

Links are in red

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

Sent: 12 September 2007 09:50
Attach: 11a BFSG Notes 9 August 07.doc; 1 Agenda 18.09.07.doc; 3 Minutes 22 05 07.doc; 5 SINE info sheet.doc; 8 LDF Update.doc; 10 Monitoring five Priorities Action Plans.doc; 10a Notes of Monitoring Group - 4.09. 07.doc; 10b Revised MSP Affordable Decent Housing AP 31 7 07.doc; 10c climate changeupdate 18 Sept.doc; 10d Economy action plan update Sept 07.doc; 10e SVCS action plan update Sept 07.doc; 11 MSP Funding Programme 2007-08.doc; Compact - consultation document.pdf
Subject: Mendip Strategic Partnership Board Meeting - 18th September 2007

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 18th September 2007 in the Council Chamber at Mendip District Council, commencing at 2.30pm.

The following documents should accompany this message:-

1. **Agenda**
3. Minutes of the Board Meeting of 22nd May 2007
5. SINE Information Sheet
8. LDF Update Sheet
10. Monitoring the Five Priorities Action Plans
 - 10a) Notes of the Monitoring Group Meeting of 4th September 2007
 - 10b) Revised Affordable Decent Housing Action Plan
 - 10c) Tackling Climate Change Locally Update
 - 10d) Regenerating the Mendip Economy Update
 - 10e) Strengthening the Voluntary and Community Sector Update
11. MSP Funding Programme 2007-2008
 - 11a) Notes of the MSP Budget and Finance Sub-Group Meeting of 9th August 2007

Also attached is a **Somerset Compact consultation document**. By way of background, the Compact Working Group was tasked with making the Compact easier to read with the intention of re-launching the Compact sometime in November 2007. The Working Group is anxious that all networks are given the opportunity to consider this document. Currently work is being undertaken to produce a summary of the Compact especially aimed at community groups. Please forward any comments direct to Tineke Tammes, Community Development Officer, Somerset County Council, before 1 November 2007. She can be contacted on 01823 358114 or by e-mail TTammes@somerset.gov.uk.

Finally, can I remind you that parking for visitors at the Cannards Grave site is extremely limited and parking anywhere other than in marked visitors' bays could result in a £60 fixed penalty. Parking is available in the Commercial Road pay and display car park which is 5 minutes' walk away from the council offices – if you need directions, please let me know.

Mendip Strategic Partnership
Board Meeting 18 September 2007
2.30pm in the Council Chamber, Mendip District Council

Agenda

- 1. Apologies**
- 2. Public Participation**
- 3. Minutes of the meeting of 22 May 2007**
- 4. Youth Parliament Representative** Presentation from Lydia Cheyne
- 5. Somerset Intelligence Network (SINE)** Presentation from Jane Hiller, Chief Executive's Office, Somerset County Council
- 6. Play Strategy update** verbal update from Rob Thurston, Manager, Street and Landscape Services, MDC
- 7. Chairman's update** verbal report from the Chair on recent event and meetings attended
- 8. LDF update** report from Simon Eames, Planning Policy Team Leader, MDC
- 9. LAA workshop** details of the arrangements and objectives of the workshop planned for 29 October 2007
- 10. Monitoring the Five Priorities Action Plans**
Notes of Monitoring Group meeting held on 4 September 2007 and priority Action Plan update reports
- 11. MSP Funding Programme 2007/08's own funds**
Report seeking approval of recommendations for allocation of 2007/08 Second Homes monies and notes of Budget and Finance Sub Group meeting held on 9 August 2007
- 12. Mendip District Council Community Partnerships**
Update / feedback from any Board members who have recently attended MDC community partnerships
- 13. Local Community Planning**
Verbal updates for information on Shepton 21, Glastonbury Plan and Frome MCTi
- 14. Any Other Business**
- 15. Dates of future meetings**
The next meeting of the MSP Board meeting is on 4 December 2007 in the Council Chamber at Mendip District Council offices, commencing at **2.30pm**



Mendip Strategic Partnership

Minutes of the meeting of the Mendip Strategic Partnership held at 2.30 pm on Tuesday 22 May 2007 in the Council Chamber, Mendip District Council

PRESENT: Trevor Ashford Somerset East Police District
Ron Ballantine Chairman
Penny Baker MACOC
Ian Bennett Strode College
Pauline Clarke Somerset County Council
Richard Dixon Mendip Environment Forum
(Vice Chairman)
Andrew Freeman Somerset County Council
Michael Hammond Barnardos
Keith Reid Somerset Primary Care Trust
Sonia Pike Mendip CAB
Zena Pollard Mendip Business Exchange
Linda Tucker Natural England
Nikki Watson Somerset East Police District

MENDIP DISTRICT COUNCIL

OFFICERS PRESENT:

Georgina Dickens Project Officer
Jo Milling Senior Policy Officer
Pam Newsham Policy Assistant
Sara Skirton Team Leader - Community Planning
and Consultation

ALSO PRESENT: Cllr David Pipes

The Chair welcomed Dr Keith Reid to the meeting, who was deputising for both Dr Caroline Gamlin and Michelle Hawkes of the Somerset Primary Care Trust.

The Board extended its congratulations to Ian Bennett on being awarded an OBE for services to further education in the New Years Honours list.

Agenda Item Number	Details	Actioned by
1	<p>Apologies</p> <p>Apologies were received from Stuart Brown, Pat Champion, Stephen Fowler, Michelle Hawkes, Roger Kershaw, Elaine Pugsley, Tony Shepherd, Harvey Siggs and Peter Smart.</p>	
2	<p>Public Participation</p> <p>There were no matters on which members of the public wished to speak. Cllr Pipes confirmed that he merely wished to observe proceedings.</p>	
3	<p>Minutes of the Meeting on 6 March 2007</p> <p>The minutes were agreed as a correct record of proceedings.</p> <p><u>Page 6</u> – LGC & HSJ Sustainable Communities Award – the Chair was pleased to report that the MSP in conjunction with MDC had won the award for its work on the ‘Tackling Climate Change Locally’ action plan. He extended his congratulations to Jo Milling of MDC and Richard Dixon of the Environment Forum for their joint efforts on this priority.</p> <p>There were no matters arising which would not be dealt with elsewhere in the meeting.</p>	
4	<p>Chairman’s Update</p> <p>The Chair reported that he had attended the voluntary and community services conference “Pride in Mendip” held on 9th March. It had been extremely worthwhile and he congratulated Tony Shepherd on organising and hosting the event.</p> <p>He was disappointed to report that the meetings of LSP Chairs in Somerset (five district LSPs plus the Somerset Strategic Partnership) scheduled for 4th April and 4th May had been cancelled.</p> <p>On 15th April, the Chair attended and represented the MSP at the Stronger and Healthier Communities sub-group of the LAA working on community and health issues.</p> <p>On 21st May, the Chair met with Mark Stone, Head of Service, Partnerships and Community Development at Somerset County Council.</p>	

Agenda Item Number	Details	Actioned by
	<p>Discussion took place on the paper the Chair has produced for consideration by the MSP in terms of local government reorganisation and the proposal for a unitary authority for the county of Somerset.</p> <p>Upon invitation from the Chair, Richard Dixon reported on his recent attendance at the inaugural meeting of the Somerset Strategic Partnership's Environmental Leaders' Group. Although business was largely procedural, he reported that Somerset County Council will shortly be publishing its Climate Change Strategy.</p>	
5	<p>MSP Climate Change Strategy</p> <p>Jo Milling introduced the draft Climate Change Strategy to the Board. It is generally accepted throughout the scientific community that climate change is happening. The strategy should be seen as a tool for use by the whole community on ways in which it can mitigate the effects of climate change, reduce carbon emissions and adapt to climatic changes. Board members were consulted on the draft which was published in March this year and all comments have been incorporated into the strategy where appropriate.</p> <p>Jo outlined the action planning process, based on the recommendations contained within the strategy. Over the next three to four months, Jo will be working with external consultants to develop a work plan for a series of facilitated meetings. All partners will be invited to undertake a review of the issues facing them and engage in a collective approach to decide on lead responsibility and to develop actions and expected outcomes.</p> <p>Pauline Clarke expressed support for the strategy on behalf of Somerset County Council and encouraged Mendip District Council to endorse the Nottingham Declaration on Climate Change. She felt that the document will form a very good basis for future co-operation between Somerset County Council and all district councils. She particularly commended the MSP on the clarity of both the document and the use of language which enhances its accessibility.</p> <p>Dr Reid made a comment relating to Topic 6 Health and Lifestyle Change on page 37. He felt that the sentence beginning "<i>Mitigation issues... and through ensuring all have access to health facilities without needing to use private cars</i>" is a statement which is not within the gift of the Primary Care Trust to deliver. Whilst he agreed</p>	

Agenda Item Number	Details	Actioned by
	<p>wholeheartedly with the sentiment as it is part of the policy direction of the NHS to make treatment more accessible at a local level, he felt that replacing the word 'all' with the words 'more people' would be more appropriate. He also would like to see making more public health services accessible to local people flagged up as a key point in the action planning process.</p> <p>After further discussion, the MSP Board AGREED to:</p> <ul style="list-style-type: none"> • adopt the Climate Change Strategy, subject to the amendment put forward by Dr Reid; • consider how they can take forward action on climate change both individually and collectively, and • engage with the facilitated action planning process for which funding was agreed at the last Board meeting. 	JM
6	<p>Economic Strategy for Mendip</p> <p>Georgina Dickens introduced the economic strategy to the Board. It is a vision for the economy of the Mendip area over the next five years. MDC and the MSP have worked together with the business community and the Mendip Business Exchange to develop the strategy and action plan, which reflects the aspirations of the business community. The action plan provides a framework for co-ordinated partnership action over the next five years. This will require a long term commitment from all partners. In response to a query from the Chair, it was confirmed that business in Mendip was substantially involved in the strategy and that a useful business network now existed.</p> <p>In answer to a query, Georgina confirmed that it is the intention to review the strategy on a regular basis. Zena confirmed such a review will form part of future Business Exchange meetings. The MSP agreed that it should be a rolling action plan in order to maintain its currency.</p> <p>It was AGREED that the economic strategy and associated action plan be adopted.</p>	
7	<p>Participation Project Update</p> <p>Michael Hammond, Somerset Children's Fund / Barnardos, provided a verbal update on the Mendip Participation Project which has been funded for the last two years by the MSP. This funding allows a Project Worker, Kelly Sweetman, to work for two days each week within the</p>	

Agenda Item Number	Details	Actioned by
	<p>Frome locality team. Her main area of responsibility involves ensuring that the outcomes of Phase 1 are incorporated within the business planning process and delivered in Phase 2.</p> <p>Kelly has supported some 40 children to become part of the business planning process of the locality team. This work has materialised in a project looking specifically at counteracting anti-social behaviour in Frome; co-ordinating an anti-bullying response across schools in the area; and the creation of a drop-in centre for young people at Frome College dealing with issues concerning drugs, alcohol and sexual health.</p> <p>The establishment of the other two locality teams in Street/Glastonbury and Shepton Mallet/Wells is still at an early stage. The work already carried out in the Frome locality should be of great benefit to the other two localities.</p> <p>The Chair thanked Michael for his very helpful and clear update.</p>	
8	<p>Local Government Reorganisation</p> <p>The Chair's report on an MSP position statement on proposals for local government reorganisation in Somerset had been circulated prior to the meeting.</p> <p>The Chair provided background information on the proposals for reorganisation of local government. As part of the consultation process surrounding the County Council's proposal for a unitary authority, the Government has prepared a list of stakeholders who may express views on the proposals in their area. Included on that list are Local Strategic Partnerships. The Chair's personal view is that LSPs are not constituted to be the sort of bodies which can arrive at a unified 'for' or 'against' opinion on such a proposal.</p> <p>In recognition of this, the Chair has put forward a position statement which outlines the conditions and expectations that the MSP has for whichever of the restructuring options is favoured.</p> <p>The MSP agreed that their individual organisations would have ample opportunity to comment on the proposals through other channels, and that as far as the MSP is concerned, submitting a position statement which reflects the values it hopes can be maintained within Mendip is the correct way forward. Sonia Pike put forward a view that she would</p>	

Agenda Item Number	Details	Actioned by
	<p>like the rurality of the Mendip area to be emphasised and rural proofing to be built into the future direction of local government.</p> <p>It was AGREED that the position statement for the MSP be submitted to the Department of Communities and Local Government in response to its consultation request. A copy of the statement will also be sent to each Chief Executive and Leader of the five district councils and Somerset County Council.</p>	
9	<p>Refreshing the Five Priorities Action Plans</p> <p>Sara Skirton reported that on 16th February 2007, the Monitoring Group agreed to ask the leads for each of the five priorities to review their action plans to ensure that they are up to date, relevant and accurately reflect the work of the priority sub group. Four out of five of the priority action plans have now been refreshed and have been considered by the Monitoring Group at its meeting on 16th May. The action plans and notes have been circulated prior to the meeting. The Mendip Strategic Housing Partnership began to review the action plan for the Affordable Decent Housing for All priority on 18th May 2007. Once finalised, the revised plan will then be circulated to MSP Board members electronically.</p> <p>Sara also flagged up some of the key achievements for each of the five priorities over the last year.</p> <p>It was AGREED that the MSP Board approve the updated action plans for the priorities of:</p> <ul style="list-style-type: none"> • Tackling Climate Change Locally • Investing in Children and Young People • Regenerating the Mendip Economy • Strengthening the Voluntary and Community Sector <p>and that the key achievements over the past year be noted.</p>	SS
10	<p>MSP Funding Programme 2007/08 and MSP's Own Funds</p> <p>Sara drew the Board's attention to the report which informs members of the funds currently available to the MSP and asks them to agree the Budget and Finance Sub Group's (BFSG) recommendations for allocating the 2007/08 second homes Council Tax monies.</p>	

Agenda Item Number	Details	Actioned by
	<p>The MSP has a total of £100,400 second homes Council Tax monies allocated to it for 2007/08. This is made up of £78,800 from Somerset County Council and £21,600 from Mendip District Council. In addition, the MSP has approximately £12,500 uncommitted 'non-second homes' monies.</p> <p>At its meeting on 9th May, the BFSG considered it still appropriate that half of the monies be directed towards achieving the MSP five priorities action plans, with the other half being held in reserve to support other initiatives that link to the delivery of the Community Strategy aims. Sara is in the process of developing an application form for use by organisations when submitting bids which indicates how their proposals link with achieving those objectives.</p> <p>The Group considered an urgent request for funding to support the Mendip CAB Domestic Abuse Project. Current funding for the project ends in July 2007. The Group was minded to recommend funding to a maximum of £10,000 which would allow the project to continue until October 2007. Sonia clarified that the County Council would not be offering any direct support to this project for the current financial year. However, from the financial year 2008/2009, the whole area for support for domestic abuse will be formally commissioned and the CAB is anxious to continue the project until this time.</p> <p>The Chair clarified that the allocation of funds to the five priorities is not formulaic and that bids will be considered solely on the basis of their proposals.</p> <p>Trevor Ashford expressed his disappointment that funds from the Government Office of the South West for policing had not materialised as expected and that Basic Command Unit funding was still awaited. He flagged up a deficit surrounding the PCSO service and will be submitting a bid for funding to the BFSG meeting in August as soon as the application form is released.</p> <p>It was AGREED that:</p> <ul style="list-style-type: none"> • the leads for each of the five priorities be invited to submit bids against £50,200 of the available £100,400 second homes Council Tax monies for 2007/08 • the BFSG meet prior to the next MSP Board meeting to assess 	<p>SS</p>

Agenda Item Number	Details	Actioned by
	<p>the bids and draw up recommendations</p> <ul style="list-style-type: none"> • £10,000 be granted to CAB to support the Domestic Abuse Project • the remaining 2007/08 Council Tax monies be held in reserve pending consideration of other initiatives that relate to the aims of the Community Strategy. 	
11	<p>Devon & Somerset Fire and Rescue Service – Participation in the MSP</p> <p>Sara Skirton reported on her recent meeting with Peter Smart, Area Commander for East Somerset and highlighted the extended responsibilities of the newly formed Service which includes a key role in promoting community safety, raising awareness and tackling anti-social behaviour. The Board considered the potential benefits of the Service participating in the MSP and it was AGREED that a representative from Devon & Somerset Fire and Rescue Service be formally invited to join the Board.</p> <p>Sara reported that she has also received an approach from Connexions, whose remit extends to the Mendip area as well as to South Somerset. It was AGREED that Connexions be invited to come forward with a more formal proposal.</p>	<p>SS</p> <p>SS</p>
12	<p>Mendip District Council Community Partnerships</p> <p>Sara Skirton confirmed that no Community Partnership meetings had taken place since the end of March. Now that local elections have taken place, a new public meeting calendar has been circulated.</p> <p>The Chair requested that those Board members nominated to represent the MSP at these meetings familiarise themselves with the dates and attend as appropriate.</p>	
13	<p>Local Community Planning</p> <p>a) Sonia Pike reported that the Glastonbury Town Plan is hosted on behalf of Glastonbury's communities by Glastonbury Town Council and its partner agencies. Following the local elections, she was not aware of any change in the composition of Glastonbury Town Council which might affect implementation of the plan. She will assist Sara in establishing a link with the most appropriate person over ownership of</p>	

Agenda Item Number	Details	Actioned by
b)	<p>the town plan in order to obtain future updates on progress.</p> <p>Zena Pollard reported that the Shepton 21 Steering Group has been reformed as the Shepton 21 Regeneration Partnership which has a more formal structure, with an executive board and a number of sub groups below.</p> <p>Three key projects have been identified, namely, establishment of a Community Advice, Training and Employment Centre (CATEC); the links project which involves the improvement of public transport, footpaths, bridleways and cycle paths ways in order to provide better access from the villages to the town; and improvement of the High Street / town centre itself and the building up of the business community. Leaders for each of the three projects have been appointed, with Sonia Pike leading on the CATEC project.</p> <p>Recruitment of two members of personnel has taken place in order to move these projects forward: Tanya Lawlor, who has responsibility for liaison with funding agents and Carol Dodsey, who is a part-time community officer. Both Tanya and Carol are located in the Shepton 21 office set up within the Shepton Mallet Tourist Information Centre.</p> <p>Zena reported on a highly successful community event which took place recently at the Academy. The former Amulet Theatre is now home to the Bristol Academy of Performing Arts (BAP Arts). The Gala Evening was hosted by The Academy in conjunction with Shepton Mallet Chamber of Commerce and Shepton 21 and the evening was attended by representatives from local councils, schools, churches and other community organisations.</p> <p>Frome Market and Coastal Town Initiative - Katy Duke reported that the formal contract with the Market and Coastal Towns Association was expected to be signed shortly. The MCTI process to create a 'Vision for Frome' will take up a considerable amount of time during the next two years and funding is proposed of £5000 in each of the next two years. Katy flagged up the fact that other funding will be sought during the year.</p>	
c)	<p>The main community consultation phase will take place over the next year, culminating in a draft plan which is expected to be finalised by the end of 2008. A steering group comprising 7 members is currently working on the terms of reference. A meeting is taking place on Thursday 24th May at which Paul Frampton will be speaking about his experiences relating to the Shepton 21 project.</p>	

Agenda Item Number	Details	Actioned by
	<p>Presently, the 'Vision for Frome' is concentrating on the town centre but it is hoped that it will be extended to parishes to encompass the surrounding landscape.</p> <p>Zena Pollard offered any assistance to Katy as may be required.</p>	
<p>14</p> <p>a)</p> <p>b)</p>	<p>Any Other Business</p> <p>Zena has identified a source of potential access to funding for partners such as Help the Aged or NCH and will discuss this further with Michael Hammond and Sonia Pike outside the meeting.</p> <p>Sara drew the Board's attention to changes in the way that social housing is allocated from 2008. A choice-based letting scheme will be introduced which is a banding system that will allow applicants to bid for properties. A consultation period has been opened for 12 weeks by the council. Views are requested from agencies and partner organisations, and Sara will circulate documentation electronically after this meeting, together with details on how to respond to the consultation.</p>	<p>SS</p>
<p>15</p>	<p>Dates of Future Meetings</p> <p>The next MSP Board meeting will take place on 18th September 2007 at 2.30 pm.</p> <p>The last meeting of the year is scheduled for 4th December at 2.30 pm.</p>	

The meeting finished at 4.15pm.

Somerset Intelligence Network

The Somerset Intelligence Network is a group of professionals from local organisations whose role encompasses research and/or consultation.

SINE is a satellite 'hub' of the South West Regional Observatory, and is accountable to the Somerset Strategic Partnership Executive Board.

Purpose

The purpose of Somerset Intelligence Network (SINE) is to share and disseminate research and intelligence and to carry out targeted research and consultation, in order to provide contextual information against which the Somerset Strategic Partnership and its respective partners can plan and measure performance.

The aim is that this will support the planning, implementation and monitoring of major strategies, plans and programmes including;

- o Community Strategies & Community Cohesion Strategy
- o Local Area Agreements
- o Local Development Frameworks
- o Regional Spatial Strategy
- o Integrated Regional Strategy
- o Local Transport Planning
- o Local Delivery Plan

SINE has 3 Areas of Focus

Consultation

- To identify the common consultation requirements and responsibilities of member organisations and operate a consortium arrangement to fulfilling these where it adds value or efficiency.
- To adopt a co-ordinated approach to consultation where appropriate, reduce duplication and develop joint structures and mechanisms to facilitate effective feedback and engagement for the partnership and partners.

Research and Intelligence

- To provide advice on identified gaps in available intelligence and undertake commissioned research and consultation, or commission research projects on specific issues to fill those gaps e.g. hard to hear groups on behalf of member organisations.
-
- To interpret research and intelligence for a wide, varied audience and disseminate findings through a variety of means (interactive web-based, events, reports, presentations etc.) as required.
-
- Carry out commissioned specialist research and intelligence gathering, undertake analysis and make recommendations as appropriate.
-
- To work with the South West Regional Observatory to contribute local information to the regional body of research and intelligence, in order to build up a fully rounded picture of the region.
-

Advice and Best Practice

- To share information and best practice with regard to research and consultation in order to operate common standards and provide better value for money.
- To identify sources of funding for relevant research and submit bids, working with other Local Intelligence Networks in the South West where appropriate.
- To promote and provide advice about the value and benefits of good quality research and consultation practises.
- To co-ordinate and submit responses to national and regional consultations on research and consultation issues, e.g. Census structure, new geographies, new datasets and statutory survey methodology.

Organisational arrangements

The SINE working group meets bi-monthly, with additional meetings of the sub-groups (HSNAG, Consultation and Website Groups) convened as necessary to discuss specific issues and carry out particular projects.

For further information contact your SINE representative, or:

Jane Hiller, Chief Executive's Office, Somerset County Council.

Email: jhiller@somerset.gov.uk Phone: 01823 358277

The Mendip Strategic Partnership

Agenda Item: 8

FROM: Simon Eames – Team Leader, Planning Policy, MDC Date: 18 September 2007

SUBJECT: **Local Development Framework Update**

The Mendip Local Development Framework will help shape the district over the period to 2026 and beyond and will help to implement the Community Strategy on the ground.

The first part of the Local Development Framework is called the Core Strategy and work on this has reached a reasonably advanced stage. However, Government thinking on the role and scope of core strategies has recently changed. This means that two significant areas of work, originally envisaged as being undertaken in subsequent parts of the Local Development Framework, need to be brought forward to further develop the Core Strategy before it can be finalised and submitted to the Secretary of State.

Firstly, the Core Strategy will need to identify the broad locations for extensions to the towns. Secondly, it will need to firm up on the outcomes needed for each town and describe how and when individually important parts of the town strategies will come forward (such as specific regeneration projects or important infrastructure).

A work programme, through to the completion of the draft Core Strategy ready for submission to the Secretary of State, is currently being prepared.

Clearly there is a need for the MSP Board to be consulted during this process. Engagement with service and infrastructure providers and community groups, including those represented on the MSP Board, will also be essential. Individual service providers, such as the Primary Care Trust, Local Education Authority and Strode College for example, and community groups, such as Shepton 21, will be contacted directly to help inform this work.

The MSP board is asked to note the contents of this update.

Contact officer:

Simon Eames,
Planning Policy Team Leader, Mendip District Council
(01749) 341314

The Mendip Strategic Partnership

Agenda Item: 10

FROM: MSP Monitoring Group

Date: 18 September
2007

SUBJECT: **Monitoring the five Priority Action Plans**

1. SUMMARY/INTRODUCTION

1.1 On 4 September the Monitoring Group met to consider progress updates from the nominated leads or representatives for the MSP Priorities. The notes of this meeting accompany this report as Appendix A.

1.2 Board members may recall that four out of the five Priority Action Plans had been refreshed and approved by the MSP Board on 22 May 2007.

1.3 The refreshed Action Plan for the Priority of Affordable Decent Housing for all is now complete, subject to some finalisation of dates, and accompanies this report as appendix B.

1.4 Progress reports for the Priorities of:

- Tackling climate change locally
- Regenerating the Mendip Economy
- Strengthening the Voluntary and Community Sector

accompany this report as appendices C-E.

1.5 The progress report for the Priority of Investing in Children and Young People will be sent to follow.

2. RECOMMENDATION

2.1 Members of the MSP Board are asked to:

- approve the refreshed Affordable, Decent Housing for All Action Plan
- note progress on each of the MSP priority action plans

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



**Notes of the Monitoring Group Meeting
held 4 September 2007, 2.30 pm
at Mendip District Council**

Present from MSP: Ron Ballantine (Chair), Richard Dixon, Michelle Hawkes
Tony Shepherd

Officers present: Simon Eames, Jo Milling, Sara Skirton, Jennie Wheeler –
MDC

Apologies: Andrew Freeman, Sarah Guscott, Allison Herbert, Mark
Holden, Roger Kershaw, Pam Newsham, Norma Underwood

Item	Action by
<p>1. Welcome and Introductions The Chairman welcomed all to the meeting and apologies were noted.</p>	
<p>2. Notes of Monitoring Group Meeting held on 16 May 2007 The notes of the previous meeting were accepted as a true record of proceedings. Matters arising were as follows:</p> <ul style="list-style-type: none"> ➤ It was noted that the Multi Agency Toolkit was to be launched on 21 September 2007. It was agreed that Ian Croxford, the project manager, be asked to re-circulate the invitation to the launch event on 21 September. ➤ It had not proved feasible to run the lunchtime training session for councillors and officers offered by the Energy Saving Trust. Training on climate change issues would be included in the Mendip District Council member training programme ➤ Sara Skirton stated that she had not yet contacted SALC about young people's representation on parish councils, but that she would do so, now that a SALC representative had been identified for the MSP Board. ➤ Lydia Cheyne, Youth Parliament Member for Mendip, was to attend the MSP Board meeting on 18 September. 	<p style="text-align: center;">MH</p> <p style="text-align: center;">JM</p> <p style="text-align: center;">SS</p>

Item	Action by
<ul style="list-style-type: none"> ➤ After careful consideration, a decision had been made not to take on management of Somerset Gateway, the community information database for Somerset. ➤ 46 Quality Assessment surveys had been returned by voluntary and community organisations held on the MCS mailing list. Non respondents would be followed up. The greatest need emerging from those who had responded was for funding and volunteers. The majority of respondents already had either a constitution or terms of reference. However, a few had requested help with this. Similarly, a number of organisations had child protection and health & safety policies in place: Mendip Community Support would be advising those that didn't. MCS would chase up organisations that had not yet returned the survey. ➤ It was noted that revision of the Somerset Compact had begun and that the LAA Stronger Communities Sub Group had been re-launched. It was felt that the County Council now fully recognised the need for the districts to be involved. <p><u>Affordable Decent Housing for All</u></p> <p>Jennie Wheeler informed the Group that the Mendip Strategic Housing Partnership had now agreed the refreshed action plan for this priority, and gave an overview of work on the objective of Developing and Maintaining a sound understanding of housing markets and housing needs.</p> <p>Two pieces of work were underway. One was an assessment of gypsy and traveller accommodation needs in Somerset. The other was the West of England Partnership housing needs survey.</p> <p>Jennie explained that Mendip was the only authority in Somerset included in the West of England housing needs survey. This was because of the influence Bristol and Bath had on the housing markets of Mendip and West Wiltshire towns. It was acknowledged that housing markets did not necessarily align with local authority boundaries.</p> <p>Housing allocations in Mendip would not be affected by the cross boundary study.</p> <p>Discussion took place around the issue of Gypsy and Traveller accommodation needs, including the current consultation exercise.</p>	

Item	Action by
<p>It was recognised that there were many factors involved, and opposing views to be reconciled, but ultimately, until sites were designated, effective enforcement policies were not possible.</p> <p>Michelle Hawkes stated that there were many related health issues but that there were no outreach services in Mendip at present.</p>	
<p>3. Mendip's Local Development Framework (LDF)</p> <p>Simon Eames reminded the Group of the initial intention for the Monitoring Group to be a reporting and monitoring mechanism for the LDF. He explained the rationale for this - the LDF was a vehicle for helping to deliver the objectives and priorities of the Community Strategy. There would also be mutual benefit through sharing information with partners and this should help align the LDF with the Community Strategy.</p> <p>Mendip District Council had to submit an annual monitoring report in December of each year, at present in relation to the existing local plan, and the data it contained would have relevance to the MSP. Simon stated that it ought to be possible to bring a draft of this report to the next Monitoring Group meeting.</p> <p>The Chair asked that a briefing note be circulated to Monitoring Group members so that they would understand why this report was coming and its relevance to the MSP.</p> <p>Richard asked about the current status and timetable for the LDF Core Strategy. Simon explained that changes in Government thinking meant that further work would be undertaken before it would be submitted, including identification of broad locations for greenfield expansion in towns. He envisages that this additional work would take at least a year and would involve engagement with a wide range of partners and stakeholder organisations. A brief report would be going to the MSP Board on 18 September.</p>	SE
<p>4. Reviewing the Community Strategy</p> <p>Sara Skirton outlined the factors that indicated that work towards a review of the community strategy was timely. Government Guidance on the role of LSPs, due in autumn 2007, was likely to require that Community Strategies (to be known as Sustainable Community Strategies) have regard to other key strategies such as Crime and Disorder and Housing. They would also be required to contribute to LAA targets, incorporate the key elements of the LDF</p>	

Item	Action by
<p>Core Strategy and reflect cross boundary influences.</p> <p>Discussion took place around work that would need to be done. It was acknowledged that the existing Community Strategy was good and that that any review should build on the existing document. Consultation would need to take place to ensure that a new SCS reflected community views, but the first stage in the process would probably be desk research to see what the key issues facing Mendip, how much they had changed in recent years and what knowledge gaps there were.</p> <p>It was agreed that Sara would put initial thoughts and an outline programme on paper for the Group to consider. Sara thanked the Group for their input into this discussion.</p>	<p>SS</p>
<p>6. September MSP Board – Reports From Monitoring Group</p> <p>It was agreed that the notes of this Monitoring Group, the refreshed action plan for the priority of Affordable Decent Housing for All and update reports for the other four priorities would be circulated with the agenda for the September MSP Board meetings. Any priority leads present at the Board meeting can deal with such queries as may arise.</p>	<p>SS, Priority Leads</p>
<p>7. Any Other Business</p> <p>Michelle Hawkes informed the Group that the Health and Wellbeing Partnership subgroup for Mendip was still being developed. Once formed, it would report to the MSP via the Monitoring Group.</p>	<p>MH</p>

Affordable Decent Housing for All - To monitor Mendip's Housing Strategy

Objective	Action	Who	Start	Finish	Target /Output
Investigate the opportunities created by working together in partnership (e.g. Local Area Agreements and Local Public Service Agreements)	<ul style="list-style-type: none"> ▪ To influence the housing element of the new LAA through membership of the LAA Multi Agency Steering Group ▪ Work with the other Somerset districts to develop, implement and monitor a countywide housing strategy ▪ Complete the Multi Agency Toolkit project 	<p>Mendip Strategic Housing Partnership(MSHP)/All</p> <p>M.A.T Steering Group</p>	<p>June 07</p> <p>June 07</p> <p>Ongoing</p>	<p>April 08</p> <p>March 08</p> <p>Sept 07</p>	<p>Build on the opportunities presented by the LAA</p> <p>Toolkit launched</p>
	Develop and maintain a sound understanding of the housing markets and housing needs and develop monitoring systems	<ul style="list-style-type: none"> ▪ Contribute towards West of England Strategic Housing Markets Assessment ▪ Work with all Somerset local authorities to capture, analyse and interpret data relating to housing markets and housing conditions in Somerset ▪ Maintain an understanding of gypsy and traveller accommodation needs ▪ Implement the new countywide IT system to manage the housing service ▪ Seek resources to continue to develop Rural Enabler surveys 	<p>West of England Partnership authorities, MDC, West Wilts DC, Somerset CC, Wiltshire CC</p> <p>All Somerset local authorities</p> <p>All Somerset District councils</p> <p>MDC/Somerset Community Council</p>	<p>Ongoing</p> <p>July 07</p> <p>July 07</p> <p>Ongoing</p>	<p>Oct 07</p> <p>Aug 09</p> <p>Dec 08</p> <p>March 08</p>

Objective	Action	Who	Start	Finish	Target /Output
Articulate Mendip's interests at County and Regional level (Regional Housing Strategy, Regional Economic Strategy and Regional Spatial Strategy)	<ul style="list-style-type: none"> Implement a system to enable MSHP to respond to key consultation documents 	MSHP, MDC	Aug 07	Dec 07	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
	<ul style="list-style-type: none"> Membership of the Somerset Strategic Housing Officer Group 	MDC/PCT/Probation/Somerset Partnership	Ongoing	Ongoing	
	<ul style="list-style-type: none"> Membership of the Commissioning Body for Supporting People 	MDC	Ongoing	Ongoing	
	<ul style="list-style-type: none"> Membership of the Somerset Strategic Planning Conference and South West Regional Assembly 	MDC	Ongoing	Ongoing	
	<ul style="list-style-type: none"> Develop and improve links with the West of England Partnership and set up appropriate liaison. 		Nov. 05	Ongoing	
Investigate the full range of opportunities to secure resources to deliver sufficient affordable housing in Mendip	<ul style="list-style-type: none"> Utilise capital funding from MDC 	Mendip Strategic Housing Partnership	Ongoing	Ongoing	Ensuring that the resources and funding available are used efficiently to produce as much affordable housing as possible
	<ul style="list-style-type: none"> Bid for capital and revenue funding from Supporting People for supported housing 	MDC	Aug 07	Annually	
	<ul style="list-style-type: none"> Prepare, implement and monitor the Mendip Local Development Framework Core Strategy 	Mendip Strategic Housing Partnership	Ongoing	Ongoing	
	<ul style="list-style-type: none"> Develop Supplementary Planning Document to provide housing through the planning systems 	MDC	Ongoing	Ongoing	

Simon to give dates

Objective	Action	Who	Start	Finish	Target /Output
	<ul style="list-style-type: none"> ▪ Efficiently use funding - Registered Social Landlords own and private funds and Housing Corporation Funding ▪ Work with private sector landlords to bring forward affordable housing in the private sector 	<p>MDC's Preferred Development Partners, Housing Corporation</p> <p>MSHP</p>	<p>Sept 07</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p>	
Ensure engagement of hard to reach groups in the planning and housing processes.	<ul style="list-style-type: none"> ▪ Work with agencies that work with children and young people to secure the delivery of consultation activity in the preparation of the Local Development Framework ▪ Continue to ensure communication through agencies working with hard to reach groups ▪ Identify mechanisms to ensure communication with hard to reach groups e.g. people with long term conditions 	<p>MDC/Somerset County Council/Somerset Children's Fund/Young Somerset</p> <p>MDC/Somerset PCT /Police/YMCA/CAB</p> <p>MSHP</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Sept 07</p>	<p>Ongoing</p> <p>Ongoing</p> <p>March 08</p>	MSHP aware of agency consultation timetables to maximise opportunity for community engagement
Facilitate the delivery of sustainable homes in terms of their construction and design	<ul style="list-style-type: none"> ▪ Promote, energy efficiency and resource efficiency in the design and siting of new development, through: <ul style="list-style-type: none"> ➤ The Core Strategy 	MDC	<p>Ongoing</p> <p>Simon to</p>	Ongoing	

Objective	Action	Who	Start	Finish	Target /Output
	<ul style="list-style-type: none"> ➤ Supplementary Planning Document ➤ MDC Development Control <ul style="list-style-type: none"> ▪ Review Scheme Development standards with the all development partners ▪ Work with partners to: ➤ Investigate and implement new measures to help make existing properties more energy efficient ➤ Review and renew present measures for achieving energy efficiency in existing properties 	<p>Mendip Strategic Partnership/MDC/PDP</p> <p>MDC, Centre for Sustainable Energy, Utilities Companies</p>	<p>give dates</p> <p>Ongoing</p> <p>?</p>	<p>Ongoing</p> <p>?</p>	<p>Need to identify output(s)</p>
Raise local people's awareness of the need for adequate numbers of all types of homes to be accommodated in the district – to remove potential barriers to affordable housing	<ul style="list-style-type: none"> ▪ Look for opportunities to raise awareness through partners' communications and events ▪ Local Development Framework community engagement process 	<p>Mendip Strategic Housing Partnership</p> <p>MDC</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Facilitate greater communication between all agencies involved in housing/publicise what we are doing</p>
Give greater choice to more people under Choice Based Lettings Scheme by increasing the tenure types that can be included within a CBL system, and facilitate greater mobility within the county	<ul style="list-style-type: none"> ▪ Work with Homefinder Somerset partners to investigate and implement increasing the tenure types that can be included within a CBL system 	<p>Homefinder Somerset Partners</p>	<p>Jan 2009</p>	<p>Mar 2010</p>	<p>Increase the numbers of people who can access housing across the district via CBL</p> <p>Greater choice</p>

Objective	Action	Who	Start	Finish	Target /Output
					and accountability to applicants

DRAFT

MSP Five Priorities
Reviewed Action Plan and Progress Report September 2007

Details of progress on actions due to have commenced by end October 2007

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
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	May 07	To have published an agreed climate change strategy.	O	<i>The Climate Change Strategy was adopted by the MSP Board on 22nd May 2007.</i>
	communication strategy for raising awareness of the issues and to help change behaviours				Climate change strategy to include communications strategy.	O	<i>An action planning process is being developed in consultation with consultants and is scheduled for later in the Autumn and will include communication.</i>
	medium term action plan for mitigating the effects of climate change				Climate change strategy to include recommendations for medium term action for mitigation.	O	<i>An action planning process is being developed in consultation with consultants and is scheduled for later in the Autumn and will include mitigation.</i>
Implementation	Implement measures to tackle climate change identified in the strategy and		May 07	ongoing	Carry out facilitated action planning process for all MSP partners based on	O	<i>Measures to tackle climate change identified in the Strategy will form a fundamental part of the</i>

Priority: Tackling Climate Change Locally – Action Plan							
Objective	Action	Who	Start	Finish	Target /Output	Status	Reasons /Notes
	action planning process, with particular regard to funding opportunities which may arise.				findings of the Climate Change Strategy, resulting in commitment to specified action by partners.		<i>action planning process set out above.</i>
	Implement Mendip Partnership for Energy Project, auditing use of energy in public buildings and raising awareness of energy efficiency in the community.		March 2006	March 2009	Audit 75 public buildings for energy efficiency Hold 20 public awareness raising events	O	Mendip Partnership for energy project underway, with <i>50 audits carried out</i> so far. A package of awareness raising materials was launched on 27 th October 06. It has been used at <i>23 events so far.</i>
	Implement Community Choices for Sustainable Living project		June 2006	June 2007	Engage 10 community champions Work with 20 community groups Publish Mendip Specific Information pack	O	STSD engaged to deliver “Community Choices For Sustainable Living” project in Mendip. 13 Community Champions have been recruited to take forward a range of projects. Action by 19 community groups and 7 individuals has been supported. A draft of the information pack has been prepared and will be finalised shortly. 2 training days have been held for Community Champions. 20 people participated in the

Priority: Tackling Climate Change Locally – Action Plan							
Objective	Action	Who	Start	Finish	Target /Output	Status	Reasons /Notes
							<p>“Its Easy being Green” workshop and 12 participated in the “Climate Action Workshop”. A number of community groups have moved forward to practical action, including schemes for renewable energy, action on energy efficiency and public awareness raising events.</p>
	<p>Setup Mendip Environment Community Interest Company, engage with local community groups and other stakeholders, picking up networks developed by Community Choices . Develop a programme of action, including bidding for funding for projects identified.</p>	MSP sub group and partners	ongoing		CIC up and running by Nov 2007.	O	<p><i>The CIC Board has been formed, and a series of workshops is being held to engage with community groups, establishing the remit of the CIC, developing working relationships and investigating potential projects.</i></p> <p><i>The CIC has applied for funding from DEFRA's Community Energy Efficiency Fund to set up and train teams of volunteers to carry out domestic energy auditing. If successful, this will result in a small annual income for the CIC from referral fees as householders are</i></p>

Priority: Tackling Climate Change Locally – Action Plan							
Objective	Action	Who	Start	Finish	Target /Output	Status	Reasons /Notes
							<p><i>referred to various government grant schemes, such as Warm Front, for implementation of energy efficiency measures. This income will be used to part fund a project worker to support the volunteers.</i></p> <p><i>This project has the potential to draw over £1million into the district in grants for insulation and other energy efficiency measures.</i></p>
Strategy Implementation and Review	Ensure integration of strategy actions into the plans and strategies of partner organisations and raise awareness of climate change as an issue for 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. Participation in SCC's "Rising to the Challenge" initiative, which aims to raise awareness across the County.

**MSP Five Priorities
Reviewed Action Plan and Progress Report September 2007**

Details of progress on actions due to have commenced by end October 2007

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

Action Plan and Strategic work

Priority: Regenerating the Mendip Economy - Action Plan							
Objective	Action	Who	Start	Finish	Target /Output	Status	Reasons / Notes
Continue to develop themes from the Mendip area Economic Strategy and implement the Action Plan	Agree terms of reference of the sub-group	Sub-group, MSP		By April 08	Broadly based sub-group established representing broad spectrum of interest	Meetings ongoing Group set up	Members of the sub-group need to understand their roles and responsibilities
	Hold 6 meetings of the sub group						
	Review the Action plan progress with the Business Leaders Sub group.	Consult on Action Plan and seek agreement from partners on delivery	Subgroup	May 07	April 08	Action plan document completed with partner names against delivery outputs	ongoing
	Annual update on progress to wider business community	Subgroup	Sept 07	Dec 07	Website/pr and direct information on progress to database of local businesses	Not yet	

Town Based initiatives

Objective	Action	Who	Start	Finish	Target /Output	Status	Reasons / Notes
Sustaining Regeneration initiatives in Glastonbury	Seek opportunities for the group to become aware of and contribute to ongoing regeneration activities in Glastonbury	MDC ARO in Glastonbury	Sept 07	Dec 07	Sub-group consulted on the ARO action plan for Glastonbury	About to start	<i>Seek to involve the business leaders group in appropriate projects and to act as a sounding board for all ARO action plans – next years planning phase is just beginning and Business leaders Group will be consulted.</i>
	Reinvigorating the partnership to deliver a regenerated Morland site Seek to provide employment opportunities to the local population on Morlands	SWRDA/ MDC/SCC / Wessex Water/ Environment Agency	Ongoing	July 07	Main infrastructure completed	Infrastructure in place Training programme funding agreed	<i>MDC is a member of the partnership team and staff are dedicated to working with SWRDA on key issues First initiative has been an MDC funded training programme to ensure that local construction workers have the correct paper work to allow them to work on site..</i>
Supporting the Strategic Plan for Shepton Mallet and its Rural Hinterland	Appraising and endorsing the work undertaken by the MCTi 'Shepton 21' Steering Group and participation in prioritizing of initiatives stemming	MSP Sub group/local community /local agencies		April 08	Projects from priority list developed and achieved	ongoing	2 projects under consideration for funding under the MSP economy thread. Ongoing links between Shepton21 and the

	from strategic plan						leaders group
Supporting the Strategic Plan for Frome – The Frome Vision	Appraise and endorse the work of the Frome Vision Steering Group. Identify a person as the direct liaison with the Business Leaders Sub-group	Sub-group			Initial research and development phase completed prior to prioritization of initiatives	ongoing	

Business Investment and Support

Objective	Action	Who	Start	Finish	Target /Output	Status	Reasons / Notes
Creating a more enterprising and business friendly culture in the Mendip area	<p>Offer support to start-up and existing businesses through networks and support agencies. Seek opportunities to streamline support and enhance coverage</p> <p>Research into business support available across the area/comparison between towns/rural and the rest of Somerset</p>	Sub-group/MD C/MACOC /FSB/Business Link	ongoing	April 08	<p>Increasing the number of SME's starting and developing in the area.</p> <p>Document to establish need from the business community which could add value.</p>	Under review	Streamlining is taking place at a DTI/BERR level and will be part of the new LAA negotiations. There is an ongoing consultation at the moment called The Business Support Simplification programme. Any local activity will have to fall out of the new national, regional and sub regional approach.
	Enhancing liaison between the business community and	MACOC/F SB/MDC			Joint development of programme of	Completed	Programme for 2007 agreed in principle

Objective	Action	Who	Start	Finish	Target /Output	Status	Reasons / Notes
	other local partnership bodies by extending the number of participating agencies to the Mendip Business Exchange programme				events. Joint business waste project. Enhanced partnership working and networking between businesses and local agencies		Business waste event programmed for 27 September 2007 in Street Performance under pressure event in collaboration with Wells cathedral School
Promoting Mendip as an attractive, sustainable location for Business	Continue to develop website project	MACOC/MDC	April 07		Launch website Mendip Business Life	Delayed	Website under construction
					Increase the number of SME's relocating in area	ongoing	
	Consider range of grant and or training schemes targeted on particular sectors of the local economy, based on strategy work outcomes and recognised need- including tourism and the more rural areas Environmental Creative Food and Drink Tourism High Tech	Sub-group/ Macoc/MD C/Mendip Business Exchange/ Business Link	April 07	ongoing	Increased levels of activity in target sectors	To be discussed with business leaders group	Need to identify appropriate funding and delivery capacity before this project can go ahead

MSP Five Priorities**Reviewed Action Plan and Progress Report September 2007****Details of progress on actions due to have commenced by end October 2007**

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

Strengthening the Voluntary and Community Sector - Action Plan							
Objective	Action	Who	Start	Finish	Target /Output	Status	Reasons/ Notes
Simplify the funding application process	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	Completed	
					Compact 2nd Draft	Completed	
					Launch Compact	Completed	
Strengthen support for voluntary groups	Compile comprehensive list of community groups	MCS, Somerset Gateway		Mar. 06	database containing a minimum of 250 contacts	Reached target, but still identifying more groups	
	Link community groups to MCS			Mar. 06	Increase membership of MCS to 200	On going activity	New database set up to aid in identification of V & C sector groups and record the quality standards adopted by the various member groups.

Strengthening the Voluntary and Community Sector - Action Plan

Objective	Action	Who	Start	Finish	Target /Output	Status	Reasons/ Notes
	Develop Somerset links via Change up programme	MCS, Sedgemoor Vo. Bureau, West Somerset Community Support, Vista		Mar. 06	Establish links	Initial task complete. <i>However still working to develop further links</i>	MCS represents Mendip's V & C sector on the Board of SVSN. Discussions have taken place with the new Somerset PCT to re-establish the links MCS had with Mendip PCT. (Not conclusive but the door has not been closed). <i>Participating in discussions with infra-structure organisations across the County to support the aims of Somerset C's Policy Commission and to ensure an equitable service is provided throughout the County.</i>
	Develop training programme	MCS, Adult Learning & Leisure		Mar. 06	On going	On going	<i>Training Sessions are being developed for the current year to meet the needs of the V & C Sector.</i>

Strengthening the Voluntary and Community Sector - Action Plan

Objective	Action	Who	Start	Finish	Target /Output	Status	Reasons/ Notes
Strengthen the Voluntary and Community Sector involvement in the Somerset Strategic Partnership (SSP)	Review and increase the number of Voluntary and Community sector representatives on SSP	MSP, SSP - voluntary sector representatives		2006/07		Completed	<i>MCS to represent voluntary sector in Mendip on the Board of SVSN.</i>
	SSP Voluntary and Community Sector representatives to meeting with Mendip's Voluntary Sector via network meetings	MSP, MCS, SSP - voluntary sector representatives		2006/07		On going	Ten forums are held on a monthly basis alternating between the five main centres of population. In addition a Mendip wide forum is held for the V & C Sector on an annual basis.
Market voluntary agencies and their strengths to statutory agencies and generally. - build up faith and trust	Undertake 'Value of the Voluntary Sector' survey	SCC - Community Initiatives		2005/06		On going	<i>Quality survey results have now been returned for about 50% of the membership and the results are being analysed to determine the value of the V & C Sector and identify any future support needed. Database to record results currently being set up.</i>

Strengthening the Voluntary and Community Sector - Action Plan

Objective	Action	Who	Start	Finish	Target /Output	Status	Reasons/ Notes
	Quantify the value of Mendip community and Voluntary sector	Social Services, PCT, Police, GOSW, LSC, CAB, SYVN, NCH, Age Concern		2005/06		On going	
	Produce newspaper for the community	MSP, MCS, MDC		Mar. 06 then twice a year	Regular feature	On going	<i>Second Newsletter published and circulated during June 2007. The Editorial Panel is made up from representatives of various V & C organisations and will be meeting during September to formulate the content of the next edition.</i>
	Monthly column in local papers	MDC, MCS, Mid Somerset Series		Jan 06 and ongoing	Regular feature	On going	Regular contact maintained with local press, resulting in a number of articles appearing in various local newspapers.
Attract specialist skills and expertise from the private sector	Establish links to Businesses and Business Link	MSP, MDC, local companies, Business Link		Dec 05 and ongoing		Lack of any significant progress	<i>Discussions taking place with the Chamber of Commerce.</i>

The Mendip Strategic Partnership

Agenda Item: 11

FROM: MSP Budget and Finance Sub Group Date: 18 September 2007

SUBJECT: **MSP Funding Programme 2007/08**

1. **2007/08 Second Homes monies**

1.1 Second Homes Council Tax Monies made available to the MSP for allocation in 2007/08 comprise:

- £100,400 second homes council tax monies, made up of £78,800 from Somerset County Council and £21,600 from Mendip District Council
- An underspend from 2005/06 of £451.26

This gave a total Second Homes monies 'pot' of £100,851.26 to be allocated in 2007/08.

1.2 At the last MSP Board meeting in May 2007, it was agreed that **£10,000** of this money be awarded to Mendip CAB to help continue the delivery of the Mendip Domestic Abuse Project. This left £90,851.26 remaining to allocate in 2007/08.

1.3 The Budget and Finance Sub Group (BFSG) had previously proposed that approximately half of this sum be made available for each of the five Priority Sub Groups to bid against.

1.4 The identified lead agencies for each of the five Priority Sub Groups were invited to submit proposals for funds that would help the development and delivery of the emerging Priority action plans.

2. **MSP'S OWN (NON-SECOND HOMES) MONIES**

2.1 £15,399 is available to the Partnership, the residue of initial contributions from Somerset County Council, Mendip District Council, Mendip Housing Limited and Mendip Primary Care Trust.

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

3. BUDGET AND FINANCE SUB GROUP RECOMMENDATIONS

3.1 The BFSG last met on 9 August 2007. The minutes of that meeting accompany this report as Appendix A.

Proposals Received

3.2 The main purpose of the meeting was to consider the proposals put forward by each Priority Sub Group.

3.4 In addition to the proposals submitted by the Priority leads, the BFSG received additional requests for funding.

3.5 The application forms for any or all of the proposals can be provided to Board members on request.

BFSG recommendations

3.6 The BFSG made recommendations for a level of funding for most of the projects, as detailed in Table A. However, there were a number of requests for funding received for projects relating to children and young people. The BFSG agreed that the Mendip Children and Young People's Area Planning Group was better placed to consider these applications and make recommendations to a maximum of £34,500.

3.7 Similarly, a number of proposals had been received in relation to the priority of Regenerating the Mendip Economy. The BFSG asked the Priority Lead to consider how a sum of £10,000 would best be allocated across these projects, which should be assessed in terms of their contribution to the adopted Economic Strategy.

3.8 At the time of writing these groups have not yet met. The intention is that their respective recommendations will be circulated to Board members electronically for comment.

3.9 If the MSP approves the allocations in Table A, all but £178.26 of the 2007/08 second homes monies will have been committed.

4. RECOMMENDATION

4.1 The Board is asked to:

- Agree to consider the recommendations from the Children and Young People' Area Planning Group and the Business Leaders Group, once these groups have met;
- approve the recommended allocation of Second Homes Council Tax monies for 2007/08 as shown in the final column of Table A .

Contact: Sara Skirton 01749 341340

skirtons@mendip.gov.uk

Table A

Ref	Application	Project	Amount sought	Min amount	BFSG rec
P1	Affordable Decent Housing for All	Mendip Multi-Agency Toolkit - ongoing Support	£5,298	£5,298	£5,298
O3	Investing in Children and Young People	Nesa Artworks	£15,000	£7,500	Mendip APG to consider how £34,500 be allocated across these projects (subject to criteria in BFSG minutes)
O4		Childsafe Partnership	£1,500	any	
O5		Somerset County Council Smartrisk Project	*£1,800	£1,800	
P2		Mendip Participation Project phase 3	£20,085	£15,000	
O6		YMCA Routes project	£16,000	£11,500	
P3	Regenerating Mendip Economy	West Mendip Opportunities - plus	£5,000	£3,773	Business Leaders Group to recommend how £10,000 be allocated across these projects (subject to criteria in BFSG minutes)
P4		New Business Club	£4,320	£4,320	
P5		Shepton Digital Arts Project 2009	£4,000	£3,000	
P6		Woodsbatch underpass	5,000	2,500	
P7		Artworks East Mendip Arts trail and festival	£10,000	£5,000	
P8	Strengthening the Voluntary and Community Sector	Volunteering in the Community	£11,050	£9,625	£9,625
P9	Tackling Climate Change Locally	Mendip Partnership for Energy Yr 3	£6,250	£6,250	£6,250
P10		Mendip Environment Community Interest Company (yr 2)	£15,000	£15,000	£15,000
O1	Avon and Somerst Police	Two Rural Frome Police Community Support Officers Posts	£13,250	Any	£5,000
O2	Frome MCTi	Vision for Frome	£10,000	£5,000	£5,000
		Totals	£143,553	£95,566	£90,673

* Smartrisk increased their bid from £1,625 to £1,800 after the BFSG meeting
 NB £10,000 allocation to Mendip CAB already approved by MSP Board on 22.5.07. If BFSG recommendations are approved, total allocations will be £100,673.

**Budget and Finance Sub Group
of the Mendip Strategic Partnership
Notes of the Meeting Held 9th August 2007
at Mendip District Council**

Present from MSP: Trevor Ashford, Ron Ballantine (Chair), Richard Dixon, Michael Hammond, Michelle Hawkes, Mark Holden, Roger Kershaw, Tony Shepherd

Present from MDC: Sarah Guscott, Allison Herbert, Peter McKenzie, Jo Milling, Pam Newsham, Sara Skirton, Jennie Wheeler

Apologies: Ian Bennett, Nikki Watson

1.	<p>Welcome and Introductions The Chair opened the meeting and apologies were noted.</p>	
2.	<p>Minutes from BFSG Meeting 9 May 2007 The minutes were approved as a true record of the meeting. There were no matters arising which would not be dealt with at the appropriate stage of the meeting.</p>	
3.	<p>MSP Funding 2005/06 to Date</p> <p>The Group discussed the report previously circulated by Sara and highlighted an actual underspend for 2005/06 of £3,189. This comprises an underspend of £2,965 and £224 relating to savings in the development and printing of the Economic Strategy. BFSG members may recall that the 2006/07 programme is over-committed by £2,737.74, a deficit which the MSP was going to meet from its own non-second homes resources. It was recommended and AGREED that the 2005/06 underspend be used to cover the 2006/07 over-commitment and carry forward the remaining £451.26 to 2007/08.</p> <p>The MSP had a total 'pot' of £105,796.50 to allocate to projects in 2006/07. The total amount was allocated to projects as outlined in the paper previously circulated. To date, £64,597.30 has been claimed, which leaves £41,199.20 to be claimed. All 2006/07 monies are to be spent by 31st March 2008 and Sara will keep the Group</p>	

	<p>updated throughout the remainder of the financial year. For the Group's interest, Sara had circulated a chart detailing the percentage expenditure allocated to each priority over the two financial years 2005/06 and 2006/07.</p> <p>The Chairman thanked Sara for clarity of the briefing document and the sub-group noted the report.</p>	
<p>4.</p>	<p>Funding Proposals Received for 2007/08</p> <p>The Group was asked to consider and make recommendations on bids from the five priorities:</p> <ul style="list-style-type: none"> • Affordable Decent Housing for All • Investing in Children and Young People • Regenerating the Mendip Economy • Strengthening the Voluntary and Community Sector • Tackling Climate Change Locally <p>The MSP had a total of £100,400 second homes Council Tax monies allocated to it for 2007/08. This is made up of £78,800 from Somerset County Council and £21,600 from Mendip District Council. Adding in the underspend from 2005/06 of £451.26 brings this sum to £100,851.26. At the last MSP Board meeting in May 2007, it was agreed that £10,000 of this money be awarded to Mendip CAB to help continue the delivery of the Mendip Domestic Abuse Project. This means that the MSP has £90,851.26 remaining to allocate in 2007/08.</p> <p>Sara had circulated a table detailing requests for funding submitted by representatives for each MSP Priority. The total maximum value of the bids is £86,003, the minimum value being £69,766. A number of additional funding bids have been received from MSP partner and other organisations. The total of these 'other' bids is £57,375.</p> <p>The Chair thanked his colleagues for the quality of their well-prepared bids which had been submitted and Sara for her clarity of presentation.</p> <p>In general, the Group felt that several of the 'other' bids received, namely from NESAs (Art/Works Young People Project), Somerset Childsafe Partnership and Somerset County Council's Smart Risk projects should be considered under the MSP's Investing in Children and Young People priority.</p>	

Similarly, the West Mendip Opportunities-Plus, New Business Club, Shepton Digital Arts Project, the Woodsbatch underpass and Artworks East Mendip Arts Trail would best be considered under the auspices of the Regenerating the Mendip Economy priority.

The Group moved to consider the bids put forward under the Investing in Children and Young People priority. Tony Shepherd declared his interest in the Mendip YMCA Routes project submission as he sits on the Board of the YMCA. Both Mark Holden and Michael Hammond spoke in support of and clarified issues surrounding Phase 3 of the Mendip Participation Project.

In addition to this bid, submitted by the Area Planning Group, a number of other bids had been received for projects that would potentially benefit children and young people. After discussion, it was agreed that the Area Planning Group was best placed to recommend how funds should be allocated between all of these bids.

Therefore, the Mendip Area Planning Group is to be asked to consider the following bids and make recommendations for how **£34,500** should best be distributed between them:

Requested
Minimum

P2
Investing in Children and Young People
Mendip Participation Project Phase 3
£20,085
£15,000

O3
NESA
Art/Works Young People Project
£15,000
£7,500

O4
Somerset Childsafe Partnership
Childsafe

£1,500

Any

O5

Somerset County Council

Smart Risk

£1,625

Not specified

O6

Mendip YMCA

Routes Project

£16,000

£11,500

In doing so, the Area Planning Group should note that:

- The MSP Budget and Finance Sub Group strongly recommends that Phase 3 of the Participation project and the YMCA routes project be awarded at least the minimum requested;
- Apart from the above, the Area Planning Group may decide not to recommend funding to one or more of the projects;
- The money is to be ringfenced for those projects listed above, ie: no new projects are to be considered.

The Group then considered bids received under the Regenerating the Mendip Economy priority. Allison Herbert answered questions on and clarified several of the bids. After discussion it was agreed that the Mendip Business Leaders' Group was best placed to recommend how funds should be allocated between all of these bids. Therefore, the Mendip Business Leaders' Group is to be asked to consider the following bids and make recommendations for how **£10,000** should best be distributed between them:-

Requested
Minimum

P3
Regenerating the Mendip Economy
West Mendip Opportunities Plus
£5,000
£3,773

P4
New Business Club
£4,320
£4,320

P5
Shepton Digital Arts Project 2009
£4,000
£3,000

P6
Woodsbatch Underpass
£5,000
£2,500

P7
Artworks East Mendip Arts trail and festival
£10,000
£5,000

In so doing, the Mendip Business Leaders' Group should note that:-

- The MSP Budget and Finance Sub Group strongly recommends that the West Mendip Opportunities Plus project be awarded at least the minimum amount requested;
- The MSP Budget and Finance Sub Group is also particularly anxious that funding be allocated to those projects which in the opinion of the Mendip Business Leaders' Group could assist in delivering the outcomes contained in the newly-published Mendip Economic Strategy;

- The money is to be ringfenced for those projects listed above ie: no new projects are to be considered.

The Group then considered two bids received under the Tackling Climate Change Locally priority. Jo Milling and Richard Dixon provided further background on these bids.

After discussion, it was recommended that **£6,250** of match funding be allocated to enable the Mendip Partnership for Energy to continue into Year 3 of its planned programme.

It was also agreed to recommend allocation of a sum of **£15,000** to the Mendip Environment Community Interest Company. This amount comprises £14,000 to employ a part-time project worker and £1,000 towards promotional work, and raising awareness of environmental issues including climate change.

The Affordable Decent Housing for All priority is seeking £5,298 to provide ongoing support for the Mendip Multi-Agency Toolkit. Michelle Hawkes explained that the Toolkit will be launched in September. Representatives from the voluntary and community sector as well as the statutory sector will be invited to that event in order to raise levels of understanding. The principal output of the project is a complete, fully validated database of multi-agency projects and activities within Mendip, that is fully searchable by anyone involved in community activities within Mendip.

It was agreed to recommend allocation of **£5,298** for the support and maintenance necessary in order to keep the database running smoothly.

The Strengthening the Voluntary and Community Sector priority sought funding for a volunteering in the community project. This project proposes the development of a volunteer bureau facility to meet the needs of the voluntary and community sector within Mendip and to make progress towards achieving the joint objectives contained in the Policy Commission Document and the Somerset Local Area Agreement.

It was agreed to recommend allocation of the minimum amount of **£9,625** sought for this project.

	<p>The Group then considered bids from partner and other organisations.</p> <p>Inspector Trevor Ashford clarified Avon & Somerset Constabulary's bid for funding two rural Frome Police Community Support Officers' posts. The Group felt it was important that the MSP continued to provide funding in line with its long-term aim of "feeling safe" and it was agreed to recommend that a sum of £5,000 be awarded.</p> <p>Discussion took place on Frome MCTi's project "Vision for Frome" and its bid for £10,000. The Group will recall Katy Duke's presentation on the project at the MSP's last Board meeting in May. It was agreed to recommend allocation of the minimum funding sought of £5,000.</p> <p>Thus, total funding of £100,673 had been allocated of the amount available of £100,850, leaving just £178.26 remaining. It was agreed that these recommendations be put before the MSP Board at its next meeting on 18th September for consideration and ratification if appropriate.</p> <p>Richard Dixon asked that the Group give consideration to developing the eleven themes and long term aims in the Community Strategy, particularly those that had less obvious links to the current five priorities, such as "food" and "staying well".</p>	
<p>5.</p>	<p>Any Other Business</p> <p>There being no further business, the meeting was closed at 12.05pm.</p>	



**Somerset's
Voluntary and Community Sector
and
Public Sector**

**Working together as equal partners for the
people of Somerset**

September 2007

This document is also available in Braille, large print, tape and disc. We can provide other translations on request.

يتوفر هذا المستند أيضاً بطريقة برايل، بالطباعة الكبيرة، على شرائط أو على أقراص كما يمكن ترجمته إلى اللغة العربية.

এই দলিলটি ব্রেইলে, মোটা হরফে, টেইপ-ক্যাসেটে এবং ডিস্কে পাওয়া যায় এবং *esji* (Bengali) ভাষায়ও এটি অনুবাদ করে দেয়া যাবে।

這份資料另有盲文版、大字體版、錄音磁帶或光碟，並且可以翻譯成繁體中文。

വലിയ പ്രിന്റിൽ ബ്രെയ്ലിലും ഈ ഡോക്യുമെന്റ് ലഭ്യമാണ്. അതുപോലെ തന്നെ അത് ടേപ്പിലും ഡിസ്കിലും നിങ്ങൾക്കു ലഭിക്കും. ആവശ്യപ്പെടുന്ന പ്രകാരം മറ്റു ഭാഷാ വിവർത്തനങ്ങളും ഞങ്ങൾ നൽകുന്നതാണ്.

Estes documentos também se encontram disponíveis em Braille, letras grandes, fita ou disco e podem ser traduzidos para Português.

Ten dokument jest także dostępny w wersji Braille'a, pisany dużym drukiem, na kasecie lub dysku kompaktowym i może być przetłumaczony na język polski.

Estos documentos también se consiguen en braille, letra grande, cinta o disco, y se pueden traducir al español.

Ang dokumentong ito ay may bersiyong naka-Braille, malalaki ang mga letra, naka tape o disk. Maaari kaming magbigay ng ibang pagsasalin kung kailangan.

Bu döküman körlerin alfabesinde, büyük yazılarla, teypte ve disklerde de mevcuttur. Ayrıca **Türkçe**'ye de tercüme edilebilir.

Introduction

The aim of this Compact is to improve the relationship between the voluntary and community sector and public bodies. It is an agreement to move away from a relationship based on grant-giving and grant-taking, towards one of mutual understanding and respect. It will provide a foundation for working together and provide the basic ground rules for negotiations.

Compacts are being developed and agreed throughout the country. The Local Government Act 2000 places a duty on Local Authorities to prepare community strategies for promoting or improving the economic, social and environmental well being of their areas and contributing to the achievement of sustainable development in the UK. This process of community planning will result in changes in the way public organisations fund voluntary and community organisations: decisions will be strategic in nature and based on the priorities identified in the community strategies. It will lead to a shift in the way the Voluntary and Community Sector (VCS) is recognised for its value as a full partner in delivering a better quality of life in Somerset, and help grow its potential to do even more.

The role of the voluntary and community sector in delivering services will be enhanced by the Somerset Local Area Agreement, which sets a priority for increasing the proportion of public services delivered by the voluntary and community sector, and to increase volunteering in the county. The Somerset Compact supports this activity by strengthening the relationships between the sectors concerned. It is therefore vital that the VCS and public sector organisations take this opportunity to be involved fully with the processes and make them work for the benefit of the people of Somerset.

Somerset's Compact was written after a series of meetings of representatives from a wide range of organisations and in which everyone involved participated actively.

Our Vision

In Somerset, the voluntary and community sector and public bodies will act as equal partners. They will recognise each other's strengths and work together for the benefit of the people of Somerset.

How does the Compact help us?

Having a written agreement which is reviewed annually gives us a tool to use whenever we need to set ground rules for any new partnership, for discussing and solving differences in partnerships and for improving relations throughout the partnership. It can be used as a checklist to test different areas of the partnership for example a funding relationship. Voluntary groups can use the Compact to negotiate and improve their relations with public sector organisations.

This is just the beginning of what will be a new way of working together. By accepting the principles of the Compact and working with them in mind, practical methods and systems aimed at reducing burdens and improving effectiveness and efficiency will be agreed.

The Somerset Compact

This document is about the responsibilities that the public sector and the voluntary and community sector have to follow so that we can achieve this vision. We undertake to work together for the benefit of all the people in Somerset and we will follow these principles:

Guiding principles for working together

1. Ownership by all parties

We have a joint commitment to making the Somerset Compact work and will tell people about the Compact and its contents and work in the way that is described in the Compact in all our dealings.

2. Communication and consultation

We will keep in touch and tell each other what is happening early enough to make a difference.

3. Mutual respect and trust

We will value each other's contributions, trust each other, act with integrity and respect, value our independence and recognise we cannot act in isolation.

4. Mutual understanding

We will learn about and be considerate of each other's aims, purpose, responsibilities, strengths and limitations.

5. Openness

We will be honest and straightforward with each other.

6. There is value in things other than money

We will recognise that financial contributions do not outweigh other contributions (like volunteering and support).

7. Accountability for the Compact

We will take responsibility for making the Compact work, check how well it is working and solve any problems.

8. Equality of opportunity

We will make sure everyone can be involved as much as they wish.

9. Collaboration and compromise

We will work together and be prepared to give and take.

10. Independence and interdependence

We will value our differences whilst recognising we cannot act in isolation.

The codes of good practice

The areas of work where the Compact will have particular effect are as follows:

1. Funding
2. Equality and Diversity
3. Communication
4. Volunteering
5. Consultation

The following are the codes of practice. They explain the way we will work together and the rules we will follow.

1. Funding code of practice

Any relationship based on one partner giving and the other taking money can suffer if the giver is seen as more powerful and important because of that. The aim of the Funding Code of Practice is to improve the funding relationship between public sector and voluntary and community sector organisations and make it easier to understand.

Undertakings

All partners:
<ol style="list-style-type: none">1. Try to attract as much funding as possible into Somerset.2. Improve the way we work to achieve good value for money.3. Share information on good practice, funding expertise and information so that we make better use of other funding opportunities such as the Big Lottery, government and charitable trusts.4. Understand and follow the agreed local priorities set by Local Strategic Partnerships.5. To form strategic partnerships to work together to gain government support for important issues, with some funding specifically protected for voluntary and community groups.
All funding organisations (which may be statutory or voluntary):
<ol style="list-style-type: none">1. Commit to full cost recovery, which means a commitment to funding on the basis of the full costs of a project or service and includes overhead costs like administration, management and premises.2. Have clear, open and fair assessment procedures when administering funding to make sure funds are given out fairly with timetables that can be achieved.3. Tell applicants about decisions as soon as possible and in line with published timetables.4. Make information available in a wide range of formats, including electronic.5. Develop application forms and guidance notes which are in plain language and user-friendly.6. Provide information about terms and conditions, agreed targets, monitoring and evaluation arrangements and arrangements for payments.

All funding organisations (which may be statutory or voluntary):

7. Provide feedback to unsuccessful applicants on request.
8. Look for opportunities to offer direct grant aid or costed non-financial support, such as providing premises [accommodation], expertise, relief from Business Rates and IT support and make sure there is fair access to it.
9. Give consideration to the different needs of small voluntary and community organisations, black and minority ethnic groups, disability groups, groups that support people with disabilities, groups recognised as hard to reach, and other groups identified in local plans.
10. Make reporting conditions fit the size of the grant (there are less reporting conditions when the grant is smaller). Only impose extra conditions when they are required by law or risk assessment, or would be best practice.
11. Make payments in advance or in agreed instalments. All payment should be made promptly as delays can seriously damage all but the largest organisations.
12. Pay set-up costs for a project before the project start date but agree how much money will be returned if the project does not go ahead.
13. Make a single payment for small grants for a specific purpose.
14. Make administrative procedures that authorise the release of funds straightforward, particularly when grants are paid in instalments.
15. Make practical arrangements for dealing with underspends and allow as much flexibility as possible.
16. Take care to avoid any funding conditions, which would prevent trustees from complying with the objects of their charity or threaten their charitable status.

The Public Sector:	The Voluntary and Community Sector:
<ol style="list-style-type: none"> 1. Establish and use effective procedures that result in sound funding decisions, which ensure good value for public money. 	<ol style="list-style-type: none"> 1. Bring together funding from various sources, including public bodies and authorities, charities and self-generated/earned income.

The Public Sector:	The Voluntary and Community Sector:
2. Use reliable financial procedures that can be checked for accuracy when dealing with public money	2. Understand and accept that public authorities have limited amounts of money available to support voluntary and community sector activity.
3. Respect the voluntary and community sector's independence.	3. Develop and use clear, widely used and suitable accountancy systems for the management of any funds granted.
4. Establish and use effective procedures that result in sound funding decisions, which ensure good value for public money.	4. Bring together funding from various sources, including public bodies and authorities, charities and self-generated/earned income.
5. Recognise that the voluntary and community sector can provide professional, specialist services.	5. Use clear and effective employment policies, management arrangements and procedures.
6. Develop a balanced mix of funding of central activities, providing the basis for attracting investment from other funders and encouraging new enterprise and initiatives in response to changing needs and priorities.	6. Establish systems appropriate to the size of the organisation for following work programmes, checking and evaluating work, writing business and development plans, and developing clear financial strategies.
7. Work to help establish a healthy long-term future by investing in funding for more than one year at a time wherever possible.	7. Make use of local opportunities to get information, training and business planning support.
8. Offer a consultation period of a minimum of three months before making any reductions in funding under normal circumstances unless different arrangements have been agreed in a contract.	8. Develop accurate budgets, which follow the principles of full cost recovery when bidding for contracts.

The Public Sector:	The Voluntary and Community Sector:
9. Accept the principle of “full cost recovery” (as applied to costs incurred for the benefit of the county of Somerset), to address the problem of under-funding of “core costs”, that is the cost of appropriate management, accommodation, administration and core resources within the voluntary and community sector.	9. Develop joint funding bids with partners where these help achieve value for money, bring benefits from sharing expertise and resources and make projects more successful.
10. Work towards developing one reporting process if a voluntary or community sector organisation is funded by more than one organisation.	10. Try to work together and share the costs that are part of the basic structure of services, work as efficiently as possible, and give value for money.
11. Make sure the voluntary and community sector has opportunities to deliver services by making application procedures for obtaining or granting these services simpler and more transparent.	11. Recognise that the public body usually needs to contract with a single provider and therefore to identify one lead organisation in any partnership bid.
12. Recognise the need for investment in the basic structure of services that helps to support and strengthen the voluntary and community sector.	12. Acknowledge support from public bodies in annual reports and in publicity.
13. Develop the role of general and more specialist organisations that support and strengthen the voluntary and community sector organisations by helping them to look for funding.	

2. Equality and diversity code of practice

Somerset has a rich diversity of people – people from different races, colours, nationalities, ethnicities, abilities, ages, faiths, genders and sexualities, people living in rural areas and people affected by poverty - all of whom have a right to be treated fairly, without prejudice, and be provided with equal access to opportunity.

A commitment to putting the principles of equality of opportunity into practice is a central part of a fair and democratic society and is vital to the success of the Somerset Compact.

There are many situations in which equality and diversity plays a role. The Equality and Diversity Code of Practice will help to make sure that all the different communities of Somerset can participate on an equal footing.

The intention of all signatories must be to recognise and value the diversity that exists in society generally and particularly in Somerset. They must encourage the inclusion of groups and individuals that have in the past been under-represented or excluded.

Undertakings

All partners:
<ol style="list-style-type: none">1. Recognise the importance of equality, diversity and human rights to a prosperous and united society.2. Develop effective ways of working so all groups can get involved.3. Support groups that experience disadvantage.4. Celebrate people's differences in our communities.5. Develop or maintain an Equality and Diversity Policy or statement appropriate to the size and activities of their organisation, and review it every year.6. Check how the Equality and Diversity Policies are put in practice by gathering accurate, reliable and relevant information about how services are used.7. Assess the impact of all their policies, plans and procedures to make sure no group which would normally expect to be involved because of the aims and activities of the organisation, is disadvantaged directly or indirectly.8. Include an equality and diversity statement in all newly developed policies.

All partners:

9. Try to communicate with all sections of the community, in the way that is right for that particular section of the community, avoiding jargon and acronyms at all times.
10. Take account of cultural, rural and religious issues when organising meetings or consultations.
11. Take action to make sure groups that feel disadvantaged know about and can use services.
12. Make sure that trustees, employees and volunteers have training about how to put equality and diversity principles into practice.
13. Involve service users in managing and developing the organisation, providing the support they need to do this.
14. Act in line with the law and require partners, funders and providers to do so.
15. Use fair employment practices at every stage, including recruitment, selection, induction, training and development, supervision and appraisal.
16. Check these employment practices are working properly.

3. Communication code of practice

Good communication is at the heart of the Compact. It builds bridges between people and organisations so that they understand each other's roles and aims more clearly. It is a two-way process that involves listening just as much as talking, receiving as well as giving. It takes time and energy to do it properly, but it is worthwhile if it stops problems turning into crises, and reduces misunderstandings, disagreements and disputes.

Undertakings

All partners:
<ol style="list-style-type: none">1. Share news about changes or developments as soon as possible.2. Share best practice, new ideas and experience.3. Listen to each other.4. Keep communication concise, easy to understand and relevant.5. Make sure that communication uses all appropriate methods so that the message reaches the widest audience.6. Communicate any concerns or misgivings directly between the partners concerned and not through someone else.
The Public Sector:
<ol style="list-style-type: none">7. Explain to the voluntary and community sector how Local Authority processes work, how they can become involved and how they benefit the VCS, eg Local Strategic Partnerships, Local Area Agreements, CPA etc

4. Volunteering code of practice

Volunteering makes an important contribution to community life in Somerset. Volunteers deliver a wide range of services. Many services we rely on, including those within the public sector would be seriously affected without the contribution of volunteers. Volunteers deserve to be celebrated, supported and treated with respect. Without them, the voluntary and community sector could do little. Volunteering helps to build communities and is therefore vital for the successful delivery of community strategies.

Volunteering and best practice in volunteering should be actively promoted.

Undertakings

All partners:	
<ol style="list-style-type: none"> 1. Recognise volunteers have the opportunity to choose. 2. Welcome diversity among the volunteer force and work together to remove barriers to participation, particularly for people who have been socially excluded. 3. Promote opportunities that will give volunteers useful work skills, personal development, experience and contacts, social opportunities and fun, a sense of achievement and inclusion in the organisation and the wider community. 4. Recognise the value of volunteers and the investment needed. 5. Improve the network of volunteering organisations (like volunteer centres) by investing public funds. This encourages the development of partnership initiatives. 6. Take a consistent approach when repaying expenses. 7. Recognise that voluntary and community groups are independent organisations governed by trustees or management committee members who exercise their discretion. 	
The Public Sector:	The Voluntary and Community Sector:
<ol style="list-style-type: none"> 1. Assess all policies and procedures to look at the effect they have on voluntary activity. 	<ol style="list-style-type: none"> 1. Recognise the importance of effective management of volunteers. Staff who recruit, induct and manage volunteers must have this work recognised as part of their role and receive the right training and support.

The Public Sector:	The Voluntary and Community Sector:
2. Find out about and deal with the barriers to volunteering caused by existing policies and practices.	2. Help potential volunteers to find volunteering opportunities that fit their needs, interests and abilities.
3. Raise awareness in staff training to the contribution volunteers and the voluntary and community sector make to achieving objectives. Examples of this are in the areas of active citizenship, social inclusion, lifelong learning, work/life balance, social care and well-being, action against poverty and other social policy objectives.	3. Provide induction and training for their volunteers and make sure that sufficient resources are budgeted and bid for, to support volunteers, including management and/or peer support.
4. Adopt policies, which make sure that organisations that support the VCS are supported properly and can rely on long-term funding that can be continued.	4. Recognise that volunteers have as much right to personal and professional development as paid staff.
5. Take on the same responsibility for volunteers as the voluntary and community sector, when they recruit volunteers directly.	5. Encourage and enable volunteers to gain accreditation for the skills and knowledge gained through volunteering.
	6. Repay volunteers' expenses.
	7. Give volunteers the same protection as paid staff under health and safety policies and procedures and public liability insurance policies.
	8. Recognise the importance of trustees as a specific group of volunteers and make sure that they receive the right training and support.

The Public Sector:	The Voluntary and Community Sector:
	9. Develop systems, which record the work of volunteer to make sure that references can be provided to potential employers and to other voluntary placements.
	10. Make it clear which roles and responsibilities are volunteers' and which are those of paid staff.
	11. Make sure that volunteers understand and follow the same policies and procedures as paid staff about confidentiality, data protection, conflict of interest, health and safety, conduct and capability.
	12. Never expect or ask a volunteer to do anything which conflicts with his or her principles or beliefs.
	13. Provide opportunities for volunteers to be involved in the management and development plans of the organisation.

5. Consultation code of practice

Consultation is important because it enables people who are affected by policies to contribute to the policy-making process. This can lead to stronger and more realistic policies, which are closer to people's needs and wishes. Consultation with service users gives important feedback, which helps improve, plan and deliver services more accurately and efficiently. Sensitive and effective consultation at the right time, like good communication, can help build relationships and partnerships and can help us to understand each other.

Undertakings

The Public Sector:	The Voluntary and Community Sector:
1. Make sure consultation is part of the regular planning cycle and be clear about the purpose of consultations.	1. Use support organisations (like SVSN, CVS) to encourage voluntary and community sector organisations to: <ul style="list-style-type: none"> - Respond to public sector consultations - Work together with support organisations and local networks to have a more coordinated response
2. Consult the voluntary and community sector about things that are likely to affect them at an early stage of planning or policy development.	2. Consult with their users, supporters, volunteers and members directly, or if this is not practical, to say that they are responding only on the basis of their knowledge and experience of working with the people concerned.
3. Give people who are consulted enough time to respond. A standard period of 12 weeks and a minimum of 8 weeks in normal circumstances (less time may be required in exceptional circumstances, or where the law requires a shorter period, but these situations should be kept to an absolute minimum).	3. Take account positively of the needs, interests and contributions of women, minority groups and people who are socially excluded.

The Public Sector:	The Voluntary and Community Sector:
4. Keep a central consultation database or calendar, so that organisations can register their interest and support for consultations. The calendar should show actual or anticipated start and closing dates and contact points for more information.	4. Make sure that the information they present is accurate and that any research has been conducted in an objective and unbiased way.
5. Ask for suggestions about the best ways to carry out the consultation.	5. Safeguard the confidentiality of any information gathered for the consultation when necessary.
6. Be clear about what can and cannot be changed as a result of the consultation.	6. Tell people the outcome of consultation.
7. Be sensitive to what is involved for the voluntary and community sector if they are asked to send out consultation documents.	7. Act in accordance with their own regulations about representational and campaigning work.
8. Use consultation methods that make sure people most likely to be affected can give their views.	8. Promote good practice by issuing guidance on effective representation for the voluntary and community sector, and include consultation performance in quality systems and self-evaluation reports.
9. Undertake consultations in partnership with the voluntary and community sector as much as possible.	
10. Prepare consultation documents that are concise, clearly laid out and written in plain language.	
11. Use a variety of consultation methods, for example make consultation materials available in accessible formats like Braille, large print or audio, where necessary.	

The Public Sector:	The Voluntary and Community Sector:
12. Safeguard the confidentiality of any information gathered for the consultation when necessary.	
13. Tell people the outcome of consultation.	

Taking the Compact forward

The original Compact was launched in April 2006. The Compact document was updated and amended in the summer of 2007, after the first review of the Compact. We intend to re-launch this document in November 2007.

A first review how the Compact is working took place in April 2007. Partners are committed to implement the Compact and will review the working of the Compact each April. The review meetings are the key to finding out how we make the commitments in the Compact a reality.

The Stronger and Healthier Communities Group of the Somerset Strategic Partnership agreed a first Compact Implementation Action Plan in May 2007. In this Action Plan several actions were agreed on how to start working together on making the commitments in the Compact come true. The Stronger and Healthier Communities Group has the responsibility for overseeing the Compact. The Compact Working Group is responsible for overseeing the delivery of the Compact Implementation Action Plan and reports to the Stronger and Healthier Communities Group about this.

Resolving disputes

We will draft a procedure for resolving disputes in the year 2007/08.

Explanation of terms

Local Strategic Partnership (LSP)

A voluntary partnership of organisations working in a local area, which matches local authority boundaries and aims to bring together at a local level, the different parts of the public, private, community and voluntary sectors. LSPs were set up to work in partnership to improve the quality of life in a local area, as it was recognised that problems can be solved more effectively by partners working together, instead of working in isolation on only a part of the problem. Local partners working through an LSP will be expected to take many of the major decisions about priorities for their local area.

Local Area Agreement (LAAs)

The Local Area Agreement is an agreement between Central Government and the County Council and its partners. The Local Area Agreement focuses on a range of agreed outcomes that are shared by all the delivery partners locally and which they all agree to work towards achieving. The Local Area Agreement will simplify the way extra funding from central government goes into an area, help to join up public services more effectively and allow greater flexibility for local solutions for particular local circumstances. Central Government will continue to set high level strategic priorities and targets. However, they will allow local authorities and their partners to decide together what local priorities are, while still contributing to the achievement of national targets. The Somerset Local Area Agreement was launched in March 2006, and covers a three-year period.

ChangeUp

The Treasury's 2002 review of the Role of the Voluntary and Community Sector in Service Delivery recognised that the sector and Government have a mutual interest in building the capacity of voluntary and community organisations. In response, the Home Office published ChangeUp, the cross-Government framework about how to build up capacity and support in the voluntary and community sector. In Somerset, ChangeUp has made it possible for a new organisation supporting and strengthening the voluntary and community sector to be set up. This is Somerset Voluntary Sector Network (SVSN) which has in turn established the voluntary sector's first specialist training agency in the county – ViSTA.

Best practice

The most efficient (least amount of effort) and effective (best results) way of accomplishing a task, based on repeatable procedures that have proven themselves over time for large numbers of people

Volunteering infrastructure bodies

These are organisations that support and strengthen the voluntary and community sector. In Somerset infrastructure organisations are for instance the Councils for Voluntary Service (including Mendip Community Support), Somerset Voluntary Sector Network and the Community Council for Somerset.

Sustainable funding

This is funding, found from a variety of sources, that helps organisations to become financially stable.

Outcomes

Final results of an effort that was undertaken (what happened).

The Compact Working Group:	
<p>David Smith Community Council for Somerset Victoria House Victoria Street Taunton TA1 3JZ 01823 331222 david@somersetccc.org.uk</p>	<p>Carolynne Beadman Somerset Voluntary Sector Network 21 Canon Street Taunton TA1 1SW info@svsn.org.uk 01823 338782</p>
<p>Ian Wallace Young Somerset The Old School Westonzoyland Bridgwater TA7 0LN young.somerset@ukonline.co.uk</p>	<p>Penny Guppy Somerset PCT Wynford House Lufton Way Lufton Yeovil BA22 8HR penny.guppy@somersetpct.nhs.uk 01935 384021</p>
<p>Liz Dennis Learning and Skills Council East Reach House East Reach Taunton Somerset TA1 3EN 01823 226021 Liz.Dennis@lsc.gov.uk</p>	<p>Alice Knight South Somerset District Council 01963 435061 Alice.Knight@southsomerset.gov.uk</p>
<p>Dawn Hill Sedgemoor District Council dawn.hill@sedgemoor.gov.uk</p>	<p>Tineke Tammes Community Development Somerset County Council County Hall Taunton TA1 4DY 01823 358114 ttammes@somerset.gov.uk</p>
<p>Copies of the Compact Implementation Action Plan 2007/2008 can be found on the Somerset County Council website: www.somerset.gov.uk/communityliving/compact For more information about the Compact please contact Tineke Tammes, Community Development Officer.</p>	

The Somerset Compact Steering Group

This document was compiled by representatives of:

Age Concern Somerset

Barnardo's

Community Council for Somerset

Connexions

Councils for Voluntary Service in Somerset

Dorset and Somerset Strategic Health Authority

Equality South West

Forum for Equality and Diversity in Somerset (FEDS)

Government Office for the South West

Learning and Skills Council

Mendip District Council

Sedgemoor District Council

Sedgemoor in Somerset Partnership

Somerset Access and Inclusion Network (SAIN)

Somerset Association of Local Councils (SALC)

Somerset Community Foundation

Somerset County Council

Somerset IMPACT

Somerset NHS Trusts

Somerset Primary Care Trusts

Somerset Racial Equality Council

Somerset Strategic Partnership

Somerset Voluntary Sector Network (SVSN)

Somerset Youth Partnership

South Somerset District Council

Taunton Deane Borough Council

Taunton Deane Local Strategic Partnership

West Country Ambulance Service

West Somerset District Council

West Somerset Strategic Partnership

West Somerset Voluntary Sector Forum

Young Somerset