives must be supportive of the Annual Budget.
14. During the year, grants that have been specifically agreed within the Annual Budget may be paid out on the authority of the Chair of the MSP plus one other member of the BFSG.
 - Other requests for grants will be considered by the BFSG and recommended to the next meeting of the MSP for approval.
15. Payments for expenses detailed in the Annual Budget may be authorised by the Chair or Vice-Chair up to a limit of £1,000. Expenses over that limit, or not detailed in the Annual Budget, must be recommended by the BFSG to the MSP for approval.