



## **Partnership Board Meeting**

**Minutes** - for the Partnership Board meeting held on Thursday 28<sup>th</sup> June 2007, 2- 4.30pm  
At the Dorset Police Headquarters, Weymouth

### **Agenda Item**

Action

#### **1. Present**

Matthew Beaumont, Dorset Strategic Partnership  
Sarah Colwell, Weymouth College (in place of Sue Moore)  
Kevin Dey, Weymouth & Portland Housing  
Duncan Fergusson, Weymouth & Portland Partnership  
Tom Grainger, Weymouth & Portland Borough Council  
Cllr David Harris, Weymouth & Portland Borough Council  
Michel Hooper-Immins, Weymouth & Portland Chamber of Commerce, Industry & Tourism (WPCCIT)  
Bob Nichols, Dorset Police  
Gillian Phillips, Portland Community Partnership  
Chris Ricketts, Dorset Primary Care Trust  
Louise Stewart, Weymouth & Portland Partnership  
Jenny Stiling, Voluntary Sector

#### **Apologies**

Cllr Les Ames, Dorset County Council  
James Carey, Weymouth & Portland Borough Council  
Sue Moore, Weymouth College  
Karyn Punchard, Weymouth & Portland Borough Council  
Valerie Stevens, Federation of Small Businesses

#### **2. Minutes and Matters Arising from previous meeting on 24<sup>th</sup> April 2007**

MHI clarified that David Johnston, who gave apologies at the previous meeting was due to attend in place of MHI, representing WPCCIT.  
The minutes of the previous meeting on 24<sup>th</sup> April 2007 were approved and there were no matters arising.

#### **3. Strategic Development of the Weymouth & Portland Partnership**

##### **• Board Structure and Process**

The Board agreed that the current management structure of the Partnership is essentially sound and not in need of radical overhaul.

##### **Purpose and Principles**

The purpose and principles of the Partnership were agreed, as follows:

- a. The Partnership must be responsive to community need.
- b. The Partnership must be socially, culturally, and geographically inclusive.
- c. The Partnership must be productive.

##### **Current Management Structure:**

The purpose and function of the Partnership Board was agreed as follows:

- a. Provide the Partnership with strategic leadership and direction.
- b. Source and allocate funding.
- c. Manage performance.
- d. Ensure appropriate business processes are in place.

##### **Board Composition**

It was agreed that the Strategic Board would comprise 2 groups of members as follows:

##### **Executive Members** (those with voting rights)

- a. The Chair (independent) (1)
- b. The senior operating officer, or their representative, from those member organisations that

- provide significant funding and actively contribute to Partnership outputs (currently 5).
- c. An elected member representative of Portland Town Council (1)
- d. An elected member from Weymouth & Portland Borough Council (1)
- e. An elected member of Dorset County Council (1)
- f. Representatives from the community volunteer workforce (this could include representation from the faith sector) (2)

It was agreed that the role of the Executive Board should include performance management of the Theme Groups. The Board also agreed that the numbers at group b. should not be restricted to current levels and that if new organisation(s) committed to significant levels of funding and active commitment to the Partnership, the Executive Board would consider whether that organisations should be accorded Executive Board representation. Membership would not be based on financial contribution alone, but also on commitment and active involvement.

**Advisory Members** (those members whose contribution are of an advisory capacity)

- a. The Weymouth & Portland Partnership Manager (1)
- b. A communications/media expert (1)
- c. Chairs of the Partnership Theme Groups (including the Transport Forum) (7)
- d. A senior representative of the Portland Community Partnership (1)
- e. An officer from the Dorset Strategic Partnership/Dorset County Council (1)
- f. A representative of the Chamber of Commerce (1)
- g. An officer from the Weymouth & Portland Borough Council (1)

- It was agreed that Terms of Reference for the Executive and Advisory Board would be drafted and circulated for comment/approval out of committee. DF/LS

The Portland Community Partnership wishes to be considered as an Executive Member of the Board, with voting capacity. This will be considered at the next Board meeting in October 2007.

**Support Group:**

It was agreed that the 'Support Group' should only meet on an ad hoc basis when commissioned to do so by the Board or by the Chair/Partnership Manager on behalf of the Board.

**Theme Groups**

There was discussion over the current Theme Groups. It was agreed that the current structure and range suited the Partnership's needs at present. DF reported that efforts were being made to develop the Business and Environment theme groups into more effective agents of Partnership activity.

- MHI offered to explore the potential for the WPCCIT to undertake a leading role in the Business theme group and to report back to DF. MHI/VS/DF

**Theme Groups linkage with Dorset Strategic Partnership:**

- It was agreed that the Partnership Manager will track progress of DSP theme group development, and gauge the effectiveness of the new linkages between the DSP and the W&PP, and report findings to the Board out of committee. LS

**Constitution**

The Board agreed to adopt a constitution based on the draft provided to include the revised Executive Board structure.

- LS to finalise a Constitution for the Partnership and circulate it to executive Board members out of committee for comment/approval. LS

**Business Process**

- The Board agreed to continue with the current suite of business processes used by the Partnership and review in 12 months time. All
- LS to add agendas and minutes of all future Board meetings onto the Partnership website, along with other relevant Partnership papers. LS
- It was noted that a paper on performance management and governance will be written for discussion and adoption at the next Board meeting. LS/DF

## **Budget Update**

DF gave an overview of the current budget which had been amended with actual figures. Noting a small forecast deficit in year 3, he mentioned that the Partnership Manager post had been offered at a term of up to 3 years to ensure the Partnership would have the flexibility to match cost commitments to available resources. He also noted that if the Manager's post was to continue after approx 3 years then an increase in funding would probably have to be found.

## **Communications Strategy**

TG made reference to the term Local Strategic Partnership (LSP) and the convention for the Dorset area to refer to the Dorset Strategic Partnership as an LSP and other partnerships as Local Community Partnerships. It was agreed that this should be clarified within the Communications Strategy.

Karyn Punchard requested that reference be made to the Statement of Community Involvement agreed by the Board, used by Weymouth & Portland Borough Council.

- LS to make the necessary amendments to the Communications Strategy.

LS

## **4. Community Plan Process:**

### **Update on Public Consultation:**

LS gave an update on the planned public consultation activities, including:

- Launch Event to be held on Monday 2<sup>nd</sup> July
- coverage in the Dorset Echo on Tuesday 3<sup>rd</sup> July
- workshop session for Weymouth & Portland Borough Councillors on Weds 4<sup>th</sup> July and leaflet distribution in the Weymouth & Portland Advertiser on Friday 6<sup>th</sup> July.

- Board members were invited to attend public meetings and act as facilitators for planned workshop sessions. LS to circulate dates and arrangements for public meetings.

Board/  
LS

- TG mentioned that there was no planned display for Portland, LS agreed to investigate possible venues following suggestions from Board members.

LS

## **5. Dorset Strategic Partnership Update**

MB updated the group following the DSP annual conference which was attended by over 160 people. A report on the outcomes of the event is available on the Dorset for you website. The group congratulated DSP staff on a successful event.

MB also gave an overview of the LAA and the timescale for development.

MB mentioned that arrangements for the draw down funding for local partnerships had not yet been finalised.

## **6. Theme Group updates:**

### **Health and Wellbeing**

CR reported that a meeting held not been held since the last Board meeting, but reported on projects being undertaken in partnership, including teenage pregnancy research, Healthy Living relocation and work, development of an alcohol strategy for Dorset and implementation of the No Smoking act.

### **Environment**

No report was received and DF stated that he was meeting with Cllr Doug Hollings to discuss the Environment group and its future.

### **Housing**

KD provided a written report and highlighted that there had been a successful reduction in temporary housing units, ahead of targets. KD also circulated a sponsorship form to raise funds against Domestic Violence.

### **Safer, Stronger Community**

BN reported that the next planned meeting was the 12<sup>th</sup> July. He updated the group on projects which related to the identified Community Plan priorities, including Operation Yin targeting anti-social behaviour, the Blitz project providing affordable activities for young people, Town Centre activity, the responsible drinking campaign and awards, and conflict associated with rough

sleepers.

MHI congratulated Dorset Police on their efforts in Weymouth Town Centre and mentioned that town traders were pleased with results.

#### Learning, Culture and Arts

SC reported that the Chair of the group was currently on sick leave. It was agreed that the planned meeting would be postponed until the new Arts Development Officer, Alan Rogers, was in post on 1<sup>st</sup> August.

➡ It was agreed that Alan Rogers should be invited to attend the next Board meeting LS

SC provided an update on the Learning, Culture & Arts group action plan, including the Townscape Heritage Initiative, Jurassic Symphony, Mediabox project, Carnival school and cultural exchange link with London 2012.

SC also reported slow progress on the On the Pulse project.

➡ DF indicated that it was important to understand the extent to which activity/progress was in compliance with the conditions of the drawdown funding upon which it is based. Moreover, he stated that this was an important matter in terms of improving service delivery across the Borough and that the re-energising of effort may be needed. SC agreed to discuss the timetable/progress substance and reporting arrangements for the project with LS. SC/LS

#### Business Success

VS provided a written report for the group.

### 7. **Transport Forum Update**

LS updated the Board on efforts being made by Cllr Ames to reestablish the group.

➡ Cllr Ames to report back at next Board meeting. LA

### 8. **Strategic Projects:**

#### Iconic Public Art

DF reported that funding had been secured for the feasibility study (led by Arts Council England) and that shortlisting would take place shortly. DF reminded the Board that the Partnership would be invited to take the lead on this project following the completion of the feasibility study phase.

### 9. **Any other business**

GP updated the group on activities of the Portland Community Partnership and mentioned that funds were available for community project applicants.

➡ The Board agreed that names of theme group chairs and reports would be made available on the website. LS

The Board thanked Bob Nichols for his contribution to the Partnership. BN reported that Inspector Alan Jenkins would be the future main contact for the Partnership. DF welcomed Louise Stewart as Partnership Manager.

### 10. **Dates for future meetings:**

Monday 19<sup>th</sup> November, 2pm at Weymouth College