

West Devon Overview & Scrutiny (External) Committee



West Devon
Borough
Council

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|--|--|-----------|--------------|--------------|--------------|-----------|---------------|------------|------------|-------------|--|
| Title: | Agenda | | | | | | | | | | |
| Date: | Tuesday, 2nd August, 2016 | | | | | | | | | | |
| Time: | 2.00 pm | | | | | | | | | | |
| Venue: | Chamber - Kilworthy Park | | | | | | | | | | |
| Full Members: | <p style="text-align: center;">Chairman Cllr Sellis Vice Chairman Cllr Cloke</p> <p><i>Members:</i></p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>Cllr Ball</td> <td>Cllr Roberts</td> </tr> <tr> <td>Cllr Cheadle</td> <td>Cllr Sheldon</td> </tr> <tr> <td>Cllr Jory</td> <td>Cllr Stephens</td> </tr> <tr> <td>Cllr Leech</td> <td>Cllr Watts</td> </tr> <tr> <td>Cllr Pearce</td> <td></td> </tr> </table> | Cllr Ball | Cllr Roberts | Cllr Cheadle | Cllr Sheldon | Cllr Jory | Cllr Stephens | Cllr Leech | Cllr Watts | Cllr Pearce | |
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| Cllr Leech | Cllr Watts | | | | | | | | | | |
| Cllr Pearce | | | | | | | | | | | |
| Interests – Declaration and Restriction on Participation: | Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest. | | | | | | | | | | |
| Committee administrator: | Member.Services@swdevon.gov.uk | | | | | | | | | | |

1. Apologies for absence

2. Confirmation of Minutes

1 - 4

Meeting held on 14 June 2016

3. Declarations of Interest

Members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have in any items to be considered at this meeting.

If Councillors have any questions relating to predetermination, bias or interests in items on this Agenda, then please contact the Monitoring Officer in advance of the meeting.

4. Items Requiring Urgent Attention

To consider those items which, in the opinion of the Chairman, should be considered by the Meeting as matters of urgency.

5. Public Forum

5 - 6

A period of up to 15 minutes is available to deal with issues raised by the public

6. Hub Committee Forward Plan

7 - 10

If any Member seeks further clarity, or wishes to raise issues regarding any future Hub Committee agenda item, please contact Member Services before **5.00 pm on Thursday, 28 July 2016** to ensure that the lead officer(s) are aware of this request in advance of the meeting.

7. NHS England Representative to attend (Rachael Crawley)

8. Joint Local Plan Update

Verbal Report of Place and Strategy Lead Specialist and lead Hub Committee Members

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| 9. Task and Finish Group Updates | |
| (a) Partnership Review | 11 - 74 |
| 10. Committee Decisions Log | 75 - 78 |
| 11. Annual Work Programme 2016/17 | 79 - 80 |

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Agenda Item 2

At a Meeting of the **OVERVIEW & SCRUTINY (EXTERNAL) COMMITTEE** held at the Council Chamber, Council Offices, Kilworthy Park, Drake Road, **TAVISTOCK** on **TUESDAY** the **14th** day of **JUNE 2016** at **2.00 pm**.

Present:

Cllr D K A Sellis – Chairman
Cllr D W Cloke – Vice-Chairman
Cllr R Cheadle Cllr N Jory
Cllr A F Leech Cllr T G Pearce
Cllr A Roberts Cllr J Sheldon
Cllr B Stephens Cllr L Watts

Head of Paid Service
Assets COP Lead
Senior Specialist – Democratic Services

Also in Attendance:

Cllrs R E Baldwin, M J R Benson, D E Moyse,
C R Musgrave, G Parker, P R Sanders and J
Yelland

***O&S(E) 1 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr K Ball.

***O&S(E) 2 CONFIRMATION OF MINUTES**

The minutes of the Meeting held on 15 March 2016 were confirmed and signed by the Chairman as a correct record.

At the discretion of the Chairman, a Member was permitted to express his disappointment that there had still been no retraction in the local press in respect of the misleading article that had wrongly stated that a Council meeting had been held with Mel Stride MP (Minute *O&S(E) 36 refers). In response, it was agreed that this matter would be taken up with the Council's Communications Team.

***O&S(E) 3 DECLARATIONS OF INTEREST**

Members and officers were asked to declare any interests in the items of business to be considered during the course of this meeting, but there were none made.

***O&S(E) 4 PUBLIC FORUM**

The Chairman informed that there had been no issues raised for this meeting in accordance with the Public Forum.

***O&S(E) 5 HUB COMMITTEE FORWARD PLAN**

The most recent (published 9 June 2016) Hub Committee Forward Plan was presented for consideration and was duly noted without any issues being raised.

***O&S(E) 6 JOINT LOCAL PLAN UPDATE**

(Resolved that under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting on the grounds that exempt information is likely to be disclosed as defined in Paragraph 3 of Schedule 12(A) to the Act).

The lead Hub Committee Member for the Local Plan provided an update to the Committee and, in so doing, made particular reference to:-

- Cllr Baldwin and him being the two Council representatives on the Plymouth and South West Devon Joint Local Plan Steering Group;
- the Plan being worked upon by a combination of officers across Plymouth City Council, South Hams District Council and West Devon Borough Council;
- the requirement for each partner authority to work together to ascertain actual housing need in the area. To supplement this requirement, a consultant had been appointed to undertake a Housing Market Need Assessment on behalf of the authorities. The Member confirmed that the draft Assessment had now been received and was being checked by officers to ensure that they were content with the facts and assumptions included;
- the focus of future development in West Devon and South Hams being on market towns and the local centres;
- Neighbourhood Plans. Members were advised that one of the principles of the Joint Local Plan was that decisions should be taken locally and that Neighbourhood Plans would be a vital instrument in this regard;
- a public consultation exercise that would commence on 1 July 2017;
- the current focus being on the site allocation and housing need policies. In the upcoming summer months, it was noted that other policies (including an Economy policy) would be developed. In reply to a question, the Member confirmed that it was hoped that the Plan would ultimately be adopted by June/July 2017;
- the main risks. The Committee was advised that the main identified risks at this stage were further changes being made to national policy and the responses received during the aforementioned public consultation exercise.

In the ensuing discussion, particular reference was made to:-

- (a) the involvement of the Dartmoor National Park. Whilst dialogue and co-operation was taking place with the National Park, it was confirmed that the organisation was not a member of the Local Plan Steering Group, mainly in light of its area of responsibility straddling two different housing market needs areas. Whilst some concerns were expressed at this lack of representation, assurances were given to the Committee that working relations with the National Park were very positive;
- (b) housing allocations. It was confirmed that the outcome of the Housing Needs Assessment would be that the Council would have a target number of houses that it would need to deliver across the West Devon borough;

- (c) the continued monitoring role of the Committee. In recognising the importance of the Joint Local Plan, the Committee requested that this matter be retained as a standing agenda item for the foreseeable future;
- (d) support for Neighbourhood Planning Groups. In light of neighbourhood plans being currently produced in a vacuum, a Member emphasised the importance of the Council re-convening meetings of the Neighbourhood Planning Groups Forum in order that they can receive some much needed support. In reply, Members stated that, whilst the importance of Neighbourhood Plans could not be under-estimated in this process, the loss of central government funding in this regard was not helpful.

In conclusion, the Chairman thanked the lead Member for his informative presentation and honest responses to the questions raised by the Committee and it was then **PROPOSED** and **SECONDED** and when put to the vote declared **CARRIED** that: 'the press and public be re-admitted to the meeting.'

***O&S(E) 7 HEALTH AND WELLBEING (LEISURE) PROCUREMENT UPDATE**

The Assets Community Of Practice Lead provided an update to the Committee on the Health and Wellbeing (Leisure) Procurement exercise. In so doing, the following points were raised:-

- It was noted that the tenders were currently being finalised before the deadline of 22 June 2016. Following this deadline, officers would then be evaluating the final submissions before recommending a preferred bidder to the Joint WD/SH Member Leisure Board;
- Once a preferred bidder had been selected, it was intended that they would attend and present their proposals to an all Member Briefing at Kilworthy Park on 18 July 2016 at 10.00am. It was also anticipated that this session would enable all Members the opportunity to ask pertinent questions. Whilst acknowledging that this Briefing had been fixed in consultation with the Member Leisure Board, some Members advised of their inability to attend this session and questioned whether this date and time could be revisited. In response, officers confirmed that they would see if it was possible for the proposed date and time to be changed;
- The Committee was advised that the recommendations on this procurement exercise would ultimately be presented to the Council meeting on 26 July 2016 and the South Hams District Council equivalent meeting on 28 July 2016.

***O&S(E) 8 TASK AND FINISH GROUP UPDATES**

(a) DCH Review Proposal

As an update, the Committee requested that it be in receipt of a concluding report on this matter at its next meeting on 2 August 2016.

(b) Partnership Review

The Deputy Leader introduced this update and highlighted that:

- meetings were currently being held with representatives from those partnerships that had been deemed as being 'significant';
- the Group hoped to be in a position to make its final recommendations to the next Committee meeting on 2 August 2016;
- a letter had been sent to all partners informing them that the outcome of the Review could be a funding reduction in the 2017/18 Budget; and
- it was already apparent that some partnerships provided better value for money to the Council than others.

***O&S(E) 9 COMMITTEE DECISIONS LOG**

The latest version of the Committee decisions log was presented to the meeting and, with no debate or discussion, it was:

RESOLVED

That the published Decisions Log be noted.

***O&S(E) 10 DRAFT ANNUAL WORK PROGRAMME**

The Committee considered its draft 2016/17 Work Programme and made reference to the following comments, additions and amendments:-

- (a) It was agreed that the joint WD/SH Economy Working Group findings would be presented to the Committee meeting on either 2 August 2016 or 11 October 2016;
- (b) The Chairman confirmed that she had made contact with the newly elected Police and Crime Commissioner and she had agreed to attend the Committee meeting on 11 October 2016;
- (c) It was noted that progress had been made with the NHS England agenda item and a representative from the organisation had now confirmed their ability to attend the next Committee meeting on 2 August 2016.

(The meeting terminated at 3.15 pm)

Chairman

PUBLIC FORUM PROCEDURES

(a) General

Members of the public may raise issues and ask questions at meetings of the Overview and Scrutiny Committee. This session will last for up to fifteen minutes at the beginning of each meeting.

(b) Notice of Questions

An issue or question may only be raised by a member of the public provided that they have given written notice (which may be by electronic mail) to Darryl White (darryl.white@swdevon.gov.uk) by 5.00pm on the Thursday, prior to the relevant meeting.

(c) Scope of Questions

An issue may be rejected by the Monitoring Officer if:

- it relates to a matter within the functions of the Planning and Licensing Committee;
- it is not about a matter for which the local authority has a responsibility or which affects the district;
- it is offensive, frivolous or defamatory;
- it is substantially the same as a question which has previously been put in the past six months; or
- it requires the disclosure of confidential or exempt information.

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WEST DEVON BOROUGH COUNCIL: HUB COMMITTEE FORWARD PLAN

This is the provisional forward plan for the six months starting June 2016. It provides an indicative date for matters to be considered by the Hub Committee. Where possible, the Hub Committee will keep to the dates shown in the plan. However, it may be necessary for some items to be rescheduled and other items added.

The forward plan is published to publicise consultation dates and enable dialogue between the Hub Committee and all councillors, the public and other stakeholders. It will also assist the Council's Overview and Scrutiny Committees in planning their contribution to policy development and holding the Hub Committee to account.

The Plan is published in hard copy and on the Council's website (www.westdevon.gov.uk)

Members of the public are welcome to attend all meetings of the Hub Committee, which are normally held at Kilworthy Park, Tavistock, and normally start at 2.00 pm.

If advance notice has been given, questions can be put to the Hub Committee at the beginning of the meeting.

The Hub Committee consists of nine Councillors. Each has responsibility for a particular area of the Council's work.

Cllr Sanders – Leader

Cllr Baldwin – Deputy Leader

Cllr Sampson – Lead Member for Commercial Services and Contracts

Cllr Moody – Lead Member for Customer First

Cllr Oxborough – Lead Member for Economy

Cllr Benson – Lead Member for Environment

Cllr Samuel – Lead Member for Health and Wellbeing

Cllr Edmonds - Lead Member for Resources and Performance

Cllr Parker – Lead Member for Our Plan and Strategic Housing

Further information on the workings of the Hub Committee, including latest information on agenda items, can be obtained by contacting the Member Services Section on 01822 813662 or by e-mail to member.services@westdevon.gov.uk

All items listed in this Forward Plan will be discussed in public at the relevant meeting, unless otherwise indicated for the reasons shown

DECISIONS TO BE TAKEN BY THE HUB COMMITTEE

| Service | Title of Report and summary | Lead Officer and Member | Relevant Scrutiny Cttee | Decision maker | Anticipated date of meeting |
|------------------|---|--------------------------------|--------------------------------|-----------------------|------------------------------------|
| SLT | Annual Report of the Council | SJ/Cllr Sanders | | Council | 12 July 2016 |
| SLT | T18 Budget Monitoring - to update Members on the financial position of the T18 Programme | SM/Cllr Sanders | Internal | Hub Committee | 12 July 2016 |
| SLT | Business case for Local Authority Controlled Company including decision re waste and recycling service provision | SH & SJ/Cllr Sanders | | Council | 12 July 2016 |
| SLT | Devolution | SJ/Cllr Sanders | External | Council | 12 July 2016 |
| SLT | Business Development Opportunities – Riverside Commercial Development | CB/Cllr Benson | Internal | Council | 12 July 2016 |
| Support Services | Medium Term Financial Strategy 2017/18 to 2021/22 | LB/Cllr Edmonds | Internal | Council | 20 September 2016 |
| Customer First | Homeless Strategy - | IB/Cllr Samuel | Internal | Council | 1 November 2016 |
| Customer First | Council Tax Reduction Scheme | IB/Cllr Samuel | Internal | Council | 1 November 2016 |
| Support Services | Revenue Budget Monitoring to Sept 2016 (six monthly position) | LB/Cllr Edmonds | Internal | Hub Committee | 1 November 2016 |
| Support Services | Capital Budget Monitoring to Sept 2016 (six monthly position) | LB/Cllr Edmonds | Internal | Hub Committee | 1 November 2016 |
| Customer First | Devon Home choice & Allocations Policy | IB/Cllr Samuel | External | Council | 20 September 2016 |
| Customer First | Housing Benefit Risk Based Verification Policy | IB/Cllr Samuel | Internal | Council | 28 Feb 2017 |

*** Exempt Item (This means information contained in the report is not available to members of the public)**

SJ – Steve Jordan – Executive Director Strategy and Commissioning and Head of Paid Service

SH – Sophie Hosking – Executive Director Service Delivery and Commercial Development

LB – Lisa Buckle – Finance COP Lead and s151 Officer

HD – Helen Dobby – Group Manager Commercial Services

SM – Steve Mullineaux – Group Manager Support Services

CB – Chris Brook – COP Lead Assets

IB – Isabel Blake – COP Lead Housing, Revenues and Benefits

JS – Jane Savage – Lead Specialist Waste Strategy

LC – Lesley Crocker – COP Lead Communications

CBowen – Catherine Bowen – Monitoring Officer

DA – Darren Arulvasagam – Group Manager Business Development

SLT – Senior Leadership Team



**West Devon
Borough
Council**

Report to: **Overview and Scrutiny (External)**
Date: **2nd August 2016**
Title: **PARTNERSHIPS – REPORT OF TASK AND FINISH GROUP**
Portfolio Area: **Cllr Baldwin**
Wards Affected: **All**

Urgent Decision: **No** Approval and clearance obtained: **Yes**

Date next steps can be taken:
(e.g. referral on of recommendation or implementation of substantive decision) **Hub**

Author: **Ross Kennerley** Role: **Lead Specialist**
Louisa Daley **Specialist**

Contact: Ross.kennerley@swdevon.gov.uk
Louisa.daley@swdevon.gov.uk

RECOMMENDATIONS:

That Overview and Scrutiny (External) RECOMMEND to Hub to RECOMMEND to Council that:-

- 1. The Partnership Policy (Appendix 1) and Guidance (Appendix 2) be adopted**
- 2. The Partnership register at Appendix 3 be adopted**
- 3. The review and recommendations of the Task and Finish Group at Appendix 4 be agreed.**
- 4. Partnerships be retained at current financial levels for 2017/18 subject to any financial modifications set out in Appendix 4 and /or any changes required pursuant to recommendation 5 below**
- 5. That those significant partners identified in para 3.7 (CAB and CVS) are invited to submit a business plan to the External O&S Committee by end of September setting out;**
 - What they would spend the funding on**

- **How it will benefit residents**
 - **Links to Councils Strategic Priorities**
 - **What value for money it will provide and**
 - **What success measures they would use**
- 6. New, or updated, partnership agreements be established for 17/18 onwards establishing clear outcomes relating to Our Plan themes and, where appropriate, the Locality work to ensure co-ordinated delivery for communities.**
 - 7. alongside this, a further financial and governance review be undertaken to identify the most appropriate delivery options aligned to financial and procurement procedures once a decision on the LACC is confirmed**

1. Executive summary

- 1.1 The Councils have long recognised the benefits of partnership working and, in particular, the key role that the charitable and voluntary sector can play in supporting communities and individuals. Over the years the Councils have entered into a range of partnerships, at strategic and local level, to assist and support local communities. Both Councils have shared and adopted arrangements for the establishment and management of partnerships with a Partnership Policy and Guidance dating from October 2013
- 1.2 Both Overview and Scrutiny Groups agreed the need for a review and co-ordinated approach to partnerships (17th September 2015 in South Hams and 29th September 2015 in West Devon) and agreed to the establishment of a joint Task and Finish group. This group has met on a number of occasions and this report sets out the conclusions and recommendations of the T&F group.
- 1.3 This paper sets out recommendations relating to
 - Classification of Partnerships
 - Adoption of an updated Partnership Policy and Guidance
 - Adoption of, and arrangements for, the Register of Partnerships
 - Future management arrangements for Partnerships

2. Background

- 2.1 This report sets out the summary outcomes from the work of the Task and Finish Group along with a series of outcomes and recommendations. The terms of reference for the Task and Finish group were

- Agree high level objectives for Partnership arrangements and a simplified means of classifying partnerships
- Consider any required changes to the existing Partnership Policy and Supplementary Guidance
- Identify the most proportionate and expedient manner of monitoring and reviewing partnerships
- Complete a full register of Partnerships
- Identify Significant Partnerships for review
- Report back to Overview and Scrutiny

3. Outcomes/outputs

3.1 **Classifying the partnerships.** The partnerships that the Councils are involved with vary greatly. Some are strategic and seeking to influence policy at regional level whilst others might provide fund to support local charitable and community work. Some have financial support others have officer input only. For the purposes of reviewing and managing partnerships it is helpful to group them. The following groupings have been used

- **What area of work do they cover? Our Plan Themes.**
Our Plan establishes the comprehensive basis for the work of the Councils. Both Councils have the same 8 themes emerging through the Our Plan process and these have been used to group the Partnership Register (see Appendix 3). This assists in allocating partnerships to Lead Specialists (and Lead Members) who tend to have oversight of a particular professional area.
 - Economy
 - Homes
 - Infrastructure
 - Communities
 - Wellbeing
 - Environment
 - Heritage
 - Resources
- **How much monitoring do they need? Significant and Desirable Partnerships.** For resource management purposes the T & F group recommends that greater focus needs to be given to the monitoring and operation of those "Significant" partnerships that have the greatest resources devoted to them. The following definition of Significant and Desirable partnerships is proposed for adoption (as further set out in Appendix 1)
 - A resource threshold of £10,000 or more per Council per annum (including direct financial contributions and officer time) and /or
 - More than 4 days staff time per month and/or

- Potential for significant reputational, political, legal or operational risk taking into account whether the partnership has a
 - high influence on Council or Partnership spending or provides an opportunity to access a significant level of funding;
 - high impact on service delivery;
 - high impact on strategic policy development;
 - significant role in meeting identified local needs and priorities;
 - potential to save considerable funds and provide a high level of “value for money” compared to partners acting independently;
 - high public profile and is involved in significant strategic work that affects the public

- Statutory requirement

All partnerships will be subject to Annual Reporting but selected Significant Partnerships (particularly those with financial commitments) will be subject to Quarterly Performance Reporting.

- **What type of management do they require?**
Partnerships vary greatly and different types of partnership require very different levels of officer and member management. To assist future management arrangements the following approaches will be used. The review to date has focussed on the most significant partnerships and those with greatest community or strategic profile. There is a need, as the management of partnerships progresses, to return to the Service Delivery Partnerships (where officers are involved in numerous technical working partnerships) and the Community Liaison arrangements where there may be opportunities to streamline and focus work with Town and Parish Councils.

| Type | Purpose | Management | Examples |
|-----------|--|--|--|
| Strategic | Influencing policy, projects and financial programmes at county, regional or national level. | Usually a formal arrangement with “Terms of reference” or similar. Not always involving direct funding – rather a commitment of time and influence. Councils represented by Leader, Portfolio lead, SLT or ELT level representative. | LEP City Deal Growth Deal LAG/ LEAF |

| | | | |
|---------------------|--|---|--|
| Service Improvement | Working with public sector or business partners to improve general scope and delivery of services. | May be formal or informal arrangement. Not usually involving direct funding – rather a commitment of time and influence. Councils represented by appropriate Specialist. | Devon Planning Officers Group. Devon Waste Group. |
| Community Liaison | Supporting local organisations to work together to improve outcomes for communities and individuals Usually community led | Usually a formal arrangement with Terms of reference or similar. Usually covers a geographic area but could cover a theme (i.e. housing) Not usually involving direct funding – rather a commitment of time and support. Has an identified Specialist or Locality lead | WD Northern Cluster. SH Town Mayors and Clerks. South Hams Tree Wardens. |
| Community Delivery | Supporting a community organisation to deliver specific community outcomes | Usually a formal arrangement. Usually involves direct funding where Council contribution levers in additional social benefits on a not for profit basis. Has an identified Specialist lead. | CAB CVS Ring & Ride |

3.2 Partnership Policy and Guidance. Joint partnership Policy and Guidance Notes were introduced in 2013. Under the steer of the Task and Finish Group these have been reviewed and are presented for adoption (as set out in Appendices 1 & 2). Despite a natural appetite to significantly reduce the amount of the guidance material the current documents do still retain key flowcharts and checklists to help guide the establishment, management and monitoring of partnerships.

3.3 The Partnership Register. The previous work on Partnerships had generated a schedule. These have now been consolidated into a register which groups the partnerships under separate tabs for the eight Our Plan themes (see Appendix 3). This spreadsheet will be a live document and includes details for

- Name
- Lead Member
- Lead Officer
- Significant/Desirable
- Area covered

- Purpose
- Partners
- Agreement dates
- Financial arrangements
- Type of Partnership (i.e Strategic, community delivery etc)
- Contact Details

3.4 Management Arrangements. The review has demonstrated not only how many partnerships are in place – but also the dispersed approach to management and monitoring. In accordance with existing powers and delegations the following operational approach is suggested through the Policy and Guidance. Management arrangements are suggested to be as follows

- Overall Policy, budget setting and entering Significant Partnerships. Strategy and Commissioning and Council decision.
- Entering partnerships within policy and budget. In accordance with delegated procedures.
- Monitoring. Overview and Scrutiny.
- Operational delivery. Customer First Community of Practice Lead Specialists supported by Partnership Specialist and Case Managers.
- Member appointments to partnerships are made at the Annual Council in May each year.

3.5 Financial Arrangements. The full scope of financial commitment is set out in the register. This is a combination of direct financial contributions and officer time (which in some cases still requires some refinement and detailed costing once officer costs are confirmed). Given the varying nature of the partnerships there isn't a "one size fits all" approach to establishing value for money – this needs to be assessed on a case by case basis through the initial partnership arrangement and thereon through any performance monitoring, Annual Reports (submitted by the partner) and Annual Review (undertaken by the CoP Lead).

Within the range of partnerships there are some financial uncertainties which will require further review. These are a combination of the following issues

- That partnerships may potentially, in some circumstances, constitute service contracts and thus fall within Financial and Contract Procedure Rules. In many cases local arrangements with groups started out as "grants" to support public benefit activities. Tightening of monitoring, and the increased imposition of outcomes over the years (in order to measure performance), may have tipped a number of these arrangements into the territory of contracts requiring open tendering.
- That cumulative contributions to charitable partners may constitute state aid and fall under restrictive measures.

- There is still a need to consider the potential efficiency of delivering some services in house once the LACC position is confirmed.

3.5.1 The response to these issues will be informed by the decision on the LACC option and will need full consideration once the LACC decision is taken. There will need to be a further consideration of whether the current partnership outcomes are suitable for in house delivery, or best suited to continue external commissioning. There will also need to be an assessment of the procurement position for existing and new partnerships once the future direction for commissioning is confirmed.

3.6 Legal Arrangements. The partnerships are governed by a wide variety of approaches. The more significant partnerships have Service Level Agreements and these, where they have up to date delivery outcomes included, provide the most robust approach. In moving forward new, standardised, agreements need to be put in place based on best practice. The Guidance at Appendix 2 sets out potential issues that may need to be addressed through the individual partnership agreements.

3.7 Outcomes of the Review and Recommendations

During the review a number of the "Significant" partners were invited to present to officers and members. These took place as structured sessions with the aim of ascertaining the overall community benefits and value for money.

A further range of partnerships were reviewed by officers in order that a comprehensive understanding of the purpose, operation and outcomes are in place.

The review has demonstrated that in the vast majority of cases that the partnerships are delivering well and that significant added value is being delivered through the partnering approach. In many cases the council funding is more than matched by other contributors and for many community focussed partnerships the contribution is a catalyst to extensive volunteer action.

Nevertheless there is clear opportunity to work with some key partners, particularly those with direct day to day **community delivery** roles, to ensure strong and focussed delivery aligned to the Councils work. These partnerships include the CAB and CVS arrangements in both South Hams and West Devon. These partners will be forwarded a copy of this report and asked to provide a business plan, for the Council, on;

- What they would spend the funding on
- How it will benefit residents
- Links to Council strategic priorities and Locality delivery
- What value for money it will provide and

- What success measures they would use

The business plan should be submitted to External O&S by end of September so that it can be considered as part of the Councils budget setting for the 2017/18 financial year. This would enable a clear commissioning approach to our allocation of funding so that O&S can make recommendations to Hub and Council on any 2017/18 funding arrangements.

The outcomes of the review and recommendations for all partnerships are summarised in Appendix 4

4. Options available, consideration of risk and proposed way forward

The purpose of the review was to take stock of the range of partnerships being operated by the councils and to assess their effectiveness. This has allowed a comprehensive stock take of the arrangements and the specific partnerships. The following options, risks and ways forward are proposed

| Work Area | Actions | Risk |
|-----------------------|---|---|
| Overall Arrangements | Establish Policy, Guidance and register | Failure to manage effectively if not followed |
| Financial Management | Ensure arrangements meet Financial Regulations and Procurement rules | Potential Challenge to approach |
| Individual Governance | Ensure effective agreements are in place and up to date | Inability to manage partnership if not in place, with a potential risk of challenge |
| Monitoring | Establish regular monitoring, reporting and review | Ineffective delivery if not in place. |
| Delivery of outcomes | Consider alternative delivery options in light of whatever commissioning model follows the LACC decision. | Instability for partnerships whilst decisions are made |

In terms of the **overall arrangements** the adoption of the updated policy, guidance and register establishes a sound position for the future management of partnerships. This does need to be kept under review as procurement and financial regulations are adapted

On **financial management** there is some current concern that alternative procurement arrangements might need to be considered to ensure compliance with the Financial and Contract regulations. It is recommended that this be best undertaken in the context of the overall commissioning approach to be implemented after a

decision on the LACC is made. It is suggested that interim arrangements be put in place for 2017/18 to allow this to take place.

For **individual governance** there is a need to ensure all partnerships have clear arrangements in place. There is currently some good practice – but a number of partnerships are operating on insufficient information. These should be updated as partnerships are renewed for 17/18 with the CoP Lead Specialist ensuring compliance.

Monitoring is already in place for many partnerships. The policy establishes the frequency and nature of required monitoring and this should be implemented. This includes reporting to Overview and Scrutiny.

Delivery of Outcomes does require some further work. Many of the partnerships have been in place for some years – and there are clear opportunities to investigate whether there are alternative providers or whether the councils (or future LACC) might provide the service direct. The trigger for undertaking this further work is the decision on the LACC – and the operating model – and it is suggested that any further consideration of alternative delivery run alongside LACC consideration. Interim governance and financial arrangements need to be put in place to secure delivery of outcomes in the meantime.

5. Implications

| Implications | Relevant to proposals Y/N | Details and proposed measures to address |
|------------------|---------------------------|---|
| Legal/Governance | | <p>Localism Act 2011 (Section 1 – Powers of General Competence). Those partnerships required by statute have their own specific legislative requirements</p> <p>O&S Partnerships Task and Finish group Terms of Reference included need to address legal basis for partnerships generally and specific agreements for individual partnerships.</p> <p>Updated partnership agreements will require individual legal input.</p> <p>Implementation of overall programme will require ongoing legal input to ensure compliance with regulations</p> |

| | | |
|--|---|--|
| Financial | | <p>Partnership working incurs the following costs</p> <ul style="list-style-type: none"> • Revenue funding • Staff support costs <p>These have been set out in the Partnership register</p> <p>Future financial arrangements will need to be subject to budget setting. It is proposed that current arrangements be carried through to 2017/18 other than where identified in Appendix 4 or through the Business Case review for CAB and CVS.</p> |
| Risk | | <p>A failure to review partnership principles, partnership arrangements and partnership opportunities could lead to</p> <ul style="list-style-type: none"> • Ineffective use of council funds • Poor quality service to those in need of support • Inequality of delivery across the council area • Knock on resource pressures direct to the council <p>These risks are mitigated by</p> <ul style="list-style-type: none"> • Review of Partnership Policy and Guidance • Review of individual partnership arrangements • Scope of opportunities for efficiencies through joint approach • Scope of opportunities for other work to be delivered efficiently through alternative arrangements • Implementation of monitoring and review procedures |
| Comprehensive Impact Assessment Implications | | |
| Equality and Diversity | y | The services provided by partnerships promote equal opportunities and help prevent discrimination in our communities. |
| Safeguarding | y | Partners are required to operate to adopted Child and Vulnerable Adult Safeguarding Policies where appropriate |
| Community Safety, Crime and Disorder | | Partnerships should provide advice and volunteering opportunities which reduce the potential for anti-social behaviour. |
| Health, Safety and Wellbeing | | Partnerships include consideration of health implications where appropriate |
| Other implications | | None |

Supporting Information

Appendices:

1. Policy
2. Guidance
3. Register
4. Summary and Recommendations

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South Hams District Council and West Devon Borough Council

Partnership Policy May 2016

Introduction

South Hams and West Devon Councils are committed to partnerships that deliver tangible benefits, offer value for money, have correct governance arrangements in place and where any risks and implications for the Councils are understood, monitored, reported and mitigated.

Effective partnerships will offer targeted high quality services that demonstrably support local communities, businesses or the environment. Working through partnerships the Councils are able to enhance the quality of life for local residents.

This policy will guide partnership working and is an updated version of the previous 2013 policy. It follows work undertaken by a Task and Finish Group consisting of Elected Members from South Hams District Council and West Devon Borough Council and a review at Overview and Scrutiny Committees in September 2015 at both Councils.

This policy establishes the basis and arrangements for Partnership working. Further *Partnership Guidance* and appendices follow the main body of the policy. A full list of partnerships is held in the *Partnership Register*.

Aim

To ensure that the Councils involvement in partnerships is outcome focussed, that partnerships are carefully assessed prior to being established and that progress, performance, risk and financial contribution is monitored and reported.

Definition and Scope

The Audit Commission defines a partnership as:

"...an agreement between two or more independent bodies to work collectively to achieve an objective."

South Hams and West Devon Councils will use this definition to underpin partnership arrangements, monitoring and review.

The Councils recognise that some partnerships carry greater commitment from the Councils than others. South Hams and West Devon Councils will identify those partnerships that carry greater risk and ensure that these “significant” partnerships are subject to enhanced assessment and monitoring.

“Significant” Partnerships are defined as those where there is:

- A resource threshold of £10,000 or more per Council per annum (including direct financial contributions and officer time) and /or
- More than 4 days staff time per month and/or
- Potential for significant reputational, political, legal or operational risk taking into account whether the partnership has a
 - high influence on Council or Partnership spending or provides an opportunity to access a significant level of funding;
 - high impact on service delivery;
 - high impact on strategic policy development;
 - significant role in meeting identified local needs and priorities;
 - potential to save considerable funds and provide a high level of “value for money” compared to partners acting independently;
 - high public profile and is involved in significant strategic work that affects the public
- Statutory requirement

Other Partnerships are described as “Desirable” and reflect the reduced financial, statutory or risk involved in the partnership.

Key Partnership Outcomes

Each Council has adopted a version of *Our Plan* as the strategic plan to guide the work of the Councils. The visions within *Our Plan*, and the objectives that underpin delivery, are set out below. Delivery against these themes provide the basis on which the Council will enter partnerships and the theme(s) relevant to each partnership is/are noted in the Partnership Register.

West Devon: Thriving Towns and Villages

South Hams: Vibrant Towns and villages whilst conserving the Natural Environment

The themes and objectives that underpin these, and which will form the basis for partnership arrangements and review, are.

- Economy - Creating places for enterprise to thrive and business to grow
- Homes - Enabling homes that meet the needs of all
- Infrastructure - Securing the services and facilities that meet the needs of our communities

- Communities -Empowering residents to create strong communities
- Wellbeing - Supporting positive, safe and healthy lifestyles
- Environment - Protecting, conserving and enhancing our built and natural environment
- Heritage - Celebrating our past and protecting our heritage for the future
- Resources - Promoting energy efficiency and more effective use of our natural resources

Establishing, Monitoring and Reviewing Partnerships

As identified by the Audit Commission the Councils recognise that local partnerships are essential to the delivery of improvements in public services and community quality of life.

Working in collaboration with partners who share common objectives can provide value for money and achieve greater economies of scale.

The Councils expect each partnership to have appropriate systems in place to manage performance, finance, risk, equalities and environmental sustainability in addition to protocols for sharing information and knowledge. It is the responsibility of the lead officer to request copies of the relevant documentation pertaining to this if required. Further details are set out in the Guidance that accompanies this policy.

The relevant Overview and Scrutiny Committee will review significant partnerships annually. Officers and Members representing the Councils on external partnerships have a duty to represent the Councils wide interests and report back progress to the relevant committee as required.

Types of Partnership

It is recognised that Partnerships may support local communities in differing ways – in some examples the partnership may be at a strategic level attempting to secure regional funds – at the other extreme it may be by providing direct support to local community led meetings. In order to recognise the distinct nature of partnerships and the means of operating and monitoring them the following classifications are used.

| Type | Purpose | Form | Examples | Monitoring |
|---------------------|--|---|---|--|
| Strategic | Influencing policy, projects and financial programmes at county, regional or national level. | Usually a formal arrangement with "Terms of reference" or similar. Not always involving direct funding – rather a commitment of time and influence. Councils represented by Leader, Portfolio lead, SLT or ELT level representative. | LEP City Deal Growth Deal LAG LEAF | Informal by lead officers and/or members. Can be called to O&S. Annual feedback to O&S |
| Service Improvement | Working with public sector or business partners to improve general scope and delivery of services. | May be formal or informal arrangement. Not usually involving direct funding – rather a commitment of time and influence. Councils represented by appropriate Specialist. | Devon Planning Officers Group. Devon Landscape Policy Group. | Informal by lead officers. Can be called to O&S Annual feedback to O&S |
| Community Liaison | Supporting local organisations to work together to improve outcomes for communities and individuals Usually community led | Usually a formal arrangement with Terms of reference or similar. Usually covers a geographic area but could cover a theme (i.e. housing) Not usually involving direct funding – rather a commitment of time and support. Has an identified Specialist or Locality lead | WD Northern Cluster. Okehampton Matters. SH Town Mayors and Clerks. South Hams Tree Wardens. | Informal by lead officers Can be called to O&S Annual feedback to O&S |
| Community Delivery | Supporting a community organisation to deliver specific community outcomes | Usually a formal arrangement. Usually involves direct funding where Council contribution levers in additional social benefits on a not for profit basis. Has an identified Specialist lead. | CAB CVS Ring & Ride | Quarterly feedback to Lead Officer Can be called to O&S Annual feedback to O&S |



South Hams District Council and West Devon Borough Council

Partnership Guidance May 2016

Introduction

This Partnership Guidance supports the Partnership Policy (2016).

This document provides details about how partnerships will be established, monitored and evaluated and provides further detail and templates to support the application of the policy.

This guidance should be read in conjunction with the Partnership Register which details all partnerships.

Contents:

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| Appendix 1. Identifying Partnerships flowchart | Page 7 |
| Appendix 2 Guidance Criteria | Page 8 |
| Appendix 3 Significant Partnerships flowchart | Page 9 |
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| Appendix 6 Partnership Establishment Checklist | Page 13 |
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1. Considering New Partnerships

The Councils may identify the opportunity to establish a partnership to deliver, or enhance, a service. Equally the Council may be approached directly by an organisation seeking to establish a partnership.

The Lead Officer proposing the partnership will use the flow chart – *Identifying Partnerships* (Appendix 1) and the Partnership Consideration Checklist (Appendix 4), to identify if a proposed partnership could be established.

In considering establishment of a partnership the Contract Procedure Rules must be given full consideration not least requirements that

8.2.1 Collaborative and partnership arrangements are subject to all UK and EU procurement legislation and must follow these contract procedure rules (Rule 3). If in doubt, Officers must seek the advice of the Monitoring Officer and the Corporate Procurement Officer.

Application of the Guidance Criteria, set out in Appendix 2, will establish if the proposed partnership should be classified as a **significant** or a **desirable** partnership.

If the proposed partnership is identified as a **desirable partnership** by the Partnership Specialist through consultation with Lead Member/s, the proposing Lead Officer will refer to Appendix 5 – Desirable Partnerships flowchart. The checklist (Appendix 4) requires completion.

If the proposed partnership is to be classified as a **significant partnership** then the proposing Lead Officer will need to refer to Significant Partnerships flowchart, which can be found at Appendix 3. The Partnership Specialist (in conjunction with appropriate Lead Officer) should use the checklist at Appendix 4 to work with the prospective partner and prepare a summary report. The checklist should be used as the basis for the report with the issues in the checklist addressed in the report. The checklist should be submitted to Hub or Executive with the summary report. The report will include consideration of the following matters.

- Who the partners are
- Aims, objectives and outcomes (with specific reference to Our Plan themes)
- How value for money has been identified
- How long the partnership is expected to last
- What geographical area the partnership will cover
- The role(s) of its Members/officers (including duties expected)
- If the Council is expected to contribute any funding or other resources
- Financial accountability
- Potential risks (terms of reputation, finance etc) and means of managing these

The Partnership specialist will produce a recommendation (including a detailed assessment of financial implications). This shall be submitted to the Portfolio/ Hub lead for consideration prior to submission to Hub/Executive.

For **All Partnerships** a summary budget should also be prepared showing proposed total income and expenditure for the partnership – and, in particular, the role the Council funding will play in the long term delivery of the partnership. If the partnership is part of a wider funding arrangement these wider details should be shown.

Where there is a budget already established and the Partnership demonstrates good value for money then the partnership can be established under delegation.

Where a budget bid will be required, or other matters are considered to require wider analysis (as with Significant Partnerships), the matter will be referred to Hub or Executive for consideration (and potentially a recommendation to Council). Overview and Scrutiny would retain the ability to call such a proposal for review.

2. Establishing a Partnership

Where any partnership arrangement has been approved this needs to be formalised and arrangements for the partnership need to be put in place. In some cases this might be relatively informal (for example a Strategic Partnership established by letter or concordat). In other cases, in particular where there is funding for service delivery, the arrangements may need to be more complex.

The Partnership Establishment Checklist at Appendix 6 should be used to guide the process of establishing the partnership. This should be led by the Partnership Specialist (in conjunction with Lead Specialist who manages the Partnership.)

At this stage the Partnership will

- Be entered onto the Partnership Register
- Have an agreed form of operation including Terms of Reference (see 4 below).
- Be identified as a “Significant” or “Desirable” partnership
- Have identified monitoring arrangements
- Have an identified Lead Specialist

3. Information Sharing

Information is an asset of the Council and it is important that information sharing is appropriately controlled and monitored within partnership arrangements. Sharing information is however vital to the success of partnerships and there should be

maximum information exchange subject only to legal requirements.

It will be expected that partners will be willing to make their information public under the Freedom of Information Act where it relates to those areas covered by the Partnership regardless of whether or not they are a public body covered by the Act. All information and records should be stored in accordance with the Council's current records management and retention policies.

Information Sharing Protocols

- It may be necessary to agree an information sharing protocol for the partnership, especially where information is likely to be shared relating to individuals;
- Working protocols will need to be specific to the operational requirements arising from the client group concerned and should be developed with the support of relevant professionals and representatives of the client group;
- The person or group responsible for developing the protocol should consult with all partners and stakeholders;
- A common format and common or integrated procedures should be adopted;
- Similar protocols developed elsewhere or by partners should be used where possible (don't reinvent the wheel) as long as they can be appropriately adapted to meet the requirements of the partnership;
- Issues to be addressed in any protocol include:
 - Purpose of and reasons for sharing data
 - Disclosure of data
 - Request for data
 - Responding to requests
 - Transfer of data
 - Receiving data
 - Storing data
 - Review procedures
 - Professional codes of conduct
 - Relevant applicable legislation

4. Terms of Reference

In drawing up the Partnership agreement the following matters and format should be used as the default.

Introduction/Purpose

- Who/what the partnership is
- Background
- Purpose

Vision and Objectives

- Partnership vision
- Partnership objectives (ensure objectives are Specific Measureable, Achievable, Realistic and Time Specific (SMART). Focus on outcomes and results. Think about what the partnership is going to achieve not how it will achieve it. Identify clear links and outcomes to Our Plan themes and objectives.

Membership, Governance and Operation

- Who are the group members/ representatives of which organisations and why
- Partnership structure
- Lead partner/organisation
- Accountability
- Partner roles, duties and responsibilities
- Role of elected Members
- Decision-making
- Chairing arrangements
- Secretariat functions
- Frequency of meetings
- Information/data sharing protocols
- Other protocols

Resources

- Partners Financial commitment(revenue/capital)
- Officer/Partner time commitment
- Asset commitment and ownership of assets
- Other resource commitments

Evaluation and Monitoring

- Reporting mechanisms - who, how often and on what. Default expectation that the “Annual Partnership Report” (appendix 7) will be submitted.
- Performance Management – how will outcomes against performance be assessed – what measures/indicators will be used (qualitative i.e. case studies, satisfaction, reputation, and quantitative i.e. numbers).
- How is the partnership achieving value for money for partners and the public

Special Circumstances (if appropriate)

- Dealing with complaints
- Resolving disputes
- Dealing with media/communications issues
- Risk assessment
- Procedures for whistle-blowing/fraud
- Dealing with breaches of protocol

- Expelling a partner

Dissolution/ Termination

- How and when the partnership can be terminated/ dissolved. Consider issues such as informing funders, stakeholders and clients
- Final reporting arrangements
- Exit strategy for partners wishing to leave the partnership

Review

- How often the partnership and agreement will be reviewed and by whom
- How revisions to the partnership and agreement will be approved/ agreed

5. Evaluation and Review

Monitoring of partnerships should be proportionate to their significance, and their governance. The following approach should be adopted

| Type of Partnership | Performance reports | Annual Report from lead partner | Annual Review by lead specialist | Monitoring Report to Overview and Scrutiny | Budget or other recommendations to Council |
|---------------------|---------------------|---------------------------------|----------------------------------|--|--|
| Desirable | NA | By End July | By end August | Autumn | Autumn |
| Significant | Quarterly | | | | |

The submission of quarterly performance reports may not be applicable to all Significant Partnerships (i.e may be appropriate for CAB but not the LEP). This quarterly requirement will be established in the partnership agreement where needed)

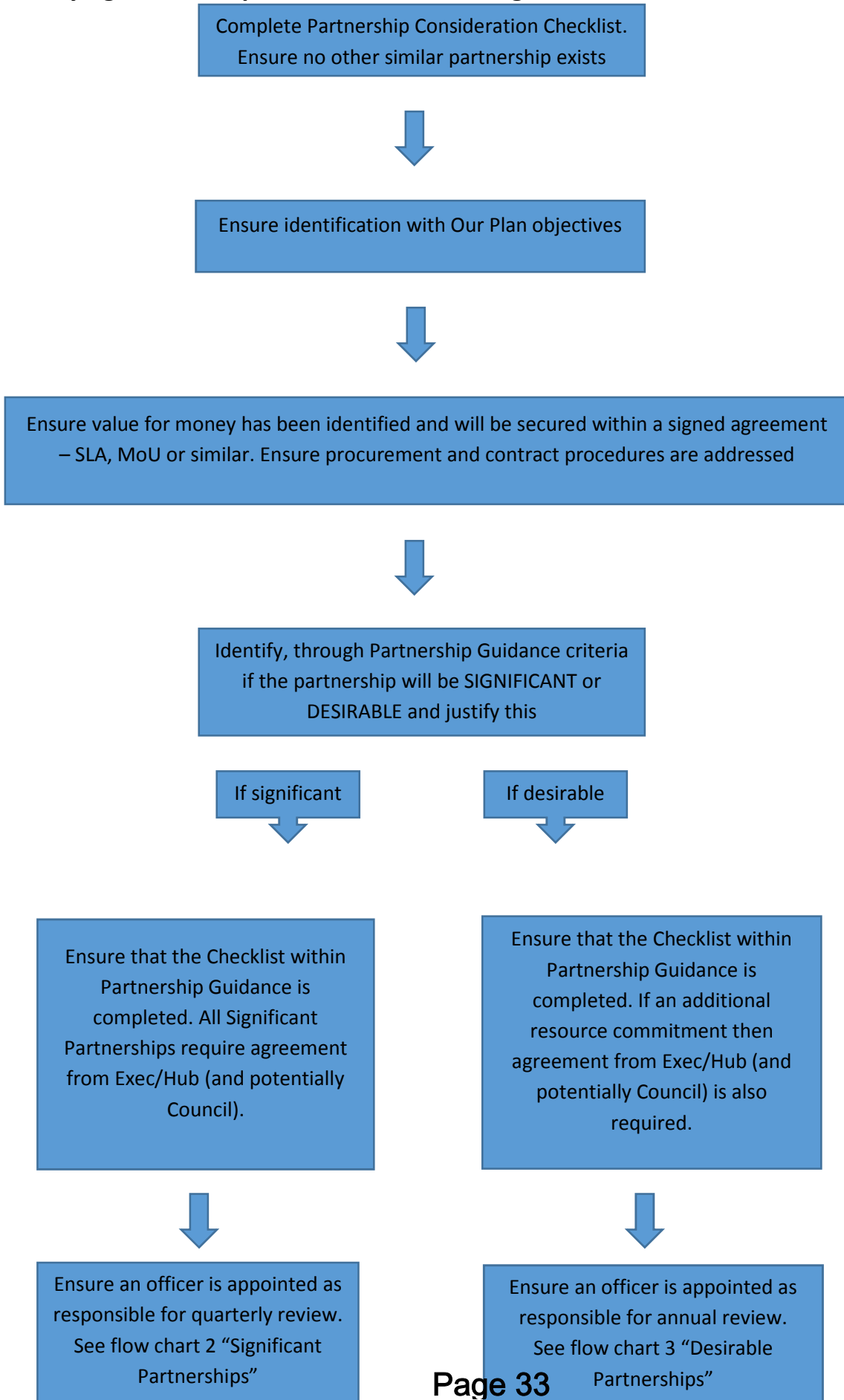
Each partnership will be reviewed on an annual basis as soon as possible after the end of the financial year. This responsibility will rest with the Council's lead officer for the partnership, who must as a minimum review:

- Whether the partnership has met its objectives and delivered agreed outcomes for the previous year and is likely to continue to do so;
- Whether the partnership still meets local needs and priorities;
- Any financial and resource commitment and that value for money is being achieved;
- Whether any changes are required to the terms of reference

To ensure adequate monitoring the Lead Specialist will be required to seek submission of an Annual Report (Appendix 7) and complete an Annual Review (Appendix 8) and then report to Overview and Scrutiny.

Appendix 1

Identifying Partnerships, flow chart for Managers



Appendix 2

Guidance Criteria

As identified in the Partnerships Policy document 2016, page 2.

Definition and scope

The Audit Commission defines a partnership as:

“...an agreement between two or more independent bodies to work collectively to achieve an objective.”

South Hams and West Devon Councils will use this definition to underpin partnership arrangements, monitoring and review.

The Councils recognise that some partnerships carry greater commitment from the Councils than others. South Hams and West Devon Councils will identify those partnerships that carry greater risk and ensure that these “significant” partnerships are subject to enhanced assessment and monitoring.

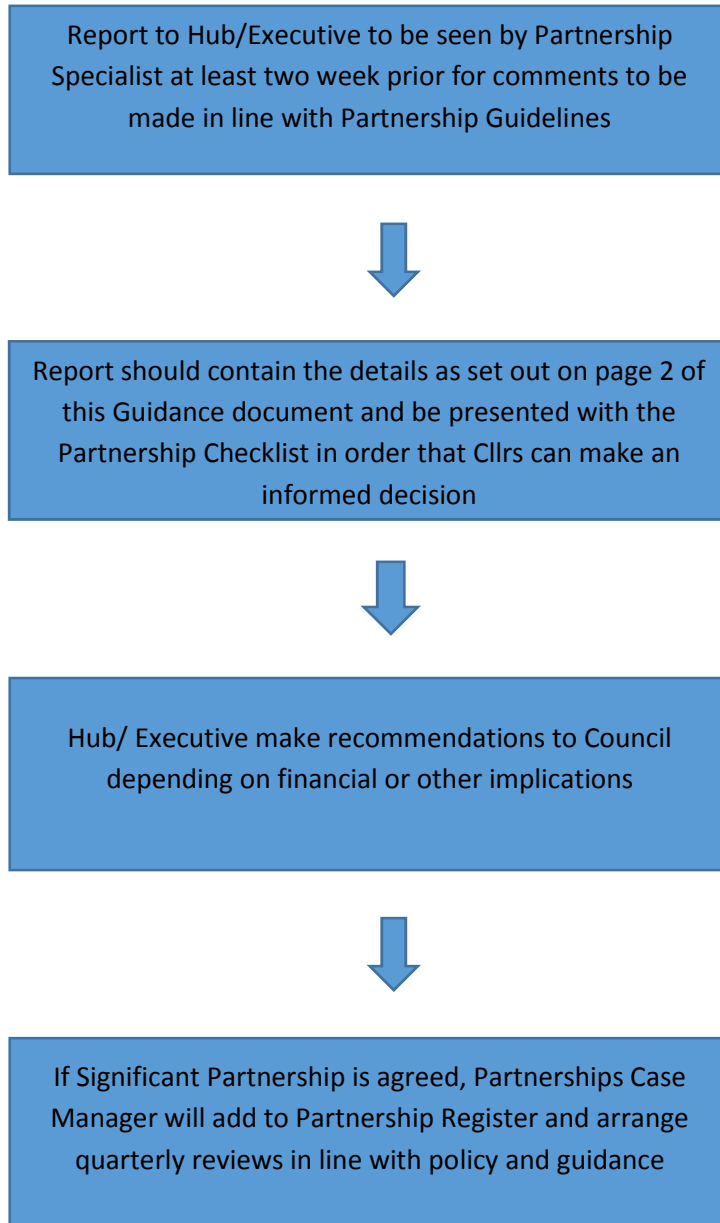
“Significant” Partnerships are defined as those where there is:

- A resource threshold of £10,000 or more per Council per annum (including direct financial contributions and officer time) and /or
- More than 4 days staff time per month and/or
- Potential for significant reputational, political, legal or operational risk taking into account whether the partnership has a
 - high influence on Council or Partnership spending or provides an opportunity to access a significant level of funding;
 - high impact on service delivery;
 - high impact on strategic policy development;
 - significant role in meeting identified local needs and priorities;
 - potential to save considerable funds and provide a high level of “value for money” compared to partners acting independently;
 - high public profile and is involved in significant strategic work that affects the public
- Statutory requirement

Other Partnerships are described as “Desirable” and reflect the reduced financial, statutory or risk involved in the partnership. .

Appendix 3

Establishing a Significant Partnership

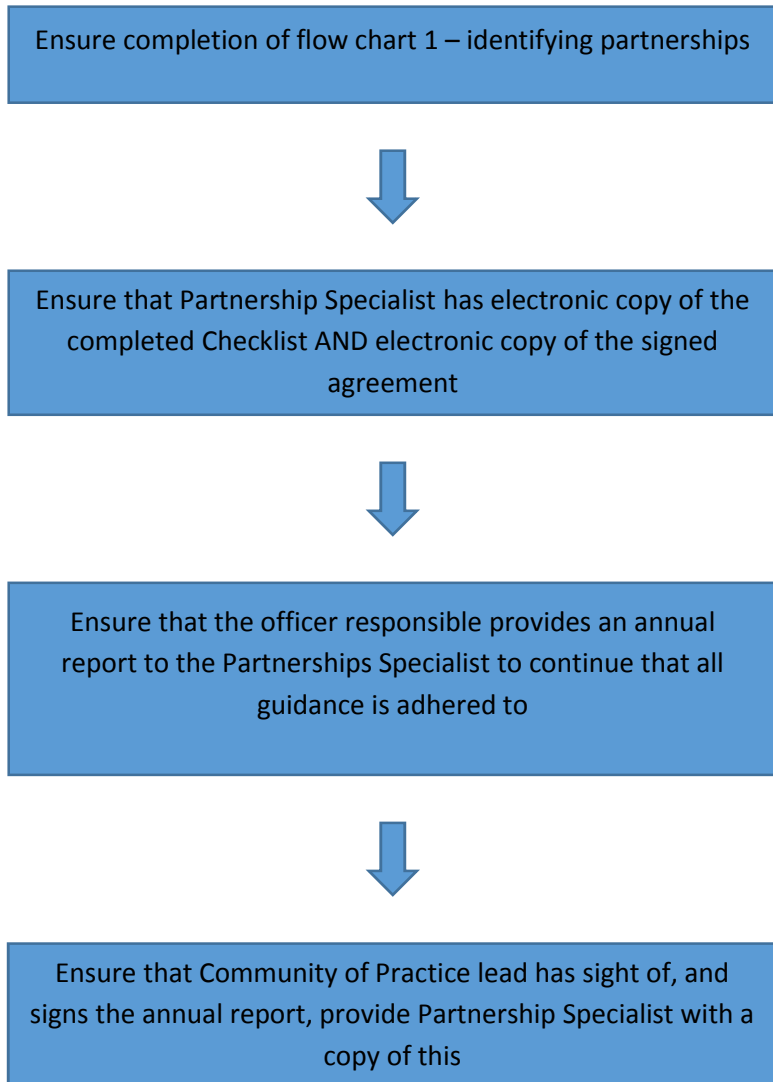


Appendix 4 Partnership Consideration Checklist

| | | |
|--|------------|-----------|
| Name of Prospective Partnership: | | |
| Prospective Partner | | |
| Organisation Name : Contact Name: Contact Details: | | |
| Details of supporting documents/Reports: | | |
| Completed by (Partnership specialist): | | |
| Supported by (Lead Specialist): | | |
| Date | | |
| Checklist Questions | Yes | No |
| Is there a simple summary of the proposed purpose of the partnership with key objectives and outcomes related to Our Plan themes? | | |
| Which of the Our Plan themes will be addressed through the partnership? <ul style="list-style-type: none"> • Economy - Creating places for enterprise to thrive and business to grow • Homes - Enabling homes that meet the needs of all • Infrastructure - Securing the services and facilities that meet the needs of our communities • Communities - Empowering residents to create strong communities • Wellbeing - Supporting positive, safe and healthy lifestyles • Environment - Protecting, conserving and enhancing our built and natural environment • Heritage - Celebrating our past and protecting our heritage for the future • Resources - Promoting energy efficiency and more effective use of our natural resources | | |

| | | |
|--|--|--|
| Is there a partnership already in place which has a similar remit and which could take on this work? | | |
| Has the added value that the prospective partnership will bring been identified? | | |
| Will the prospective partnership contribute to streamlining existing partnerships? | | |
| Will the anticipated benefits outweigh the likely costs (direct and indirect) of a partnership? | | |
| Could all the benefits be achieved in a simpler or more cost-effective way? Would in house delivery be effective? | | |
| Are all the prospective partners willing to participate and commit resources needed to make the partnership succeed? | | |
| Does the prospective partnership have clear, realistic and measurable objectives which are accepted by all prospective partners? | | |
| Does the prospective partnership have agreed terms of reference? | | |
| Does the prospective partnership require procurement in line with Contract Procedures? | | |
| Are all partners clear about their roles and the resources they will need to commit? | | |
| Is there a commitment to evaluating the performance of the partnership and clear identification of outcomes? | | |
| Will the prospective partnership require a financial commitment from the Council and/or all partners? | | |
| Are there clear procedures for making decisions and resolving conflict? | | |
| Is the partnership time limited or set up on a task and finish basis? | | |
| Is there a clear exit strategy? | | |
| Would this be a "Significant" Partnership? (refer to details in Policy) | | |
| What type of partnership would this be? (refer to details in Policy) <ul style="list-style-type: none"> • Strategic • Service Improvement • Community Liaison • Community Delivery | | |

Appendix 5. Establishing a Desirable Partnership



Appendix 6 Partnership Establishment Checklist

| | | |
|--|--------------------|-----------------|
| Name of Partnership: | | |
| Organisation Name : Contact Name: Contact Details: | | |
| Details of supporting documents/Reports: | | |
| Completed by (Partnership specialist): | | |
| Supported by (Lead Specialist): | | |
| Date | | |
| | Yes/ NA | Comments |
| Has the partnership been approved? | | |
| Are the governance arrangements for the partnership set out? | | |
| Have clear objectives and outcomes been identified against Our Plan themes? | | |
| Is this a "Significant" or "Desirable" partnership? | | |
| What type of Partnership is this? <ul style="list-style-type: none"> • Strategic • Service Improvement • Community Liaison • Community Delivery | | |
| Is there a partnership agreement in place? | | |
| Does the partnership have a constitution? | | |
| Are responsibilities and accountabilities clearly defined and allocated? | | |
| Is there a lead partner or accountable body? | | |

| | | |
|---|--|--|
| Have partners nominated members of the governing body? | | |
| Are nominees mandated to exercise their role for employers? | | |
| Are governing body nominees sufficiently experienced for the role? | | |
| Does the partnership have audit arrangements? | | |
| Does the governance document provide an arbitration process? | | |
| Are there escalation procedures within the arbitration process? | | |
| Is there an exit strategy for all partners? | | |
| Is there a formal process for withdrawal by partners? | | |
| In the event of a partner withdrawing, is there a contingency plan? | | |
| Is there an annual review of the partnership? | | |
| Does the partnership have an approach to lessons learned? | | |
| Does the partnership report financial matters? | | |
| Does the partnership have arrangements to ensure legal compliance? | | |
| Does the partnership have arrangements to meet obligations with respect to human resources? | | |
| Does the partnership have asset management arrangements in place? | | |
| Does the partnership have a code of conduct? | | |
| Does the partnership have a training and development plan? | | |
| Does the partnership have a communications plan? | | |
| Is performance management monitored and reported in particular outcomes? | | |
| Does the partnership have arrangements for reporting and assurance? | | |
| Are responsibilities for insurance cover defined? | | |

To be completed for all Partnerships on an annual basis.

To be completed by partners and submitted by 31st July each year to the Partnership Specialist

Annual Partnership Monitoring Report.

This form should be completed on behalf of the Partner and returned to louisa.daley@swdevon.gov.uk by 31st July

Name of Partnership:

Organisation Name :

Contact Name:

Contact Details:

Details of any supporting documents/Reports:

Date

Please review the aims and objectives of the partnership along an evaluation of how they align with the Council's Our Plan themes and objectives.

Aims and objectives.

Which Our Plan Themes do these objectives support? Please tick.

- Economy - Creating places for enterprise to thrive and business to grow
- Homes - Enabling homes that meet the needs of all
- Infrastructure - Securing the services and facilities that meet the needs of our communities
- Communities - Empowering residents to create strong communities
- Wellbeing - Supporting positive, safe and healthy lifestyles
- Environment - Protecting, conserving and enhancing our built and natural environment
- Heritage - Celebrating our past and protecting our heritage for the future
- Resources - Promoting energy efficiency and more effective use of our natural resources

| |
|--|
| <i>Please restate the Key outputs identified for the partnership and report /achievements over the past twelve months</i> |
| |
| <i>Key challenges over the past twelve months and how these were addressed</i> |
| |
| <i>An appraisal of the financial commitment/resource input on an annual basis and whether you consider the partnership continues to provide value for money for the Council</i> |
| |
| <i>Is there a signed partnership agreement in place? Does this need amending?</i> |
| |
| <i>What are the risks presented by the partnership and how are these mitigated?</i> |
| |
| <i>What are the opportunities/benefits of the partnership and how have these been maximised?</i> |
| |
| <i>Overall Conclusion and summary of issues and opportunities for future development of the partnership</i> |
| |

To be completed by the Lead Specialist by 31st August to inform O&S, budget setting and future arrangements.

| | | |
|-----------------------------|--------------------------------|--|
| Name of Partnership: | | |
| Type of Partnership: | | |
| Lead Specialist: | | |
| 1 | Objectives and Outcomes | |
| | a | Has the partnership met its objectives and outcomes? State which have been met and how and which have not been met and why. |
| | | |
| | b | What performance information is available to support the above? Summarise performance. |
| | | |
| | c | Is the partnership still meeting local priorities and needs? Examples. |
| | | |
| | d | Can outcomes and objectives be delivered in a better way? What can the partnership do to improve performance? |
| | | |
| 2 | Finance and Resources | |
| | a | How has the partnership provided value for money in the previous year? |
| | | |

| | | |
|----------|--|---|
| | b | How will the partnership continue to provide value for money going forward? |
| | | |
| | c | How and to whom do you report on the value the partnership provides and how funds are spent? |
| | | |
| | d | Should the Council continue or is it able to provide the same level of financial support and/or resources? Please explain. |
| | | |
| 3 | Terms of Reference | |
| | a | Are any changes required to the terms of reference? What are these and why are they required. |
| | | |
| | b | When will the changes be made and how will they be agreed? |
| | | |
| 4 | Challenges, Risks and opportunities | |
| | a | What challenges were identified during the year and how were these resolved? If not resolved, why? |
| | | |
| | b | Did any new risks emerge during the year? What were they and what action has been taken to mitigate? |
| | | |
| | c | Were any new opportunities identified during the year? What were they and how have these been incorporated into the partnership? |
| | | |
| 5 | Conclusion | |
| | a | Should the partnership continue and why? |
| | | |
| | b | What monitoring measures and reporting are required? |
| | | |

Partnership Register - Communities

| Name of Partnership Lead Member Lead Officer Significant/Desirable | Area/Location | Purpose and Outcomes | Our Plan Theme | Partners Stakeholders | Agreement and End date | Finance/Costs | | | Type Strategic, Service Improvement, Community Delivery/Liaison | Performance Monitoring (RAG) | Partnership point of contact - ie Chair | Contact details |
|---|---------------------------------|---|---------------------------|--|---|--|--|-----------------|---|--|---|--|
| | | | | | | Officer time pcm in days/ contribution in kind | Direct grant or financial contribution per annum (£) | Total breakdown | | | | |
| Community Safety Partnership Cllr S Wright Cllr R Musgrave Louisa Daley CoP - Ian Luscombe <i>Significant</i> | SHDC, WDBC and Teignbridge D.C. | Statutory requirement as part of Crime and Disorder Act | Communities and Wellbeing | TDC, Police, DSFRS, Probation, DCC, Public Health, CVS | No SLA or MoU - a statutory requirement as part of the 1998 Crime and Disorder Act. | 6 | 0 | | All | Green - has presented to O&S at SH and WD within the last year and has no recommended conditions | Rebecca Hewitt, Chair of CSP | c/o Teignbridge District Council, Ford House, Newton Abbot TQ9 2XX |
| Multi Agency Risk Assessment CoP - Isabel Blake <i>Desirable</i> | SHDC, WDBC and Teignbridge D.C. | Agency information sharing of high risk DVA victims to assess and create safety plans | Communities | Police, Housing Providers, Social Services, DVA agencies | No SLA or MoU | 1 | 0 | | Service Improvement, Community Delivery | Amber - a desirable partnership which is monitored by the Police Public Protection Unit | Detective Inspector Edward Wright | edward.wright@devonandcornwall.pnn.police.uk |
| South Hams Community and Voluntary Sector Louisa Daley CoP - Ross Kennerley <i>Significant</i> | South Hams | Support and assistance to community and voluntary organisations. | Communities | SHDC as a funding stakeholder | Current SLA ends March 2016 and agreement is that 6 months notice with regards change to funding is provided by SH/WD | 0 | 42,616 | 42,616 | Community Delivery, Community Liaison | Red - a significant partnership which has not been presented to O&S within the last year. | Jill Davies | Jill Davies - Chief Officer, South Hams CVS, The Cottage, Follaton House, Totnes TQ9 5NE |
| West Devon Community and Voluntary Sector (CVS) Louisa Daley CoP - Ross Kennerley <i>Desirable</i> | West Devon | Support and assistance to community and voluntary organisations. | Communities | WDBC as a funding stakeholder | Current SLA ends March 2016 and agreement is that 6 months notice with regards change to funding is provided by SH/WD | 0 | 8,500 | 8,500 | Community Delivery, Community Liaison | Amber - a desirable partnership under the threshold criteria. Officer to monitor. | Karen Nolan - Chair | karen@westdevoncv.org.uk |
| North, West, Mid Devon and Torridge Citizens Advice Bureau (CAB) Louisa Daley CoP - Ross Kennerley | West Devon | Provision of advice and support to individuals in the borough | Communities and Wellbeing | | Current SLA ends March 2016 and agreement is that 6 months notice with regards change to funding is provided by SH/WD | 0 | 32,900 | 32,900 | Community Liaison | Red - a significant partnership which has not been presented to O&S within the last year. | Nicki Rowe - Chair | c/o Georgia Ainsworth - Communications officer georgia@ruraldevoncab.org.uk |

| | | | | | | | | | | | | |
|--|----------------|--|---------------------------|--|---|-----|--------|----------|---------------------|---|--|--|
| Desirable | | | | | | | | | | | | |
| Ivybridge Ring and Ride | | | | | | | | | | | | |
| Louisa Daley | South Hams | Community Transport Provision | Communities | SHDC and Devon County Council as funding stakeholders (from DCC to contribute £15000 pa) | Current SLA ends March 2016 and agreement is that 6 months notice with regards change to funding is provided by SH/WD | 0 | 2,710 | 2,710 | Community Delivery | Amber - desirable partnership under threshold. Officer to monitor. | Alex Thom | jdcta@btconnect.com |
| CoP - Ross Kennerley | | | | | | | | | | | | |
| Desirable | | | | | | | | | | | | |
| Totnes and Dartmouth Ring and Ride - may cease trading from April 16 | | | | | | | | | | | | |
| Louisa Daley | South Hams | Community Transport Provision | Communities | SHDC and Devon County Council as funding stakeholders (from DCC to contribute £15000 pa) | Current SLA ends March 2016 and agreement is that 6 months notice with regards change to funding is provided by SH/WD | 0 | 8,740 | 8,740 | Community Delivery | Amber - desirable partnership under threshold. Officer to monitor. | Karen Rose - Community Transport, DCC | Karen.l.rose@devon.gov.uk |
| CoP - Ross Kennerley | | | | | | | | | | | | |
| Desirable | | | | | | | | | | | | |
| Okehampton and District Ring and Ride | | | | | | | | | | | | |
| Louisa Daley | West Devon | Community Transport Provision | Communities | SHDC and Devon County Council as funding stakeholders (from DCC to contribute £15000 pa) | Current SLA ends March 2016 and agreement is that 6 months notice with regards change to funding is provided by SH/WD | 0 | 10,315 | 10,315 | Community Delivery | Red - a significant partnership which has not been presented to O&S within the last year. | Sue Wonnacott | sue.odctg@btinternet.com |
| CoP - Ross Kennerley | | | | | | | | | | | | |
| Significant | | | | | | | | | | | | |
| Tavistock and District Local Transport Partnership | | | | | | | | | | | | |
| Louisa Daley | West Devon | Community Transport Provision | Communities | SHDC and Devon County Council as funding stakeholders (from DCC to contribute £15000 pa) | Current SLA ends March 2016 and agreement is that 6 months notice with regards change to funding is provided by SH/WD | 0 | 10,315 | 10,315 | Community Delivery | Red - a significant partnership which has not been presented to O&S within the last year | Hannah Humphries | coordinator@tdtp.co.uk |
| CoP - Ross Kennerley | | | | | | | | | | | | |
| Significant | | | | | | | | | | | | |
| Early Help (previously Troubled Families Agenda) South Hams | | | | | | | | | | | | |
| John Ward/Housing | South Hams | To engage with identified families through the Central Govt. programme for positive community outcomes | Communities and Wellbeing | Project Management through DCC, funded by Central Govt. other agencies include Police, Housing Providers, Social Services, Youth Services Education, Job Centre Plus | Local Agreement with Senior Mangement of partner agencies to work together - no SLA | 1 | 0 | | Service Improvement | Amber - project is managed by DCC who are also responsible for financial regulations. We have no monitoring responsibility. | Hailey Grey - South Hams Early Help Co-ordinator | hailey@communitylinks-sw.co.uk |
| CoP - Isabel Blake | | | | | | | | | | | | |
| Significant | | | | | | | | | | | | |
| Early Help (previously Troubled Families Agenda) West Devon | | | | | | | | | | | | |
| John Ward/Housing | West Devon | To engage with identified families through the Central Govt. programme for positive community outcomes | Communities and Wellbeing | Project Management through DCC, funded by Central Govt. other agencies include Police, Housing Providers, Social Services, Youth Services Education, Job Centre Plus | Local Agreement with Senior Mangement of partner agencies to work together - no SLA | 1 | 0 | | Service Improvement | Amber - project is managed by DCC who are responsible for financial regulations. We have no monitoring responsibility. | Hailey Grey - West Devon Early Help Co-ordinator | hailey@communitylinks-sw.co.uk |
| CoP - Isabel Blake | | | | | | | | | | | | |
| Significant | | | | | | | | | | | | |
| Devon Youth Games | | | | | | | | | | | | |
| Jon Parkinson | South Hams and | Annual youth participation event | Communities and | Active Devon, OCRA, Tone Leisure, local | Local annual agreement, | 0.5 | 6,000 | SH 3,000 | Community Delivery | Amber - desirable partnership under | Jon Parkinson | Jon Parkinson |

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|---|---------------------------|--|---------------------------|--|---|-----|-------|----------|--|---|----------------|----------------|
| CoP - Ross Kennerley <i>Desirable</i> | West Devon | participation event held countywide. | Wellbeing | schools, local sports clubs. | no binding commitment. | 0.5 | 0,000 | WD 3,000 | Community Delivery | threshold. Officer to monitor. | Jon Parkinson | Jon Parkinson |
| Activity Network Partnership Jon Parkinson CoP - Ross Kennerley <i>Desirable</i> | South Hams and West Devon | Raising physical activity levels in the community by helping to sustain local activity | Communities and Wellbeing | Active Devon, OCRA, Tone Leisure, OneLife, Town and Parish Councils. | Local Agreement | 1 | 0 | | Community Delivery | Amber - desirable partnership under threshold. Officer to monitor. | Jon Parkinson | Jon Parkinson |
| Active Devon Jon Parkinson CoP - Ross Kennerley <i>Desirable</i> | South Hams and West Devon | Part of DCC Active and Wellbeing Plan, supports district and partner projects | Communities and Wellbeing | Active Devon, Public Health England, Tone Leisure, One Life, OCRA, Education/schools rep | Local Agreement | 1 | 0 | | Community Liaison and Community Delivery | Amber - desirable partnership under threshold. Officer to monitor. | Jon Parkinson | Jon Parkinson |
| Tavistock Community Sports Centre Jon Parkinson CoP - Ross Kennerley <i>Desirable</i> | West Devon | To monitor the use of our previous capital grant, for provision of sports at Tavistock College | Communities and Wellbeing | Tavistock College, Sport England, Youth sports clubs in Tavistock | Ongoing SLA for monitoring previously obtained funding. No known end date for this. | 0.5 | 0 | | Community Delivery | Amber - a desirable partnership, under threshold. Officer to monitor. | Jon Parkinson | Jon Parkinson |
| South Hams and West Devon Active Network Jon Parkinson CoP - Ross Kennerley <i>Desirable</i> | South Hams and West Devon | To co-ordinate and deliver activities across Devon | Communities and Wellbeing | Active Devon, Public Health England, Tone Leisure, One Life, OCRA, Education/schools rep | Local Agreement | 1 | 0 | | Community Delivery | Amber - a desirable partnership, under threshold. | Jon Parkinson | Jon Parkinson |
| Okehampton Community Recreation Association (OCRA) Jon Parkinson CoP - Ross Kennerley <i>Desirable</i> | West Devon | OCRA deliver outreach work across West Devon including Devon Youth Games and Active Villages | Communities and Wellbeing | Work with differing partners depending on the project | Local agreement, no ongoing financial commitment. | 1 | 2,000 | | Community Delivery | Amber - a desirable partnership, under threshold | Jon Parkinson | Jon Parkinson |
| Duty to Co-operate Partnership Ross Kennerley Cllrs Tucker and Sanders CoP - Ross Kennerley <i>Significant</i> - reputation | South Hams and West Devon | Partnership between local authorities and public sector particularly in the area of spatial planning | Communities and Homes | Strategic Planners from Devon and Plymouth | | | | | Strategic | Red - a significant partnership | Ross Kennerley | Ross Kennerley |
| South Hams Citizens Advice Bureau - CORF | | Provision and | | | | | | | | | | |

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|--|------------|---|---------------------------|--|---|---|--------|--------|--------------------|--|------------|--|
| Louisa Daley CoP - Ross Kennerley <i>Significant</i> | South Hams | Provision and delivery of advice and support services. Delivery to the areas of Kingsbridge, Ivybridge and Dartmouth. | Communities and Wellbeing | Stakeholders vary depending on project | Current SLA ends March 2016 and agreement is that 6 months notice with regards change to funding is provided by SH/WD | 0 | 41,867 | 41,867 | Community Delivery | Red - a significant partnership which has not been presented to O&S within the last year | Janie Moor | janiemoor@southhamscab.org.uk |
|--|------------|---|---------------------------|--|---|---|--------|--------|--------------------|--|------------|--|

Parish/Cluster meetings/Partnerships attended by Members alone

West Devon Northern Link

West Devon Eastern Link

West Devon Southern Link

West Devon Link Liaison Group (includes Super link meeting)

Tavistock Working Together

Okehampton Vision Steering Group

South Hams Super Cluster Meetings

South Hams Town Clerks and Mayors meetings

Sparse Rural Service Network

Langage Local Liaison Committee

DWP Forum (support DWP plan)

Devon Economic Partnership

Partnership Register - Economy

| Name of Partnership Lead Member Lead Officer Significant/Desirable | Area/Location | Purpose and Outcomes | Our Plan Theme | Partners Stakeholders | Agreement and End date | Finance/Costs | | | Type Strategic, Service Improvement, Community Delivery/Liaison | Performance Monitoring (RAG) | Partnership point of contact - ie Chair | Contact details |
|--|---------------------------|---|------------------------------------|--|--|--|--|---------------------------|---|--|---|------------------------------------|
| | | | | | | Officer time pcm in days/ contribution in kind | Direct grant or financial contribution per annum (£) | Total breakdown | | | | |
| Better Business For All Karen Procter CoP - Darren Arulvasagam <i>Desirable</i> | South Hams and West Devon | partnership between businesses and regulators to promote local economic prosperity whilst maintaining public protection | Economy | Trading Standards, DSFRS, all Devon Councils, Economic Development | Local Agreement | 2 | 0 | | Service Improvement | Amber - a desirable partnership, under threshold. For monitoring by officer. | Karen Procter | Karen Proctor |
| Local Action Group - South Devon Coastal LAG Cllr Hicks Cllr Pearce CoP -Darren Arulvasagam <i>Significant</i> | South Hams and West Devon | Invests in economic, environmental and community projects to encourage innovation and promote prosperity of the area between Plymouth and Exeter. | Economy, Environment and Community | Local Elected Members from South Hams and West Devon and volunteer members of the local community | Contract with Rural Payments Agency (RPA) until 2020 | 2 | 8,200 | 8,200 | Strategic and Community Delivery | Red - a significant partnership being overseen by Members/Management | Darren Arulvasagam | Darren Arulvasagam |
| Local Enterprise Action Fund (LEAF) Cllr Hicks Cllr Pearce CoP - Darren Arulvasagam <i>Significant</i> | South Hams and West Devon | Invests in economic, environmental and community projects to encourage innovation and promote prosperity of the area of Greater Dartmoor. | Economy, Environment and Community | Local Elected Members from South Hams and West Devon and volunteer members of the local community | Contract with Rural Payments Agency (RPA) until 2020 | 2 | 24,600 | SH 8,200 WD 16,400 | Strategic and Community Delivery | Red - a significant partnership being overseen by Members/Management | Darren Arulvasagam | Darren Arulvasagam |
| Local Enterprise Partnership Cllr Tucker Cllr Baldwin Darren Arulvasagam Steve Jorden <i>Significant</i> | South Hams and West Devon | Supporting the growth of the local and rural economy at a strategic level | Economy | Somerset County Council, Devon County Council and other local district/unitary councils. A peninsula wide partnership. | | | | | Strategic | Red - a significant partnership being overseen by Members/Management | Darren Arulvasagam Steve Jorden | Darren Arulvasagam Steve Jorden |
| Plymouth City Deal | South Hams and West Devon | Supporting the growth of the local and rural economy at a strategic level | Economy and Environment | Plymouth CC, Devon C C, relevant district councils | Memorandum of Understanding | | | | | Red - a significant partnership being overseen by Members/Management | Darren Arulvasagam | Darren Arulvasagam |

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|---|---------------------------|--|----------------------------|---|-----------------------------|-----|-------|--|--------------------|----------------------------------|------------------------------------|------------------------------------|
| Steve Jordan <i>Significant</i> | South Hams and West Devon | economy around Plymouth and local districts. | Economy and Infrastructure | relevant district councils, Universities of Exeter and Plymouth | Memorandum of Understanding | 0.5 | 0 | | Strategic | Red - a significant partnership. | Darren Arulvasagam Steve Jordan | Darren Arulvasagam Steve Jordan |
| Okehampton Business Information Point Darren Arulvasagam <i>Significant</i> | West Devon | Providing business advice for new businesses | Economy | WDBC and members of the local business community | Contract until 31/3/17 | 0.5 | 8,340 | | Community Delivery | Red - a significant partnership. | Darren Arulvasagam | Darren Arulvasagam |

Partnership Register - Environment

| Name of Partnership Lead Member Lead Officer Significant/Desirable | Area/Location | Purpose and Outcomes | Our Plan Theme | Partners Stakeholders | Agreement and End date | Finance/Costs | | | Type Strategic, Service Improvement, Community Delivery/Liaison | Partnership point of contact - ie Chair | Contact details |
|--|---------------------------|---|-----------------------------|---|--|--|--|-----------------|---|---|--|
| | | | | | | Officer time pcm in days/ contribution in kind | Direct grant or financial contribution per annum (£) | Total breakdown | | | |
| Local Resilience Forum James Kershaw CoP - Ian Luscombe <i>Significant</i> | South Hams and West Devon | South Devon group formed to be able to plan and respond to civil emergencies | Environment | Police, Fire, all local councils in Devon and Cornwall area, all NHS trusts, PHE, EA, Ambulance Trust, Network Rail, SWW | Nationally recommended good practise, in order to comply with legal requirements under the Civil Contingencies Act | 0.5 | 400 | | Strategic | Neil Hamlyn | Irf@devonandcornwall.pnn.police.uk |
| South Devon AONB Cllrs Brown and Cane Rob Sekula CoP - Ross Kennerley <i>Significant</i> | South Hams | To conserve and enhance the natural beauty of the landscape, with two secondary aims: meeting the need for quiet enjoyment of the countryside and having regard for the interest of those who live there | Environment and Communities | WDBC, DCC, Cornwall Council, Natural England (on behalf of DEFRA), some independent members representing community/farming interests. The wider 'Partnership' | Memorandum of Understanding - currently researching end date, not known. | 0.5 | 32,900 | | Service Improvement | Rob Sekula | Rob Sekula |
| Tamar Valley AONB Cllr Benson Rob Sekula CoP - Ross Kennerley <i>Desirable</i> | South Hams and West Devon | To conserve and enhance the natural beauty of the landscape, with two secondary aims: meeting the need for quiet enjoyment of the countryside and having regard for the interests of those who live and work there. | Environment and Communities | WDBC, DCC, Cornwall Council, Natural England (on behalf of DEFRA), some independent members representing community/farming interests. The wider 'Partnership' includes a full range of voluntary organisations, Parish Councils, farming sector, etc. | Memorandum of Understanding - currently researching end date, not known. | 0.5 | 9,400 | | Service Improvement | Rob Sekula | Rob Sekula |
| South Devon Estuaries AONB Roger Englsih CoP - Ross Kennerley | SH | chasing email sent 6/4 for more info | | | | | 10,200 | 10,200 | | | |
| Wembury Marine Centre | | | | | | | | | | | |

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|--|---------------------------|---|---------------------------|---|---|-----|-------|--|---------------------|--|--|--|
| Roger English | | chasing email sent 6/4 for more info | | | | | | | | | | |
| CoP - Ross Kennerley | SH | | | | | | 6,525 | | | | | |
| Slapton Line Partnership | | | | | | | | | | | | |
| Roger English | | chasing email sent 6/4 for more info | | | | | | | | | | |
| CoP - Ross Kennerley | SH | | | | | | 0 | | | | | |
| Tamar Estuaries Consultative Forum | | | | | | | | | | | | |
| Cllrs Benson and Hitchins | South Hams and West Devon | The estuary management partnership that brings together stakeholders to promote the delivery of integrated management for the Tamar estuaries and nearby coastal areas in order to ensure long term sustainability. | Environment | WDBC, SHDC, PCC, Env Agency, Nat England, Marine Management Organisation, MoD, Plymouth University, Cornwall Council | Local Agreement | 0.5 | 7,270 | | Service Improvement | Rob Sekula | Rob Sekula | |
| Rob Sekula | | | | | | | | | | | | |
| CoP - Ross Kennerley | | | | | | | | | | | | |
| <i>Desirable</i> | | | | | | | | | | | | |
| South Hams Tree Warden Partnership | South Hams | National Scheme administered through the Tree Council, supported by SHDC | Environment | The Tree Council, Parish Councils, Town Councils | Local Agreement | 0.5 | 0 | | Community Liaison | currently seeking new Chair, contact Alex Whish until resolved | currently seeking new Chair, contact Alex Whish until resolved | |
| Alex Whish | | | | | | | | | | | | |
| CoP - Ross Kennerley? | | | | | | | | | | | | |
| <i>Desirable</i> | | | | | | | | | | | | |
| Plymouth Local Nature Partnership | | | | | | | | | | | | |
| Ross Kennerley | SH | | | | | | | 0 | | | | |
| South Devon Green Infrastructure Partnership | | | | | | | | | | | | |
| Alexis Huggins | South Hams | The purpose is to secure delivery of high quality multi-functional green infrastructure and strengthen the green infrastructure network across the South Devon project area. | Environment and Community | Torbay Coast and Countryside Trust, South Hams District Council, Torbay Council, Natural England, South Devon AONB and National Trust | There are Terms of Reference and a Memorandum of Agreement. The MOA runs until 21 st July 2017 and we are currently seeking extension. | 10 | 6,500 | to be confirmed when salary info rec'd | Strategic | Alexis Huggins | Alex Huggins | |
| CoP? | | | | | | | | | | | | |
| <i>Significant</i> | | | | | | | | | | | | |

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|---|---|--|--|---|
| Slapton Nature Reserve Partnership Roger English CoP? SH | chasing email sent 6/4 for more info | | | roger.english@southams.gov.uk Roger English |
| Devon Local Nature Partnership Roger English CoP? SH/WD | chasing email sent 6/4 for more info | | | roger.english@southams.gov.uk Roger English |

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Partnership Register - Heritage

| Name of Partnership Lead Member Lead Officer Significant/Desirable | Area/Location | Purpose and Outcomes | Our Plan Theme | Partners Stakeholders | Agreement and End date | Finance/Costs | | | Type Strategic, Service Improvement, Community Delivery/Liaison | Performance Monitoring (RAG) | Partnership point of contact - ie Chair | Contact details |
|--|---------------|---|----------------|---|--|--|--|-------------------------------|---|---|--|-----------------|
| | | | | | | Officer time pcm in days/ contribution in kind | Direct grant or financial contribution per annum (£) | Total breakdown | | | | |
| Tavistock Heritage Group Cllr Sanders Graham Lawrence CoP - Pat Whymer <i>Desirable</i> | West Devon | To assist with the management of the townscape initiative funded by the Heritage Lottery Fund, in an advisory role. | Heritage | Community members, Chamber of Trade, Tavistock Forward, local schools, Tavistock Town Council | Supports the Guildhall and World Heritage Site Partnerships - is the a partnership in its own right or part other/s? | 0.5 | 0 | | Community Liaison | Amber - a desirable partnership which falls under threshold criteria. Officer to monitor. | Vice Chair - Cllr Sanders Officer - Graham Lawrence | Graham Lawrence |
| World Heritage Site Cllr Mike Benson Graham Lawrence CoP - Pat Whymer <i>Significant?</i> | West Devon | To protect one of England's 10 areas in the Historic England Group - project run by CornwallCounty Council | Heritage | Cornwall County Council, Devon County Council, West Devon Borough Council | | 1 | WD 4,000 | | Service Delivery | Red? Significant due to reputation? | Graham Lawrence | Graham Lawrence |
| Tavistock Townscape Heritage Initiative Cllr Jeff Moad Graham Lawrence CoP - Pat Whymer <i>Desirable</i> | West Devon | A significant partnership built into the Heritage Lottery Fund for ?? | Heritage | Tavistock Town Council, West Devon Borough Council | The partnership will cease at the end of the Heritage Lottery Fund initiative 2020 (?) | 1 | £10,000 | As part of 5 year arrangement | | Significant partnerships because we are contractually bound | Graham Lawrence | Graham Lawrence |
| Tavistock Guildhall Partnership Graham Lawrence CoP - Pat Whymer <i>Significant/Desirable</i> | West Devon | The group was set up to co-ordinate stage 2 of the bid to create the Guildhall into a community hub | Heritage | Tavistock Town Council, Devon County Council, World Heritage Site | | tbc - awaiting info from GL | 0 | | Community Delivery? | Awaiting information on Officer Time spent from GL 14/7/2016 | Graham Lawrence | Graham Lawrence |

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Partnership Register - Homes

| Name of Partnership Lead Member Lead Officer Significant/Desirable | Area/Location | Purpose and Outcomes | Our Plan Theme | Partners Stakeholders | Agreement and End date | Finance/Costs | | | Type Strategic, Service Improvement, Community Delivery/Liaison | Performance Monitoring (RAG) | Partnership point of contact - ie Chair | Contact details |
|--|---------------------------|---|---------------------|--|------------------------|--|--|-----------------|---|---|---|--|
| | | | | | | Officer time pcm in days/ contribution in kind | Direct grant or financial contribution per annum (£) | Total breakdown | | | | |
| Devon Strategic Housing Group Cllr Bastone Cassandra Harrison CoP - Ross Kennerley <i>Desirable</i> | South Hams and West Devon | To develop and deliver solutions to strategic housing issues across Devon | Homes | DCC, District Councils and Housing Associations | Local Agreement | 0.5 | 0 | | Service Improvement | Amber - a desirable partnership which falls under threshold criteria. Officer to monitor and report as necessary. | Cassandra Harrison | Cassandra Harrison |
| Dartmoor National Park Joint Advisory Committee Cassandra Harrison Alex Rehaag CoP - Ross Kennerley <i>Desirable</i> | South Hams and West Devon | To address affordable housing in the Dartmoor National Park area | Homes | Dartmoor National Park | Local Agreement | 0.5 | 0 | | Service Improvement | Amber - a desirable partnership which falls under threshold criteria. Officer to monitor and report as necessary | Cassandra Harrison and Alex Rehaag | Cassandra Harrison and Alex Rehaag |
| Devon and Cornwall Housing Options Partnership CoP - Isabel Blake <i>Significant</i> | South Hams and West Devon | Housing advice and homelessness in Devon, linked to the Strategic Group | Homes | DCC, District Councils and Housing Associations | Local Agreement | 0.5 | SH 6,000 WD 6,000 | | Service Improvement and Community Liaison | Red - a significant partnership with annual costing of over £10000. | Isabel Blake | Isabel Blake |
| Devon and Cornwall Rough Sleepers Group CoP - Isabel Blake <i>Desirable</i> | South Hams and West Devon | Support for rough sleepers - infrequent meetings | Homes | Police, Probation, District Councils, Homeless Prevention agencies | Local Agreement | 0.5 | 0 | | Service Improvement | Amber - a desirable partnership which falls under threshold criteria. | Isabel Blake | Isabel Blake |
| Young Devon (West Devon) Louisa Daley CoP - Ross Kennerley <i>Desirable</i> | West Devon | Provides supported housing advice and counselling for young people in West Devon | Homes and Wellbeing | Referrals rec'd from GP's, Police and schools | | 0 | WD 7,500 | | Community Delivery and Community Liaison | Amber - a desirable partnership which falls under threshold criteria. | Katherine Weedall (Lead Practitioner) | katherine.weedal@youngdevon.org |
| Young Devon (South Hams) Louisa Daley | South Hams and West Devon | Provides supported housing advice for young people aged 18-25 years in the South Hams | Homes and Wellbeing | Referrals rec'd from GP's, Police and schools | | 0 | 0 | | Community Delivery and Community Liaison | Amber - a desirable partnership which falls under | Louisa Daley | Louisa Daley |

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|---------------------------------------|------------------------------|--|-------|---|--|--|--|--|-----------|----------------------------------|-------------|-------------|
| CoP - Ross Kennerley Desirable | | South Hams | | | | | | | | threshold criteria. | | |
| Devon Building Control Partnership | South Hams and West Devon | A statutory function/business - should this be listed as a partnership? | Homes | South Hams, West Devon and Teignbridge | | | | | Strategic | Red - significant partnership | Helen Dobby | Helen Dobby |
| v Significant | | | | | | | | | | | | |

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Partnership Register - Wellbeing

| Name of Partnership Lead Member Lead Officer Significant/Desirable | Area/Location | Purpose and Outcomes | Our Plan Theme | Partners Stakeholders | Agreement and End date | Finance/Costs | | | Type Strategic, Service Improvement, Community Delivery/Liaison | Performance Monitoring (RAG) | Partnership point of contact - ie Chair | Contact details |
|--|---------------|-------------------------------------|----------------|--------------------------------------|---------------------------------|--|--|-----------------|---|--|---|-----------------------|
| | | | | | | Officer time pcm in days/ contribution in kind | Direct grant or financial contribution per annum (£) | Total breakdown | | | | |
| Safety Advisory Group Honey Foskett CoP - Cathy Aubertin <i>Desirable</i> | South Hams | Multi agency event management group | Wellbeing | DCC, Police, DSFRS, Event organisers | Local Agreement - good practise | 1 | 0 | | Service Improvement and Community Liaison | Amber - a desirable partnership which falls under threshold criteria | Honey Foskett - Chair | Honey Foskett - Chair |
| Safety Advisory Group Honey Foskett CoP - Cathy Aubertin <i>Desirable</i> | West Devon | Multi agency event management group | Wellbeing | DCC, Police, DSFRS, Event organisers | Local Agreement - good practise | 1 | 0 | | Service Improvement and Community Liaison | Amber - a desirable partnership which falls under threshold criteria | Honey Foskett - Chair | Honey Foskett - Chair |

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Appendix 4. Partnership Review. Summary table and Recommendations for further actions. August 2016

This table presents a summary of the overall Partnership Register to support consideration of future recommendations. The table gives details of

1. The relevant “Our Plan” theme. The register is grouped against these themes and gives an indication of the spread of partnerships across the themes
2. The name of the Partnership.
3. Location (South Hams, West Devon or Both).
4. The type of partnership. Strategic, Service Improvement, Community Liaison or Community Delivery
5. The Significance of the Partnership.
6. Recommendation.

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| Our Plan Theme | Name of Partnership | Location/Area | Type of Partnership | Significant or Desirable: £ and Officer time (days pcm) | Recommendations |
|---------------------------|------------------------------|------------------------|--|--|---|
| Communities and Wellbeing | Community Safety Partnership | South Hams, West Devon | Strategic, Service Improvement, Community Delivery/Liaison | Significant: £0 6 days | <p>West Devon Recommendation: -Evidential that the CSP resources in time and money spent have been reduced, particularly over the last 12 months. Due to the level and type of work undertaken it would be unwise to reduce any resource further. -Maintain current funding.</p> <p>South Hams Recommendation: -Continue to support the CSP in its current format and provide resources at the current level. -Councillors consider the CSP to be a highly valued service. -CSP to provide a light-touch report and short presentation at the next O & S committee. -Maintain current funding</p> |
| Communities | Multi Agency Risk Assessment | South Hams, West Devon | Service Improvement, Community Delivery | Desirable: £0 1 day | <p>Recommendation: Continue to attend in line with our safeguarding partnerships.</p> |

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| Communities | South Hams Community and Voluntary Services (CVS) | South Hams | Service Improvement, Community Delivery | Significant: £42,616 0 days | Recommendation: -Renewal of CVS' SLA is required. -CVS should look to charging organisations for services; in a bid to self-fund and should continue to seek alternative funding, particularly from active members. -Core management costs should be part-covered in all future bids for project funding. -More evidence and justification of project work undertaken should be supplied to support review. -Seek further Business Plan to underpin future delivery |
| Communities | West Devon Community and Voluntary Services (CVS) | West Devon | Community Delivery, Community Liaison | Significant: Reputation £8,500 0 days | -Where there are areas of work that overlap the CVS can be more involved with helping to promote partnership between the organisations. -There is a need to raise the profile of the CVS with new officers in light of the recent changes at the council -CVS will need to be challenged in future over their approach to charging for their services to scrutinise whether they could be a self-sufficient service. -There should be more contact by WDBC with Devon County Council with regard to aligning funding outcomes. -Seek further Business Plan to underpin future delivery |
| Communities and Wellbeing | North, West, Mid Devon and Torridge Citizens Advice Bureau (CAB) | West Devon | Community Liaison | Significant: £32,900 0 days | Recommendation: - helpful for CAB to collect information on why clients go to CAB rather than their Local Authority, this would inform internal practice and accessibility. -Improve preventative measures through shared community infrastructure; -Suggestion that CAB use facilities/resources already available (e.g. GP surgery or Leisure centres) for cost effectiveness and efficiency of outreach. -The benefits of a co-location between CAB and the Local Authority (e.g. outreach, service, assets etc.) were discussed and co-location at Kilworthy Park is being explored. |

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| | | | | | <p>-Should have procedures in place for the councils Locality Officers to use triggers and clues to outreach and ensure volunteers/workers are properly informed about appropriate signposting.</p> <p>-Seek further Business Plan to underpin future delivery</p> |
| Communities | Ivybridge Ring and Ride | South Hams | Community Delivery | Desirable: £2,710 0 days | <p>Recommendation:</p> <p>-Seek to amalgamate all Ring and Ride services into single arrangement with DCC as lead agency, point of contact and for monitoring</p> <p>- Equalise funding across South Hams</p> |
| Communities | Totnes and Dartmouth Ring and Ride | South Hams | Community Delivery | Desirable: £8,740 0 days | <p>Recommendation:</p> <p>-Seek to amalgamate all Ring and Ride services into single arrangement with DCC as lead agency, point of contact and for monitoring</p> <p>- Equalise funding across South Hams</p> |
| Communities | Okehampton and District Ring and Ride | West Devon | Community Delivery | Significant: £10,315 0 days | <p>Recommendation:</p> <p>-Seek to amalgamate all Ring and Ride services into single arrangement with DCC as lead agency, point of contact and for monitoring</p> <p>- Maintain equalised funding across West Devon</p> |
| Communities | Tavistock and District Local Transport Partnership | West Devon | Community Delivery | Significant: £10,315 0 days | <p>Recommendation:</p> <p>-Seek to amalgamate all Ring and Ride services into single arrangement with DCC as lead agency, point of contact and for monitoring</p> <p>- Maintain equalised funding across West Devon</p> |
| Communities and Wellbeing | Early Help (previously Troubled Families Agenda) South Hams | South Hams | Service Improvement | Desirable: £0 1 day | <p>Recommendation:</p> <p>Continue to support where appropriate at officer level.</p> |
| Communities and Wellbeing | Early Help (previously Troubled Families Agenda) West Devon | West Devon | Service Improvement | Desirable: £0 1 day | <p>Recommendation:</p> <p>Continue to support where appropriate at Officer level.</p> |

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| Communities and Wellbeing | Devon Youth Games | South Hams and West Devon | Community Delivery | Desirable: £6,000 (split between SH & WD) 0.5 day | Recommendation. Maintain current level of support. Seek links to new Leisure Contract. |
| Communities and Wellbeing | Activity Network Partnership | South Hams and West Devon | Community Delivery | Desirable: £0 1 day | Recommendation. Maintain current level of support. Seek links to new Leisure Contract. |
| Communities and Wellbeing | Active Devon | South Hams and West Devon | Community Liaison and Community Delivery | Desirable: £0 1 day | Recommendation. Maintain current level of support. Seek links to new Leisure Contract. |
| Communities and Wellbeing | Tavistock Community Sports Centre | West Devon | Community Delivery | Desirable: £0 0.5 day | Recommendation. Maintain current level of support. Seek links to new Leisure Contract. |
| Communities and Wellbeing | South Hams and West Devon Active Network | South Hams and West Devon | Community Delivery | Desirable: £0 1 day | Recommendation. Maintain current level of support. Seek links to new Leisure Contract. |
| Communities and Wellbeing | Okehampton Community Recreation Association (OCRA) | West Devon | Community Delivery | Desirable: £2,000 1 day | Recommendation. Maintain current level of support. Seek links to new Leisure Contract. |
| Communities and Homes | Duty to Co-operate Partnership | South Hams and West Devon | Strategic | Significant: Reputation | Recommendation: Maintain current arrangements |
| Communities and Wellbeing | South Hams Citizens Advice Bureau | South Hams | Community Delivery | Significant: £41,867 (+ £10,000 for outsource) 0 days | Recommendation: -The renewal SLA and scoping of services is required, this is to be led by discussion between Janie Moor and Ian Luscombe; potentially for the end of July in preparation for the 4 th Aug O&S. Issues to consider: -Improved intelligence and information sharing. -Review of services to find out if there are duplications between CAB and Council. |

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| | | | | | <ul style="list-style-type: none"> -CAB to provide a clear breakdown of funding and services for both core and outreach, so that the former 3 year contract for an extra £10k, towards outreach, can be re-evaluated. -CAB to provide clarification on the resolution of past border issues identified in Plymouth and other peripheral areas. -CAB to communicate new local projects with councils ward members. -Councillors particularly welcome the new 'Social Prescribing' initiatives in Woolwell and Chillington. -Seek further Business Plan to underpin future delivery |
| Economy | Better Business For All | South Hams and West Devon | Service Improvement | Desirable: £0 2 days | Recommendation To be confirmed. |
| Economy, Environment and Community | Local Action Group - South Devon Coastal LAG | South Hams and West Devon | Strategic and Community Delivery | Significant: Reputation £8,200 2 days | Recommendation: Maintain current arrangements (support and as responsible body). Keep under review. |
| Economy, Environment and Community | Local Enterprise Action Fund (LEAF) | South Hams and West Devon | Strategic and Community Delivery | Significant: Reputation £24,600 (£8,200-SH & £16,400 – WD) 2 days | Recommendation: Maintain current arrangements (support and as responsible body). Keep under review. |
| Economy | Local Enterprise Partnership | South Hams and West Devon | Strategic | Significant: Reputation | Recommendation: Maintain current arrangements |
| Economy and Infrastructure | Plymouth City Deal | South Hams and West Devon | Strategic | Significant: Reputation £0 0.5 days | Recommendation: Maintain current arrangements |
| Economy | Okehampton Business Information Point | West Devon | Strategic | Significant: £8,340 0.5 days | Recommendation: Maintain newly negotiated partnership |

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| Environment | Local Resilience Forum | South Hams and West Devon | Strategic | Desirable: £400 0.5 days | Recommendation: Maintain current arrangements. |
| Environment and Communities/ Economy | South Devon AONB | South Hams | Strategic Partnership which holds a statutory function | Significant: £32,749 0.5 days | Recommendation: Maintain current arrangements Progress Income generation proposals |
| Environment and Communities | Tamar Valley AONB | South Hams and West Devon | Strategic Partnership which holds a statutory function | Significant: £9,400 0.5 days | Recommendation: Maintain current arrangements Progress Income generation proposals |
| Environment | South Devon Estuaries AONB | South Hams | Strategic partnership | Significant: £10,200 0 days | Recommendation: Maintain current level of funding. An SLA is required with outcome focussed measurements and an agreed funding stream commitment from other partners |
| Environment and Communities | Wembury Marine Centre | South Hams | Community Delivery | Desirable: £8,700 0 days (but attendance at funding meetings & AONB manager 8 days p/y) | Recommendation: Maintain current arrangements |
| Environment, Communities and Infrastructure | Slapton Line Partnership | South Hams (specifically Slapton Sands) | Service Improvement | Significant: £15,000 1 day (representatives on the steering group & AONB manager 10 days p/y) | Recommendation: Maintain current arrangements |
| Environment | Tamar Estuaries Consultative Forum | South Hams and West Devon | Strategic Partnership | Desirable: £7,270 0.5 days | Recommendation: Maintain current arrangements |

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| Environment | South Hams Tree Warden Partnership | South Hams | Community Liaison | Desirable: £0 0.5 days | Recommendation: Maintain current arrangements |
| Environment | Plymouth Local Nature Partnership | South Hams | Strategic Partnership | Desirable £0 | Recommendation: Maintain current arrangements |
| Environment and Community | South Devon Green Infrastructure Partnership | South Hams | Strategic | Significant: £6,500 | Recommendation: Seek renewed SLA based on self funded s.106 contributions supported by existing Countryside Projects revenue budget. Target community project outcomes |
| Environment | Slapton Nature Reserve Partnership | South Hams | Strategic Partnership | Desirable: £0 0.5 days | Recommendation: Maintain current arrangements |
| Environment | Devon Local Nature Partnership | South Hams and West Devon | Strategic Partnership | Desirable £0 (AONB manager attends) | Recommendation: Maintain current arrangements |
| Heritage | Tavistock Heritage Group | West Devon | Community Liaison | Desirable: £0 0.5 days | Recommendation: Maintain current arrangements |
| Heritage | World Heritage Site | West Devon | Service Delivery | Significant: Reputation £4,000 1 day | Recommendation: Maintain current arrangements |
| Heritage | Tavistock Townscape Heritage Initiative | West Devon | Service deliver and Service Improvement | Desirable: £10,000 1 day | Recommendation: -Currently within time limited agreement. Maintain current arrangements |
| Heritage | Tavistock Guildhall Partnership | West Devon | Service delivery and Service improvement | Desirable: £0 0.5 day | Recommendation – Maintain current arrangements |
| Homes | Devon Strategic Housing Group | South Hams and West Devon | Service Improvement | Desirable: £0 0.5 day | Recommendation – Maintain current arrangements |

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| Homes | Dartmoor National Park Joint Advisory Committee | South Hams and West Devon | Service Improvement | Desirable: £12,000 (£6000-SH & £6000-WD) 0.5 days | Recommendation: For CoP lead to review the contribution of £12,000 spent versus value for money before commitment for 2017/18 is made. |
| Homes | Devon and Cornwall Housing Options Partnership | South Hams and West Devon | Service Improvement and Community Liaison | Desirable: £0 0.5 day | Recommendation – Maintain current arrangements |
| Homes | Devon and Cornwall Rough Sleepers Group | South Hams and West Devon | Service Improvement | Desirable: £0 0.5 day | Recommendation – Maintain current arrangements |
| Homes and Wellbeing | Young Devon (West Devon) | West Devon | Community Delivery and Community Liaison | Desirable: £7,500 0 days | Recommendation – Maintain current arrangements |
| Homes and Wellbeing | Young Devon (South Hams) | South Hams | Community Delivery and Community Liaison | Desirable: £0 0 days | Recommendation – Maintain current arrangements subject to CoP lead assessment of outcomes |
| Homes | Devon Building Control Partnership | South Hams and West Devon | Strategic | Significant: Discussion as to whether it is a commissioning or business arrangement | Recommendation – Maintain current management and review arrangements |
| Infrastructure | Devon and Cornwall Rail Partnership | West Devon | Strategic | Significant: Reputation £2,500 | Recommendation – Maintain current arrangements |
| Resources | South West Community Energy Partnership | South Hams and West Devon | Service Improvement | Desirable: £0 1 day | Recommendation – Maintain current arrangements |
| Wellbeing | Safety Advisory Group - West Devon | West Devon | Service Improvement and Community Liaison | Desirable: £0 1 day | Recommendation – Maintain current arrangements |
| Wellbeing | Safety Advisory Group - South Hams | South Hams | Service Improvement and Community Liaison | Desirable: £0 1 day | Recommendation – Maintain current arrangements |

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Agenda Item 10



West Devon
Borough
Council

OVERVIEW & SCRUTINY (EXTERNAL) COMMITTEE – DECISIONS LOG

| Meeting Date | Report Title and Minute Ref. | Decision / Action | Officer / Member | Officer comments |
|--------------|---|---|---|--|
| 14 June 2016 | Confirmation of Minutes O&S(E) 2 | At the discretion of the Chairman, a Member was permitted to express his disappointment that there had still been no retraction in the local press in respect of the misleading article that had wrongly stated that a Council meeting had been held with Mel Stride MP (Minute *O&S(E) 36 refers). In response, it was agreed that this matter would be taken up with the Council's Communications Team. | Lesley Crocker | Contact been made with Mel Stride's Office and a response awaited. |
| 14 June 2016 | Joint Local Plan Update O&S(E) 6 | In light of the importance of this issue, the Committee requested that this matter be a standing agenda item for the Committee for the foreseeable future. In light of neighbourhood plans being currently produced in a vacuum, a Member emphasised the importance of the Council re-convening meetings of the Neighbourhood Planning Groups Forum in order that they can receive some much needed support. | Darryl White / Ross Kennerley Ross Kennerley | Work programme updated accordingly. |
| 14 June 2016 | Health and Wellbeing (Leisure) Procurement Update | Once a preferred bidder had been selected, it was intended that they would attend and present their proposals to an all Member Briefing at Kilworthy Park on 18 July 2016 at | Chris Brook | Efforts were made to try and change the date and time but these proved to be unsuccessful. |

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| | O&S(E) 7 | 10.00am. It was also anticipated that this session would enable all Members the opportunity to ask pertinent questions. Whilst acknowledging that this Briefing had been fixed in consultation with the Member Leisure Board, some Members advised of their inability to attend this session and questioned whether this date and time could be revisited. In response, officers confirmed that they would see if it was possible for the proposed date and time to be changed; | | |
| 14 June 2016 | Task and Finish Group Updates: DCH Review Proposal O&S(E) 8(a) | As an update, the Committee requested that it be in receipt of a concluding report on this matter at its next meeting on 2 August 2016. | Issy Blake / Cllr Watts | In light of Cllr Watts sending her apologies for the meeting on 2 August 2016, this item has been scheduled for 11 October 2016 meeting. |
| 14 June 2016 | Task and Finish Group Updates: Partnership Review O&S(E) 8(b) | The Group hoped to be in a position to make its final recommendations to the next Committee meeting on 2 August 2016. | Ross Kennerley | Work programme updated accordingly. |
| 14 June 2016 | Draft Annual Work Programme O&S(E) 10 | It was agreed that the joint WD/SH Economy Working Group findings would be presented to the Committee meeting on either 2 August 2016 or 11 October 2016; The Chairman confirmed that she had made contact with the newly elected Police and Crime Commissioner and she had agreed to attend the Committee meeting on 11 October 2016; It was noted that progress had been made with the NHS England agenda item and a representative | Darren Arulvasagam Darryl White Darryl White | Update scheduled for 11 October 2016 meeting. Work Programme updated accordingly. Work programme updated accordingly. |

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| | | from the organisation had now confirmed their ability to attend the next Committee meeting on 2 August 2016. | | |
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OVERVIEW AND SCRUTINY (EXTERNAL) COMMITTEE

DRAFT ANNUAL WORK PROGRAMME – 2016-17

| Date of Meeting | Report | Lead Officer |
|-----------------|---|--------------------|
| 11 October 2016 | Hub Committee Forward Plan | Kathy Trant |
| | Task and Finish Group Updates: DCH Review: Concluding Report | Isabel Blake |
| | Police and Crime Commissioner to attend | Alison Hernandez |
| | Crime and Disorder Safety Partnership | Ian Luscombe |
| | Joint Local Plan Update | Ross Kennerley |
| | Draft O+S Annual Report | Darryl White |
| | Joint SH/WD Economy Working Group findings | Darren Arulvasagam |
| | | |
| January 2017 | Hub Committee Forward Plan | Kathy Trant |
| | Joint O+S Draft Budget 2016/17 Consultation | Lisa Buckle |
| | | |
| 7 March 2017 | Hub Committee Forward Plan | Kathy Trant |
| | Task and Finish Group Updates | |
| | Joint Local Plan Update | Ross Kennerley |
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| 9 May 2017 | Hub Committee Forward Plan | Kathy Trant |
| | Task and Finish Group Updates | |
| | Joint Local Plan Update | Ross Kennerley |
| | Draft O+S Annual Report | Darryl White |
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