

# Wiltshire Coordinating Group

Thursday 23 July 2009

Divisional Police HQ, Hampton Park West, Melksham

2.00pm – 4.00pm

## A G E N D A

1	<b>Welcome and apologies</b>	KR
2	<b>Minutes of the last meeting</b> To agree the Minutes of the meeting held on 18 June 2009 as an accurate record and to consider any matters arising (attached)	All
3	<b>Future role of group and current position of thematic partnerships</b> (see report)	KR / PM All  (40 mins)
4	<b>Action for Wiltshire (A4W)</b>  Update on programme  Thematic partnership contributions to support people and business during recession  Health update: secondary effects of recession on the health of people in Wiltshire  Future jobs fund bid submission update	KR / RG  All  MR  AC  (40 mins)
5	<b>Local Development Framework</b>  Wiltshire Core Strategy Consultation - presentation and discussion	AC Carolyn Gibson  (25 mins)
6	<b>Other issues</b> <ul style="list-style-type: none"><li>○ Update on developing resilient communities framework</li><li>○ Update on communications</li></ul>	David M Laurie B  (15 mins)
8	<b>Date and venue of next meeting</b> The next meeting will take place on Tuesday 22 September 2009 2.30pm to 4.30pm in Committee Room 3, County Hall, Trowbridge	-

	<p><b>Forward plan</b></p> <p>Possible agenda items for next meeting on 22 September. Please let Paul Mountford know if there are other items you would like to add for this meeting or future meetings of the group.</p> <ul style="list-style-type: none"><li>○ Rural facilities survey - issues from the rural facilities review, presentation and discussion</li><li>○ Total Place</li></ul>	
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## **Wiltshire Coordinating Group**

### **Future role of group and current position of thematic partnerships**

#### **Discussion report for meeting on 23 July 2009**

It is a year since the first meeting of the WCG and it is a good opportunity to have another look at the role and membership of the group, the current position of the thematic partnerships, and to consider any changes required.

#### **1) Role and purpose of group**

The original role of the group was stated as follows:

- It brings together the Thematic Delivery Partnerships and the WFCAP representative, and has cross sector representation
- It brings together strategies from Thematic Delivery Partnerships - refining, checking, and 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
- Has a strong role in coordination, evaluation and performance management.

It is uncertain if the group has fulfilled this role over the last year.

#### **Is this still correct or should it be doing something different?**

There may be scope to clarify it further. Essentially it has a strong role in promoting consistency of policy development, the coordination of work between partnerships, and in ensuring the right things are happening.

To further develop our understanding of its role it is important to know what happens at the WCG meetings and what happens outside and between meetings.

- At meetings:
  - Review progress being made in partnerships, particularly in the context of the LAW/LAA, and 'Action of Wiltshire' programme. This includes achievements and areas where performance needs to improve.
  - Discuss and challenge strategies, issues and areas of work to ensure consistency and joining-up. Look for opportunities, gaps, conflicts and overlaps. Act as a consultee on the development of key strategies.
  - Review intelligence, research and horizon scanning which will help to highlight issues that need to be addressed by the thematic partnerships. In future the WCG may also wish to commission research to increase the intelligence base.
  - Consider issues to / from WA or PSB (eg blockages that need to be raised with the PSB requesting that a partner needs to do something differently, redeploy resources in some way, or change policies etc)

- Future work plan – review and update.
- o Outside WCG meetings:
  - Thematic partnership meetings and action by individual partners.
  - Cross thematic partnership activity, joining up and contributing to each others plans.
  - Developing links as appropriate to Area Boards and CAPs, including reviews of project bids and proposals that may be made by the Area Boards.
  - Communication activity, including updating members of the thematic partnership and other linked groups, plus relevant officers within individual organisations. There is also a need to ensure websites, newsletter and other channels are used as appropriate.

## 2) Membership and responsibilities

The original membership was envisaged to be around 12-14 people. This has increased to about 21-22 during the year. This has been due in part to having two representatives from each of the thematic partnerships. A large membership can create potential problems, particularly in terms of maximising its effectiveness and continuity of attendance.

It was intended that the group should have a person from each thematic partnership, WFCAP and cross sector representation from the voluntary sector and the business sector. In most cases representatives should be people with good detailed knowledge of the thematic partnership and its work. This will usually be the partnership manager or equivalent.

It has been stressed that the person attending must be able to represent the whole thematic partnership rather than just the agenda for their own organisation. They must also act as the link between the WCG and their partnership feeding back issues to the right people at the right time. This communication role is particularly important and many people have indicated that this is not working effectively at present.

The responsibilities of members of the group include:

- o Representing the thematic partnership, and all the agencies and organisations in that partnership
- o Being able to update on progress in their thematic partnership
- o Bringing forward strategies, projects and issues for consideration by the group at the appropriate time
- o Acting on, enabling and building links between thematic partnerships addressing cross cutting and area based issues.
- o Two way communication between WCG and the thematic partnership.

### **Do we have the optimum number and right people represented on the group?**

There may be scope to reduce the number back to the level originally envisaged. One idea would be to have a core membership and to bring others in as required, when for example a specific strategy or policy is being discussed. This would only work if a forward work plan was produced and agenda planning could be done sufficiently in advance.

## 3) Current position of thematic partnerships

A brief 'stock-take' on each of the thematic partnerships has been undertaken looking at:

- where are they in respect of their governance arrangements (terms of reference, membership, meetings etc)
- current activity
- plans, actions and targets
- contribution to other partnerships and visa versa (cross linkages and joint projects)

All the partnerships are at different stages of development with some well established while others are very new or not yet set up. Meetings have been held with all the partnership leads and a questionnaire was developed to produce a quick summary update (see attached questionnaire and information).

Key issues and some observations include:

- The LAW is generally working well to focus the work of thematic partnerships.
- Governance arrangements are still evolving in a number of the partnerships. Some have little governance documentation in place. This could adversely affect their accountability, ability to attract funding etc.
- The rate of progress in getting some of the new partnerships up and running has been rather slow. This has been due to a variety of reasons including resources, LGR, complexity of previous arrangements etc.
- Resources are patchy with some partnerships in a much better position than others in respect of dedicated officer support, and financial funds available. The presence of a partnership manager is often a key factor in making partnerships work effectively. Time pressures make it difficult for some people to fully engage in partnership working.
- There are a number of communication issues to resolve. They relate to the two way communication needed between WCG and the thematic partnerships; communication between thematic partnerships themselves; communication to key individuals in organisations who have a responsibility for related work; and externally to other stakeholders particularly in respect of websites, newsletters etc
- Linkages between thematic partnerships are under-developed. This could lead to potential duplication, missed opportunities and conflicting actions.
- Linkage between WCG and PSB are also under-developed.
- The difficulties of resolving potential conflicts between priorities, particularly political mandates and priorities set by thematic partnerships.

**What needs to be done to address these issues?**

There may be scope for new partnerships to learn from the well established ones, particularly in respect of governance arrangements and related documentation.

Some extra support to help develop new partnerships is being arranged. At present, the Health and Wellbeing Partnership has been identified as needing this short term support.

Resources will always be an issue but it may be worth checking if there are any other opportunities to support under-resourced partnerships. Sharing officer support between thematic partnerships may be an option worth exploring in some cases.

Communication issues are being addressed corporately by LB, but individual members of the group and the thematic partnerships need to review the effectiveness of their own communications.

Some further work may need to be done to explore the existing and potential linkages that may need to be developed between partnerships and to the new Area Boards. Some existing good practice examples could be identified and highlighted to the group.

**Wiltshire Coordinating Group  
Thematic Partnerships  
'Stock-take' questionnaire**

For use in individual meetings with lead officers of partnerships  
Use to produce summary update for meeting on 23 July 2009



**Partnership:** .....

**Lead contact:** .....

**Chairman:** .....

**Date:** .....

**Date partnership set up and operational:** .....

**(1) Governance**

What governance arrangements are in place for this thematic partnership?

These may include:

- Terms of reference
- Structure
- Membership – what is the membership?
- Meetings schedule – how frequently meet?
- Finance – does the partnership have any direct or pooled resources?
- Performance
- Communication of work of partnership

Get copies of any governance arrangement documents in place.

**(2) Projects and action**

What work is currently underway through the partnership?

List of projects and current summary status  
Include any recent work completed

**(3) Strategies**

What plans and strategies have been developed or are being used?  
Any partnership plans or strategies being developed?

**(4) LAW / LAA**

Does the partnership have responsibility for delivery of any LAA targets?

What work is being done?

How is this work monitored and reported? (Link to SB performance and risk)

**(5) Success**

What does success look like for the partnership?

How will success be measured?

- Key performance indicators and targets
- Qualitative measures
- Measurable success criteria

**(6) Links to other partnerships and Area Boards**

Are you developing any links to other thematic partnerships?

Any work relating to Action for Wiltshire? (Helping to tackle the recession)

Any work looking at geographical 'hotspots'?

Get examples and updates on work

**(7) Other issues**

Please list any other issues

## Summary stock-take position of each of the thematic partnerships

Partnership	Governance	Projects and action	Strategies	LAW/LAA work	Linkages	Other issues
<b>Wiltshire Strategic Economic Partnership (Caroline Lewis)</b>	<p>Well established governance arrangements in place (company limited by guarantee).</p> <p>Partnership board, executive, sub-groups, task and finish groups, Wiltshire employment and skills board.</p> <p>Three local economic partnerships set up – north, mid and south Wiltshire.</p>	<p>Many projects linked to LAW and 'Action for Wiltshire'.</p>	<p>Wiltshire and Swindon Economic Strategy lapsed. Work on a new Wiltshire Economic Strategy delayed. Other strategies in place including innovation strategy and investment strategy.</p>	<p>Yes – strong link to LAW economic growth ambition</p>	<p>Includes RDA LSC, Job Centre Plus, Business Link</p> <p>Limited linkages to other thematic partnerships. Includes Wiltshire Children's and Young People's Trust (NEETS).</p>	<p>Partnership website, but out of date since 2007 due to technical issues.</p>
<b>Wiltshire Housing Partnership (Nicole Smith)</b>	<p>New partnership established autumn 2008. Developing governance arrangements with terms of reference and membership in place.</p> <p>Issue concerning voluntary sector representation.</p>	<p>Focus on 'Action for Wiltshire'</p> <p>Stakeholder event 12 October to review and shape structure of all housing partnerships</p>	<p>Many strategies in place including interim housing renewal strategy, housing enabling strategy, homelessness action plan, homes for Wiltshire policy. Working on a new homelessness strategy for 2010</p>	<p>Yes- strong link to LAW affordable housing ambition</p>	<p>Includes RSLs, MOD, GOSW</p> <p>No links yet established to other thematic partnerships.</p>	<p>Newsletter to Area Boards planned.</p>
<b>Wiltshire Transport Alliance (Alan Feist)</b>	<p>New partnership established approx. six months ago. The partnership has not yet formally met but meetings dates are set. Developing governance arrangements with terms of reference and membership in place.</p>	<p>Action linked to plans and reviews</p>	<p>Many plans and reviews underway including local transport plan 3, passenger transport review, parking policy review</p>	<p>Yes links to LAW but no ambition for transport. It is a cross cutting issue.</p>	<p>Many sub partnerships including Wiltshire Freight Partnership, Wiltshire Rail Users Group, Area project boards etc</p>	<p>Working to recruit an independent chair for the partnership who will be acceptable to all stakeholder groups.</p>

Partnership	Governance	Projects and action	Strategies	LAW/LAA work	Linkages	Other issues
					No links yet established to other thematic partnerships	
<b>Wiltshire Environmental Alliance (Gary Mantle)</b>	Governance arrangements in place but refining terms of reference and expanding membership. Meeting dates being set up to synchronise with WCG meetings.	A range of projects are underway. Currently looking at what resilient communities means, funding opportunities, waste etc		Yes – strong link to LAW natural environment ambition	Limited linkages to other thematic partnerships  Exploring how to engage with Area Boards. Working to develop the community profile to include environmental data.	
<b>Wiltshire Health and Wellbeing Partnership (Maggie Rae / Sarah Fussell)</b>	New partnership not yet set up.  However, it will build on the previous Healthier Wiltshire Partnership (no longer operational but sub groups still continue including healthy eating alliance, WASP, drugs and alcohol etc).	Workshop meeting arranged for 16 September. This will launch partnership, agree terms of reference and an initial action plan.	Many existing strategies and plans including public health business plan.	Yes - health contribution to LAW lives not services ambition	No links yet established to other thematic partnerships.	Definition of health and 'wellbeing'. Scope could be very wide and may overlap with others including Resilient Communities Partnership and Children's and Young People's Trust.  Request for support in setting up partnership.
<b>Wiltshire Children's and Young People's Trust (Peter Fanshawe)</b>	Well established governance arrangements in place.  Trust board and executive, and specific groups overseeing priorities and	CYPP priorities  'Action for Wiltshire'	Wiltshire Children and Young People's Plan	Yes – but no single ambition for children and young people. Contribute to resilient communities and	Limited linkages to Community Safety Partnership and WSEP. Potential to develop many more links.	Well developed website wiltshirepathways

Partnership	Governance	Projects and action	Strategies	LAW/LAA work	Linkages	Other issues
	actions.			other ambitions.		
<b>Wiltshire Community Safety Partnership (Lynn Gaskin)</b>	Well established partnership and governance arrangements. Pooled resources for specific projects.  The partnership brought together the previous district based groups.	Many projects, action plans, and commissioned services.	Community Safety Plan. Separate implementation plans for themes linked to LAW.	Yes – strong links to LAW and the community safety ambition.	Some links to other partnerships. Need to develop better links to resilient communities partnership.	Currently have an interim partnership manager. This will end soon and a new partnership manager will be recruited. Some issues of possible overlap with Health and Wellbeing Partnership eg drugs and alcohol
<b>Wiltshire Resilient Communities Partnership (Niki Lewis)</b>	Partnership established about two years. Developing governance arrangements but no terms of reference available yet.	'Action for Wiltshire', Area Boards and CAPs, voluntary community sector review, equalities.		Yes – strong links to LAW resilient communities ambition.	Some cross sector working with partnership reps sitting on other thematic partnerships. But needs further development.  Links to Area Boards need to be established via chairs meetings (?)	Resilient Communities Partnership Manager post vacant at present. Recruitment currently underway.



## Presentation to Wiltshire Coordinating Group July 2009

Alistair Cunningham, Director for Economy & Enterprise



# Agenda

- Introduction
- What is Spatial Planning ?
- Wiltshire LDF
- South Wiltshire Core Strategy
- Wiltshire Core Strategy
- Consultation October 2009
- Thematic Delivery Partnerships role?

# What is Spatial Planning?

***'Planning that goes beyond traditional land uses to integrate policies for development and use of land with other policies and programmes which influence the nature of places and how they function'***

(Planning Advisory Service)

- Process of place shaping and delivery
- Integrated policies
- Delivered through a Local Development Framework (LDF)



# Aims of Spatial Planning

1. Produce a vision for the future of places based on sense of local distinctiveness and community derived objectives
2. Translate the vision into a set of priorities, programmes, policies and land allocations with public sector resources to deliver.
3. Create a framework for private investment and regeneration
4. Co-ordinate and deliver the public sector components of this vision with other agencies and processes e.g. LAA.
5. Create positive framework for action on climate change.
6. Contribute to achievement of sustainable development.

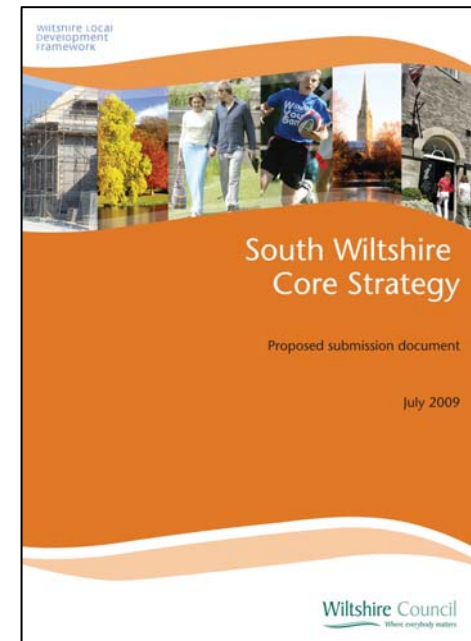
# Wiltshire Local Development Framework

The LDF is the name given for a suite of planning documents to act as a framework for development. Policy documents to be included in the Wiltshire LDF are:

- Minerals and Waste Core Strategies & Minerals and Waste Development Control Policies DPDs
- Minerals and Waste Site Allocations documents
- South Wiltshire Core Strategy
- Wiltshire Core Strategy
- Gypsy and Traveller Site Allocations DPD

# South Wiltshire Core Strategy

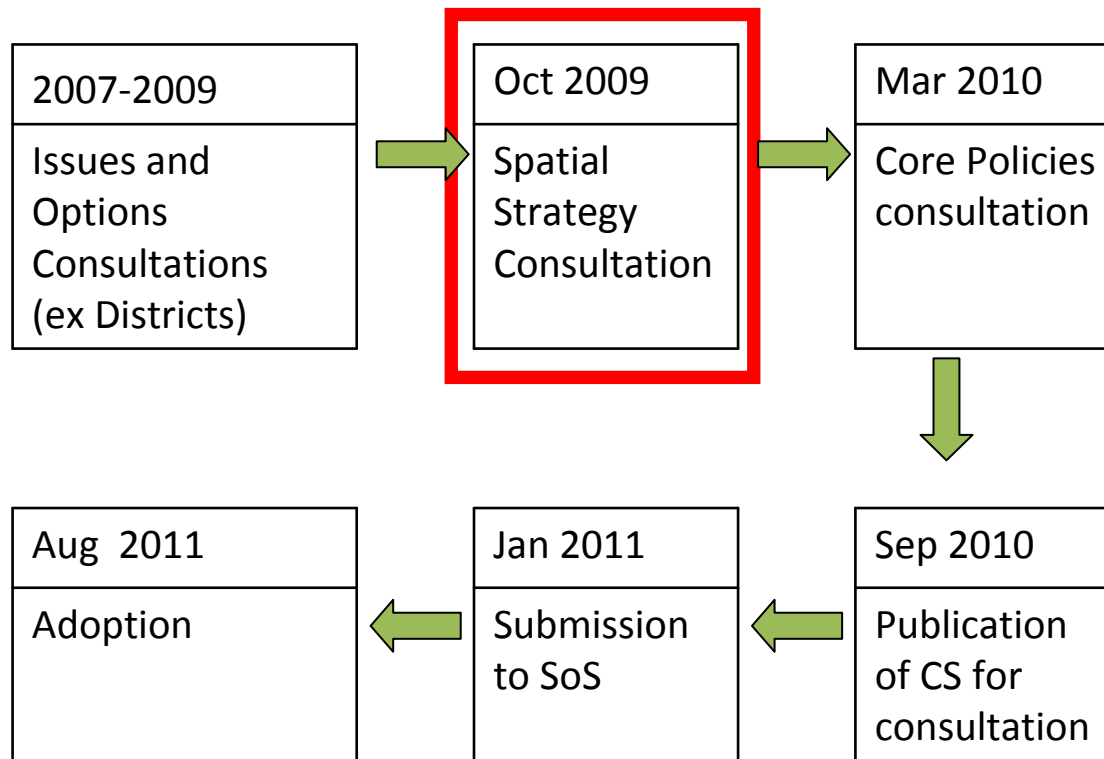
- Progressing ahead of Wiltshire Core Strategy
- Housing delivery key driver
- Representations on submission draft South Wiltshire Core Strategy invited 10<sup>th</sup> August to 30<sup>th</sup> September 2009
- Adoption programmed for April 2010
- To be superseded by Wiltshire Core Strategy when adopted



# Wiltshire Core Strategy

- A key document - 20 year Vision & Spatial Strategy
- Based on evidence, sets out issues relating to Wiltshire and identifies outcomes to address
- Objectives in Core Strategy in harmony with Sustainable Community Strategy
- Place shaping role, must be locally distinctive
- Must plan for 43,400 new homes between 2006 to 2026 (6,600 delivered by 2009) and 32,000 jobs (SW RSS)

# Wiltshire Core Strategy: Stages of Consultation



## Consultation Aims 2009

- Validate the outcomes from earlier consultations undertaken by the districts and build upon them.
- Involve community at Community Area level in developing vision and objectives to address local issues.
- Seeking community views on the Settlement Strategy and preferred distribution of growth at key settlements.
- Comments on proposed strategic site allocations.

BUT not seeking to reopen the discussion about the South Wiltshire sites and distribution of growth.

# Consultation Content 2009

Wiltshire Vision and Strategic Objectives

Spatial Strategy and Options for Development

Community Area Sub Visions

Bradford on Avon, Calne, Corsham,  
Chippenham, Devizes, Marlborough,  
Malmesbury, Melksham, Pewsey, Trowbridge,  
Tidworth, Warminster, Westbury, Wootton  
Bassett and Cricklade

Amesbury,  
Salisbury, South  
West Wiltshire,  
Southern Wiltshire

Core Policies

Eg affordable housing, climate change, planning obligations



## Thematic Delivery Partnerships Role?

- Input thematic knowledge
- Opportunities to deliver elements of LAA ambitions
- Shape future development related to LAA targets
- Strengthen links between LAA and Core Strategy

## Thematic Partnerships Involvement

When is the most appropriate stage of consultation to involve the Thematic Delivery Partnerships?

How should the Thematic Delivery Partnerships be involved:

- Topic based discussions?
- General debates across issues?
- Targeted person to person conversations?



**Questions?**

## Briefing Note for the Wiltshire Co-ordinating Group

3rd August 2009

### The Role of WCG and Thematic Delivery Partnerships in the bidding process for LPSA II performance reward grant.

1. This note summarises:
  - a. The background to LPSA reward grant
  - b. Allocation of Grant - how the Public Service Board (PSB) has decided the performance reward grant will be used.
  - c. The process for Area Boards to 'bid' into performance reward grant and the role of the thematic delivery partnerships

#### Background

2. Wiltshire agreed an LPSA with government that ended in March 2008. The government will pay Wiltshire County Council Performance Reward Grant (PRG) for achieving 'stretch' performance in the targets areas.
3. There are two conditions that relate to PRG:
  - Timing - government paid **half the PRG due in March 2009 and the balance in 2009/10.**
  - This grant must be spent **50% on capital and 50% on revenue** expenditure.

#### Allocation of grant

4. At its meeting in December 2008 PSB decided to:
  - Re-invest some of the PRG earned in those target areas that achieved required levels of performance and earned the grant, as an additional incentive to achieve 'stretch' performance.
  - To make the balance available to:
    - Use grant to support some initiatives to combat the recession (please see separate report on this agenda). A sum of £1m over two years could be set aside, subject to suitable bids.
    - Fund bids from the new Area Boards for initiatives in the local community which will command local support and contribute to the achievement of the Local Agreement for Wiltshire, or to combat the recession.
5. It was recognised that the process will need to be properly managed to meet grant conditions and ensure that initiatives are likely to have a measurable impact locally. The costs of administration are to be minimised in order to maximise the amount that goes out to areas.
6. Bids need to recognise that this is 'one-off' money and so should not result in unfunded on-going commitments.
7. The total amount of PRG claimed is just over £5.4m (£2.7m has been received in March 2009 and the same is due at the end of 2009/10). Of this, £1,557,120 is

expected to be reinvested in the target areas (£0.77m a year), £1m over 2 years to support initiatives to combat the recession, leaving a balance of £2.8m (£1.4m a year) to be allocated.

### **The process for Area Boards and the role of Thematic Delivery Partnerships**

8. It is important that Thematic Delivery Partnerships are involved in development of projects and bids and in the decisions about what is taken forward. Area Boards have been advised to work with their local communities and Thematic Delivery Partnerships in order to identify suitable projects.
9. A proposed process and bid pack has been put together for Area Boards. The process will be co-ordinated by the Performance and Risk team within the Department of Resources at Wiltshire Council.
10. Once an application has been approved by the chairman of the area board and submitted, the Performance and Risk Team will check that the bid requirements are met, that measures have been given for the likely impact and that the application confirms that no unfunded financial commitment will result from the project.
11. We are then proposing that the application will be passed to an appropriate Thematic Delivery Partnership representative so that they can be checked to see whether the proposal is likely to make the suggested impact and see how it fits with any similar initiatives. This is in an advisory capacity only, it is not proposed that the partnerships will need to actually approve the bids as this is the role of the Public Service Board.
12. Each Thematic Delivery Partnership will be asked to nominate a single representative for the bids to be sent to. This person should then liaise with any other appropriate individuals or organisations to form a view about the suitability of the bid.

### **Requested action for WCG/TDP members**

13. To consider the contents of this briefing together with the attached draft Bid Pack
14. To nominate a representative to work with the Area Boards and the Performance and Risk team to make sure this process generates successful local projects which impact on our ambitions for Wiltshire
15. To provide details of this representative to the Performance and Risk team prior to the next Wiltshire Co-ordinating Group on 22<sup>nd</sup> September 2009.

Karen Spence

Performance and Risk Team

Wiltshire Council

[Karen.spence@wiltshire.gov.uk](mailto:Karen.spence@wiltshire.gov.uk)

01225 713094



## Performance Reward Grant Scheme

### BID PACK



#### Contents

1. Scheme Guidance
  - a. Welcome to the Performance Reward Grant Scheme
  - b. How to apply
  - c. Useful Contacts
  - d. Useful Links
2. Application Form
3. The Local Agreement for Wiltshire (LAW) and Action for Wiltshire
4. Local Area Agreement Targets

*This bid pack is designed for Area Boards:  
to use to apply for Performance Reward Grant to further LAW ambitions or help  
combat the recession in Wiltshire.*



## Performance Reward Grant Scheme

### GUIDANCE

## Welcome to the Performance Reward Grant Scheme

Wiltshire agreed a Local Public Service Agreement with government that ended in March 2008. This contained 12 'stretch' (difficult) targets that required a number of organisations to work together to achieve the improvement. Our performance against these targets earned Performance Reward Grant (PRG) of £5.4m. This is paid by government over two years; half in 2009 and half in 2010.

This presents a unique opportunity for us to put additional resources into our Local Agreement for Wiltshire (LAW) and to combat the recession in Wiltshire through the Action for Wiltshire programme. £1.6m of this grant will be reinvested in the target areas that earned the grant, to take forward Wiltshire's ambitions. Another £1m will support some countywide initiatives under Action for Wiltshire. The balance of £2.8m is available over two to three years for bids from Area Boards that propose initiatives that take forward those things in the LAW and Action for Wiltshire that are important to local people.

The guidance in this pack explains how to bid for this funding.

**Ideally, Area Boards for all areas of Wiltshire will benefit from this scheme, and there will be a spread of initiatives across LAW ambitions and Action for Wiltshire. We understand that not all Area Boards will want to make bids at the same time, and that proposals will take time to develop. The timing of local initiatives will also vary. To help ensure that all Area Boards have the opportunity to bid the funding will be released in 3 month tranches of £250,000. The first tranche will run from October to December.** We will keep this under review and if appropriate will vary the timing and amount of funding in each tranche. At the end of the tranche any unallocated money will go back into the pool for future bids. Any bids pending when all the money in that tranche has been allocated will be carried forward to the next tranche.

The government imposes a grant condition that the grant must be used half for capital and half for revenue expenditure. Guidance on what counts as 'capital' is given in this pack. Experience so far is that bids tend towards revenue expenditure, so it may be easier to get funding for 'capital' type initiatives.



## **Is this the right fund for your project?**

It may help to consider:

- Funding under this scheme is for initiatives that have local support and will take forward ambitions in the Local Agreement for Wiltshire, or help combat the recession as part of the Action for Wiltshire programme. Information on this is provided in this pack.
- It is one-off funding, so should not be used for things that will result in an unfunded financial commitment after the end of the project. As part of the bid you will be asked to confirm that no unfunded commitments will result from your proposal.
- In total, Performance Reward Grant must be spent half on revenue and half on capital expenditure (guidance is given in this pack). Experience is that many initiatives are 'revenue', so there may be more money left available for 'capital' bids. We will need to account to government on the use of the grant, so will ask you for information on what the money will be used for.
- It is important that these initiatives have a positive local impact, and that we are able to show success. So you will be asked how you will measure that success – and we will ask you to let us know how well it worked.

The use of the grant will fall within the Area Board's usual good governance arrangements.

## **What are the ambitions in the Local Agreement for Wiltshire, and what is Action for Wiltshire?**

### **The Local Agreement for Wiltshire (LAW)**

By working together we can make a huge difference to people's lives, creating a better future for our whole community.

And that is where the local agreement for Wiltshire (LAW) comes in.

This agreement sets out the actions Wiltshire Council and other organisations including the police, NHS, the fire service and the voluntary sector will undertake to improve life in Wiltshire

The ambitions in the LAW were based on the Community Strategy, which benefitted from a range of research and evidence, including community area plans and priorities that existed at that time.

The local agreement for Wiltshire also includes the local area agreement (LAA) – the deal agreed between the local area and the government on targets that are important to Wiltshire and to the government.



A summary of the Local Agreement for Wiltshire is included in this pack. It provides information about each of the ambitions listed below.

- Building resilient communities.
- Improving affordable housing.
- Lives not services.
- Safer communities.
- Supporting economic growth.
- Protecting the environment

The seventh LAW ambition is Working Together to achieve these ambitions.

### **Action for Wiltshire**

[The Action for Wiltshire group was formed by partners and organisations from the Wiltshire Assembly. It aims to tackle the effects of the economic downturn across the county and lay the foundations for eventual recovery. Information will be added].

### **Working with Thematic Delivery Partnership**

The action in the Local Agreement for Wiltshire is overseen by Wiltshire's Thematic Delivery Partnerships (TDP). Contact details for these are given below, and these people would be happy to provide advice or additional information on any of the ambitions. We will ask these leads to give an opinion on your bid as part of the approval process.



## How to Apply

1. Work with your local community to identify suitable initiatives.
2. Read the guidance notes within this pack and make sure that your project meets the requirements – in summary:
  - there is local support to take the action;
  - it supports ambitions in the Local Agreement for Wiltshire or helps combat the recession as part of the Action for Wiltshire programme;
  - that there are no continuing unfunded costs at the end of the project.
3. If you would like advice please contact any of the named people given on the contact list below.
4. Once the application has been approved by the chairman of the area board please email it to [PUT IN E-MAIL ADDRESS].

The Performance and Risk Team will check that the bid requirements are met, that measures have been given for the likely impact and that the application confirms that no unfunded financial commitment will result from the project. The application will be passed to the appropriate Thematic Delivery Partnership representative so that they can check how this fits with any similar initiatives (they may be able to help you make contact) and whether the impact improvement suggested appears realistic. We aim to do this as quickly as possible, but there may be questions we need to ask so please allow for this time when making your bid.

5. The person named as the Area Board contact on the application may be contacted by a representative of a Thematic Delivery Partnership (TDP) to talk about the bid and its intended impact. Following this conversation you may want to amend your bid to take advantage of new information. If you agree any changes with the TDP representative we won't have to repeat the TDP part of the process.
6. The Area Board will be notified by the Performance & Risk Team that either:
  - your grant application has been successful, or
  - your amended grant application (see 5 above) has been successful, or
  - we or the Thematic Delivery Partnership representative would like a conversation to better understand the bid before a decision can be made (contact details will be provided), or
  - your bid is unsuccessful. If that happens we would have spoken with the Area Board Manager in advance, and reasons will be given.



## Useful Contacts

**[These details may change in final pack]**

**For information about this grant scheme:**

**For general advice:**

Karen Spence: Performance Manager, Performance & Risk Team

Email: [karen.spence@wiltshire.gov.uk](mailto:karen.spence@wiltshire.gov.uk)

Tel: 01225 713094

**For advice from Thematic Delivery Partnerships:**

**Thematic Delivery Partnerships [contacts may change]**

Thematic Delivery Partnership	Contact Details
Wiltshire Environmental Alliance (WEA)	Ariane Crampton: Head of Climate Change, Wiltshire Council <a href="mailto:ariane.crampton@wiltshire.gov.uk">ariane.crampton@wiltshire.gov.uk</a> 01225 718463
Wiltshire Strategic Economic Partnership (WSEP)	Alistair Cunningham: Service Director Economy and Enterprise, Wiltshire Council <a href="mailto:alistair.cunningham@wiltshire.gov.uk">alistair.cunningham@wiltshire.gov.uk</a> 01225 713203
Wiltshire Health and Well being Board	Nic Cretney: Wiltshire Primary Care Trust <a href="mailto:nicola.cretney@wiltshire.nhs.uk">nicola.cretney@wiltshire.nhs.uk</a> 01380 733808
Transport Alliance (being formed)	Alan Feist: Service Director, Wiltshire Council <a href="mailto:alan.feist@wiltshire.gov.uk">alan.feist@wiltshire.gov.uk</a> 01225 713305
Resilient Communities Partnership	Niki Lewis: Service Director, Wiltshire Council <a href="mailto:niki.lewis@wiltshire.gov.uk">niki.lewis@wiltshire.gov.uk</a> 01225 713180
Wiltshire Housing Reference Partnership (WHRP)	Nicole Smith: Head of Strategy & Support, Housing, Wiltshire Council <a href="mailto:nicole.smith@wiltshire.gov.uk">nicole.smith@wiltshire.gov.uk</a> 01225 776655
Wiltshire Community Safety Partnership (WCSP)	Lynn Gaskin: Service Director Community Safety, Wiltshire Council <a href="mailto:lynn.gaskin@wiltshire.gov.uk">lynn.gaskin@wiltshire.gov.uk</a> 01225 776890
Wiltshire Children and Young People's Trust Board (CYPTB)	Peter Fanshawe: Manager, Wiltshire Children and Young People's Trust, Wiltshire Council <a href="mailto:peter.fanshaw@wiltshire.gov.uk">peter.fanshaw@wiltshire.gov.uk</a> 01380 816748



**For financial advice regarding capital / revenue expenditure:**

Lloyd Brown: Principal Accountant – Capital, Financial Planning

Email: [lloyd.brown@wiltshire.gov.uk](mailto:lloyd.brown@wiltshire.gov.uk)

Tel: 01225 718006

## Useful Links

**LAW Family of Partnerships** - please click for [here](#) for more information about Wiltshire Family of Partnership, the LAA and LAW.

**LAW document** – please click [here](#) to view the LAW document

**Capital Expenditure guidance** – please click [here](#) to view the guidance



First Draft



Ref number:

# Performance Reward Grant Scheme APPLICATION FORM

To be returned to:

Karen Spence, Performance Manager, Performance and Risk Team

Email: [karen.spence@wiltshire.gov.uk](mailto:karen.spence@wiltshire.gov.uk)

Area Board	Name of Area Board	
Form submitted by (contact for all queries)	Insert name, address, email and phone number	
Name of initiative		
Brief Description of Initiative	Max 100 words – this is a summary only	
Please put a cross against the ambition(s) that this initiative will support	Building resilient communities	
	Improving affordable housing	
	Lives not services	
	Supporting economic growth	
	Safer communities	
	Protecting the environment	
	Action for Wiltshire – combating the recession	
Amount of funding sought	£	
What will this money be spent on? (please show split between capital and revenue) [Capital Expenditure guidance – please click <a href="#">here</a> to view the guidance]		



<p>Please describe how your initiative will support the ambition(s) indicated above, and summarise the action that will be taken</p>	<p>Attach separate documents if appropriate</p>
<p>What makes this initiative a local priority (eg evidence from research and local support)</p>	
<p>How will you know you have been successful?</p>	
<ul style="list-style-type: none"> <li>How will you measure the impact? (may have more than one measure)</li> </ul>	<p>eg performance indicator, public perception survey, number of...</p>
<ul style="list-style-type: none"> <li>What is your improvement target (s), and when do you expect to achieve this/these?</li> </ul>	<p>In some cases improvement may be achieved in stages, so you may want to give more than one improvement target</p>
<ul style="list-style-type: none"> <li>How will you ensure that the improvement continues after the end of the initiative?</li> </ul>	<p>Sustainable improvement</p>
<p>Who will benefit from this initiative?</p>	<p>Consider the number of people likely to benefit and the impact on disadvantage or vulnerability in your area</p>
<p>Confirm no unfunded commitments from this initiative</p>	<p>Please delete the statement that does not apply:</p> <ol style="list-style-type: none"> <li>I confirm that there will be no unfunded financial commitments arising from this initiative, or</li> <li>There may be on-going commitments of £ [put in amount] which will be funded from [please complete showing funds within your control that will be committed to this]</li> </ol>



What are the key risks to success and how will these be managed?	
Who will manage the initiative	Name, role, organisation, contact details

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Chairman of Area Board

First draft

## Wiltshire Co-ordinating Group (WCG)

### Minutes of a meeting held at Kennet Room, Divisional Police HQ, Semington 23 July 2009

Present:

Keith Robinson (WCG Chairman)	Laurie Bell (WC)
Peter Fanshawe (C&YP Trust Board)	Paul Mountford (WC)
Steph Little (WFCAP)	Karen Spence (WC)
Tim Mason (Community Safety Partnership)	Alistair Cunningham (WC)
Margaret West (Stronger, resilient communities)	Carolyn Gibson (WC)
Niki Lewis (Stronger, resilient communities)	
Caroline Lewis (WSEP)	
Ariane Crampton (Environment Alliance)	
Ann Cornelius (Housing Partnership)	
Julian Kirby (Community Safety Partnership)	
Stella Milsom (GOSW)	
Alan Feist (Environment Alliance / Transport)	
Maggie Rae (Health and Wellbeing Partnership Board)	
Philippa Read (Infrastructure Consortium)	

Apologies:

Jim Smith (Children and Young People's Trust Board), Sue Redmond (Community Safety Partnership / Health and Wellbeing Partnership Board), Gary Mantle (Environment Alliance), Sharon Britton (WC), Len Turner (WFCAP), Rachel Goff (WC), Sarah Fussell (Health and Wellbeing Partnership Board), Nicole Smith (Housing Partnership), John Wraw

#### Minutes of the last meeting

The Minutes of the meeting held on 18 June 2009 were agreed.

#### Future role of group and current position of thematic partnerships (see report)

Keith Robinson introduced the report and Paul Mountford highlighted some of the key issues. The group discussed the report and made the following points:

- The work of other groups, particularly in respect of the LAW and A4W should come under the umbrella of the Wiltshire Coordinating Group
- The language of different partnerships needs to be understood and used in a consistent way between business, housing, voluntary sector etc
- There is a mix of partnerships ranging from delivery partnerships to strategic partnerships
- The LAW is being refreshed but it is a living document and can be updated at any time.
- Use LAW for monitoring and holding partners to account. Need to challenge each other on delivery
- Develop a shared understanding of JSNA and other assessments. They should inform future action

- Use public opinion and perception research to assess confidence and reputation issues
- Recapture energy and enthusiasm of previous event held at Cumberwell Park Golf Club
- Need to map priorities and work
- Review voluntary sector progress in terms of cross sector representation and influence (Philippa R)
- Use Audit Commission checklist of what makes partnerships work effectively
- Need to develop future work programme for group, looking ahead six months
- The linkages between the PSB and the WCG need strengthening. As a first step the minutes from the PSB should be distributed to WCG members

Action	Who / when
Revise report taking account of comments made. Agree any further specific changes at next meeting.	PM
A new forward work programme to be produced and sent out for comment and additional items.	PM By end of August
Distribute PSB minutes to the group.	PM / SB Ongoing

### Action for Wiltshire (A4W)

Keith Robinson introduced this item. The focus of work on A4W is now starting to look beyond the immediate support needed to the longer term issues that will need to be addressed. The need to look at the impact of the recession on different groups, such as older people was stressed.

Maggie Rae gave an update on the impact of recession on health. Some positive issues were highlighted including meeting the stop smoking targets, and the free swims initiative. Concern continues in respect of child obesity, and drug and alcohol consumption. An alcohol strategy has been produced.

A question was raised about the availability of date profiles given to the Area Boards. These are available at <http://www.intelligenenetwork.org.uk/library.aspx?library=852> It is understood a health profile will also be available at a future date.

Alistair Cunningham updated the group on the DWP Future Jobs Fund application. If the application is successful support will be provided to 450 jobs. The issue raised at the last meeting concerning the adequacy of the funding and whether it can be 'topped up' will be considered at the next A4W board meeting.

### Local Development Framework (LDF) (see presentation slides attached)

Alistair Cunningham gave a presentation on the LDF core strategy which will outline how Wiltshire will grow over the next 20 years. The thematic partnerships will have the

opportunity to be involved in the consultation on the preparation of the core strategy between now and Christmas. Meetings with the thematic partnerships will be arranged.

Action	Who / when
Thematic partnerships to be consulted on the LDF core strategy. Meetings to be arranged with thematic partnership lead officers	AC / CG

### Other issues

Niki Lewis updated the group on the preparation of the resilient communities framework. Conversations with thematic partnerships are continuing. A final paper will be produced for the next meeting.

Laurie Bell updated the group on communication issues including the A4W branding, and the council presence at the West Wilts Show.

Keith Robinson handed out a new booklet produced by the Association of county Chief Executives, 'We can work it out', about local government, communities and social capital. Additional copies are available from Paul Mountford.

A booklet was also distributed about a government consultation on the new code of practice for the sale of alcohol. More information on this consultation is available at <http://www.homeoffice.gov.uk/documents/cons-2009-alcohol>

Karen Spence briefly outlined how some of the performance reward grant (PRG) will be channelled to Area Boards for projects selected via a bidding process. Thematic partnerships will be asked to be involved in the process and contact nominations will be invited shortly (see separate note to be sent out with these minutes).

Action	Who / when
Thematic partnerships to nominate a contact for review of bids from Area Boards for PRG funding (see separate note)	KS All thematic partnership leads

### Date and venue next meeting

WCG will next meet on Tuesday 22 Sept 2.30-4.30pm Committee Room 3, County Hall Trowbridge.