

Community Leadership and Governance Steering Group Meeting

Wednesday 15 October 2008 at 10:00am

MINUTES

Present: Sue Redmond (Chair), John Thomson, Niki Lewis, Laurie Bell, David Whewell, Tracey Carter, Steve Milton, Lucy Chivers, Julian Kirby, Mark Gaskarth, Mike Franklin, Jo Howes, Liz Richardson, Robin Townsend, Mark Stone, John Quinton.

1. Apologies

These were received from Julie Martin and Liz Kent.

2. Minutes of Last Meeting

These were agreed to be accurate.

3. Matters Arising

As discussed at the previous meeting, other services will now be invited to attend the Steering Group.

Action: *Laurie Bell and Niki Lewis to meet to discuss which services to invite to future meetings.*

The last meeting included an action to coordinate a database of who is responsible for certain services in community areas. It is agreed this needs to be done, but it is acknowledged that it will be a large piece of work which will need to be collated accurately and maintained. Once complete, however, it will be a useful asset to both Council officers and Members, as well as other services such as Fire and the Police.

Action: *Sue Redmond and Laurie Bell to discuss options for mapping, storing and sharing the information, and bring ideas to the next Steering Group meeting.*

Steve Milton will meet with the South Wilts Strategic Alliance Chairman, Tim Skelton, soon to discuss the way forward for Community Partnerships in the Salisbury area.

4. Feedback from Reference Group and Scrutiny

John Thompson provided feedback from the Reference Group meeting earlier that day. The following was agreed:

- That an Area Board/Community Area Partnership Chair's Forum be established.
- That a marketing and publicity campaign on the work of the Area Boards begins.
- That the Compact Board be included in the consultation phase of the Rule Book.
- That all members be offered diversity training.
- The recommendations included in the Salisbury Parish Council report to go to the IE in October.

5. Feedback on progress report to the Implementation Executive

Niki Lewis provided an overview of the recommendations agreed by the Implementation Executive following the report submitted in September. An extract of the minutes of this meeting was provided with the agenda.

In essence the recommendations were generally accepted, except those relating to Section 106, which have been referred to Scrutiny.

Recommendation (a) regarding number of Members on Area Boards, although agreed, was given some flexibility for Pewsey in particular. This may need to go back to the IE at a later date for an exception to the rule and possibly an 18-month trial. This is also reliant on the final decisions of the Boundary Review (due in December). Julian Kirby highlighted that it is in the Police's interest to find a solution as soon as possible to enable planning of Neighbourhood Policing Team allocation.

Action: ***Niki Lewis to follow upon recommendation (a) following the issue of the Boundary Review final proposals.***

Recommendation (g), to draw up additional guidelines for the use of at least 80% of the Area Board delegated budgets.

Action: ***Steve Milton to pick up the issue of school roll-over budgets within area funding.***

6. Frontline Services workshops

Niki provided an update on the FLS workshops.

These are currently being held across the county – eleven have taken place to date. There is a good turn out overall and the debates are positive. In particular, services engaging with vulnerable communities are being involved in the process. Ideas from services are now being sought, for example highways, although additional support is needed to provide guidance for officers without previous experience of direct working with the public/members, etc.

7. Project updates

A Area Boards Development

Steve Milton provided an overview of the purpose and content of the report, containing two recommendations, both of which were agreed by the Reference Group:

- That up to £2,500 be allocated for a publicity and marketing campaign, promoting the Area Boards in the five main Wiltshire papers.
- That an area chairs forum be established to meet periodically to discuss common issues.

In addition to the recommendations, the report included the first weekly roundup of area managers updates, as requested by Keith Robinson and Councillor Jane Scott.

The final part of the report presented an updated and more in-depth monitoring process of the area board activity. It uses an integer scale (zero to five) for the detail and traffic-light system to highlight any areas of concern. Steve brought it to the group's attention that the figures are not yet up-to-date, but will be when brought to the next meeting.

It was noted that a vote was taken on the most important issues for the new Council at the Members Launch event on 14 October. The result was Community Engagement, therefore it is agreed that it is vital to match this with the priorities for the Boards. This may be a problem for areas not yet at the community engagement stage, but it should at least be on the agenda. It is envisaged that all Pilot Boards will meet by Christmas, excluding Amesbury who are planning a first meeting in January.

Key issues and points discussed were:

- Chairing Skills workshops to be provided for all Boards to ensure successful and democratic meeting process.

Action: ***John Quinton and Steve Milton to discuss options for Charing Skills workshops for Area Board chairs.***

- Staffing resources to support the Area Board development should be a priority. If there are capacity issues, this needs to be disclosed and discussed.

Action: ***Niki Lewis to discuss capacity with the relevant people and contact Sue Redmond urgently if there are any issues for immediate action.***

- Publicity of the Area Boards is now a priority. A campaign needs to be developed and a plan be brought to the next meeting for discussion.

Action: ***Steve Milton to discuss Area Board publicity campaign with Laurie Bell and Lucy Chivers and bring back to next meeting.***

- Wiltshire Association of Youth needs to be engaged in the Rule Book processes.
- The weekly Area Managers' updates need to be made available on the website.

Action: ***Steve Milton to discuss with Lucy Chivers to ensure this is updated regularly.***

B Wiltshire Assembly

Niki Lewis provided an update on the first meeting of the Wiltshire Assembly, which took place on 3 October at Center Parcs. The key message coming out of the day's events was that the organisations were coming together to discuss collective community engagement.

Matthew Taylor's speech was very popular. Some relevant points he highlighted were:

- Analysis of motivations
 - Individualistic (What's in it for me?)
 - Collective (Agreed decisions)
 - Hierarchal (No leadership)
 - Fatalistic (What's the point?)
- Three Is
 - Integration
 - Insight

- Innovation

A follow-up meeting is taking place on Friday to gather thoughts on the day and plan the next meeting, which is likely to be scheduled for March. A report will also be put together, which will be made available to the Reference and Steering Groups.

A current task is now to bring together a panel of representatives to collect messages from the partnerships to pass to the LGA.

C Parishing of Salisbury City

Robin Townsend introduced the summary report, which outlines the current status, and draft project plan. Work to date has included:

- Close working on various activities to progress the project
- Meetings with Keith Robinson and Jane Scott to discuss

Timescales:

- Full report to the Implementation Executive on 23 October
- Project proposals and IE recommendations to Salisbury Area Committee at the end of October.
- New authority established by April 2009.

A key issue is the timing of the elections, which will probably take place in June alongside the unitary council elections. Therefore, shadow Members will need to be in place to cover the period April-June.

A list of appropriate services for transfer are currently being discussed. The ownership/transfer of City Hall is still being debated. Final decisions on city status and delegated services will be made by the Implementation Executive.

8. Service support for Area Board development

Niki Lewis introduced the discussion, outlining that a workshop with the Youth Development Service have been set up to establish ways of engaging with the Boards. It is recognised, however, that not all staff are experienced with public forums, therefore we need to explore what to put in place to ensure good support.

- The realisation that if officers have issues, they need to know where they can get support is vital.
- All staff need to gain confidence in dealing with Members and the public. Support from Service Directors is therefore vital.

- A clearer understanding of the role of frontline service staff when attending Boards is necessary.
- Allocation of Senior Managers to attend boards and provide direction and support, as per example in North Wilts, is proposed.
- Trust issues between Members, officers and the public need to be addressed.
- An inclusion in the rule book that sets out clear codes of conduct for all including members, staff and the community.
- Joint training on political issues for all public sector organisations.

9. Any other business

There were no other items of business.

10. Date of next meeting

The next meeting is scheduled for Monday 17 November, 10:00 Willow Room, CDC, at County Hall.