

**Review of District Wide Partnerships – Action Plan**

	<b>Objective</b>	<b>Action</b>	<b>Performance Measures</b>	<b>Leads</b>	<b>Timescale</b>
1	<i>Encourage shared community planning process across the LSP.</i>	Consult LSP Board and themed partnerships on the draft Statement of Community Involvement.  Invite them to consider adopting the methods and values as a way of working together in the future.	All partnerships consulted.  Results fed back to the LSP Board.	Head of Strategic Planning, Head of Policy, Head of Community Development, Partnership Lead Officers	March/April 2006 (during consultation on draft SCI)
2		Provide guidance for Councillors, local communities, and communities of interest to explain how to participate in community planning in the Winchester district.	Guidance produced and disseminated.	Head of Strategic Planning, Head of Policy, Head of Community Development, Partnership Lead Officers	By end of September 06
3		LSP Board and themed partnerships to consider what arrangements can be made to ensure that Councillors are able to influence their work.  Feed this back to Councillors to assist them with their Community Leadership role.	Discussions take place.  Guidance produced for Councillors.	Partnership Chairs, Partnership Lead Officers, Head of Policy  Head of Policy	By end of June 06
4		Ensure that process for first progress review of the Community Strategy (beginning March 2006) further develops the LSP Network.	LSP Network consulted and involved in action planning.	LSP Board, Head of Policy	Process underway
5		City Council to lead a joint initiative to create a shared evidence base (in keeping with Government guidance on the preparation of Local Development Frameworks). Incorporate information available from the Audit Commission and partner agencies, and make available to inform the work of the Local Strategic Partnership.	Evidence base in place and accessible via the Internet.	Head of Strategic Planning, Head of Policy, Head of IT	July 2006 onwards
6		Create from existing resources a shared data analysis post to inform the work of the LSP and the Council.	Post in place.	LSP Board, Head of Policy	By end of April 2006

7	<i>Ensure well informed, and joined up action planning</i>	Build consensus around the role of the Community Strategy, and the way it will be delivered.	Wider understanding and ownership of the Community Strategy to be tested via surveys of LSP Network.	LSP Board, Head of Policy	Use LSP Conference May 2006 (and ongoing)
8		Ensure the outputs of community planning/engagement initiatives form part of the shared evidence base contributed to by all partners and available for them to use.	This information incorporated into evidence base.	Head of Strategic Planning, Head of Policy, Partnership Lead Officers, LSP Board	Work on evidence base to begin July 06. Work to maintain and disseminate it will be ongoing.
9		Ensure the LSP Board takes an active role in strategic aligning of resources where required, and invites themed partnerships to consult with it on these issues.	Instances of this occurring to be monitored by LSP Board.	LSP Board	Ongoing.
10	<i>Ensure relevant generic skills are developed across the LSP</i>	Share existing in-house expertise across the organisation.	Regular contact between partnership officers.	Partnership Lead Officers, Training Officer	Ongoing
11		Draw up programme for 'skills for partnership working' within the corporate training calendar. (Ideally training should be shared with partners so that staff from across agencies and sectors train together.)	Training programme delivered to relevant officers. Number of external reps purchasing places on these courses.	Partnership Lead Officers, Training Officer	From 2006/2007
12	<i>Ensure communications are effective</i>	Raise awareness of the role and remit of the LSP Board. This should include how district wide partnerships can call upon the LSP Board for assistance with strategic issues and opportunities.	Survey of LSP Network.	LSP Board, Partnership Lead Officers, Head of Policy	Through conference in May 2006, and via LSP Network during 2006/2007
14		Develop an area on the Winchester City Council website for each partnership where documentation, agenda and minutes of meetings, strategies and action plans etc can be viewed.  (These pages should be updated regularly by City Council	Website development implemented.	Corporate Communications Team, Partnership Lead Officers	By September 2006

		partnership lead officers, and be easily found by intuitive navigation through the site. Significant updates to the partnership pages should be trailed through the Members Briefing Note, and by emails with links to the relevant page to Senior Managers Group, and the LSP Network.)			
15		Enhance the Council's Communications Strategy to take on board the communication needs of partnerships, and corporate guidance issued on use of the Council's brand and identity in relation to the work of partnerships.	Guidance produced.	Corporate Communications Team	Immediate effect
16		Consider use of a logo to identify the communications of various themed partnerships with the overall Winchester District Local Strategic Partnership and the Community Strategy.	Decision on logo, and implementation as appropriate.	LSP Board, Corporate Communications Team	By June 2006
17		Portfolio Holders to ensure keep each other up to date supported by relevant lead partnership officers. (Monitoring the outcomes of the Community Strategy should give Portfolio Holders the opportunity to report on the activities of partnerships within their portfolios).	All Portfolio Holders satisfied that they are well-informed.	Portfolio Holders, Partnership Lead Officers	Immediate effect. Survey Portfolio Holders September 2006.
18		Senior Managers' Group meetings to be used to share information about the work of partnerships.	Regular item on Agenda.	Chief Executive	Immediate effect
19	<i>Ensure the Council plays its part in delivering the Community Strategy</i>	Clarify the complementary roles of the Community Strategy and the Corporate Strategy.	This information conveyed to Members via awareness raising event.	Corporate Management Team	By end of April 2006
20		Develop the annual corporate planning process to incorporate the annual progress review of the Community Strategy. Include an all Member event in late May 2006.	Corporate Planning Process and Community Strategy update processes combined.	Head of Performance, Head of Policy	By end of July 2006
21		Review the role of individual partnerships each year in light of revisions to the Community Strategy and the Council's Corporate Strategy to ensure that it is still appropriate for the Council to be involved with these partnerships.	All partnerships reviewed and outputs disseminated via the website.	Lead officers and Portfolio Holders	All reviews completed by end of March 2007 and annually thereafter

22		Roll out a common approach to action planning and performance management suitable for future use for both the Community Strategy and themed strategies, and all partnerships. Further training in Results Based Accountability for the LSP Network, Portfolio Holders and Scrutiny Panels to pilot this approach.	Increased use of the Results Based Accountability method within partnerships.	LSP Board with the LSP Network, Head of Policy, Head of Performance	Training programme to run from April 06-December 06
23		Ensure the Council's performance management system clearly reflects where corporate objectives are being delivered through a partnership strategy/action plan and that performance against these objectives forms part of all reporting mechanisms for partnerships.	New performance management system configured to capture and display this information.	Head of Performance	Tie into implementation of the Council's performance management system by end of 2006/2007
24		Ensure business plans and performance management arrangements are clear as to the level of resources which the Council is investing in partnership working, and to what extent this investment is delivering against Corporate/Community Strategy objectives.	2007/2008 business plans include this information.	Head of Performance Heads of Division, Business Managers	To be incorporated into the business planning process for 2007/2008
25		Review the role of Portfolio Holders in relation to partnerships falling within their remit.  Clarify this role for Principal Scrutiny Committee, Scrutiny Panels and partnerships.	Role reviewed.  Guidance produced and disseminated.	Cabinet, Corporate Management Team	By end of June 2006
26	<i>Promote good governance of partnerships</i>	Partnerships to conduct a review their processes and procedures on an annual basis. (Guidance and templates to assist the review process should form part of the 'toolkit' for partnership working, and training courses).  (Ensure annual reviews of partnerships look at whether participants have the right level of delegated authority to take forward the objectives of the partnership. Reviews should also explore to what extent broader representation on partnerships is being properly informed by the views of those being represented (eg communities of interest).	Reviews conducted (partnerships officers to monitor).	Partnership Chairs, Partnership Lead Officers	By end of March 2007 and annually thereafter

27		Develop a register of partnerships available through the website, with links to the partnership's own pages. (The register of partnerships should cross reference with the Council's Risk Register).	Register produced.	Partnership Lead Officers	By September 2006
28		Develop a 'toolkit' for partnership working with templates for the types of documentation which will assist good practice in partnership management.  Encourage all partnerships to use the toolkit and especially to develop partnership agreements appropriate to their purpose, including decision-making procedures. Make available through the Council's website.	Toolkit produced and disseminated.  Partnership agreements in place.	Head of Policy, Partnership Lead Officers	By October 2006
29		Ensure the Council's Risk Register is kept up to date with risks associated with partnership working.	Risk register up to date.	Corporate Directors	Ongoing
30		Provide guidelines on risk management in relation to partnership working for inclusion in the toolkit for partnership working.	Guidance produced and disseminated.	Risk Officer	By July 2006