

Wiltshire Coordinating Group

21st July 2008

Willow Room, Conference & Development Centre, County Hall, Trowbridge
10am – 12 noon

AGENDA

This is the first meeting of the Coordinating Group and it would be helpful to spend time to ensure that we have a shared understanding of the role of this Group, how we interact with other bodies in the 'family of partnerships' and how we will work together. This will help us to set the frequency of meetings and our work programme for the coming year.

Attached is a membership list and, as a reminder, an extract from the final Governance report to WiSB on 9th June 2008. This outlines the roles of this Group, the Assembly, the Accountable Bodies groups and Thematic Delivery Partnerships.

At this first meeting we may wish to talk about:

1. How we will bring together information for the Assembly meeting on 3rd October
2. How we will manage the relationship between Thematic Delivery Partnerships, Community Partnerships, the Coordinating Group, the Accountable Bodies Group and the Assembly in order to maximise the effectiveness of all the Partnerships and Groups.
3. What should be the role of the Sustainable Community Strategy (what should it contribute to the agreement between partners to take action (the Local Agreement for Wiltshire), what should it look like, how should it be developed and signed off?)
4. How we will develop the necessary consistency between the Thematic delivery Partnerships and WFCAP.
5. To answer these questions, we may find it helpful to consider the annual cycle of activity of the family of partnerships and the roles of the individual partnership, and groups through the cycle.
6. What is the mechanism to raise and consider 'hot topics' to problem solve and develop approaches to particular issues (eg NEET).
7. How we will manage the negotiation and refresh of the Local Area Agreement with GOSW.

From all that we should be able to set the frequency of meetings and work programme for the year.

Co-ordinating Group

Partnership	Representative
Chair	Keith Robinson, supported by staff from his office
Wiltshire Strategic Economic Partnership	Caroline Lewis or Steve Stone for strategic issues
Children & Young People's Trust Board	Jim Smith or Peter Fanshawe, Manager
Health & Well Being Partnership Board	Sue Redmond (interim)/Maggie Rae (interim)
Housing Partnership	Andrew Reynolds or Graham Hogg
Environment Alliance	Gary Mantle (interim) or Simon Smith (interim) or Alan Feist (interim)
Transport Partnership	Alan Feist (interim)
Resilient Communities	Margaret West (interim)
Community Safety	Julian Kirby or Sue Redmond
WFCAP	Len Turner or Steve Lawton
GOSW observer	Stella Milsom
LAW and LAA	Sharon Britton/Karen Spence/Annie Child

When formed, Philippa Read will nominate a representative from the Voluntary Sector Infrastructure Consortium.

EXTRACT from: Progress Report on the Family of Partnerships (WiSB 9th June 2008)

The Wiltshire Assembly

This is an important new body that will be the new Local Strategic Partnership for Wiltshire. It will replace WiSB and the four existing district Local Strategic Partnerships. Membership will be wide and inclusive and include elected members, officers and representatives of communities, organisations and sectors across the county, as well as relevant regional bodies. There will be an independent chairman. It is likely to meet twice a year and will host the 'state of Wiltshire debate', considering issues, needs and progress, developing direction on the vision and ambitions for Wiltshire, and setting challenges for Wiltshire's partnerships and organisations.

The Coordinating Group

This is a small action focused working group which will bring things together to assist the Wiltshire Assembly to develop, update, and coordinate delivery of the Wiltshire Sustainable Community Strategy and also to support the Accountable Bodies Group in its responsibility to approve and deliver the Local Agreement for Wiltshire (including the Local Area Agreement (LAA)). Its main role will be 'cross-cutting strategy development, integration and coordination, and evaluation'.

Its membership (12-14) will be largely made up of working representatives from the Thematic Delivery Partnerships and a WFCAP representative for Community Area Partnerships. This will allow it to look at issues in a fully integrated way, and join up cross sector and community needs and aspirations. Its development role will include work with Thematic Delivery Partnerships and with researchers and policy analysts in the new Council and in partner organisations to identify the underlying causes of problems and propose joint policy and action to address those causes. This joint working will, amongst other things, make better use of the expertise and capacity within Thematic Delivery Partnerships, and communities, and, where appropriate, help those partnerships to bring in external support in a more focussed way to help develop effective remedial approaches. It will be chaired by the Chief Executive of the Council and be accountable to the Accountable Bodies Group. In summary, it:

- Brings together the Thematic Delivery Partnerships and the WFCAP representative, and has cross sector representation;
- Brings together strategies from Thematic Delivery Partnerships - refining, checking, looking for gaps and synergies/opportunities, so that the whole is greater than the sum of the parts. Most strategic work will happen within Thematic Delivery Partnerships – the Coordinating group will ensure that the priorities of delivery partnerships are informed by the priorities of other delivery partnerships;
- Feeds this co-ordinated strategy into the Assembly; and
- Has a strong role in coordination, evaluation and performance management.

The frequency of meetings will vary during the year to reflect the performance cycle and Local Area Agreement timetable.

Membership representation on the Coordinating Group from Thematic Delivery Partnerships will need to be flexible - when strategy is being discussed the most suitable representative may be the Chairman or other senior person. For other matters the representative should be somebody with a good detailed knowledge of

the partnership and its work. It is vital that the person is able to represent the whole delivery partnership rather than the agenda of their own organisation.

It is important that the Coordinating Group has cross sector representation, and if necessary 'top ups' will be used to ensure that there are at least two representatives from the voluntary sector and 1 representative from the business sector.

The membership of the Coordinating Group, and designation of "Thematic Delivery Partnership", will be kept under review to ensure that it remains appropriate. For example, the Cultural Partnership is being formed and in future may play a significant part in the delivery of action for the Local Agreement for Wiltshire. If that happens it is likely to be designated as a Thematic Delivery Partnership and have representation on the Coordinating Group.

The Accountable Bodies Group

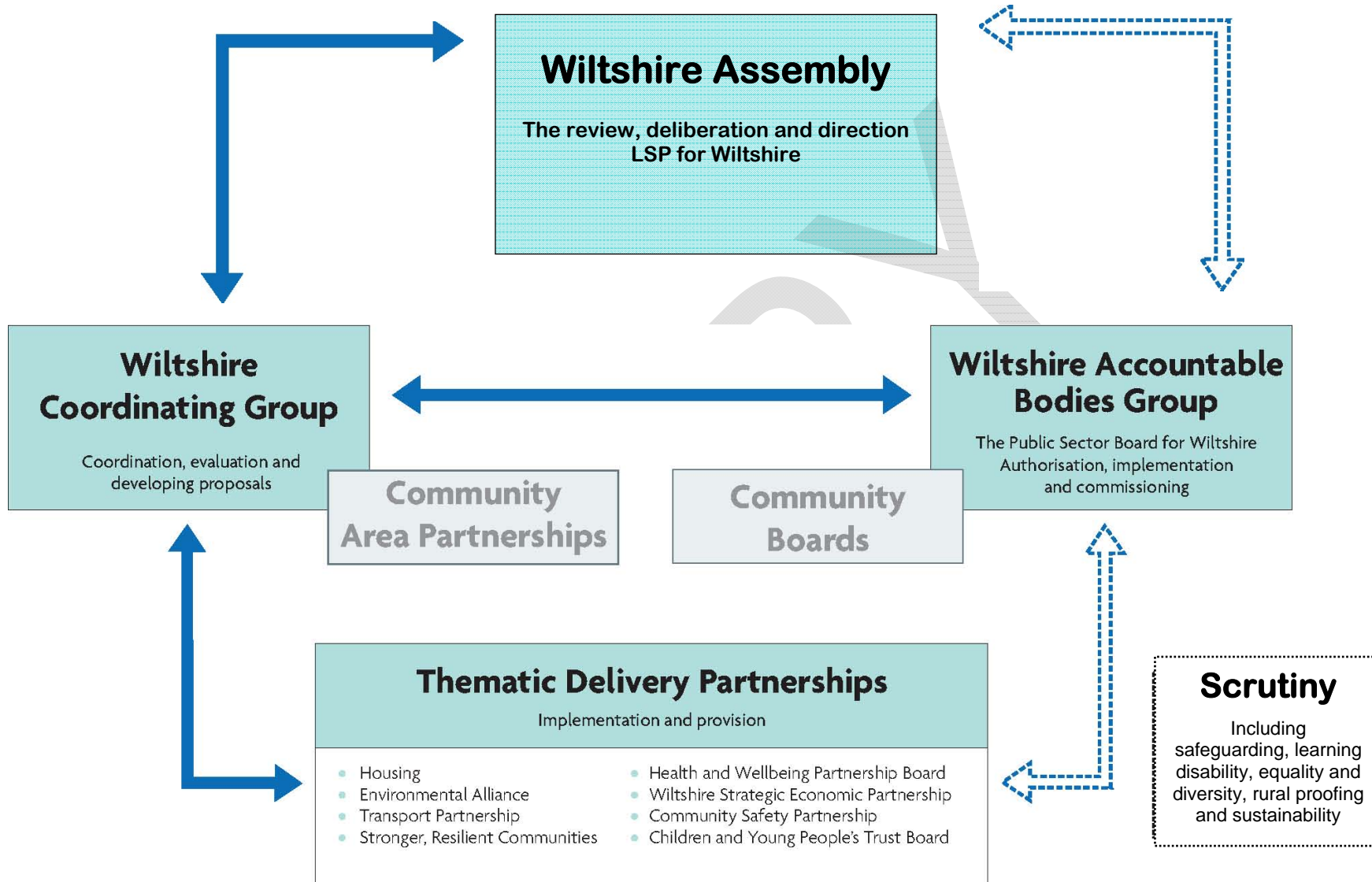
This will bring together key public sector organisations that allocate significant resources to Wiltshire and are held accountable by government. It will be the Public Sector Board for Wiltshire. The membership will largely comprise elected Members and Chairmen who have the authority to commit resources on behalf of their organisation, supported by key officers. It will agree strategy and commitment from the public sector organisations and agree the LAA. It will be chaired by the leader of the Council and held to account by Wiltshire Council as the accountable body for the LAA.

Thematic Delivery Partnerships

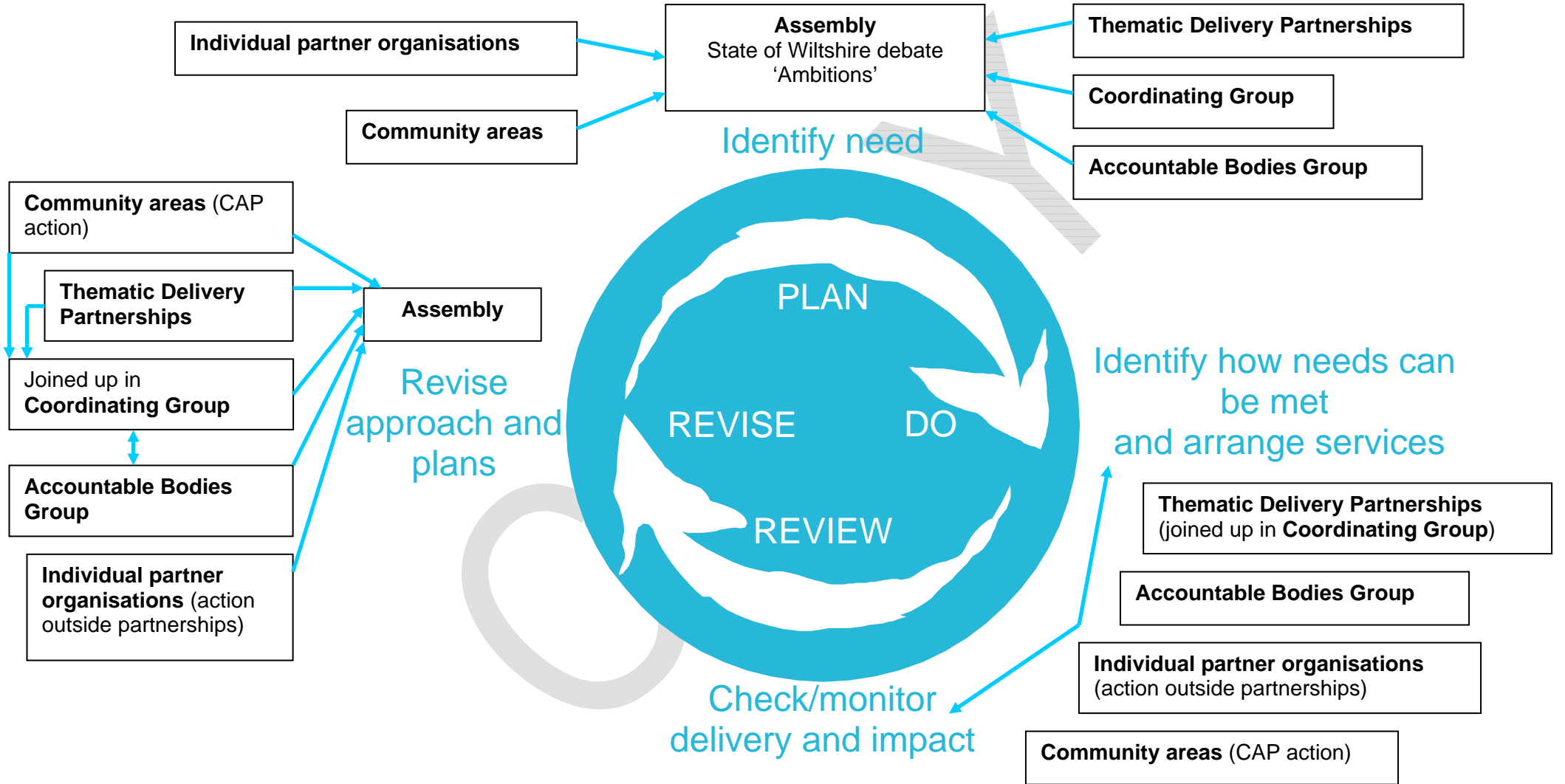
These delivery partnerships are the powerhouses of the family - responsible for developing strategy and delivering significant action to achieve the ambitions in the Local Agreement for Wiltshire (LAW), including the Local Area Agreement. Partnerships designated as Thematic Delivery Partnership will be kept under review to ensure that the designation remains appropriate.

Thematic Delivery Partnerships are represented in the Coordinating Group and will help develop and influence strategy in the Coordinating Group and the Assembly. They are also responsible to the Accountable Bodies Group for the delivery of action and targets in the Local Agreement for Wiltshire.

- Stronger, Resilient Communities Partnership
- Housing Partnership
- Wiltshire Children and Young People's Trust Board
- Health and Wellbeing Partnership Board
- Transport Alliance
- Wiltshire Strategic Economic Partnership
- Community Safety Partnership
- Environmental Alliance



Simplified Performance Cycle



WILTSHIRE CO-ORDINATING GROUP (WCG)

Minutes of a Meeting held at County Hall on Monday 21 July 2008

1. Attendance:

Keith Robinson (Chairman)	Stella Milsom
Margaret West	Philippa Read
Caroline Lewis	Len Turner
Graham Hogg	Julian Kirby
Peter Fanshawe	Simon Smith
Alan Feist	Sharon Britton
Maggie Rae	Niki Lewis
Laurie Bell	

Amy Stimpson (PCT), Karen Spence (WCC) and Annie Child (WCC) were present as observers.

Linda Watts (WCC) was present to take a note of the meeting.

Apologies were received from Steve Lawton, Gary Mantle, Jim Smith and Sue Redmond.

ACTION

2. Introduction – Purpose of the Group

Keith Robinson tabled a paper (attached) by way of an annotated agenda for the meeting. He gave an overall introduction to the purpose of the Wiltshire Co-ordinating Group (WCG), in the context of the Wiltshire family of partnerships. There will be occasions when the Co-ordinating Group will make recommendations to the Assembly, or to the Accountable Bodies Group, or to 'thematic' and community partnerships.

In relation to the membership of WCG, some interim arrangements reflect the stage of development of some partnerships.

Members emphasised the critical contribution of research and evidence to the role of the Co-ordinating Group. WCG agreed that a paper should be prepared within the next six months, on gathering and sharing such intelligence, including co-ordination with relevant regional and national bodies and facilities. Laurie Bell has been appointed to lead a new Policy, Research, and Communications function for the new Wiltshire Council and her staff will provide key support for WCG in this regard.

Laurie Bell

It was agreed that WCG should co-ordinate evaluation with colleagues from other organisations, including the evaluation of partnership working generally and the role of WCG itself. The evaluation will focus mainly on outcomes.

Sharon
Britton

ACTION

3. Supporting the Assembly

Planning for, and organisation of, the Assembly will be led by Niki Lewis. The first Assembly will take place at Center Parcs on 3 October. After discussion on the role of WCG in supporting the Assembly, WCG agreed that an annual report should be made by WCG to the Assembly, including relevant research, the Local Agreement for Wiltshire (LAW), performance, and expectations for the Conference and future years. This will be the basis of a 'State of Wiltshire Debate' to take place at the Assembly. Information to be provided for discussion will also include a 'bite sized' summary of priorities for next year (the starting point for this summary will be the LAW).

Niki Lewis to co-ordinate

A paper will be prepared for the Assembly setting out advice on revising the Sustainable Community Strategy, to set out the compelling story for Wiltshire. It will be provided to the WCG meeting in September.

Niki Lewis

In order to strengthen further the linkage with the Assembly, WCG agreed to invite John Wraw, the Chairman of the Assembly, to be an observer of the WCG.

Keith Robinson

4. Monitoring and Refreshing the LAA

The annual refresh of the LAA will be considered when the Government timetable is available. Performance issues relating to the delivery of the LAW/LAA will be 'red-flagged'. It is intended that performance reporting will take place on a quarterly basis. Interim performance arrangements have been put in place for most of the Wiltshire thematic partnerships.

Sharon Britton

A paper on the implications of the Comprehensive Area Assessment (CAA) will be brought to WCG in the Autumn.

Sharon Britton

WCG agreed that it should retain the flexibility to debate 'hot topics' as and when necessary, to consider whether partnerships and partners could be working more effectively to tackle priorities.

ALL

5. Co-ordinating Thematic Partnerships

WCG agreed that WCG should understand the status and dynamics of the various delivery partnerships. Work is to be done building on existing work by David Maynard and Amy Auton, mapping planning and reporting timetables etc., to help the WCG to co-ordinate and to ensure that appropriate performance management arrangements exist.

Sharon Britton to co-ordinate

The WCG oversight of the thematic partnerships should be balanced with the need to facilitate their effective progress. An informal 'contract' between the Assembly and other elements of the family of partnerships could be an appropriate way forward.

Keith Robinson

6. **Co-ordinating Thematic Plans and LAA with Community Plans**

WCG agreed that a paper will be prepared on Community Area Partnerships and minimum standards for their functioning. The paper will include consideration of a broader policy base for CAPs and their relationship with Community Area Boards. The discussion at the Assembly should 'elevate the conversation' about CAPs.

**Len Turner/
WFCAP**

7. **Communications and Hot Topics**

Effective communications are critical across the Co-ordinating Group and the Wiltshire family of partnerships more generally. WCG agreed to:

- Set up an email group that may be used to share good practice, to raise any difficulties in the WCG operation/approach or ask for help from others on particular issues; and
- Establish a mechanism to share progress/regular updates, e.g. to develop a dedicated website with a blog, hot-topic forum and optional hard copy newsletter.

Linda Watts

Laurie Bell

It was also agreed that communications with Thematic Delivery Partnerships, WFCAP/CAPS and Voluntary Sector Assembly is to be channelled via the representatives on WCG. WCG Members were encouraged to identify hot topics, so that each WCG agenda could include one or more hot topic discussion.

**WCG
Members**

8. **Dates of Future WCG Meetings in 2008**

Meetings of the Co-ordinating Group will be held on:

Wednesday 17 September 2–4pm at Community First offices in Devizes; and

Tuesday 28 October 10am–12 noon at a venue to be confirmed.

CO-ORDINATING GROUP

21 July 2008

1. Membership, attendance, apologies

2. Purpose of the Group

It's all about coordination.

Not decisions on policy. (Thematics and Assembly).

Not decisions about resources. (Accountable Bodies Group, for public expenditure.)

The KPMG study provides a checklist.

i) Supporting the Assembly:

- Planning meetings – agenda, structure, etc
- Organisation of meetings
- Review
- Timescales?

ii) Monitoring and refreshing the LAA:

- coordinating the thematics
- advising the ABG
- reporting to Assembly
- timescales?

iii) Coordinating thematic partnerships – plans, ToRs, work programmes - with one another and with LAA:

- What plans?
- When reviewed?
- How?
- Timescales?

iv) Coordinating thematic plans and LAA with community plans:

- What community plans?
- When reviewed?
- How?
- Timescales?

v) Hot topics:

- Raised by thematics or community partnerships via WFCAP, initially by correspondence

3. Meetings

- Dates of future meetings
- Communication between meetings