



Date: 24 September 2018
Time: 10.00am
Venue: South Walks House, South Walks Road, Dorchester DT1 1EE

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CONTACT

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☐ The agenda and reports are normally available to view four days prior to the meeting on the the district council’s website at <https://www.dorsetforyou.gov.uk/your-council/about-your-council/partnerships/west-dorset-partnership-agendas-reports-and-minutes.aspx>

Update on Local Area Partnership Achievements & Implications of Local Government Re-organisation in Dorset

A G E N D A

			PAGE NO
10.00	1.	Introductions and welcome	
10.10	2.	Minutes of last meeting of 23 April, 2018 (a) Accuracy (b) Matters arising	2 - 6
10.15	3	Revised Partnership constitution	7 - 13
10.25	4.	Local Area Partnerships Achievement Reports (a) BAVLAP (b) BLAP (c) DCF (d) Lyme Forward (e) Sherborne Community Focus	Presentation
11.05		Refreshments	
11.15	5.	LGR update and discussion: Speakers to be confirmed	
11.50	6	Partner updates	
12.00	7.	LAP matters – items of common interest or of concern	
12.15	8.	To agree theme for next West Dorset Partnership meeting – date and venue to be confirmed	
12.20	9.	Any other business	

**West Dorset Partnership
23 April 2018**

Notes of the West Dorset Partnership meeting held on 23 April 2018 at South Walks House, Dorchester.

Present:

Organisation	Name
Chairman	Paul Everall
Vice Chairman	David Aldwinckle
Beaminster & Villages LAP	Joanna Keats
Bridport Local Area Partnership	Maureen Jackson
Dorchester Community Forum	Emma Scott
LymeForward	Cllr Cheryl Reynolds
BAVLAP and Marshwood and BW Group CLTs	Cllr Jacqui Sewell Joanna Keats
Dorset Association of Town and Parish Councils	Cllr Alan Thacker
Churches Together in Dorset	Tom Murphy
West Dorset District Council/Dorset Councils Partnership	Cllr Anthony Alford (WDDC), Cllr Ian Gardner (WDDC), Jane Nicklen (Community Planning & Development Manager), Kathy Boston-Mammah (Community Development Team Leader) and Stephen Hill (Strategic Director, DCP)

Apologies:

Organisation	Name
Dorset Councils Partnership	Hilary Jordan, DCP
Public Health Dorset	Vicky Abbott
LymeForward	Wendy Davies
Dorset Community Action	Alex Picot
Dorset Local Nature Partnership	Maria Clarke

1. Introduction and Welcome

The Chairman welcomed all parties present to the meeting and each attendee introduced themselves.

2. Election of Vice-chairman

David Aldwinckle, the current Vice Chair, offered to stand again for the post. There were no other candidates. He was proposed by Councillor Alan Thacker, seconded by Maureen Jackson with all members in favour of his re-election, so he was duly re-elected.

3. Notes of the last meeting.

Maureen Jackson noted that care needed to be taken on the emphasis of wording within the minutes.

Joanna Keats referred to page 4 of the notes of the last meeting and noted that the session held in Sherborne on 7 February had been a community focus meeting rather than a seminar on the General Data Protection Regulation as stated in the notes.

The notes of the previous meeting on 22 January 2018 were agreed subject to the amendment detailed above.

4. LGR update and discussion

Stephen Hill provided an update in respect of Local Government Reorganisation (LGR). It was noted that Dorset was to be served by two new unitary authorities – one to cover Bournemouth, Christchurch and Poole and one to cover the rest of the Dorset area. This update was in respect of the rural Dorset area which currently consisted of Dorset County Council (excluding Christchurch), East Dorset, North Dorset, Purbeck, West Dorset and Weymouth and Portland.

The Structural Change Order had been placed before Parliament and was now going through the process. Once the Structural Change Order was signed, there would be a period of 14 days in order to arrange a meeting of the Shadow Council which would comprise of every elected councillor in the councils covered by the area. The first meeting would determine the membership of the Shadow Executive Committee.

In the meantime, the Dorset Area Joint Committee continued to meet, with agendas and minutes available publicly. A number of task and finish groups had been established, some of which were currently paused. It was noted that the role of the joint committee would cease once the Shadow Council and Executive Committee were in place.

A Local Government Re-organisation (LGR) Programme Team of officers had been established, led by Keith Cheeseman (LGR Programme Director). The remit of the team, provided by the joint committee, was to bring together an organisation that was safe and legal on 1 April 2019.

All presented discussed the issues arising and the following points were raised:

- In respect of ward boundaries for the unitary authority, initial discussion had been held with the Boundary Commission and draft proposals put forward. Consultation was currently underway with councillors. There would be 82 seats on the new council;
- The importance of communications in this area was recognised;
- A number of task and finish groups had been established with a couple of the groups currently paused including the groups looking at engagement with community partners and area based decision making. These groups would be restarted in the summer once the Shadow Executive had been established and had provided them with their remit;
- Those present considered what type of model might be used by the new authority for community partnerships and it was hoped that there would be a mechanism for continued input. There was a hope that the model currently used in West Dorset could be extended for use in the new council;

- There was a discussion with regard to the potential devolution of services to town and parish councils and work being undertaken in West Dorset was noted. However, it was recognised that the Shadow Executive would decide on its priorities once established;
- Reference was made to the model used by Wiltshire Council which included area committees and how community partnerships could feed into this;
- In response, Stephen Hill highlighted the need to distinguish between how internal decisions would be taken (e.g. planning or licensing decisions) and how external decisions would be taken (e.g. use of area committees). The currently paused task and finish groups looking at engagement with community partners and area based decision making could potentially be merged and look at the issues around external decision making. This could include learning from the experiences in Wiltshire;
- Staff from the existing councils would be TUPE transferred to the new unitary council on 1 April 2019. It would be for the new council to undertake staff reorganisation. It was important for staff to be kept informed but also key that staff continued to focus on providing services within the existing councils;
- Elections for the new unitary councillors would take place in May 2019. Existing councillors would continue until then;
- The Local Government Resource Centre (a private company) had been commissioned by West Dorset District Council to work with the district council and town councils to discuss potential services that could be devolved. Discussions to date had also involved some of the local area partnerships;
- There was a need to acknowledge the amount of work that was already going on at the local level;
- Some parishes had expressed concern that they did not have either the people or money available to take on services and a question was raised as to whether instead of taking on services, parishes could, in some cases, put in money for services or facilities run elsewhere? Bridport LAP noted that they were assisting parishes to have these conversations;
- The system for community planning in West Dorset was felt to be good and it was noted that it could be more difficult for community partnerships to raise issues within a unitary council;
- Once the Shadow Executive was in place, the district council would be more constrained by what it could do. Proposals would need to be considered by the Shadow Executive as to whether something being proposed by the district council was to the detriment of the new unitary council;
- Stephen Hill set out the arrangements to establish a Change Authority body and the role of the body. Matters that could have an impact on the new unitary authority would be referred to the Change Authority who could then make recommendations to the sovereign councils. Any decisions taken by the sovereign councils needed to be taken for the benefit of all communities, and there was a duty to spend public money wisely;
- Jane Nicklen noted that there was a programme for grants in the current financial year but did not know what would be in place from 1 April 2019 as this would be determined by the Budget of the new unitary authority. She noted that initial discussions had been held with some core funded organisations and that the issue had been raised with the LGR Programme Manager. Those present noted the valuable role of these organisations;
- A concern was raised that some of the task and finish groups would not be re-started until the summer, as community organisations were keen to be involved and be part of the conversation;

- In response to a comment raised about the amount of work to be done, a point was made that there was a need for a proactive approach and a recognition of the work that was already being undertaken within the community;
- A question was raised as to whether there would be a role for the West Dorset Partnership moving forward?

5. LAP matters and partner updates

Churches together in Dorset

Tom Murphy reported that a good meeting had been held with regard to issues around food banks and homelessness, to which Oliver Letwin MP had attended. In addition, Citizens Advice had been present.

Dorset Association of Parish and Town Councils

Alan Thacker noted that there was an important support role for the Dorset Association of Parish and Town Councils moving forward.

WDDC Planning Portfolio Holder

Councillor Ian Gardner observed that how planning decisions were taken in future would be a matter for determination by the new unitary authority.

Magna Housing Association

David Aldwinckle reported that Magna was developing 200 homes a year with an increased emphasis on rented properties as opposed to shared ownership. A current project was with regard to under occupation and it was noted that Magna were now using fixed term tenancies which would assist with this issue.

Beaminster and Villages Local Area Partnership

Joanna Keats provided an overview of current areas of work which included rural transport and working with people with dementia. As a general point, she noted that there was a level of concern about taking on services that were volunteered out.

Bridport Local Area Partnership

Reference was made to discussions underway to identify suitable premises for a "Cupboard Love Plus" facility to support the foodbank. A discussion was also held in respect of the development of land at Flood Lane.

Dorchester Community Forum

Emma Scott provided an overview of areas being covered by the Dorchester Community Forum which included the creation of an access guide to attract disabled visitors to Dorchester, lobbying Network Rail and South Western Railway about access to the station, lobbying Dorset County Council to install drop kerbs and working with the Thomas Hardye School in conjunction with Mind to support pupils with attendance issues and additional support to Sixth Formers. In addition a number of events were planned, including a Health and Wellbeing event.

Joanna Keats reported that an approach had been made about providing a community Launderette in Dorchester.

Lyme Regis

An information report had been provided and circulated with the agenda for the meeting.

Sherborne

It was noted that the Sherborne Local Area Partnership had been dissolved in June 2017. Dorset Community Action was undertaking a community focus project to revisit the priorities of the former local area partnership and a further meeting was to be held in June with regard to community values.

6. Date and theme of next meeting.

September 2018 – date to be confirmed. Theme – Health and Wellbeing.

7. Any other business

Jane Nicklen noted that as LGR progressed, there would be the need to measure the value of the West Dorset Partnership. In addition to the information provided in the annual reports it would be useful to be able to attach monetary value to activities and it was hoped to be able to work up a model in order to achieve this. The use of a case study approach was also highlighted, to profile projects with outcomes.

Jane Nicklen also reported that Democratic Services would no longer be able to provide support to the West Dorset Partnership due to LGR work demands.

A query had been raised with regard to the representation of Dorset Wildlife Trust at partnership meetings. It was noted that it was a matter for the Dorset Wildlife Trust to agree who would attend meetings.

The meeting closed at 12.14pm.

Chairman

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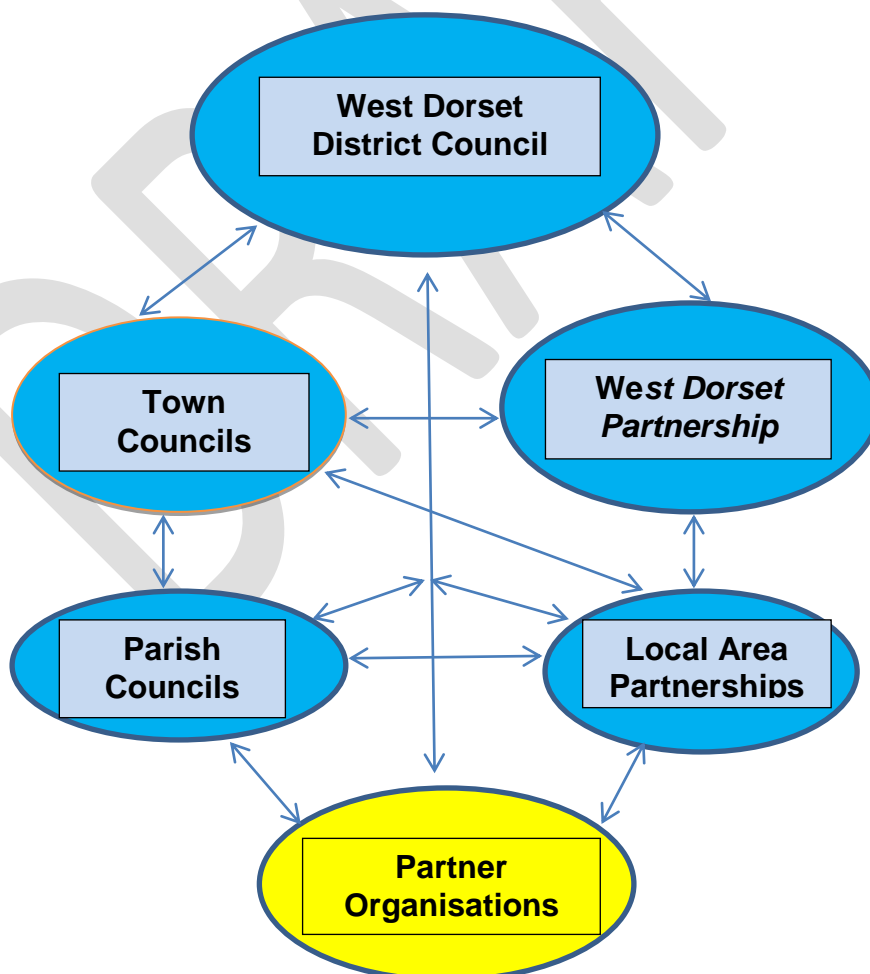
WEST DORSET PARTNERSHIP CONSTITUTION

The West Dorset Partnership is a group of local organisations and community planning partnerships committed to working together to improve the quality of life of the people of West Dorset. The role of the partnership is to identify key priorities and actions to address them through local action plans and an overarching, cross-cutting partnership work programme. The aim is to ensure a community “voice”, to promote partnership working on appropriate issues, to remove duplication and improve cost effective service delivery..

The aim is to give the local community the opportunity to create a shared vision for their area and identify and deliver priorities for action, which are agreed by a wide range of people, organisations and groups.

The diagram below outlines the current layers of community planning within West Dorset which feed into each other. It should be noted that 2018 is very much a “transition” year and that significant changes are ahead with Local Government Re-organisation and the formation of a new Dorset (Unitary) Council and abolition of West Dorset District Council.

Current Community Planning Partnership Arrangements



1. TERMS OF REFERENCE

- To facilitate and support the development of community planning in the local areas of the district, and to support the work being done by Local Area Partnerships and town and parish councils to identify and articulate the needs and aspirations of local communities.
- To produce and implement a sustainable community strategy, based on evidence from, and in consultation with, the local area partnerships, parish plan groups and other sources to establish a shared vision and priorities for action in the district.
- To monitor, review and performance manage progress against the priorities and targets of the community plan through the annual report.
- To facilitate better communication and direct interaction between the Local Area Partnerships and other WDP Partners.
- To provide a forum for information exchange between West Dorset Partnership members.
- To facilitate the sharing of information on forthcoming community consultation, engagement activities and major developments and programmes and where possible integrate and / or combine these to avoid duplication.
- To work to address inequalities across the district and seek the views of those groups whose views may not be heard through other community planning or other consultation processes.
- To facilitate an alignment of the resources of member organisations, where relevant to the delivery of the sustainable community strategy.

2. MEMBERSHIP

Partnership Board

The West Dorset Partnership Board draws its members from a wide-cross section of public, private, voluntary and community organisations that operate across West Dorset. Membership is comprised of one named representative appointed by each of the organisations listed below (supporting officers where appropriate may attend):

- Age Concern Dorchester
- Beaminster and Villages Local Area Partnership
- Bridport Local Area Partnership
- Churches Together in Dorset
- Dorchester Community Forum
- Dorset Agenda 21
- Dorset Association of Parish and Town Councils
- Citizens Advice
- Dorset Community Action
- Dorset County Council
- Dorset & Wiltshire Fire and Rescue
- Dorset Police
- Dorset Primary Care Trust
- Dorset Wildlife Trust
- Lyme Forward (Lyme Regis Local Area Partnership)
- Magna Housing Association
- Sherborne Community Focus
- West Dorset District Council

The Partnership Board has the authority to make amendments to its membership and may, at any time, decide to change the organisations that are members of the partnership. A 2/3rds majority vote is required for any changes or additions to the membership except when an organisation voluntarily rescinds its membership. Where an organisation sends a representative to fewer than 50% of meetings each year, the partnership is entitled to review that organisation's membership of the partnership and may ask the organisation for an explanation before taking further action.

If any member is unable to attend a meeting they are encouraged to nominate a named substitute to represent them.

Partnership Network

All organisations (particularly private, community and voluntary sector) located or working within West Dorset are invited to join the West Dorset Partnership Network. The Network will be brought together at the Annual Assembly to be held each autumn. Members of the Partnership Network may feed issues into the Partnership Board through the Community Planning and Development Team or any organisation represented on the Board.

3. APPOINTMENT OF CHAIR AND VICE-CHAIR

An independent chairperson of the whole West Dorset Partnership is appointed on a fixed term contract of four years following an open recruitment process. A press advertisement will be issued advertising the position and applicants will send in a CV and statement explaining why they would be suitable for this role. A panel of West Dorset Partnership partners will interview candidates and recommend a suitable chairperson whose appointment will then be agreed by the Partnership Board. The requirement for independence means that the chair cannot be an elected district council member, and cannot also represent any other partner organisation. A candidate who has previously represented a partner organisation may be eligible if there is another representative appointed to replace them, and if the selection panel are satisfied that the candidate will as chairman represent the views of the whole partnership.

A vice-chair will be appointed at the Annual General Meeting held each April from the Partnership Board by a majority vote of the partnership for a period of a year.

4. THE ROLE AND FUNCTION OF THE CHAIRMAN AND VICE-CHAIRMAN

Role of the Chairman:

- To agree the agenda for meetings and partnership events with council officers.
- To uphold and promote the purpose of the constitution, and to interpret the constitution where necessary.
- To preside over meetings of the partnership so that its business can be carried out efficiently and with regard to the rights of partners and in the interest of the community.
- To speak to the media regarding the work of the partnership.
- Attend public events to champion the work of the partnership.
- Ensure that the West Dorset Partnership operates according to its agreed working practices and that it is inclusive, transparent and open.
- Work with supporting officers to ensure that the partnership is achieving its aims, objectives and targets according to the agreed timetable.

Role of the Vice-Chairman:

- To stand in for the chair, in their absence, in accordance with the role set out for the chair.
- To liaise with the Chair in regard to setting the Board meeting agendas.

5. ROLES OF OTHER PARTNERSHIP MEMBERS ON THE BOARD

Role of Partner Organisations:

- Adopt the principles of the West Dorset Community Plan and consider them in making decisions on policy, service planning and project planning, within their own organisations.
- Have regard to the community views and requests as expressed through community plans (Local Area Partnerships and parish plans) when making decisions on policy, service planning and projects.
- Respond to the Local Area Partnerships action plans and parish plans as set out in the West Dorset Partnership protocols.
- To consider requests from the partnership for services and funding.
- To challenge existing ways of working and service delivery to increase effectiveness, efficiency and responsiveness to community needs, but recognising where constraints exist.
- To raise awareness of existing services or projects and maximise the links between partner organisations to improve quality of life.
- To develop initiatives jointly to improve the quality of life and future service delivery and project planning in West Dorset.
- To provide a short bullet-point report on what is happening within the organisation to inform other partnership members.

Role of individual Organisation representatives:

- Feed back to the partner organisations the community views and needs expressed to West Dorset Partnership, and advocate their consideration in those organisations' decisions on policy, services and projects.
- Provide information from their organisations to other West Dorset Partnership members and provide feedback to their organisations on the issues, agreements etc, emerging through the West Dorset Partnership meetings.
- Within their organisations, advocate and monitor the implementation of agreed actions, especially those in the West Dorset Community Plan and Action Plans.
- Support and advocate community planning in the local areas within their organisation particularly through Local Area Partnerships and parishes.
- Highlight the need within their organisation to have regard to local communities and needs identified through local community consultation, and particularly those expressed in Local Area Partnerships plans and parish plans.
- Act as the link between their organisation and other partnership members between meetings.

6. GOVERNANCE

The West Dorset Partnership was established in the context of the requirement in the Local Government Act 2000 to prepare a community strategy. This statutory requirement was rescinded by Section 100 (1) of The Deregulation Act of 2015.

The dissolution of the Partnership would be as a result of a resolution supported by a majority of two thirds of the membership of the Board, providing that the majority of the Board are present at the meeting.

West Dorset District Council will act as the accountable body to the West Dorset Partnership. Any matters relating to complaints, risk assessment and financial matters that are not covered within this constitution will follow the West Dorset District Council Constitution or the district council's policies or regulations.

Staff employed by the district council will coordinate and support the work of the partnership in liaison with the Local Area Partnership and the Partnership Chairman.

The Partnership will annually review progress against the community plan and annual action plan in the form of an annual report. The Constitution will be reviewed every 3 years and in light of future Government guidance and local circumstances.

7. MEETINGS, EVENTS AND GENERAL COMMUNICATION

The West Dorset Partnership will meet formally three times a year and on such other occasions as the chair may in his/her discretion deem appropriate to fulfil the functions of the partnership. The chair may cancel any meeting if in his/her opinion there is insufficient business to be transacted.

The place and time of meetings will be determined by the chair to the partnership and notified in the summons.

The Annual General Meeting will be held each April

The partnership may appoint working parties, as it considers necessary, to advise it in the discharge of its functions.

The West Dorset Partnership Network will be kept informed of the work of the Partnership and its members through the Dorsetforyou website (currently at:

<https://www.dorsetforyou.gov.uk/your-council/about-your-council/partnerships/west-dorset-partnership-agendas-reports-and-minutes.aspx>

8. PROCEEDINGS OF THE WEST DORSET PARTNERSHIP BOARD

The agenda is drawn up in consultation with the Chairman and, in the absence of the Chairman, the Vice-Chairman of the partnership, and council staff.

- Members are encouraged to ask for items to be included on the agenda and provide agenda papers, giving at least ten days notice.
- The clerk will give notice to partners of the time and place of any meeting.
- At least five working days before a meeting, the clerk will send a summons to every partner.
- The summons will give the date, time and place of each meeting and specify the business to be transacted.
- Matters of urgency may be raised without notice at a meeting.
- Members and substitutes must declare if they have any personal interest in a matter under discussion, i.e. an interest which is greater than that of other persons in the district, and the decision on the matter would affect their well being or the financial position of themselves, a relative or friend or the body which they represent.

- Having declared such an interest the member may stay, and speak and vote on the matter.
- The member will, if they consider that they have a personal interest in a matter, need to then consider whether the personal interest is a prejudicial one, i.e. one which a member of the public, with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice the member's judgment of the public interest.
- A member declaring a prejudicial interest should neither speak or vote on the issue, but leave the room for the duration of that item on the agenda.

The Quorum of the West Dorset Partnership will be a quarter of the member organisations (this is currently 5).

- At the beginning or during any meeting if the Chair counts the number of partners present and declares there is not a quorum, and then the meeting will adjourn immediately.
- Remaining business will be considered at a time and date fixed by the Chair. If he/she does not fix a date, the remaining business will be considered at the next meeting.

Decisions will be made in a democratic manner with all partners having an equal voice.

- Each partnership organisation will have one vote.
- Individuals representing more than one organisation are entitled to one vote per organisation.
- Observers are not entitled to vote (unless they are the only representative from their organisation).
- Any matter, other than those on membership above, will be decided by a simple majority of those partners voting and present in the room at the time the question is put.
- The chair will take the vote by a show of hands, or if there is no dissent, by the affirmation of the meeting.
- If there are equal numbers of votes for and against, the chair will have a second or casting vote.
- There will be no restriction on how the chair chooses to exercise a casting vote.

The minute taker shall keep a note of the proceedings of all partnership meetings and shall record the names of the partners and others present at such meetings.

The notes of the meeting shall be open to inspection and available on the Partnership's webpage.

Meetings of the West Dorset Partnership are open to the press and public to attend as observers.

9. EQUAL OPPORTUNITIES

West Dorset Partnership recognises the values of equality and diversity and will promote equality of access and opportunity, promote good relations, and combat discrimination in the way in which the Partnership operates. The West Dorset Partnership commits itself to fairness and equality for all, operating with professionalism, integrity and openness, and a belief that everyone is entitled to be treated with dignity, respect and fairness. This applies whatever their status in relation to age, disability, gender re-assignment, marital or civil partnership, pregnancy or maternity, race, religion or belief and sexual orientation.

The Partnership will seek to address inequalities by ensuring, through its work, that everyone in West Dorset has an equal opportunity to access services, facilities and activities and can influence local decision making. We expect a commitment from all members and substitutes of the West Dorset Partnership to implement equality legislation to improve service delivery and to ensure that their action does not lead to unlawful discrimination.

27 August 2018

DRAFT