

Links are in red

From: "Skirton, Sara" <skirtons@mendip.gov.uk>
To: "Mendip LSP"

Sent: 01 March 2006 17:01
Attach: 10 MSP Funding Programme Review and Funds.doc; 1 Agenda 7.3.06.doc; 3 Minutes 29.11.05.doc; 4 Monitoring five Priorities Action Plans.doc; 8 app1 MSP Partnership Agreement 2002 .doc; 8 app2 MEMBERSHIP OF THE BOARD April 2002.doc; 8 MSP Board vol sector, structure, procedures.doc; 9 Engaging with our communities.doc
Subject: MSP Board meeting 7 March 2006 - 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 7 March 2006](#), in the Council Chamber at Mendip District Council, commencing at 3pm.

The following documents should accompany this message:

- 1 [Agenda 7.3.06](#)
- 3 Minutes of MSP Board meeting [29 November 2005](#)
- 4 [Monitoring the Five Priorities Action Plans](#)
- 8 MSP Board – Voluntary Sector Issues, Board Structure and Procedures
 - 8 Appendix 1 – Partnership Agreement
 - 8 Appendix 2 - Membership of the Board
- 9 [Engaging with Our Communities](#)
- 10 [Review of MSP Funding Programme 2004/05 and Funds Available to MSP](#)

Regards

Sara

Sara Skirton
Team Leader- Community Planning and Communications
01749 341340

This e-mail has been scanned for viruses by Verizon Business Internet Managed Scanning Services - powered by MessageLabs. For further information visit <http://www.mci.com>



Mendip Strategic Partnership
Board Meeting 7 March 2006
3pm in the Council Chamber, Mendip District Council

Agenda

- 1. Apologies**
- 2. Public Participation**
- 3. Minutes of the meeting of 29 November 2005**
- 4. Monitoring the Five Priorities Action Plans**
Progress report for the five MSP Priorities. Representatives from each Priority have been invited to attend
- 5. Local Development Framework**
Update from Simon Eames, Mendip District Council
- 6. Civil contingencies**
Briefing from Geoff Mackett, District Council Liaison Officer, about multi agency civil contingency arrangements in Somerset and Mendip specifically
- 7. ODPM consultation on future role of LSPs**
Update on our joint response and consideration of what the final guidance might mean for the MSP
- 8. MSP Board – Voluntary Sector Issues, Board Structure and Procedures**
Report recommending some changes to terms of reference and the deferral of the MSP voluntary sector representative elections
- 9. Engaging with our Communities**
Report asking partners to consider how we can work together to learn more and build up a knowledge base about our communities' needs, particularly the 'hard to reach' groups
- 10. Review of MSP Funding programme 2004/05 and Funds Available to MSP**
Report from Budget and Finance Sub Group including progress on the funding review
- 11. Local Area Agreement update**
Update from Roger Kershaw, Somerset County Council
- 12. Shepton 21** Update for information
- 13. Glastonbury SRB** Update for information
- 14. Any Other Business**
- 15. Dates of future meetings** 20 June, 26 September, 28 November. Venues tba



Mendip Strategic Partnership

Minutes of the meeting of the Mendip Strategic Partnership held at 3.00 pm on Tuesday, 29 November 2005 in the Council Chamber, Mendip District Council

PRESENT:

Ron Ballantine	Chairman
Caroline Gamlin	Mendip Primary Care Trust
Harvey Siggs	Mendip District Council
Ian Wallace	Young Somerset
Michael Hammond	Barnardos
Richard Dixon	Mendip Environment Forum
Roger Kershaw	Somerset County Council
Scott McMillan	Somerset Youth Volunteering Network
Sonia Pike	Somerset CAB
Stephen Fowler	Elim in Wells
Tony Shepherd	Mendip Community Support
Trevor Ashford	Avon and Somerset Constabulary
Zena Pollard	Mendip Business Exchange

MENDIP DISTRICT COUNCIL OFFICERS PRESENT:

Stuart Brown	Business Manager – Corporate Finance and Resources
Eve Harris	Trainee Committee Officer
Jo Milling	Senior Policy Officer – Community Planning
Sara Skirton	Team Leader - Community Planning and Communications

ALSO PRESENT:

Cllr Roy Mackenzie	Mendip District Council
Cllr Ted Higgins	Mendip District Council
Cllr David Pipes	Mendip District Council
Cllr Ian Hassell	Mendip District Council
Cllr Des Mattick	Mendip District Council
Cllr Anne Page	Mendip District Council
Cllr Philip Gait	Mendip District Council
Cllr Dick Horrell	Mendip District Council
Paddy Rich	Chairman Norton St Philip Parish Council
Stephen Harrison	Mendip Primary Care Trust Board

Agenda Item Number	Details	Actioned by
1	Apologies Cllr Elizabeth John, Ian Bennett, Pauline Clarke, Jacqueline	

	Hele Kergozou, Kate Jeffreys, Elaine Pugsley, Penny Baker	
2	<p>Public Participation</p> <p>Cllr Pipes, the Chair of Mendip District Council's (MDC's) xxx Scrutiny Board explained to the Board that there was some confusion for MDC Members about the work of the MSP Board and how it related to the work of MDC.</p> <p>Cllr Pipes suggested that the Scrutiny Board forms a small working group of about 3 Members to act as a liaison with MSP, so that the best of the Partnership can be achieved.</p> <p>The Chairman explained that this offer would be hard to refuse but to remember that other organisations are partners on the Board and that their views and concerns also need to be addressed. He also reiterated the fact that the objective of the MSP, like that of MDC, is to work together to improve things for the local community.</p> <p>Cllr Pipes invited members of the MSP to attend Scrutiny as this would be a good public relations exercise for MSP. He also explained that there was some confusion over the overlap of priorities. The Chairman declared that this overlapping of priorities was probably the right thing and that he would have been surprised if their priorities had been different. The MSP and MDC – and other partners - were all working to the same end goal. He believed that MDC should use the Partnership wherever suitable as a link to all parts of the Mendip Community, to help achieve identified priorities.</p> <p>Richard Dixon thanked the Scrutiny Board Members for attending this meeting and explained to them that every effort has been made to be open and transparent with the work that is carried out, and suggested that the Scrutiny Board Members refer to the MSP website, where all MSP Board papers are published.</p> <p>When summing up, Cllr Pipes said that he felt there was a lack of appreciation for MSP within the Scrutiny Committee.</p>	
3	<p>Norton St Philip Parish Plan</p> <p>The Chairman welcomed the representatives from Norton St Philip.</p> <p>Cllr Ian Hassell, the District Councillor for Nordinton, thanked the Board and asked them to endorse the Norton St Philip Parish Plan. Cllr Hassell told the Board that MDC's Frome Area Board had already given their full support for the Plan.</p> <p>Cllr Hassell gave an oral presentation on the background of the Parish Plan. He was keen to stress the amount of effort</p>	

	<p>and involvement the local residents of Norton St Philip had put in to bringing about the publication of the Parish Plan.</p> <p>Cllr Hassell explained how the Parish Council sought advice and funding from the Countryside Agency, which had audited the project.</p> <p>Cllr Rich, the Chairman of Norton St Philip Parish Council, explained in further detail the contribution made by local residents. He presented to the Board various documents that had been produced at each stage of the development of the Parish Plan.</p> <p>The Chairman thanked Cllr Hassell and Cllr Rich for their presentation and asked the Board if they had any questions. The Chairman asked whether or not there has been any opposition to the Plan. Cllr Hassell explained that you cannot please everyone all of the time. However every household has received the Parish Plan and so should know all the contents.</p> <p>Monitoring of the project was queried. Cllr Hassell informed the Board that the Parish Council monitored the progress of the Plan and that each Parish Council member had their own area of responsibility with sub groups formed to action them.</p> <p>Michael Hammond asked about the level of involvement of young residents of the village in the process. It was explained that this had been the hardest group to get to give their views but that every effort is being made to involve them.</p> <p>Stephen Fowler asked the Councillors how they were going to maintain and build the community involvement. Cllr Hassell explained that there were many social groups within the village and that many of these were interlinked with members belonging to more than one group and so the community spirit will be maintained.</p> <p>Richard Dixon asked whether peer reviews had taken place; it was explained that the route being taken at the moment was the recommended one but an open evening had taken place earlier on in the process for other villages in the district to come along and give their support and advice.</p> <p>The MSP Board wholeheartedly endorsed the Norton St Philip Parish Plan and offered support should it be needed.</p>	
4	<p>Minutes of the meeting on 4 October 2005</p> <p>These were approved as a correct record of the meeting</p> <p>Sonia Pike clarified to the Board that the organisation she represents is now called Somerset CAB not Mid Somerset CAB.</p>	

<p>5</p>	<p>Monitoring the Community Strategy and Action Plan</p> <p>Sara Skirton gave feedback from the first MSP Monitoring Group meeting. Importantly, she asked Board members to identify colleagues within their organisations who could liaise with her to help with identifying measurable outcomes and the gathering and sharing of outcome data that related to the eleven themes of the Community Strategy.</p> <p>The Board noted the monitoring arrangements for the five Shorter Term Priorities as set out in the report.</p>	<p>Board Members</p> <p>Sara Skirton</p>
<p>6</p>	<p>MSP Funding Requests</p> <p>The Chairman highlighted key aspects of the report.</p> <p>The Board agreed the following recommendations:</p> <ul style="list-style-type: none"> • £3,750 is allocated from 2004/05 monies to take forward Project A and Project B of the Somerset Broadband/Connecting Somerset proposal, with the condition that Mendip District Council's Business Support service jointly delivers the events detailed in Projects A and B of the proposal. • further discussions to take place with the project manager on Mendip's share of activity before a decision is taken regarding funding project C of the Somerset Broadband / Connecting Somerset proposal • £2790 is allocated to CAB to reinstate the weekly outreach service in the Frome Family Centre • should the bid to Glastonbury SRB be unsuccessful, consideration is given to allocating further funds to CAB to continue the Glastonbury outreach service • permission be given to Meare and Westhay Parish Council to use the allocated £5,000 as set out in the proposal letter 	
<p>7</p>	<p>Review of MSP Funding Programme 2004/05</p> <p>Sara Skirton outlined the report, explaining that a review of the expenditure the 2004/05 second homes Council Tax monies was required for a number of reasons, including to ensure that plans could be put in place for the reallocation of any unspent monies.</p> <p>The Board agreed that the Budget and Finance Sub Group be convened in early 2006 to:</p>	

	<ul style="list-style-type: none"> • Evaluate the reports received on 2004/05 projects • Agree a course of action in any case where reports have not been received • Make recommendations, if appropriate, about the reallocation of any committed 2004/05 monies that are unlikely to be spent by 31 March 2006 	
8	<p>Shepton 21</p> <p>Zena Pollard spoke as a member of Shepton 21</p> <p>The Board noted that progress was ongoing. Zena told the Board about community activity, particularly how £200 was raised for Children in Need, and that the turning on of the Christmas lights was a huge success, with a large turn out. The Board was also informed that the Shepton 21 Community Strategic Plan was due to be published in January.</p> <p>The Board was reminded that the Café Chats in the High Street was open late on Tuesday nights and was attracting around 70 to 80 young people each time.</p>	
9	<p>Glastonbury SRB</p> <p>Sonia Pike spoke as a member of Glastonbury SRB. She explained that things were progressing well and that the draft consultants report should be produced in January.</p> <p>The Chairman reminded Sonia that the MSP Board members were there to help.</p>	
10	<p>Any Other Business</p> <p>Sara Skirton reminded the Board that the Community Council for Somerset was encouraging applications from Mendip parishes to produce parish plans</p> <p>She also mentioned that the terms of reference for the MSP Board were due to be reviewed and that she and the Chair would work on this and bring a paper to the next Board meeting.</p>	
11	<p>Dates for future meetings</p> <p>Dates for 2006 were noted:</p> <ul style="list-style-type: none"> - 07 March - 20 June - 26 September - 28 November <p>venues tba</p>	

The meeting finished at 4.45 pm

Priority: Regenerating the Mendip Economy - Action Plan

Details of progress on actions due to have commenced by end February 2006:

Status key O= on target, C = completed, D= delayed, R=reviewed

Priority: Regenerating the Mendip Economy - Action Plan							
Objective	Action	Who	Start	Finish	Target /Output	Status	Reasons / Notes
Commission, consult upon and seek approval of an Economic Regeneration Strategy for the Mendip area	Consolidate Subgroup – complete exercise of forming a broadly based subgroup to lead on the regeneration priority	Initially MDC as Priority lead	Oct -05	Jan -06	Broadly based Subgroup established' representing broad spectrum of interest - 6 – 8 representatives	C – 18 representatives	First meeting of Business Leaders Group convened in December 2005, scheduled to meeting quarterly
	Scope out draft strategy, including components for rural development and tourism, taking account of strategic Somerset framework	Subgroup, possible consultant input	Oct /Nov 05	Dec / Jan - 06	Draft Document	C	Over-arching aspiration confirmed together with 8 key themes from Business Leaders Group. More contextual analysis to be included
	Consult upon draft strategy	Subgroup	Jan -06	Feb -06	Robust consultative response achieved, and reported back to the MSP Board	C – 70 businesses represented	Consultation with business took place as part of the MBE on 26.02.06 and reported to MSP monitoring group meeting on 07.02.06

Priority: Tackling Climate Change Locally – Action Plan

Details of progress on actions due to have commenced by end February 2006

Status key O= on target, C = completed, D= delayed, R=reviewed

Priority: Tackling Climate Change Locally – Action Plan							
Objective	Action	Who	Start	Finish	Target /Output	Status	Reasons /Notes
Map stakeholders	identify and engage with those agencies with a stake in the causes and / or effects of climate change	MSP Leading with MDC and Consultants	Oct 2005	Nov 2005	Relevant stakeholders identified and engaged in sub group	O	Stakeholders have been identified and membership of the sub group agreed.
Develop Sub Group	set up a Climate Change Sub Group, responsible to MSP Board, to oversee actions below	MSP Leading with MDC and Consultants	Oct -05	Nov -05	Climate change sub group meeting on a regular and ongoing basis.	O	The sub group has met and carried out its first task, in bidding for ISB funding (see below).
Strategy Action Planning	Develop a Mendip Climate Change Strategy, signed up to and taken forward by all MSP Partners, to include the following:	Consultants, reporting to MSP sub group	Feb -06	Dec -06	To have published an agreed climate change strategy.	O	A specification has been drawn up and quotes invited from consultants.
	communication strategy for raising awareness of the issues and to help change behaviours				Climate change strategy to include communications strategy.	O	As above
	medium term action plan for mitigating the effects of climate change				Climate change strategy to include recommendations for medium term action for mitigation.	O	Awaiting preparation of climate change strategy.
	medium term action plan for adapting to the effects of climate change				Climate change strategy to include recommendations for medium term action for adaptation	O	As above
	recommendations for longer term action				Climate change strategy to include recommendations for longer term action	O	As above

Priority: Tackling Climate Change Locally – Action Plan							
Objective	Action	Who	Start	Finish	Target /Output	Status	Reasons /Notes
Implementation	Implement measures to tackle climate change identified in the strategy and action planning process, with particular regard to funding opportunities which may arise.	MSP sub group and partners	ongoing		Implementation of measures identified in strategy and action planning process.	O	Bid to ISB for 3 year energy auditing programme made. STSD engaged to deliver “Community Choices For Sustainable Living” project in Mendip.
Strategy Implementation and Review	Ensure integration of strategy actions into the plans and strategies of partner organisations	MSP / Sub Group	ongoing		To continue to influence plans and strategies of partner organisations.	O	Work in progress through actions identified above.
	Review effectiveness	MSP sub group	ongoing		Carry out continuous sub group review of effectiveness of mechanisms for influencing strategies and plans of partners.	O	Awaiting actions identified above.
	Ensure ongoing awareness raising / education / behaviour change within partnership and communities	MSP sub group and local community	ongoing		To continuously improve understanding of climate change and actions to tackle it among the local community.	O	Work in progress through actions identified above

Priority: Affordable Decent Housing for All - Action Plan

Details of progress on actions due to have commenced by end February 2006

Status key O= on target, C = completed, D= delayed, R=reviewed

Priority: Affordable Decent Housing for All - Action Plan							
Objective	Action	Who	Start	Finish	Target /Output	Status	Reasons /Notes
Investigate the opportunities created by working together in partnership (e.g. Local Area Agreements and Local Public Service Agreements)	Membership of the LAA Multi Agency Steering Group	Mendip Strategic Housing Partnership	Jul -05	Jul -08	Build on the opportunities presented by the LAA	O	
	Joint stakeholders in the LAA		Ongoing	Ongoing		O	Stronger Communities
	Delivery, monitoring and review of the Housing Strategy		Jul -05	Ongoing		O	
	Review referrals from different organisations and agencies to ensure links are made (i.e. fuel poverty, hospital discharge, home safety)		Nov -05	Mar -06			
Develop a sound understanding of the housing markets and housing needs and develop monitoring systems	Through Somerset Strategic Housing Partnership, utilise the research taking place with Ark Consultants	Mendip Strategic Housing Partnership	Jun -05	Dec -05	Overall, to develop a means of providing up to date information on housing markets and housing needs in Mendip	O	
	create and maintain systems and databases to provide up to date housing markets and housing needs information	MDC / other adjacent District Councils and Unitary Authorities	06	Ongoing		O	
	Continue to work towards joint Housing Condition Survey	MDC / Public Health	ongoing			O	Will be commissioned early Autumn

Priority: Affordable Decent Housing for All - Action Plan							
Objective	Action	Who	Start	Finish	Target /Output	Status	Reasons /Notes
	Research and implement Choice Based lettings	MDC	Jul -05	Jan -08		O	
	Continue to develop Rural Enabler surveys	MDC / Somerset Community Council	Ongoing	Ongoing		O	
Articulate Mendip's interests at County and Regional level (Regional Housing Strategy, Regional Economic Strategy and Regional Spatial Strategy)	Reply to consultation documents	Mendip Strategic Housing Partnership	Ongoing	Ongoing	To continue to influence Regional and County policies and Strategies whilst being aware of our housing market area in the north of the region and making links to integrate where appropriate	O	
	Membership of the Somerset Strategic Housing Officer Group	MDC	Ongoing	Ongoing		O	
	Membership of the Commissioning Body for Supporting People	MDC / PCT / Probation / Somerset Partnership	Ongoing	Ongoing		O	
	Membership of the Somerset Strategic Planning Conference and South West Regional Assembly	MDC	Ongoing	Ongoing		O	
	Analyse and initiate links with the West of England Partnership and set up appropriate liaison	MDC	Nov -05	Ongoing		R	Staff sickness
Investigate the full range of opportunities to secure resources to deliver sufficient affordable housing in Mendip	Utilise capital funding from MDC until March 2006	Mendip Strategic Housing Partnership	Ongoing	Mar -06	Ensuring that the resources and funding available are used efficiently to produce as much affordable housing as possible	O	
	Utilise funding from MDC to research alternative ways to provide affordable housing	MDC	Nov -05	Mar 2006		O	

Priority: Affordable Decent Housing for All - Action Plan							
Objective	Action	Who	Start	Finish	Target /Output	Status	Reasons /Notes
	Bid for capital and revenue funding from Supporting People for supported housing	Mendip Strategic Housing Partnership	Oct -05	Ongoing		O	
	Prepare, implement and monitor the Mendip Local Development Core Strategy	MDC	Ongoing	Ongoing		O	
	Efficiently use funding - Registered Social Landlords own and private funds and Housing Corporation Funding	MDC's Preferred Development Partners, Housing Corporation				O	
	Efficiently use Supplementary Planning Guidance to provide housing through planning gain	MDC	Ongoing	Ongoing		O	
Ensure engagement of young and elderly people in the planning and housing processes.	Establish Children and Young Peoples Commissioning Body to secure the delivery of the consultation activity in the preparation of the Local Development Framework	MDC / Somerset County Council / Somerset Children's Fund / Somerset Youth Volunteering Network/ Young Somerset	Ongoing	Ongoing		O	
	Continue to ensure communication through agencies working with young and elderly people	MDC / Health / Police / YMCA / CAB	Ongoing	Ongoing		O	Ongoing improving through LAA

Priority: Affordable Decent Housing for All - Action Plan							
Objective	Action	Who	Start	Finish	Target /Output	Status	Reasons /Notes
Facilitate the delivery of sustainable homes in terms of their construction and design	Promote, through the planning system, energy efficiency and resource efficiency in the design and siting of new development	MDC	Ongoing	Ongoing		O	High spec written for PDP
	Review Scheme Development standards with the new Preferred Development Agreement	Mendip Strategic Partnership / MDC / Preferred Development Partners	Oct -05	Apr -06		O	
Raise local people's awareness of the need for adequate numbers of homes to be accommodated in the district	Initiate a partnership awareness raising campaign	Mendip Strategic Housing Partnership	06/07	Ongoing	Facilitate greater communication between all agencies involved in housing and publicise what we are doing	O	Marketing event
	Local Development Framework community engagement process	MDC	Ongoing	Ongoing		O	

Priority: Investing in Children and Young People - Action Plan

Details of progress on actions due to have commenced by end February 2006:

Status key O= on target, C = completed, D= delayed, R=reviewed

Priority: Investing in Children and Young People - Action Plan							
Objective	Action	Who	Start	Finish	Target /Output	Status	Reasons / Notes
Establish Locality Teams Be Healthy Stay Safe	<u>Frome</u>						
	Set up Locality Steering Committee	CYPPG and Frome Inclusion partnership	Sep-05	Oct-05	LS Committee in place	D The LS Committee is due to meet in March.	A paper produced by the Head of Partnerships at county hall only on Localities only recently confirmed the agencies which should be represented on LS Committees. The Locality Manager who was appointed in December last year but will not take up post until the 1 st April this year. So this delayed the setting up of the Frome LC Steering Ctte.
	Appoint Locality Manager		Dec 05/Jan 06	Jan-06	Locality Manager in post	LM has been appointed.	As stated above the Locality Manager was appointed in December last year but will not take up post until 1 st April this year. Due to the fact that the person appointed had to give 3 months notice to their employer, it was not possible to have them in post sooner.
	Audit existing services	Frome Locality Team	Jan-06	Apr-06	Audit Completed	The timescale for the audit needs to be revised	The Locality Manager will initiate and coordinate the audit and so this can not start until after 1st April.
	Develop participation programme	Locality Teams & CYPPG	Sep-06	Dec-07	Consultation about five outcomes of ECM	O	Barnados, who manage the Childrens Fund, have in conjunction with the Youth Service and Connexions, planned a series of workshops for children and young people. This is stage one of the participation programme and will be seeking the views of young people regarding the five outcomes of the 2004 Children Act. The participation programme is on track.
	<u>Street & Glastonbury</u> Set up Locality Steering Committee	CYPPG and Street & Glastonbury Community Learning Partnership	Dec-05	Apr-06	LS Committee in place	O The LS Committee is likely to be in place in April.	On the 28 th February a conference on extended schools is being held by the Glastonbury and Street Community Learning Partnership. All the relevant statutory and voluntary agencies have been invited to the conference. Following the conference it is anticipated that plans to set up a Locality Steering Committee will be made.

The Mendip Strategic Partnership

Agenda Item: 8

FROM: Team Leader - Community Planning and Communications,
Mendip District Council

Date: 7 March 2006

SUBJECT: **MSP Board – Voluntary Sector Issues, Board Structure and Procedures**

1. SUMMARY/INTRODUCTION

1.1 The MSP Board was set up in 2002 in accordance with the attached Partnership Agreement (Appendix 1), to ensure balance and representation from the economic, environmental, social sectors and the public, private and voluntary sectors.

1.2 Although the MSP structure has evolved since then, with various working groups being added or coming to an end as required, the general principles of the agreement have been followed.

1.3 The purpose of this report is to ask Members to consider a number of issues in relation to the Partnership agreement and in particular to Board membership, with a view to the Board considering a revised Partnership Agreement at its meeting in June 2006.

1.4 Two issues in particular would seem to be particularly relevant at this time:

- Voluntary sector representation on the MSP Board – representatives are normally elected annually. This has not happened so far for 2006 and paragraph 2.3 below sets out some of the reasons.
- Attendance at Board meetings / involvement in MSP work – taking into account capacity constraints, what is the expected level of involvement for a Partner organisation on the Board and in the MSP's work generally?

2. VOLUNTARY SECTOR REPRESENTATION ON THE MSP BOARD

2.1 In 2002 and 2003 the three voluntary sector places on the MSP Board were elected at an annual conference, as per the Partnership Agreement:

Voluntary board members will be selected by an inclusive voluntary sector conference

2.2 However, in 2004 the voluntary sector conference did not take place and elections were held via a postal vote during December 2004/January 2005.

2.3 An election for 2006 has not yet taken place for the following reasons:

- The Council's no longer has an up to date list of voluntary sector groups to use as a 'sample' for a postal election
- Mendip Community Support is currently building up its database of voluntary and community sector organisations

2.4 Additionally, the MSP Board has a priority of Strengthening the Voluntary and Community Sector. The current Voluntary Sector representatives have developed the 2-3 year action plan for taking this forward and are key to its delivery.

2.5 It is therefore proposed that an election does not take place in 2006 and the situation is reviewed towards the end of the year.

3. ATTENDANCE AT MSP BOARD MEETINGS

3.1 A document entitled 'Mendip Local Strategic Partnership and Community Planning Process', produced in April 2002 (Appendix 2) states that:

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.

3.2 The Board will recognise that partner organisations have many calls on their time and their representatives will not always be able to attend a Board meeting. In most cases explanations will be given, a substitute attends and /or apologies are received and often these organisations are actively involved in the working groups of the MSP.

3.3 There could be, however, a number of representatives who have had no contact with the MSP Board or its support staff for a considerable length of time. Additionally those representatives may not have identified named substitutes.

3.4 The assumption should perhaps be that these representatives would not be in a position to play an active role in the MSP and, whilst the Board would not want to casually lose members or disrupt its balance, there may be other organisations better placed to take an active role with the MSP.

4. RECOMMENDATIONS

4.1 That the following amendments be included in a revised partnership agreement:

- Board members are asked to identify, where possible, a named substitute
- where a Board member has missed three successive Board meetings without sending a substitute or offering apologies or having secured the Board's acknowledgement of the organisation's apologies, the member is presumed to have resigned the organisation's seat on the Board

4.2 In relation to voluntary sector representation on the MSP Board, it is recommended that an election is not called for 2006.

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

The Mendip Strategic Partnership Partnership Agreement

[adopted by MSP Board 15 July 2002]

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

The Partnerships aim is to :

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

Key outcomes which the board expects to deliver in the next two years include :

- Mendip LSP set up, i.e. membership agreed and all members signed up to being on it
- Agreement on how county, district and sub district levels for Community Planning and LSPs fit together and interact is achieved
- Appropriate sub-district level for Community Planning and links to the Mendip LSP is agreed
- Two or more sub district areas are chosen to pilot the Community Planning process at this level and a process for doing this is agreed
- Partnerships across the district area are reviewed and rationalised as appropriate and linked into the Mendip LSP
- A realistic Community Plan for the district area (including Action Plan with targets, etc.) covering a limited number of key issues is produced
- Baseline data and existing strategies are collated and analysed to provide a comprehensive and consistent picture of needs to guide planning
- A communications Strategy for the Partnership which ensures a process of effective information giving and feedback receiving from the wider community

Structure

The partnership structure is set up to be inclusive covering a balance of interests across public, private and voluntary agencies in Mendip, representing social, economic and environmental sectors.

It is dynamic and will respond to the need to include other agencies to ensure all sectors are covered. The structure will be reviewed within six months, and annually thereafter.

A chart at Fig.1 indicates the current structure of The Partnership, which is made up of :

A Partnership Board

A Support Group

Task Groups – time and task limited

A Wider Partnership – to which the board is accountable and reports annually

THE MENDIP PARTNERSHIP

MENDIP PARTNERSHIP BOARD

Partnership
Support Group

Baseline
Information
Group

Partnerships
Group

Sub Strategic
Planning Group

Communications
Group



THE MENDIP PARTNERSHIP

WIDE COALITION OF PUBLIC, PRIVATE, VOLUNTARY AGENCIES/GROUPS

Agreed 15th July 2002

Links with Other Partnerships – outside Mendip

The Board has a representative who sits on the 'Somerset Partnership', and the Mendip Partnership Support Group are initiating a discussion between other district and Somerset wide LSP's to agree how they work together to compliment each other.

Links with Partnerships within Mendip

One of the key tasks that has been identified is to review all partnerships and work with them to ensure that they are as effective, influential and inclusive as possible.

Roles

Role of the Board

The role of the board is set out below under four broad headings:

Developing a vision for Mendip

- Commission, adopt and co-ordinate locally developed community plans , and sustainable development to achieve improvements in the quality of people's lives, now and for future generations.
- Influence existing individual business plans and strategies across the district to meet the shared vision

Engaging with Mendip's communities

- Review, support, develop and foster the family of partnerships in Mendip
- Disseminate and communicate information within and between partnerships and the communities of Mendip on Community Planning and sustainable development.
- Ensure that everyone who wants to participate has the opportunity to do so
- Raise awareness and build the capacity and Knowledge on community planning and sustainable development within partnerships, organisations and individuals across the district
- Co-ordinate consultation within community planning across the district to avoid duplication and to learn from good practice

Leading and Co-ordinating Community Planning across the district

- Take decisions jointly on resourcing community planning i.e. what, when, where and how
- Co-ordinate and arrange skills training for all partner agencies to ensure that planning with communities is informed and effective
- Review and use existing data / information or commission research jointly to fill the gaps to ensure planning is focused on actions to meet local needs
- Develop community plans at district and sub-district level as necessary
- Lead and initiate locally based action plans to meet defined needs
- Represent the district of Mendip within the Somerset Partnership to ensure co-ordination at County, district and sub-district levels

Monitoring the delivery of local or Mendip – wide action plans

- Co-ordinate and monitor the delivery of action plans from local or Mendip wide community plans
- Review delivery of CP actions within other plans e.g. transport / health etc
- Lobby , influence and advocate for communities within Mendip
- Report progress annually to the wider partnership members and communities of Mendip
- Develop and agree consistent 'Quality of Life' cross cutting indicators to measure improvement / the effects of action plans

Role of the Support Group

The Support Group is directed by the board and broadly :

- Provides support, expert advice and arranges / facilitates board meetings.
- Carries out the co-ordinating work of the partnership on behalf of the board.
- Facilitates and manages the practical aspects of Community Planning, commissioned and directed by the Partnership Board
- Develops the process for identifying key issues for the District Community Plan
- Plans and designs events for the development of a Mendip wide Community Plan for agreement by the board
- Continues dialogue with other districts and county wide LSP on links between and roles of each LSP (co-ordination and joint working)

Role of the Task Groups

Task Groups are also directed by the board and can be set up and dissolved as necessary. Generally they:

- Carry out specific agreed outcomes
- Have a limited life – until the board agrees that they have satisfactorily achieved their outcome
- Can run in parallel or in sequence – some start now – some later
- Can link together for work that needs a synchronised response
- Have a main board member who leads each Task Group

The groups and their specific roles are set out below

Baseline Information Group

- Agree what social, environmental and economic data / information is needed for Community Planning
- Evaluate what data is available – both qualitative and quantitative
- Assess what format it is in, and where it is located
- Evaluate what existing consultation data is available and what it reveals
- Look at existing strategies and plans for potential to re-badge and achieve quick wins
- Assess any gaps in information
- Suggest ways of presenting / communicating information that is useful and accessible
- From the above develop a proposal of key needs / issues / 'Quality of Life' indicators for measuring the impact of Community Planning Actions

Partnerships Group

- Map existing partnerships / their role and key contact
- Tease out duplication and effectiveness of partnerships
- Consider the resourcing of partnerships
- Begin dialogue to discuss roles and links to The Mendip Partnership
- Develop and propose alternatives to existing structures if necessary
- Report to board to agree this with proposals for communicating with and between partnerships

Sub Strategic Planning Group

- Explore potential options for planning areas (by interest/geography etc) in Mendip
- Develop criteria / rationale for selecting planning areas – Needs / capacity etc
- Link with other Task Groups for consistency, especially Support Group on Community Planning methods / processes
- Explore cross boundary planning potential e.g. LAMP etc
- Develop a sequence of planning area pilots to propose to board
- Look at options for ensuring consistency across the district
- Consider how this can be communicated with the wider partnership

Communication Group

Investigate and propose to the board , methods and a strategy for communicating both within the partnership and the wider Mendip Community.

Evaluate consultation processes that can be used effectively

Consider and Identify hard to reach groups and how they can be involved / communicated with.

Consider and propose to board methods of publicity / profile raising of partnership with community through all media.

Investigate the best use of IT in conjunction with e-govt strategy for access to information and communication by and with the partnership.

Wider Partnership Role

A wider group of member organisations / partnerships are to be able to affiliate to the partnership and to form an annual conference to which the board will report on:

- progress against the action plan / outcomes agreed
- progress on community planning
- achievements against the actions agreed in existing community plans
- good practice experiences across Mendip
- training / awareness raising events held
- resources bid for and achieved
- future action plans for the next twelve months

Membership Criteria

Board Membership

General – A balance of sectors and interests, with the right to call in ‘expert witnesses’ if an issue is not covered by members of the board.

It should include the agencies responsible for delivering key services such as health/ social care , housing, transport, education etc. , plus representatives of statutory partnerships.

Members should be able to speak from a sector / agency, even if they cannot speak for a sector .

The criteria and membership will be reviewed within six months of the first board meeting , and annually thereafter

Specific –

- The Council's representatives will be the elected representatives from the three tiers of ‘local’ government (County , District , Town / Parish Councils)
- Individuals should have responsibility for the strategic direction of their organisation, and must be able to commit their organisation, and its resources (*subject to the constitution and accountability within that organisation. ie differences between agencies must be recognised and respected e.g. voluntary and statutory sectors*)
- Individuals should have a strategic view across the district of Mendip
- Individuals must be from agencies who operate / deliver services / represent communities of interest etc within Mendip
- Individuals must recognise that while sitting on the board their aim is to develop the role of the LSP in Community Planning, and not to lobby for their own organisation or agenda.
- Individuals should have a commitment to the Community Planning process, and what it can deliver
- It is up to partner organisations to determine who to put forward for the board ; including whether this is an officer or lay member of their organisation.
- Forum representatives should ideally be the Chair or lead person (if appropriate), but it is up to the individual forum to 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
- Voluntary board members will be selected by an inclusive voluntary sector conference
- Board members of a group / sector or partnership must agree to take responsibility for ensuring the board is informed of their views – and equally for informing their group/ sector etc of Community Planning work in Mendip
- Government Office should have an ex officio place on the board
- Each partnership member can have one nominated substitute who has to be briefed and fully informed by that member. (substitution should only take place as a last resort)

Support Group membership criteria

- as for board in terms of sectors / organisations
- could include different tiers of officers as necessary
- should include people with the knowledge / skills / experience needed
- can be flexible depending on the support needed
- led by Mendip D.C.

Task Group Membership criteria - to include:

- as for board in terms of sectors / organisations
- could include different tiers of officers / members as necessary
- should include people with the knowledge / skills / experience needed
- other relevant agencies / partnership organisation representatives can be co-opted

Wider Membership Criteria

This is open to public, private and voluntary agencies/ bodies which are delivering services or serving or representing the interests of residents of Mendip , and who have

- a commitment to partnership working
- a commitment to working for improvements in the quality of life for Mendip residents
- a commitment to equality of opportunity
- a commitment to sustainable development
- a commitment to the community planning process
- a commitment to actively support the engagement of hard to reach groups
- a commitment to openness and sharing information and decision making

Principles of the Partnership

- all partners have an equal voice
- we will check that we have a shared commitment before we act
- we will respect the constraints of organisations and sectors
- wherever it is practicable our meetings should be open to press and public
- we are committed to openness and transparency
- we will not work in opposition
- we will respect diversity and champion equality
- we will keep the partnerships membership flexible, dynamic and responsive to the needs of our communities
- we will champion the use of technology to aid better communication and access to information

Shared Aims and Objectives

- To share resources to be more effective in what we do
- To seek a long term vision with a rolling plan of short term actions
- To share networks, information, and contacts with each other

Agreed 15th July 2002

- To share good ideas and learn from our neighbours
- To support our voluntary sector partners to participate fully
- To actively engage our business community
- To will foster sustainable development
- To use our influence and discretion to meet the local needs and priorities of our communities
- To uncover and set priorities and the overall agenda for community planning
- To seek continuity in the process of bids for funding

Conduct of Partners

- we will respect and record minority views
- we will listen to each other and respect differences of opinion
- we will not talk over each other in meetings
- we will trust and be able to constructively challenge each other
- we will not use the partnership to lobby for our own personal or business interests

[from a paper produced for Mendip LSP in April 2002]

MEMBERSHIP 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

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.

**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.*

Criteria for board membership

- The Council's representatives will be the elected representatives from the three tiers of 'local' government (County , District , Town / Parish Councils)
- Individuals should have responsibility for the strategic direction of their organisation, and must be able to commit their organisation, and its resources (*subject to the constitution and accountability within that organisation. ie differences between agencies must be recognised and respected e.g. voluntary and statutory sectors*)
- Individuals should have a strategic view across the district of Mendip
- Individuals must be from agencies who operate / deliver services / represent communities of interest etc within Mendip
- Individuals must recognise that while sitting on the board their aim is to develop the role of the LSP in Community Planning, and not to lobby for their own organisation or agenda.
- Individuals should have a commitment to the Community Planning process, and what it can deliver
- It is up to partner organisations to determine who to put forward for the board ; including whether this is an officer or lay member of their organisation.
- Forum representatives should ideally be the Chair or lead person (if appropriate), but it is up to the individual forum to 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

Suggested membership of the board - 18 members +2

Voluntary / Community Sector – 3 members (to be elected (possibly co-opted for the first year - and voluntary sector conference to be held within one year for elections and nominations?)

County Council – 1 member

District Council – 1 member

Town/ Parish Council – 1 member

Mendip Primary Care Trust – 1 member

Somerset & Avon Police -1 member

Mendip Association of Chambers of Commerce -1 member

Young Somerset - 1 member

Strode College – 1 member

Member of head teachers group - 1 member

Environment Agency – 1 member

Employment Service / Benefits Agency (Job Centre Plus) – 1 member

RSL - Preferred Development Partners Group – 1 member

Forum representatives – (balance/ blend - public / private / voluntary)

Mendip Economic Forum representative – 1 member

Mendip Environment Forum representative – 1 member

Mendip Social Forum representative – 1 member

Available vacant Seats for any perceived gaps - 2 members

The Mendip Strategic Partnership

Agenda Item: 9

FROM: Team Leader - Community Planning and Communications,
Mendip District Council

Date: 7 March 2006

SUBJECT: **Engaging with our Communities**

1. SUMMARY/INTRODUCTION

1.1 One of the key roles of a Local Strategic Partnership is to ensure that the interests of all sectors of the community are heard and taken into account when agreeing priorities and developing services.

1.2 Ways in which the MSP has achieved this to date include gathering baseline information about the district and through the Great Cake of Life consultation exercise. The sub group taking forward the Investing in Children and Young People priority is currently undertaking an engagement project, the results of which are likely to be of interest to all partners.

1.3 The community data gathered so far has helped the MSP to develop the Community Strategy and identify shorter term priorities. There is however a need to maintain and increase our knowledge base in order to monitor progress and identify potential new priorities.

1.4 Mendip District Council is working toward developing strategies to improve communications and this includes how the Council communicates and engages with all of its customers. In developing these strategies, the Council hopes to work in partnership with agencies represented on the MSP.

1.5 Many partners on the MSP will have first hand knowledge of their clients and customers, through targeted research and also through direct contact with families and communities. They are also likely to have specific skills in engaging with what are often known as 'hard to reach' groups, for example:

- Business communities
- Black and minority ethnic groups
- Young people
- Young families
- People who experience social and / or geographic isolation

2. SHARING INFORMATION

2.1 A starting point for gaining a better understanding of our communities would be to pool, where practicable, the following information:

- Details of research undertaken with communities, including frequency, sample, sample size and purpose of the research
- Reports and findings of research, that is in the public domain
- Details of ongoing, regular contact and engagement with communities, particularly the 'hard to reach' groups
- Issues that partners know are of concern to the communities they work with.

2.2 Potential Benefits of sharing data include:

- All partners having access to a wider information base than they might have individually
- The MSP gains a better understanding of its communities, which will help it monitor the community strategy and review priorities
- Identification of opportunities for joint commissioning of research to fill any knowledge gaps

2.3 The MSP's Monitoring Group, set up to track progress on delivering the Community Strategy actions and aims, is likely to be the appropriate group to receive this information and distil it into key findings and recommendations for the MSP Board.

4. RECOMMENDATIONS

Board members are asked to agree to:

- the principle of data sharing as described in the report
- provide information as detailed in 2.1 above to the Monitoring Group by 31 May 2006, either directly or by identifying the relevant person in their organisation to liaise with.

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