

Minutes of the Torbay Strategic Partnership

10th November 2004

Present:

Nick Bye	Councillor – Torbay Council
Chris Lomas	Executive Member for Learning and Cultural Services
Chris Harris	Leader of Torbay Council (Chairman)
Carl Langley	Safer Communities Torbay
Peter Bushell	Torbay Development Agency Ltd
Dominic Acland	Torbay Environment Forum
Julian Tuck	Torbay Housing Partnership
Andrea Colborne	Torbay Partnership Committee
Peter Colclough	Torbay Primary Care Trust
Carole Schneider	Torbay Voluntary Service

Also present:

Bernard Page, Tony Smith, Juan Hernandez, Mike Fox, Mike Trevarthen, Peter Brunt, Jessica Madge, Paul Lucas, Lorna Shearman, Councillor Charlwood and Councillor Hytche (Torbay Council), Jo Hooper (Voluntary Sector Forum Co-ordinator), Susan Mew (Inspector) and Teresa Buckley (Secretary).

12. Apology

12.1 An apology for absence was received from Chief Superintendent Liam McGrath (Devon and Cornwall Constabulary).

13. Torbay Voluntary Sector Strategic Plan 2004-2011

13.1 The Partnership received a copy of the executive summary of the Torbay Voluntary Sector's Strategic Plan for 2004-2011 – Framing the Mosaic. The Plan had been developed by the Voluntary Sector Forum Co-ordinator (Jo Hooper) in consultation with all voluntary and community organisations working in Torbay. Members noted that the strategic aims of the Voluntary/Community Sector in Torbay were:-

- (i) To communicate more effectively as a sector. This will improve all aspects of Torbay's voluntary and community organisations, enabling the voluntary and community sector to respond to information as it is brought to the sector and allowing organisations to be united in their actions and consensual in their opinions.
- (ii) Resource training and support for training.
- (iii) To raise the profile of the voluntary and community sector (VCS), making other sectors aware of the contribution the VCS makes to society and the contributions they could make as organisations or individuals.
- (iv) Improve safety for staff and service users.

- (v) To make the voluntary and community sector sustainable. To look for ways in which organisations can achieve longevity in all aspects, by planning for the future where their funding is concerned, the environment, their volunteers, the public profile of organisations and the sector as a whole.
- (vi) To take forward the need for stability in funding and look at new ways of resourcing the voluntary and community sector.

13.2 The members of the Partnership thanked Jo Hooper for her work in developing the Voluntary Sector Strategic Plan.

Agreed: (i) a meeting to be arranged, by the end of November 2004, with representatives from the Police, Primary Care Trust and Council to consider the future funding of the Voluntary Sector Forum Co-ordinator; and

(ii) the Partnership to consider, at a future meeting, how long-term funding for projects can be obtained to enable the development of sustainable communities.

Action: Carole Schneider to prepare a discussion paper setting out the resource implications in connection with the post of Voluntary Sector Forum Co-ordinator. Bernard Page to arrange the meeting.

14. Minutes

14.1 The minutes of the meeting of the Partnership held on 21st September 2004 were confirmed as correct record and signed by the Chairman.

14.2 Arising from Minute 7, Members noted that a meeting was due to be arranged, in December 2004, to bring together the Chairmen from each of the Ward Partnerships to try and set good working practices based on the experience of those Ward Partnerships that were already working well.

Action: Inspector Mel Broad and Councillor Gordon Jennings were tasked with the role of improving the way the Ward Partnerships operate.

15. Workshop Session

15.1 Members considered a paper setting out the recommendations arising from the recent workshop session which examined how the Partnership would deliver the activities contained within the Torbay Community Plan.

Agreed: (i) a further workshop session to be arranged in December 2004 to discuss the work programme for the Torbay Strategic Partnership and the monitoring arrangements for the implementation of the actions in respect of the Torbay Community Plan.

(ii) the following actions and timescales were agreed:-

Recommendations	Timescale	Responsibility
Key Driver Groups		
1. That a new Learning Forum be established to act as a conduit for TSP issues and to support the 'Placing Learning at the Heart of our Community' theme.	December 2004	Tony Smith
2. That the newly formed Learning Forum include the key stakeholders identified from existing Partnerships such as the South Devon and Torbay Learning Partnership, the Learning and Skills Council etc.	December 2004	Tony Smith

Recommendations	Timescale	Responsibility
3. That an audit of the current partnerships and activities be undertaken to help inform a way forward for the 'Creating Sustainable Communities' theme, building on the work already done within the voluntary sector and in liaison with the TSP officer group.	December 2004	Paul Lucas/Carole Schneider
4. That a recommendation for the key driver group or mechanism for supporting the delivery of the 'Creating Sustainable Communities' theme be presented to the TSP.	December 2004	Paul Lucas/Carole Schneider
Driver Group Terms of Reference		
5. That a model terms of reference for the driver groups be developed to be adopted in whole or in part by each driver group. (A model terms of reference document was circulated at the meeting.) It was suggested that the model should be an "indicative terms of reference." If a Driver Group has already agreed its terms of reference it should be asked to add and extra point to cover the issues raised in 1.3, 1.5, 1.6 and 2.6 of the model circulated at the meeting. The terms of reference for the Driver Groups to be reported to the Torbay Strategic Partnership for approval.	November 2004	Paul Lucas
6. That a draft Terms of Reference be developed for the Learning Forum. (A model terms of reference for the Learning Forum was circulated at the meeting.) It was suggested that the membership could include one or two learner representatives.	November 2004	Tony Smith
Progress and Performance Monitoring		
7. That a progress and performance monitoring sub-group of the TSP be established to deliver the following recommendations: -		Theme Leads
7.1 That the TSP provides a strategic overview of progress reporting and will receive 'exception' reports by the relevant theme lead(s) in a standard format with access to all monitoring information if required.	January and April each year	Bernard Page
7.2 That the action plan be updated by each theme lead/driver group to include specific and measurable (SMART) targets including specific start and finish dates.	December 2004	Theme Leads
7.3 That secretariat support be identified and provided to support the TSP officer team with the council providing a desk, PC and training on any performance monitoring system that is adopted.	December 2004	Paul Lucas
7.4 That the role of the 'theme leads' in relation to progress and performance monitoring is agreed.	November 2004	Agreed on 10th November 2004
7.5 That in the interim the action plan be adapted to include a 'traffic lighting' system for reporting on progress.	November 2004	It was agreed that smiley faces would be used to show the level of completion of tasks.
7.6 That a long-term solution to the progress/performance monitoring of the action plan be researched and developed as a matter of urgency, e.g. Torbay Council SPAR database.	December 2004	Paul Lucas – following feedback from the next workshop
7.7 That the TSP receive regular reports on the Quality of Life Indicators and associated actions.	Annually	Mike Fox

Recommendations	Timescale	Responsibility
7.8 That a mechanism be set up to report and highlight the success stories and outcomes of the targets and actions within the community plan.	December 2004	Bernard Page
7.9 That proposals to review the community plan and to take the plan forward be developed.	January 2005	Theme Leads – to look at their longer-term objectives

16. Strategic Environmental Plans

16.1 Mike Fox, Assistant Director (Strategic Environmental Policy) gave a presentation in relation to the Strategic Environmental Plans and the Partnership's role in their development and implementation. The Plans involved are the Local Development Framework, the Local Transport Plan and the Waste Strategy.

Agreed: (i) the Partnership to be involvement at an early stage in the development process of the Local Development Framework, Local Transport Plan and Waste Strategy.

(ii) the Quality of Life Indicators to be used as part of the development process for the above Plans.

(iii) a report to be submitted to a future meeting of the Partnership setting out the relationship between the Torbay Community Plan and the Strategic Environmental Plans.

Action: Mike Fox to ensure that the Partnership is consulted at an early stage in relation to the development of the Strategic Environmental Plans. Mike Fox to prepare a report setting out the relationships between the plans referred to above.

17. Sustainable Communities South West

17.1 Members had received a briefing paper advising that the Council had established a Community Cohesion Review Panel to look at issues affecting the population of Torbay. The first meeting of the Review Panel would be held on 11th November 2004.

17.2 The meeting was brought to a prompt close due to a bomb threat.

Action: Teresa Buckley to send members a copy of the presentation slides in relation to Sustainable Communities South West which had been prepared by Paul Lucas (Torbay Council).