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**From:** "Newsham, Pamela" <newshamp@mendip.gov.uk>  
**To:** "Mendip LSP"

**Cc:**

**Sent:** 14 June 2006 13:45

**Attach:** 9a BFSG notes 04.05.06.doc; 10 Revised Partnership Agreement.doc; 3 MSP Minutes 07.03.06.doc; 7 Monitoring five Priorities Action Plans.doc; 7a Notes of Monitoring Group Meeting 05.06.06.doc; 7b Priority report 06-06 - Children and Young People.doc; 7c Priority Report 06-06 -Mendip Economy.doc; 7d Priority Report 06-06 -Tackling Climate Change.doc; 7e Priority Report 06-06 -Affordable Decent Housing.doc; 7f Priority - Strengthening the Voluntary and Community Sector.doc; 9 MSP Funding Programme.doc; 1 Agenda 20.06.06.doc

**Subject:** MSP Board Meeting: 20 June 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 20 June 2006, in the Council Chamber at Mendip District Council, commencing at 3.00 pm.

The following documents should accompany this message:

1. [Agenda for 20<sup>th</sup> June 2006](#)
3. Minutes of the MSP Meeting held on 7<sup>th</sup> March 2006
7. Monitoring five Priorities' Action Plans
  - 7a. Notes of the Monitoring Group Meeting held on 5<sup>th</sup> June 2006
  - 7b. Priority Report – Children and Young People
  - 7c. Priority Report – Mendip Economy
  - 7d. Priority Report – Tackling Climate Change
  - 7e. Priority Report – Affordable Decent Housing
  - 7f. Priority Report – Strengthening the Voluntary and Community Sector
9. MSP Funding Programme
  - 9a. Notes of the Budget and Finance Sub Group Meeting held on 4<sup>th</sup> May 2006
10. Revised Partnership Agreement

With kind regards.

Pam Newsham  
Policy Assistant  
(Community Planning and Communications)

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Mendip District Council  
Cannards Grave Road  
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**Mendip Strategic Partnership**  
**Board Meeting 20 June 2006**  
**3pm in the Council Chamber, Mendip District Council**

**Agenda**

- 1. Apologies**
- 2. Public Participation**
- 3. Minutes of the meeting of 7 March 2006**
- 4. Neighbourhood Policing**  
Presentation from Andrew Marsh
- 5. Outcomes of Children and Young People's participation project**  
Presentation from Michael Hammond
- 6. Community Partnerships**  
Verbal report from Stuart Brown
- 7. Monitoring the Five Priorities Action Plans**  
Progress report for each MSP Priority
- 8. Mendip Play Strategy**  
Verbal report from Michael Hammond and Rob Thurston
- 9. MSP Funding Programme 2006/07**  
To consider recommendations from the Budget and Finance Sub Group for allocation of second homes Council Tax monies 2006/07
- 10. MSP Board Partnership Agreement**  
To consider a revised draft partnership agreement and terms of reference
- 11. Local Area Agreement update**  
Verbal Update
- 12. Shepton 21** Update for information
- 13. Glastonbury SRB** Update for information
- 14. Any Other Business**
- 15. Dates of future meetings** 26 September and 28 November 2006 at 3pm in the Council Chamber at Mendip District Council offices



## Mendip Strategic Partnership

Minutes of the meeting of the Mendip Strategic Partnership held at 3.00 pm on Tuesday, 7 March 2006 in the Council Chamber, Mendip District Council

**PRESENT:**

Trevor Ashford	Avon and Somerset Constabulary
Penny Baker	MACOC
Richard Dixon	Mendip Environment Forum – (Vice Chairman)
Stephen Fowler	Elim in Wells
Caroline Gamlin	Mendip Primary Care Trust
Michael Hammond	Barnardos
Elizabeth John	Mendip District Council
Roger Kershaw	Somerset County Council
Scott McMillan	Somerset Youth Volunteering Network
Sonia Pike	Somerset CAB
Zena Pollard	Mendip Business Exchange
Tony Shepherd	Mendip Community Support
Harvey Siggs	Mendip District Council
Linda Tucker	English Nature
Ian Wallace	Young Somerset

### MENDIP DISTRICT COUNCIL OFFICERS PRESENT:

Stuart Brown	Business Manager – Corporate Finance and Resources
Rupert Cox	Business Support Officer
Simon Eames	Planning Policy Team Leader
Eve Harris	Trainee Committee Officer
Geoffrey Mackett	Mendip Liaison Officer – SCC Civil Contingency Unit
Jo Milling	Senior Policy Officer – Community Planning
Sara Skirton	Team Leader - Community Planning and Communications
Chris Trevelyan	Housing Regeneration Officer

### ALSO PRESENT:

Nicola Dawson	Somerset County Council Civil Contingency Unit
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Agenda Item Number	Details	Actioned by
	<p>The Chairman, Ron Ballantine, was unable to attend the meeting so the Vice-Chair Richard Dixon chaired the meeting.</p> <p>The Chairman began the meeting by welcoming Linda Tucker</p>	

	from English Nature to the Board. She was to replace retiring English Nature representative Kate Jeffreys.	
<b>1</b>	<b>Apologies</b> Apologies were received from Ron Ballantine, Ian Bennett, Pauline Clarke, Elaine Pugsley and Pat Champion.	
<b>2</b>	<b>Public Participation</b> None	
<b>3</b>	<b>Minutes of the Meeting on 29 November 2005</b> The minutes were approved as a correct record of the meeting.	
<b>4</b>	<p><b>Monitoring the Five Priorities Action Plans</b></p> <p>A report detailing progress on the five MSP Priorities had been circulated.</p> <p>Rupert Cox talked through the action plan for 'Regenerating the Mendip Economy'. This project has progressed well with all of the actions due to date having been completed.</p> <p>The issue of funding was raised as problems were experienced trying to extract sums of money of less than £5000. Sara Skirton is to look into this problem.</p> <p>Jo Milling talked through the report on 'Tackling Climate Change Locally'. These actions are progressing well and are on target.</p> <p>Christian Trevelyan updated the Board on the action plan for 'Affordable Decent Housing for All'. Trevor Ashford asked for clarification about choice based lettings in relation to anti social behaviour. Christian Trevelyan explained that there are strict allocation procedures in place for families and houses are checked before any move can take place.</p> <p>Michael Hammond updated the Board about progress on the action plan for 'Investing in Children and Young People'. Michael informed the Board about the workshops that had been taking place with groups of children and young people and were proving very successful.</p> <p>Tony Shepherd gave an update on the 'Strengthening the Voluntary and Community Sector' priority. This was going well at the moment and the database now included over 200 groups around the district. However the response to the invitation to the Voluntary Sector Conference planned for 17 March was less than expected; a decision will be made next week as to whether or not it will still be going ahead. There is to be another conference held on an evening in June for those people that are unable to make the day time meetings.</p> <p>Board Members noted the progress of the five MSP priority action plans and the proposal to offer an outcomes workshop for each of</p>	<b>Sara Skirton</b>

	the five Priority groups.	
<b>5</b>	<p><b>Local Development Framework</b></p> <p>Cllr Elizabeth John gave a brief update on the operational group that was in place and emphasised to the Board that Richard Dixon was the representative for the MSP.</p> <p>Simon Eames gave a brief talk about the Local Development Framework (LDF) and its importance in helping to make the Community Strategy happen on the ground.</p> <p>A workshop with MSP Board members is planned towards the end April as part of a programme of events with stakeholders.</p> <p>Michael Hammond referred to the input from children and young adults into engagement process. He wanted to make sure that their ideas and input is reflected in the end results.</p>	<b>Simon Eames</b>
<b>6</b>	<p><b>Civil Contingencies</b></p> <p>The Chairman welcomed Geoff Mackett and Nicola Dawson from the Somerset County Council Civil Contingencies Unit to the meeting.</p> <p>Geoff Mackett described the role of the unit; the role of the unit's team is to plan for the unthinkable, its responsibilities include:</p> <ul style="list-style-type: none"> <li>• Warning the general public and business about possible disasters</li> <li>• Informing the public what to do if a disaster was to occur</li> <li>• Working with other organisations in the county to train personnel to work in the emergency rest centres.</li> <li>• Act as the coordination authority in an emergency to provide support to the emergency services</li> </ul> <p>He informed the Board that the unit is currently working on the issue of potential Avian and Pandemic Influenza events. He stressed that members of the unit were not experts on the cause or background to any one potential event. In the case of Avian Influenza, the unit was briefed with information by the lead government departments of the Department of Health and Defra.</p>	
<b>7</b>	<p><b>ODPM Consultation on the Future Role of LSP's</b></p> <p>Sara Skirton gave a brief verbal update on the Mendip response (circulated) to the ODPM consultation about the future role of Local Strategic Partnerships. The response had been submitted prior to the closing date of 3 March 2006. The final document was awaited from ODPM and it was acknowledged that until then some issues around LSPs' future structures, roles and functions would remain unclear.</p>	

<p><b>8</b></p>	<p><b>MSP Board – Voluntary Sector Issues, Broad Structure and Procedures</b></p> <p>Sara Skirton talked through the report and a discussion took place about the need to identify named substitutes and what the procedure should be if a Board member missed a number of consecutive meetings without offering acknowledged apologies or sending a substitute.</p> <p>It was agreed that the Chairman, Vice-Chairman and Sara will review the Board's terms of reference and structure and make recommendations to either the June or September 2006 Board meeting, depending on information received ODPM about the future role of LSPs.</p> <p>The Board agreed the following:</p> <ul style="list-style-type: none"> <li>• Board members will identify, where possible, a named substitute</li> <li>• The terms of reference be amended reflecting that 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.</li> </ul> <p>The Board also agreed that in relation to voluntary sector representation on the Board, for the particular reasons given in the subject paper, an election is not called in 2006.</p>	
<p><b>9</b></p>	<p><b>Engaging with our Communities</b></p> <p>After some discussion about the potential benefits and data protection issues, the Board agreed to the principle of data sharing that was described in the report.</p> <p>It was requested from Partners that the information listed below should be sent to the Monitoring Group by 31 May 2006:</p> <ul style="list-style-type: none"> <li>• Details of research undertaken with communities, including frequency, sample size and purpose of the research</li> <li>• Reports and findings of research, that is in the public domain</li> <li>• Details of ongoing, regular contact and engagement with communities, particularly the 'hard to reach' groups.</li> <li>• Issues that partners know are of concern to the communities they work with.</li> </ul>	<p><b>Board Members</b></p>
<p><b>10</b></p>	<p><b>Review of MSP Funding Programme 2004/05 and Funds available to MSP</b></p> <p>Sara Skirton introduced the report and gave a brief overview of the recommendations made.</p>	<p><b>Budget and Finance Sub Group</b></p>

	<p>The Board agreed that the remaining money in the budget (£1,555) be set aside for progressing the aims of the Community Strategy.</p> <p>It was also agreed that the Budget and Finance Sub Group should meet in April/May 2006 to consider allocation of 2006/07 Second Homes Council Tax Monies with a view to bringing the recommendations to the MSP Board in June 2006.</p>	
<b>11</b>	<p><b>Local Area Agreement Update</b></p> <p>Roger Kershaw gave an update on the Local Area Agreement. The Somerset Local Area Agreement Final Draft was tabled along with a document which contained the proposed stretch targets for the next three years. The Board discussed and noted the reports.</p>	
<b>12</b>	<p><b>Shepton 21</b></p> <p>Zena Pollard gave an update to the Board. The final version of the Community Strategic Plan for Shepton Mallet will be available soon. Copies will be sent to Sara Skirton, who will then post them to all Board members.</p>	
<b>13</b>	<p><b>Glastonbury SRB</b></p> <p>Sonia Pike gave an update to the Board.</p> <p>The draft final evaluation has been produced. It has been agreed by LDA that the Town Plan for Glastonbury will be the final project for the SRB.</p>	
<b>14</b>	<p><b>Any Other Business</b></p> <p><u>English Nature</u> Linda Tucker thanked the Board for the invitation to the MSP Board.</p> <p><u>Broadband Programme</u> Zena Pollard informed the Board that this work has started in Shepton Mallet</p> <p><u>Young Volunteers</u> Scott McMillan invited Board members to a 'freshers fair' about young volunteers. The event will be held at SCAT in Taunton. Sara Skirton will distribute the invite with details to Board members.</p> <p><u>Thank You</u> Cllr Elizabeth John, on behalf of Mendip District Council, expressed her thanks for all the hard work that Board members had put into the Partnership. Cllr John especially wanted to thank</p>	

	<p>officers Sara Skirton and Jo Milling. These comments were endorsed by the Vice Chair who also wished to note the significant level of support to the Partnership currently provided by Mendip District Council.</p> <p><u>Mendip District Council Communications Review</u> Sara Skirton thanked Board members for their input to this review. Cllr Elizabeth John informed the Board that she was on the communications review panel and if they had any queries she would be more than happy to help.</p> <p><u>A Community Strategy for Mendip</u> The Strategy is available electronically from the MDC web site <a href="http://www.mendip.gov.uk">www.mendip.gov.uk</a>, and will soon also be available on the MSP web site <a href="http://www.mendipstrategicpartnership.org.uk">www.mendipstrategicpartnership.org.uk</a>.</p>	
<p><b>15</b></p>	<p><b>Dates for future meetings</b></p> <p>Dates for 2006 were noted:</p> <ul style="list-style-type: none"> <li>- 20 June</li> <li>- 26 September</li> <li>- 28 November</li> </ul> <p>All commencing at 3pm in the Council Chamber at Mendip District Council offices.</p>	

The meeting finished at 5.10 pm



**Notes of the Monitoring Group Meeting  
held 5 June 2006, 10.00 am  
at Mendip District Council**

Present from MSP: Ron Ballantine (Chair), Mark Holden

Present from MDC: Sarah Guscott, Phil Miller, Jo Milling, Sara Skirton

Apologies: Chris Arscott, Richard Dixon, Roger Kershaw,  
Tony Shepherd, Norma Underwood

<b>1.</b>	<p><b>Welcome and Introductions</b></p> <p>The Chair opened the meeting and round table introductions were made.</p>	
<b>2.</b>	<p><b>Progress Update on Each Priority Action Plan</b></p> <p>Proformas for tracking progress on the action plans had been circulated to the leads for each priority for completion. Updates will then be provided to the MSP Board meeting on 20<sup>th</sup> June. Three out of the five documents have been completed and the Group reviewed each progress report in turn.</p> <p><u>Regenerating the Mendip Economy</u></p> <p>The Group noted that the main piece of work centred around the formation of a broadly based subgroup to lead on the regeneration priority. An Economic Strategy has now been prepared in draft form and linked to this is the Promotional and Investment Strategy which will be reported to the Board in due course. Other points of interest included regeneration initiatives in Glastonbury and the adoption and launch of a Community Strategic Plan for Shepton Mallet.</p> <p>Work continues on increasing the number of small- and medium-size enterprises starting and developing in the area. Sara agreed to let the Group have more detail about any notable successes.</p> <p><u>Affordable Decent Housing for All</u></p> <p>Phil Miller brought the Group up-to-date with progress on each objective in the action plan.</p> <p>He was pleased to report that he had recently taken on the position of Chair of the Enabling Group for Somerset. Through membership of this forum, combined with that of the LAA Multi Agency Steering Group, MDC will continue to investigate the opportunities created by working together in partnership. MDC's delivery rate of affordable housing is recognised as being the highest of the local authorities in Somerset. This achievement has been made possible by the ongoing identification of suitable sites, the</p>	<b>SS</b>

efficient use of funding and close co-operation with its preferred development partners.

The issue of providing accommodation for the youth of Mendip is still very important and a new member of staff, Wendy Winter, has been appointed whose specific focus will be on supporting and enabling the more vulnerable members of our community. Further to this, Phil reported on the possibility of providing Young People's Foyer accommodation in Street. In this connection, Mark Holden mentioned the existence of a group of young people who have been trained to assess the services which involve young people. He recommended contact with them to ensure engagement of young people in the planning and housing processes.

The Housing Information Day on 1<sup>st</sup> June had been a great success in facilitating communication between agencies as well as publicising achievements in housing. The 'roadshow' will be taken to Area Community Partnerships as well as to Cabinet.

#### Investing in Children and Young People

Mark Holden provided a verbal update on progress on the above action plan. Much of the work relates to the establishment of locality teams and their associated support networks. Frome is the first team to be set up with a new locality manager, Sheila Fleming, in post since 1<sup>st</sup> April. There are a further two localities in Mendip – Shepton Mallet and Wells, plus Street and Glastonbury. The proposed timescale is that locality team managers (designate) will be recruited some time in June/July 2007 and take up their appointments in March 2008.

#### Tackling Climate Change Locally

Jo Milling circulated an update document to the Group. The majority of the ongoing work relates to the Invest-to-Save Bid and awareness raising about energy efficiency. MDC is in the process of agreeing a contract and timetable of work with the Centre for Sustainable Energy. Four of the larger partner organisations are being audited, so the CSE is gathering information about energy bills, use of energy in building, work-related travel costs, etc. This will link across to the awareness raising campaign which is being led by a sub-group of the Environment Forum.

Baker Associates have started work on a Mendip Climate Change Strategy. This will include a review of what the effects of climate change are likely to be in the District, as well as how they are likely to impact on the activities of MSP partners.

The Somerset Trust for Sustainable Development have been engaged to deliver 'Community Choices for Sustainable Living' project in Mendip and a project officer has been appointed.

Jo Milling agreed to fill in the start dates for some of the objectives.

**JM**

	<p><u>Strengthening the Voluntary and Community Sector</u></p> <p>In the absence of Tony Shepherd, Sara Skirton undertook to provide a full report on progress to the next Board Meeting.</p>	<b>SS</b>
<b>3.</b>	<p><b>Progress Towards Developing Outcome Measures</b></p> <p>Sara Skirton and Sarah Guscott have met with voluntary sector representatives to develop outcome measures (copy previously circulated). A meeting is to be held shortly with the lead officers for regenerating the Mendip economy, whilst Jo Milling will be liaising with Richard Dixon on developing outcomes for the climate change priority.</p> <p>The Group reviewed the outcomes measures determined for strengthening the voluntary and community sector. The Group agreed that establishing baselines would make it easier to report annually to the Board on the progress made relative to these outcomes.</p>	<b>SS/ SG/ JM/ RD</b>
<b>4.</b>	<p><b>Engaging With Our Communities</b></p> <p>Sara Skirton provided a verbal report on progress regarding the audit of partners' community consultation and research activity. A proforma had been circulated to all Board members to gain an overview of information held in various sectors. Several replies have been received and it was agreed that this would be an extremely valuable exercise in sharing data across partnerships and building up a knowledge base of our communities.</p>	
<b>5.</b>	<p><b>June MSP Board</b></p> <p>It was agreed that progress reports on each priority action plan will be reported to the June Board meeting. It would be useful to have a representative from each group available to answer any questions arising.</p> <p>Developing outcome measures for each action plan requires further work and will be taken to the September meeting.</p> <p>Engaging with our communities will also require further work and will be taken to the September meeting.</p>	<b>SS</b>
<b>6.</b>	<p><b>AOB</b></p> <p>There being no further business, the meeting was closed at 11.30 am.</p>	

## Investing in Children and Young People - Progress Report to MSP Board 20 June 2006

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

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

Investing in Children and Young People							
Objective	Action	Who	Start	Finish	Target /Output	Progress to Date	Comments/notes
Establish Locality Teams	<u>Frome</u>						
	Set up Locality Steering Committee	CYPPG and Frome Inclusion partnership	Sep-05	Oct-05	LS Committee in place	<b>C</b> The Frome LSC has been formed and is now meeting on a regular basis	A paper produced by the Head of Partnerships at county hall only on Localities only recently confirmed the agencies that 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 <sup>st</sup> 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	<b>C</b> LM has been appointed.	As stated above the Locality Manager was appointed in December last year but will not take up post until 1 <sup>st</sup> 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	<b>O</b> The audit is in progress and a gap in services for young people in The Mount area of Frome has been identified.	The Locality Manager will initiate and coordinate the audit and so this cannot start until after 1st April.

Investing in Children and Young People							
Objective	Action	Who	Start	Finish	Target /Output	Progress to Date	Comments/notes
	Develop participation programme	Locality Teams & CYPPG	Sep-06	Dec-07	Consultation about five outcomes of ECM	<b>O</b> The workshops have taken place and the final report is due in July 06.	Barnados, who manage the Children's 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.  The Mendip Children & Young People's Planning Group will discuss the findings of the participation project and an action plan agreed.
	<u>Street &amp; Glastonbury</u>						
	Set up Locality Steering Committee	CYPPG and Street & Glastonbury Community Learning Partnership	Dec-05	Apr-06	LS Committee in place	<b>D</b> The Street/ Glastonbury LSC has not yet been set up.	On The 28th February the Glastonbury and Street Community Learning Partnership are holding a conference on extended schools. 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.  A further meeting on June 15 <sup>th</sup> 06 will be held where a revised timetable will be agreed for the inception of the S/G LSC. The delay is due to the implementation plans for the second wave of Locality Teams now being the end of March 08.

<b>Investing in Children and Young People</b>							
<b>Objective</b>	<b>Action</b>	<b>Who</b>	<b>Start</b>	<b>Finish</b>	<b>Target /Output</b>	<b>Progress to Date</b>	<b>Comments/notes</b>
	Appoint Locality Manager		Apr-06	Jun-06	Locality Manager in post	<b>D</b> The LM post will not be recruited to until June 07 at the earliest	The LM posts will be recruited to and then the appointments will be taken up in April 08. Until then there will be a period of transition whereby the present organisation of resources that will eventually form the LTs will be transferred ready for the LT in Street/ Glastonbury and Shepton Mallet/ Wells to start fully operating from April 08.
	Audit existing services	Street & Glastonbury Locality Team	Jun-06	Sep-06	Audit Completed	<b>D</b> Started April 08	This will most likely take place after the LT manager is in post in April 08. However, there will likely be some preparatory work done prior to this via the S/G LSC.
	Develop participation programme	Locality Teams & CYPPG	Sep-06	Dec-07	Consultation about five outcomes of ECM	<b>D</b> This will be developed by the CYPPG initially and then handed over to the S/G LSC and LT manager	The timing of this work will need to be agreed by the CYPPG. But is likely to be acted upon after the findings of the report of the Participation Project have been received in July 06. In S/G and SM/W Localities the findings will need to be taken forward by participating agencies prior to the formation of the LTs in these two Localities.
	<u>Shepton Mallet &amp; Wells</u>						
	Set up Locality Steering Committee	CYPPG and Shepton & Wells Partnership	Mar-06	Jun-06	LS Committee in place	<b>D</b> The delay is explained above and the comments are as for S/G Locality	It is likely that the CYPPG will also set up the LSC for Shepton Mallet/Wells Locality in the next 4 to 6 months.
	Appoint Locality Manager		Jun-06	Autumn 06	Locality Manager in post	<b>D</b> See Above	

<b>Investing in Children and Young People</b>							
<b>Objective</b>	<b>Action</b>	<b>Who</b>	<b>Start</b>	<b>Finish</b>	<b>Target /Output</b>	<b>Progress to Date</b>	<b>Comments/notes</b>
	Audit existing services	Shepton & Wells Locality Team	Sep-06	Dec-06	Audit Completed	<b>D</b> See above	
	Develop participation programme	Locality Teams & CYPPG	Sep-06	Dec-07	Consultation about five outcomes of ECM	<b>D</b> See above	
	Use audit to identify gaps in service provision	Locality Teams	Apr-06	Dec-06	Gaps identified	<b>D</b> See above	
	Develop action plan to address gaps in service provision	Locality Teams & CYPPG	Oct-06	Jun-07	Action Plan completed	<b>D</b> See above	
<b>Achieve Every Child Matters 5 Outcomes</b>  <b>1. Be Healthy</b>	Use audit to identify gaps in service provision	Locality Teams	Apr-06	Dec-06	Gaps identified	<b>O</b>	For Frome LT this will be achieved as planned. However, For Street/ Glastonbury & Shepton Mallet/Wells Localities there will be delays for the reasons given above. In the meantime the participation Consultation Project results and agencies own operational plans will highlight gaps in the interim period and these gaps will be filled as appropriate under the guidance of the CYPPG.
	Develop action plan to address gaps in service provision	Locality Teams & CYPPG	Oct-06	Jun-07	Action Plan completed	<b>O</b>	See above

<b>Investing in Children and Young People</b>							
<b>Objective</b>	<b>Action</b>	<b>Who</b>	<b>Start</b>	<b>Finish</b>	<b>Target /Output</b>	<b>Progress to Date</b>	<b>Comments/notes</b>
	Develop participation programme	Locality Teams & CYPPG	Sep-06	Dec-07	Consultation about five outcomes of ECM	0	See above
	Play/Activities Programme	Locality Teams	Jun-07	Autumn 07		0	See above
<b>2. Enjoy and Achieve</b>	Use audit to identify gaps in service provision	Locality Teams	Apr-06	Dec-06	Gaps identified	0	See above
	Develop action plan to address gaps in service provision	Locality Teams & CYPPG	Oct-06	Jun-07	Action Plan completed	0	See above
	Develop participation programme	Locality Teams & CYPPG	Sep-06	Dec-07	Consultation about five outcomes of ECM	0	See above
<b>3. Achieve Economic Well-Being</b>	Use audit to identify gaps in service provision	Locality Teams	Apr-06	Dec-06	Gaps identified	0	See above
	Develop action plan to address gaps in service provision	Locality Teams & CYPPG	Oct-06	Jun-07	Action Plan completed	0	See above
	Develop participation programme	Locality Teams & CYPPG	Sep-06	Dec-07	Consultation about five outcomes of ECM	0	See above

<b>Investing in Children and Young People</b>							
<b>Objective</b>	<b>Action</b>	<b>Who</b>	<b>Start</b>	<b>Finish</b>	<b>Target /Output</b>	<b>Progress to Date</b>	<b>Comments/notes</b>
<b>4. Make a Positive Contribution</b>	Use audit to identify gaps in service provision	Locality Teams	Apr-06	Dec-06	Gaps identified	<b>0</b>	See above
	Develop action plan to address gaps in service provision	Locality Teams & CYPPG	Oct-06	Jun-07	Action Plan completed	<b>0</b>	See above
	Develop participation programme	Locality Teams & CYPPG	Sep-06	Dec-07	Consultation about five outcomes of ECM	<b>0</b>	See above
<b>5. Stay safe</b>	Use audit to identify gaps in service provision	Locality Teams	Apr-06	Dec-06	Gaps identified	<b>0</b>	See above
	Develop action plan to address gaps in service provision	Locality Teams & CYPPG	Oct-06	Jun-07	Action Plan completed	<b>0</b>	See above
	Develop participation programme	Locality Teams & CYPPG	Sep-06	Dec-07	Consultation about five outcomes of ECM	<b>0</b>	See above

## Regenerating the Mendip Economy - Progress Report to MSP Board 20 June 2006

### Details of progress on actions due to have commenced by end May 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
<b>Commission, consult upon and seek approval of an Economic Regeneration Strategy for the Mendip area</b>	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
<b>Sustaining Regeneration initiatives in Glastonbury</b>	Working out robust mechanisms for local agencies to build on the investment made by SWRDA and other partners through SRB funding between 2000 – 2006	SRB Partnership/ MDC/SWRDA	Jun -05	Mar /Apr -06	Adoption of the 'forward' strategy for the 'Bringing Glastonbury Together' SRB programme, to maintain the impetus of regeneration work	D	Delayed until June. Town Plan produced
	Reinvigorating the partnership to deliver a regenerated Morland site	SWRDA/MD C/SCC/Wessex	Ongoing	Summer -06	Main infrastructure completed	O	MDC is on partnership board

<b>Priority: Regenerating the Mendip Economy - Action Plan</b>							
<b>Objective</b>	<b>Action</b>	<b>Who</b>	<b>Start</b>	<b>Finish</b>	<b>Target /Output</b>	<b>Status</b>	<b>Reasons / Notes</b>
		Water/Environment Agency					
<b>Devising and implementing a Community Strategic Plan for Shepton Mallet and its Rural Hinterland</b>	Appraising and endorsing the work undertaken by the MCTi 'Shepton 21' Steering Group	SWRDA/MS P Sub group/local community		Mar/Apr -06	Adopted Community Plan for Shepton Mallet	D, C	Launched 17 May
	Participation in prioritizing of initiatives stemming from strategic plan	Community/local stakeholders /local agencies	Spring - 06 onwards		Prioritized list of projects/initiatives to be pursued as key projects for Shepton Mallet and the surrounding rural area	O	Ongoing
<b>Creating a more enterprising and business friendly culture in the Mendip area</b>	Cascading out to other partners the developing good practise on the 'business ambassador' initiative and other measures to assist enterprise development	MDC/SCC/other statutory bodies/FSB/Chambers/Business Link	May -06		Increasing the number of SME's starting and developing in the area	C, O	Links to Economic Strategy and Promotional and Investment Strategy
	Enhancing liaison between the business community and other local partnership bodies by extending the number of participating agencies to the Mendip Business Exchange programme	MACOC/FSB/MDC	Mar -06		Enhanced partnership working and networking between businesses and local agencies	C	
<b>Promoting Mendip as an attractive, sustainable location for</b>	Investigate what makes Mendip an attractive location for small enterprise	MDC/consultants	Apr -06		Clear understanding of conditions for successful marketing of Mendip	O	Promotional and Investment Strategy is taking this work forward

<b>Priority: Regenerating the Mendip Economy - Action Plan</b>							
<b>Objective</b>	<b>Action</b>	<b>Who</b>	<b>Start</b>	<b>Finish</b>	<b>Target /Output</b>	<b>Status</b>	<b>Reasons / Notes</b>
<b>Business</b>							
	Devise targeted marketing exercise using partnership other funding, based on research/strategy	MSP Subgroup /MDC/consultants/Owners of employment land & premises	Oct -06	Dec -06	Increase the number of SME's relocating in area		
	consider range of grant schemes targeted on particular sectors of the local economy, based on strategy work outcomes and recognised need- including tourism and the more rural areas	MDC/Mendip Business Exchange/ Business Link	Oct -06	Ongoing	Increased levels of activity in target sectors		

## Tackling Climate Change Locally - Progress Report to MSP Board 20 June 2006

### Details of progress on actions due to have commenced by end May 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
<b>Map stakeholders</b>	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.
<b>Develop Sub Group</b>	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 met on 23 <sup>rd</sup> May to agree a timetable for the Mendip Partnership for Energy project.
<b>Strategy Action Planning</b>	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	Consultants have been appointed and have started work on a strategy. MSP partners are invited supply any strategies which are relevant so the consultants can work on them.
	communication strategy for raising awareness of the issues and to help change behaviours				Climate change strategy to include communications strategy.	O	A bid has been made to Defra's Climate Fund for locally based communications work, based on the climate change strategy above.
	medium term action plan for mitigating the effects of climate change				Climate change strategy to include recommendations for medium term action	O	Awaiting preparation of climate change strategy. Jan 2007 onwards

<b>Priority: Tackling Climate Change Locally – Action Plan</b>							
<b>Objective</b>	<b>Action</b>	<b>Who</b>	<b>Start</b>	<b>Finish</b>	<b>Target /Output</b>	<b>Status</b>	<b>Reasons /Notes</b>
					for mitigation.		
	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	Awaiting preparation of climate change strategy. Jan 2007 onwards
	recommendations for longer term action				Climate change strategy to include recommendations for longer term action	O	Awaiting preparation of climate change strategy. Jan 2007 onwards
<b>Implementation</b>	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. A project officer has now been appointed and has been in post for 2 weeks.
<b>Strategy Implementation and Review</b>	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	Ongoing

<b>Priority: Tackling Climate Change Locally – Action Plan</b>							
<b>Objective</b>	<b>Action</b>	<b>Who</b>	<b>Start</b>	<b>Finish</b>	<b>Target /Output</b>	<b>Status</b>	<b>Reasons /Notes</b>
	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

## Affordable Decent Housing for All - Progress Report to MSP Board 20 June 2006

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

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

<b>Priority: Affordable Decent Housing for All - Action Plan</b>							
<b>Objective</b>	<b>Action</b>	<b>Who</b>	<b>Start</b>	<b>Finish</b>	<b>Target /Output</b>	<b>Status</b>	<b>Reasons /Notes</b>
<b>Investigate the opportunities created by working together in partnership (e.g. Local Area Agreements and Local Public Service Agreements)</b>	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		O	
<b>Develop a sound understanding of the housing markets and housing needs and develop monitoring systems</b>	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	Ark report now complete including gypsies and travellers. Appointment of a part time countywide post to continually update the needs information and take it further is now made and the successful applicant starts in the post at the beginning of June

<b>Priority: Affordable Decent Housing for All - Action Plan</b>							
<b>Objective</b>	<b>Action</b>	<b>Who</b>	<b>Start</b>	<b>Finish</b>	<b>Target /Output</b>	<b>Status</b>	<b>Reasons /Notes</b>
	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	See above
	Continue to work towards joint Housing Condition Survey	MDC / Public Health	ongoing			O	Will be commissioned early Autumn
	Research and implement Choice Based lettings	MDC	Jul -05	Jan -08		O	Joint funding for the county has been granted towards the costs of implementing CBL. At the same time Somerset Strategic Housing Officer Group (which includes Portfolios) is taking forward a joint IT project on which CBL will sit. Co-ordinator posts for IT and CBL have now been appointed.
	Continue to develop Rural Enabler surveys	MDC / Somerset Community Council	Ongoing	Ongoing		O	Partial funding granted through Defra, the remainder from PDP
<b>Articulate Mendip's interests at County and Regional level (Regional Housing Strategy, Regional Economic</b>	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	Receiving assistance from GOSW and the Housing Corporation regarding our difficulties to link with our Housing Market (the West of England). WoE have refused to work with either Mendip or West Wilts at the moment and both GOSW and HC have recognised this and accept our stronger links

Priority: Affordable Decent Housing for All - Action Plan							
Objective	Action	Who	Start	Finish	Target /Output	Status	Reasons /Notes
Strategy and Regional Spatial Strategy)							with Somerset county
	Membership of the Somerset Strategic Housing Officer Group	MDC	Ongoing	Ongoing		O	Mendip has held the Chair for the last (very busy ) year and has overseen the IT and CBL work, the Needs survey, the county LAA. Chair year ends in July but Mendip will still play a key role in the decision making process.
	Membership of the Commissioning Body for Supporting People	MDC / PCT / Probation / Somerset Partnership	Ongoing	Ongoing		O	Officers still a key member of the CB.
	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		O	GOSW and the Housing Corporation trying to assist with this although it is now recognised that our links with Somerset are very strong and should not be dismantled. Meeting with all the SW Strategic Housing Officers Groups on 28 <sup>th</sup> June will place ourselves and W. Wilts with the West of England in a workshop

<b>Priority: Affordable Decent Housing for All - Action Plan</b>							
<b>Objective</b>	<b>Action</b>	<b>Who</b>	<b>Start</b>	<b>Finish</b>	<b>Target /Output</b>	<b>Status</b>	<b>Reasons /Notes</b>
<b>Investigate the full range of opportunities to secure resources to deliver sufficient affordable housing in Mendip</b>	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	Over 100 new units built 2005/6
	Utilise funding form MDC to research alternative ways to provide affordable housing	MDC	Nov -05	Mar 2006		O	
	Bid for capital and revenue funding from Supporting People for supported housing	Mendip Strategic Housing Partnership	Oct -05	Ongoing		O	Shrinking pot so have to put forward a good business case
	Prepare, implement and monitor the Mendip Local Development Core Strategy	MDC	Ongoing	Ongoing		O	LDF to feature in the Mendip 'Housing Information Day'
	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	

<b>Priority: Affordable Decent Housing for All - Action Plan</b>							
<b>Objective</b>	<b>Action</b>	<b>Who</b>	<b>Start</b>	<b>Finish</b>	<b>Target /Output</b>	<b>Status</b>	<b>Reasons /Notes</b>
<b>Ensure engagement of young and elderly people in the planning and housing processes.</b>	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. Involvement in appointments for countywide posts for POPP
<b>Facilitate the delivery of sustainable homes in terms of their construction and design</b>	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		Delayed	New Agreement deferred until April 2007 but work has commenced

<b>Priority: Affordable Decent Housing for All - Action Plan</b>							
<b>Objective</b>	<b>Action</b>	<b>Who</b>	<b>Start</b>	<b>Finish</b>	<b>Target /Output</b>	<b>Status</b>	<b>Reasons /Notes</b>
<b>Raise local people's awareness of the need for adequate numbers of homes to be accommodated in the district</b>	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	Housing Information Day, June 1 <sup>st</sup> . All 'stakeholders' invited and all those applicants on the needs list (waiting list) about 3000 people. Partners are involved in presenting the day
	Local Development Framework community engagement process	MDC	Ongoing	Ongoing		O	LDF part of the Housing Information Day

**Strengthening the Voluntary and Community Sector**

<b>Strengthening the Voluntary and Community Sector</b>					
<b>Objective</b>	<b>Action</b>	<b>Who</b>	<b>Start</b>	<b>Finish</b>	<b>Target /Output</b>
<b>Simplify the funding application process</b>	develop the local compact Countywide, including how to access longer term, consistent funding	MDC and all voluntary and community groups		Mar. 06	draft Compact for discussion
					Compact 2nd Draft
					Launch Compact
<b>Strengthen support for voluntary groups</b>	Compile comprehensive list of community groups	MCS, Somerset Gateway		Mar. 06	database containing a minimum of 250 contacts
	Link community groups to MCS			Mar. 06	Increase membership of MCS to 200
	Develop Somerset links via Change up programme	MCS, Sedgemoor Vo. Bureau, West Somerset Community Support, Vista		Mar. 06	On going
	Develop training programme	MCS, Adult Learning & Leisure		Mar. 06	On going
<b>Strengthen the Voluntary and Community Sector</b>	Review and increase the number of Voluntary and Community sector representatives on SSP	MSP, SSP - voluntary sector representatives		2006/07	

## Strengthening the Voluntary and Community Sector

Objective	Action	Who	Start	Finish	Target /Output
<b>involvement in the Somerset Strategic Partnership (SSP)</b>	SSP Voluntary and Community Sector representatives to meeting with Mendip's Voluntary Sector via network meetings	MSP, MCS, SSP - voluntary sector representatives		2006/07	
<b>Market voluntary agencies and their strengths to statutory agencies and generally. - build up faith and trust</b>	Undertake 'Value of the Voluntary Sector' survey	SCC - Community Initiatives		2005/06	
	Quantify the value of Mendip community and Voluntary sector	Social Services, PCT, Police, GOSW, LSC, CAB, SYVN, NCH, Age Concern		2005/06	
	Produce newspaper for the community	MSP, MCS, MDC		Mar. 06 then twice a year	Regular feature
	Monthly column in local papers	MDC, MCS, Mid Somerset Series		Jan 06 and ongoing	Regular feature
<b>Attract specialist skills and expertise from the private sector</b>	Establish links to Businesses and Business Link	MSP, MDC, local companies, Business Link		Dec 05 and ongoing	



**Budget and Finance Sub Group  
of the Mendip Strategic Partnership  
Notes of the Meeting Held 4 May 2006, 9.30 am  
at Mendip District Council**

Present from MSP: Ron Ballantine (Chair), Trevor Ashford, Ian Bennett, Richard Dixon, Tony Shepherd

Present from MDC: Sarah Guscott, Peter McKenzie, Sara Skirton

Apologies: Nick Cottle, Roger Kershaw, Andy Marsh

1.	<p><b>Welcome and Introductions</b> The Chair opened the meeting and round table introductions were made.</p>	
2.	<p><b>Minutes from BFSG Meeting 23 January 2006</b> The minutes of the previous meeting were agreed as being a true record of those proceedings. There were no matters arising.</p>	
3.	<p><b>MSP Funding 2004 to date</b> The Chair thanked Sara Skirton for the provision of a comprehensive update on the progress of projects funded over the last two financial years. More detailed discussion took place on the following two items:</p> <p><b>Wanstrow Village Hall: Non-Claim of the Award of £2,000</b> Members will recall that a grant of £2,000 was awarded to pump-prime the Wanstrow Village Hall project. A letter has now been received (and previously circulated) reporting that this funding has not yet been spent and requesting that it be extended into the new financial year 2006/2007. The Committee is currently awaiting the outcome of the level of funding to be received from the Somerset Aggregates Levy Sustainability Fund.</p> <p>The Group will seek further clarity on:</p> <ul style="list-style-type: none"> <li>(i) whether Aggregate funding was awarded;</li> <li>(ii) an explanation of how the Committee intends to spend the money (whether it is to cover plans for an extension/renovation of the existing hall or the provision of a new hall);</li> <li>(iii) an assurance that the funding will be claimed by September 2006.</li> </ul> <p>Sara Skirton will send a letter and e-mail the Committee's response to members of the BFSG.</p>	SS

	<p><b>Batcombe Parish Council: Playing Field Improvement Project Underspend of £476</b></p> <p>The Group agreed that Sara Skirton would write to the Parish Council requesting a statement of intent by the end of May of how they would spend the money on future improvements to the Playing Field. A decision would then be made on whether to approve this expenditure or request repayment of the underspend.</p> <p>The Group noted the progress report on MSP work.</p> <p>The Group reviewed the report on 2005/2006 Second Homes Council Tax monies and noted that almost £82,000 has still to be claimed and £1,500 still to be committed. Subject to agreement this could be rolled forward to the 2006/07 budget and the Priority leads have until 31 March 2007 to spend the allocated monies. There was no reason to suspect that any of the five priority areas are experiencing difficulty in moving their projects forward.</p> <p>Ian Bennett queried the non-return of two funding agreements and Sara Skirton agreed to follow these up.</p>	<p>SS</p> <p>SS</p>
	<p><b>Funds available to the MSP</b></p> <p>The BFSG noted a report outlining the financial resources currently available to the MSP, amounting to approximately £103,000, for allocation to projects for the financial year 2006/2007.</p> <p>Inspector Trevor Ashford reported on the drive to increase the number of Police Community Support Officers across South Somerset and Mendip by an additional 70 officers at a cost of £1m to the end of financial year 2007/2008. The Group discussed his request to consider the possibility of increasing the award to help fund these officers. As part of a community safety bid for future funds, it was agreed it would be helpful for the Police to make a full presentation to the MSP Board about neighbourhood policing. The bid should include a full financial analysis indicating how the last financial year's allocated funds were spent and how the monies helped achieve mutual benefits for Mendip's communities.</p>	<p>TA</p>
	<p><b>2006/07 Second Homes Monies</b></p> <p>Members had previously received a copy of the MSP Funding Programme for the financial year 2006/07</p> <p>After discussion, the Group agreed to recommend to the MSP Board that, of the amount of £103,000, a detailed sum of £60,000 will be allocated across the five priority groups. The priority leads will then be formally invited to submit their bids against this amount by 1<sup>st</sup> September, which will be allocated in accordance with need.</p>	<p>SS</p>

	<p>The remaining amount will be held in reserve for the time being, allowing further consideration of issues such as increased funding for the Citizens' Advice Bureau in Frome and additional PCSOs.</p>	
	<p><b>AOB</b></p> <p>Shepton 21 has produced a Community Strategic Plan 2006-2021, copies of which will be circulated to all MSP Board members. The official launch of this document is taking place on 17<sup>th</sup> May at Whitstone School, where plans for the re-development of The Amulet and Haskins Store will be on display.</p> <p>There being no further business, the meeting was closed at 10.30 am.</p>	<p>SS</p>

# The Mendip Strategic Partnership

Agenda Item:10

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FROM: Chair of MSP and Team Leader, Date: 20 June 2006  
Community Planning, Mendip  
District Council

SUBJECT: **Revised Partnership Agreement and Terms of Reference**

## **1. SUMMARY/INTRODUCTION**

1.1 The MSP Board adopted a partnership agreement in July 2005

1.2 The main principles of the agreement are still relevant; however some of the detail has become outdated as a result of:

- the preparation of the Community Strategy and identification of shorter term priorities
- changes in structure
- the developing role of Local Strategic Partnerships generally and the MSP in particular
- a more mature understanding of what a Strategic Partnership can and should deliver

1.3 Accompanying this report is a draft revised partnership agreement which attempts to set out detail on the role, membership, principles and code of conduct for the MSP which more accurately reflect the current workings and remit of the MSP.

## **2. RECOMMENDATION**

2.1 The Board is asked to approve the revised partnership agreement subject to any amendments that the Board agrees are appropriate.

Contact: Sara Skirton 01749 341340  
[skirtons@mendip.gov.uk](mailto:skirtons@mendip.gov.uk)

# DRAFT



## **The Mendip Strategic Partnership Partnership Agreement and Terms of Reference**

### **1. Introduction**

1.1 This agreement sets out the structure, role, membership, principles and code of conduct for the Mendip Strategic Partnership (MSP).

1.2 The MSP's overarching aim is:

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

1.3 The Community Strategy, prepared and adopted by the MSP, sets out the shared vision for the future of Mendip:

*By 2026 Mendip will be a thriving, just and sustainable place to live in, work in and visit*

### **2. Role of the MSP Board**

2.1 The MSP will work towards achieving its vision by:

- Acting as a single strategic umbrella for other key partnerships in Mendip
- Overseeing the development of the Community Strategy for Mendip, which sets out the long term vision for the district and the steps for achieving it
- Encouraging partners to align their plans to help achieve the agreed vision, working together to provide local solutions to local needs
- Supporting voluntary sector partners to participate fully
- Monitoring and reviewing the Community Strategy Action Plans
- Ensuring that community priorities are reflected in the community strategy and community planning processes

- Maintaining an overview of local community planning activity in the area, such as Parish Plans, and Market and Coastal Towns Initiatives, providing support as practicable and appropriate
- Representing Mendip's interests at a County and Regional level to help ensure that they are taken account of in key plans that affect the district
- Sharing information and research activity to avoid duplication and identify knowledge gaps and, where appropriate, commissioning or undertaking joint research
- Ensuring that the work of the Partnership is open and transparent and that meetings are open to the public and accessible
- Reporting progress to communities and other stakeholders, celebrating achievements and successes

### **3. The Mendip Strategic Partnership**

#### **3.1 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 annually.

The chart overleaf illustrates the current structure of the MSP which is made up of:

- The Partnership Board
- The Budget and Finance Sup Group
- The Monitoring Group
- The Communications Sub Group
- Five themed sub groups to take forward the MSP Priorities
- A Wider Partnership – to which the Board is accountable and reports annually

Further task or sub groups can be set up and dissolved as necessary. Generally they:

- Work towards 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

To avoid duplication, existing District or County groups or partnerships that have the potential to fulfil this function may be asked to take on the role of sub- or theme group. These groups will report back to the MSP Board on progress or with recommendations.

### **3.2 Links with Other Partnerships – outside Mendip**

The Chair of the MSP Board sits on the Somerset Strategic Partnership SSP and the East Somerset Crime Reduction Partnership.

Officers from neighbouring Local Authorities who provide support for their Local Strategic Partnerships meet regularly to discuss progress on community planning across the district

### **3.3 Wider Membership (Partnership) Role**

A wider group of member organisations / partnerships are affiliated to the MSP and form an annual conference to which the Board will report on:

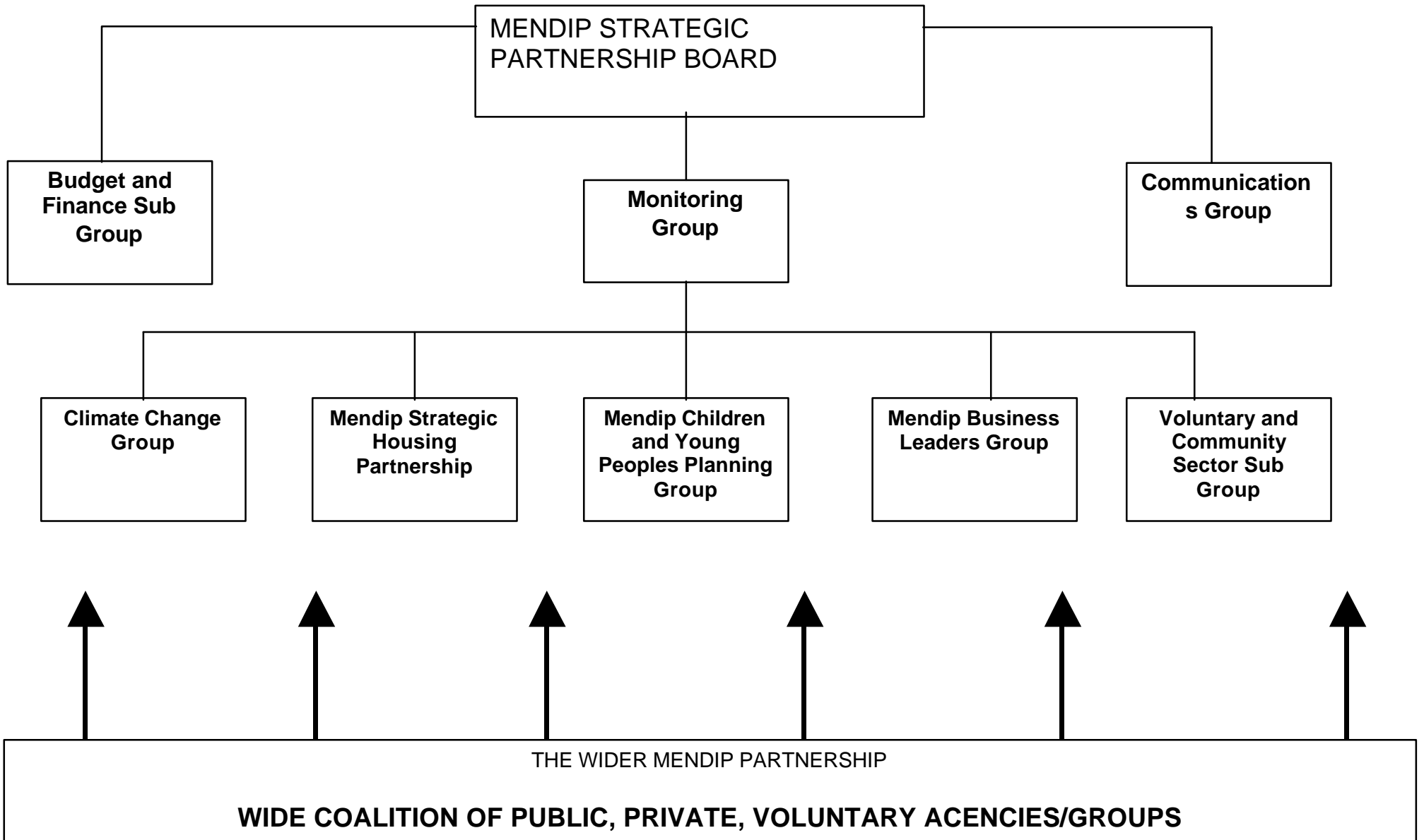
- progress against the vision and aims of the MSP
- progress on community planning
- achievements against the actions agreed in existing community plans
- good practice experiences across Mendip
- training / awareness raising and other events held
- resources bid for and achieved
- future action plans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

### **3.4 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 which have a commitment to:

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

**The Mendip Strategic Partnership**



## **4. MSP Board Status and Decision Making**

4.1 The MSP Board:

- is a representative partnership based on a will to achieve a shared common purpose
- is a non-statutory partnership
- is not a separate legal entity
- operates strategically, achieving its objectives through its associated partnerships, member organisations and working groups

4.2 Voting is limited to the Board members or named substitutes. All representatives have one vote and decisions shall be reached on a majority basis but cannot bind the individual member organisations.

4.3 A quorum of one third total membership is required at Board meetings in order for decisions to be made.

4.4 Proper records of all decisions, particularly those involving finances shall be kept.

4.5 Decision making will normally be by working towards achieving consensus. Where this is not possible a vote will take place. Any conflict or serious impediment would

be referred to the Government Office South West as the MSP's 'higher authority'

## **5. Board Membership**

5.1 MSP Board should comprise representatives from 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.

5.2 Local Authority representatives will be the elected representatives from the three tiers of 'local' government (County, District, Town / Parish Councils). This will normally be one, and no more than two, Elected Members from each tier.

5.3 Members should be from agencies that operate / deliver services / represent communities of interest etc within Mendip

5.4 Membership will be agreed by the Board and will not at any one time exceed 25 members. If vacancies arise, new members can be invited to join provided the balance of sectors is maintained and a majority of current members agree.

5.5 The criteria and membership will be reviewed annually.

### **5.2 Member requirements**

5.2.1 Individuals members should:

- have responsibility, or delegated responsibility, to describe and represent the strategic direction of their organisation

- facilitate a two way communication process between the MSP and their own organisation or representative network
- be able to speak from a sector / agency perspective, even if they cannot speak for that sector as a whole.
- be able to exert influence within their own organisation in order to shape decisions and commit resources in order to deliver the Community Strategy (*subject to the constitution and accountability within that organisation. i.e. differences between agencies must be recognised and respected e.g. voluntary and statutory sectors* )
- be responsible and accountable to the Partnership for commitments they make regarding the implementation of the Community Strategy in within their own organisation / network / partnership
- be able to take a strategic view across the district of Mendip
- recognise that while sitting on the Board their aim is to develop the role of the MSP in Community Planning, and not to lobby for their own organisation or agenda.
- have a commitment to the Community Planning process, and what it can deliver
- respect the confidentiality of others and declare any particular conflicts of interest

5.2.2 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.

5.2.3 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.

5.2.4 The three Voluntary Sector Board members will be selected by an inclusive voluntary sector election which will normally be held annually.

### **5.3 Attendance at Meetings**

5.3.1 Members are expected to attend meetings as regularly as possible to ensure continuity and a positive working relationship with other MSP members. Each Board member should identify one nominated substitute who has to be briefed and fully informed by that member.

5.3.2 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

### **5.4 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 partner organisations and sectors
- our meetings will 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 partnership's 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

## **5.5 Conduct of Partners**

we will:

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

## **6. MSP Board meetings**

6.1 The MSP Board will normally meet quarterly. Extraordinary meetings can be called if required by the Chair.

6.2 The meetings will be chaired by a Member of the MSP Board appointed by agreement of the other members of the MSP Board. This chairing arrangement will be reviewed by the MSP Board annually.

6.3 The MSP will prepare and publicise an annual report to describe progress on the Community Strategy.

6.4 Agendas and minutes for the Board meeting will be circulated to Board members electronically unless hard copies are requested.

6.5 The Chair of the MSP Board will agree the agenda at least 2 weeks prior to each MSP Board meeting. Other Board members may be involved in this process as appropriate.

## **7. Finance**

7.1 The MSP agrees that Mendip District Council will act as the financially accountable body for MSP funds.

7.2 The MSP will monitor finances, with regular reports (at least quarterly) being produced by the Budget and Finance Sub Group.

7.3 Board members will be able to claim mileage allowance in line with the amount payable to District Council Elected Members, where they are not entitled to do so from their own organisations.

7.4 The MSP has adopted a financial protocol which is attached as Appendix A.

## **8. Support**

8.1 The main responsibility for generating, servicing, and co-ordinating the MSP process will be taken by Mendip District Council with a nominated MSP lead

officer being the main point of contact for partners. It is also expected that other partner organisations may be asked to offer support.

- 8.2 All meetings will be minuted with minutes circulated to MSP Board members and posted as public documents on the MSP website [www.mendipstrategicpartnership.org.uk](http://www.mendipstrategicpartnership.org.uk)

## **9. External Profile and Communications**

9.1 Projects and events supported by or organised by the MSP will be identified by the use of the official logo on publicity material.

9.2 Press releases to promote achievements, successes, events and opportunities will be agreed by the Chair in conjunction with the Communications Group. All press releases will carry the MSP logo.

9.3 The preferred method of communication between Board Members is by e-mail.

9.4 All agendas and minutes will be published on the MSP website. All meetings are open to the public.

## **10. Review**

10.1 This Partnership Agreement and Terms of Reference will be reviewed annually.