

# **Wychavon Community Plan Core Group meeting**

## **Wednesday, 9 April 2008, 10.30am**

### **Item 3: Theme Group and LSP Minimum Standards**

#### **1. Background**

- 1.1 There has long been concern over the flow of information between County Theme Groups and District LSPs. This is due to a number of factors, not least the fact that District LSPs are contributing to the delivery of the LAA and therefore need to be connected to delivery going on at a County level. In addition, as strategic partnerships, it is important for District LSPs to know what proposals/projects are being worked on in their area, and to establish how they can support these. Likewise, delivery very often occurs at a neighbourhood level and it is important to link these neighbourhood delivery groups into the bigger picture, as unless the deliverers and the strategists are working to the same plan, our targets will not be effectively met.
- 1.2 In response to this problem, a set of Minimum Standards for good communications between WP Theme Groups and District LSPs have been developed. These aim to get everyone working to the same process, so we know what to expect of each other, especially given that each Theme Group operates differently, with a different style and range of membership. The Minimum Standards suggested here were designed to offer consistency, without being prescriptive. They do not propose to tell a Theme Group who should be sitting around the table, or what their Terms of Reference should say. They are about communication between Theme Group and District LSPs, and recognise that each has a clear role to play.

#### **2 The Minimum Standards**

- 2.1 The Minimum Standards centre around one key idea, which is this:
  - o Each Theme Group (TG) will identify 6 people to take on a district portfolio – one District per person – and each District LSP will nominate 6 “champions” to take on a thematic portfolio – one Theme per person.

These people will be the nub of active communication between the LSP and the TGs. For instance, the Wyre Forest person on the Worcestershire Partnership Environment Group (WPEG) would talk to the Better Environment person on the Wyre Forest LSP. The Bromsgrove person on the Economy and Transport group would talk to the Economic Success person on the Bromsgrove LSP, and so on. In most cases, these people already exist – there are people within TGs who already are linked to particular districts, and there are clear champions (for want of a better word) within several of the LSPs, and in some cases the same person will perform both roles, for instance, the Worcester person on the Safer Communities Board is the Safer Communities person on the Worcester LSP.

- 2.2 Mapping has already been undertaken to identify where link people already exist, and where there are gaps. A job description has been written to clarify exactly what the link role entails, and these are contained within Appendix 1.
- 2.3 The above proposal should ensure a regular two-way flow of relevant and specific information. Looking at it more broadly, there are a few more Minimum Standards around the general flow of information between Theme Groups and District LSPs.

#### Other requirements on Theme Groups

- To ensure openness by publishing minutes, reports, agendas and Action Plans on the Worcestershire Partnership website.
- To provide an up to date list of who's on the Theme Groups on the Worcestershire Partnership website.
- To produce quarterly briefings summarising their activity, and highlighting any relevant happenings (policies, plans, etc) which can be shared with other Theme Groups and partners
- To have a standing item on their agenda for updates from Districts

#### Other requirements on LSPs

- To ensure openness by publishing minutes, reports, agendas and Action Plans on their/Worcestershire Partnership website.
- To provide an up to date list of who's on the respective District LSPs on their/Worcestershire Partnership website.
- To produce quarterly briefings summarising their activity, and highlighting any relevant happenings (policies, plans, etc) which can be shared with other LSPs, Theme Groups and partners
- To have a standing item on their Board agenda for updates from their theme champions.

2.4 The full set of Minimum Standards are set out at Appendix 1.

### **3 Next Steps**

3.5 All Theme Groups, with the exception of the Children & Young People's Strategic Partnership which is currently restructuring, have agreed that this is a workable solution which they are prepared to implement. During March and April, District LSP Boards will be asked to sign up to the Minimum Standards and assuming all LSPs do so, from then on the link people identified will be trained in their role. Once implemented, each Theme Group and District LSP will be responsible for ensuring that the Minimum Standards are being adhered to their designated officers.

## **Appendix 1: Minimum standards**

N.B. The use of the word “members” in this document does not refer to elected members but officers who are engaged within theme groups and LSPs

### **Theme Groups to:**

- Include standing short agenda item on sharing of issues and possibilities within districts
- Produce quarterly briefings
- Publish minutes, reports, agendas and action plans on the website
- Maintain an up to date list of Theme Group members on the website
- Allocate a district portfolio to 6 of their members (1 district per person)
- To ensure that district LSPs have an opportunity to be consulted on strategic plans and comment on the work of the Theme Group
- To identify where there are areas of concern around performance of a particular theme in a particular district, and to ensure that County Theme Group partners support the district officers responsible for delivery to address any poor performance or deal with any “log jams”
- Ensure communication flow to the District LSPs and timely response to any consultation
- Collectively ensure those allocated the district portfolio roles are carrying them out

### **District LSPs to:**

- Include standing short agenda item for theme champions to share issues and possibilities
- Produce quarterly briefings
- Publish minutes, reports, agendas and action plans on the website
- Maintain an up to date list of LSP members on the website
- Allocate a thematic portfolio to 6(?) of their partners (1 LAA theme per person – should Stronger Communities be split?)
- To ensure that Theme Groups have an opportunity to be consulted on strategic plans and comment on the work of the LSP
- To identify where there are areas of concern around performance of a particular theme in a particular district, and to ensure that District LSP partners support the County Theme Group to address any poor performance or deal with any “log jams”
- Ensure communication flow to the County Theme Groups and timely response to any consultation
- Collectively ensure those allocated the thematic portfolio roles are carrying them out

### **Job Description for Theme Group members holding the district portfolios**

- To act as a conduit between the District LSP and the County Theme Group
- To link to, not represent, the district, by establishing an effective communication mechanism between themselves and the corresponding theme lead within the district
- To inform the district theme lead of anything happening at County Theme Group level that will or could affect their district; this includes
  - Under performance of a particular target
  - General performance information at district level
  - Projects being developed at County or locally
  - Opportunities to get involved in delivery
  - Support required from the District LSP
- To act as a contact for their thematic area for the district LSP
- To inform and consult the district LSP re any action plans or strategies being developed
- To feedback to their County Theme Group any issues the District LSP wishes to raise at County Level

### **Job Description for District LSP Champions**

- To act as a conduit between the County Theme Group and the District LSP
- To represent the District issues by establishing an effective communication mechanism between themselves and the corresponding district person within the County Theme Group
- To act as a contact for their geographic and thematic area for the County Theme Groups
- To feed back to the LSP on what is happening at County Theme Group level.
- To take forward to the County Theme Group on behalf of the LSP issues which affect the district in relation to their thematic area; this includes
  - Under performance on a particular target
  - Evidence information at district level/hotspot data
  - Projects being developed locally
  - Opportunities to get involved in delivery
  - Support required from the County Theme Group
- To inform and consult the County Theme Group on any strategies or action plans that are being developed locally

**Communications to take place after each theme group meeting.**