

## Annual Review of SSDC Partnerships

*Executive Portfolio Holder:* Sylvia Seal, Leisure and Culture  
*Strategic Director:* Rina Singh, Place and Performance  
*Assistant Directors:* Helen Rutter/Kim Close, Communities  
*Lead Officer:* Helen Rutter  
*Contact Details:* helen.rutter@southsomerset.gov.uk or (01935) 462060

### 1. Purpose of the Report

1.1 The purpose of this report is to provide District Executive with the annual review of SSDC partnerships.

### 2. Public Interest

2.1 SSDC works in partnership with a range of organisations, to coordinate activity, deliver services and, where possible, work more efficiently to tackle issues, which are relevant to more than one organisation. We maintain a Partnerships Register, which records information about each partnership and ensures they are reviewed annually to check their relevance.

### 3. Recommendation

That the District Executive:

3.1 Members note the annual review process and observations for each of the partnerships on the Partnerships on the Register

3.2 Yeovil Innovation Centre is added to the Partnerships Register

3.3 The Strategic Partnership Against Hate Crime is removed from the Partnerships Register

### 4. Background

4.1 SSDC maintains a Partnerships Register and reviews the governance arrangements/performance of each partnership. Each Partnership is reviewed annually by 31 March. In 2011 the Scrutiny Committee was asked to take a more detailed look at each partnership with the aim of coming up with proposals to rationalise the number of partnerships and improve governance and other arrangements for those remaining on the register.

4.2 Following this, District Executive agreed a definition of a Partnership was agreed

*A partnership is a formal working arrangement involving one or more independent bodies, from any sector, who pool resources and share responsibility for agreeing and then delivering a set of planned actions and outcomes. A formal agreement is made by all partners to work together for specific outcomes.*

With other guidance and a list of Partnerships which should remain on the Register was also agreed. It was also set out that an annual review of each of the remaining partnerships should be reported to District Executive or the relevant Area Committee

4.3 A South West Audit Partnership review into SSDC Partnership Arrangements has been completed and confirmed that our arrangements are reasonable, with adequate controls.

## 5. Annual Reviews

5.1 The system for recording and reviewing each partnership was designed using the council's TEN performance management system. Details of each of the entries on the Partnerships Register are accessed by the appropriate Service Manager, reviewed and then signed off by the relevant Assistant Director. Service Managers and Assistant Directors find the new system much easier for maintaining an overview. The system also helps to ensure that all partnerships undergo an annual review. Since the full review in 2011 this has become a light touch approach with service managers flagging up any aspects of significant change. In addition new partnerships that qualify under the partnership definition can be added to the register.

5.2 Last summer some additional fields were added to the TEN monitoring system seeking further assurance about the following aspects:-

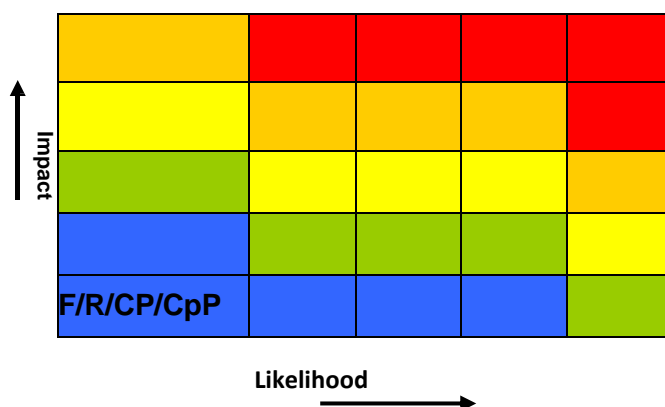
- Does the Partnership have adequate financial controls?
- Does the Constitution or Partnership Agreement make reference to the General Equality Duty?
- Has a data sharing agreement been adopted by the partnership (if appropriate) or is data sharing covered in the Partnership Agreement?

5.3 Since the last review in spring 2013 the following notable changes have occurred

- Strategic Partnership Against Hate Crime – this partnership is inactive and having liaised with the relevant lead officer and AD, it is recommended it's removed from the register
- Somerset Local Authorities Civil Contingencies Partnership - Following the major flooding incident in December-March 2014, it has been decided to carry out a scrutiny review of the partnership. This review will report to District Executive in September 2014
- A separate review and revised policy on Member representation on outside bodies has been considered by Area Committees and District Executive. Appointments in June 2014 have been made in the light of that further work
  
- The Yeovil Innovation Centre – which has a partnering agreement between SSDC, SCC and the Homes and Communities Agency, is an eligible partnership which should be added to the corporate section of the register. Please see full details appended in **Table 1**.

5.4 The updated list of Partnerships on the Register is attached at **Table 2**. This sets out both Partnerships of corporate significance which report to DX and Area-based partnerships that report to the relevant Area Committees.

## 6. Risk Matrix



Categories	Colours (for further detail please refer to Risk management strategy)
R = Reputation	Red = High impact and high probability
CpP = Corporate Plan Priorities	Orange = Major impact and major probability
CP = Community Priorities	Yellow = Moderate impact and moderate probability
CY = Capacity	Green = Minor impact and minor probability
F = Financial	Blue = Insignificant impact and insignificant probability

## 7. Financial implications

7.1 None in relation to this report

## 8. Corporate Priority Implications

- Minimise impact to our residents of the major benefits changes proposed by government
- Make optimum use of resources for home adaptations to enable people to live independently
- Minimise homelessness by providing advice, support and housing options  
Provide welfare benefits support and advice to tackle poverty for our vulnerable residents

## 9. Carbon Emissions and Climate Change Implications

9.1 None in relation to this report

## 10. Equality and Diversity Implications

10.1 None in relation to this report but individual partnerships need to take account of the general equality duty in conducting their work

## 11. Background Papers:

District Exec Agenda & Minutes, October 2011/June 2012/ May 2013  
Scrutiny Task & Finish group meeting, 15 May 2012.

**Table 1**

**PARTNERSHIP REGISTER PRO-FORMA** (including guidance notes in *italic* for completing each section)

<b>Service:</b>	<b>Economic Development</b>
<b>Manager/Lead Officer:</b>	<b>David Julian</b>
<b>Assistant Director:</b>	<b>Martin Woods</b>

<b>Reports to:</b> Executive
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<b>Name of Partnership:</b>	<b>Yeovil Innovation Centre</b>
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Partners/ Membership	Purpose	Constitution	Partnership agreement/ document	Reporting arrangements	SSDC Funding £
<b>South Somerset District Council, Somerset County Council &amp; Homes &amp; Communities Agency</b>	<b>A) Capital finance to set up the project B) Steering Board to advise</b>	<b>A) Legal contract B) Terms of Reference</b>		<b>SSDC is the accountable body</b>	<b>No grants beyond initial investment</b>
Total Budget £	Risks/Link to Risk Register	<i>Objectives &amp; SMART Targets</i>	<i>Results</i>	<i>Results review date</i>	<i>SSDC Corporate Priorities</i>
<b>Net income generated for 2013/14 is £34,000</b>		<b>3 Year Business Plan</b>	<b>Business Plan</b>	<b>Results reported to Steering Board &amp; District Executive as required</b>	<b>Focus 1: Jobs Directly meets 3 objectives</b>

<b>Partnership review date:</b> New to Register
<b>Review comments:</b>

Director approval:	tbc	Date:
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**ASSESSING THE NEED FOR A PARTNERSHIP**

Name of Partnership: Yeovil Innovation Centre  
 Service Manager: David Julian  
 Assistant Director: Martin Woods

	<b>1. Need for the Partnership</b>	<b>Yes/No</b>	<b>Give Details</b>
1.1	<b>Is it statutory?</b>	No	
1.2	<b>Is the partnership needed? What is the issue/problem that can only be tackled by having the partnership?</b> <i>Why was the partnership established? Has the need been clearly identified? Can funding only be accessed through having a partnership?</i>	Yes	Initial capital funding accessed through the partnership (SSDC, SCC and SWERDA – now the HCA) The funding partners have a legal Partnering Agreement
1.3	<b>Is it possible to deliver the outcomes of the partnership on our own or by an alternative method?</b> <i>e.g. Is there already a partnership tackling a similar issue, whose remit can be extended? What is the cost of delivery via the partnership vs. SSDC delivery?</i>	Yes	This will be reviewed once YIC revenue contributions are recovered.
1.4	<b>Which SSDC Corporate Objectives do the partnership outcomes support?</b> <i>Please refer to the Corporate Plan</i>	-	3 objectives met from the Jobs Theme
1.5	<b>What would be the impact of a) being in the partnership and b) not being in the partnership, to the following:</b>  Reputation/Relationships Obtaining funding Achievement of SSDC Corporate Objectives and Targets	<b>List here:</b>  <b>Funding Partner bound by contract</b>	
	<i>Initial Assessment – should we continue? If yes, proceed to part 2</i>	Yes	

2. Objective of the Partnership		Yes/No	Give Details
2.2	<p><b>Are the objectives of the partnership clear? Do partners have a clear and shared vision of the benefits that the partnership will achieve?</b></p> <p>These should be in the Terms of Reference, which are agreed, owned and signed by all partners. These should be duplicate the objectives of each individual organisation</p>	Yes	Business Plan
2.3	<p><b>Does the partnership provide improvements in service delivery?</b> Does the partnership contribute to other SSC strategies and plans?</p>	Yes	ED Strategy
	How – list here?	Specified in high level action 1 of ED Strategy	
2.4	<p><b>Has the partnership undertaken and Equalities Impact Assessment?</b> All SSDC partnerships should carry out an Equalities Impact Assessment (EIA). This will ensure that the objective of the partnership do not have a negative impact on disadvantaged or socially excluded groups. Please contact Jo Morgan for help with this.</p>	Yes	

3. Resources		Yes/No	Give Details
3.1	<p><b>Are the resources required to effectively manage the partnership clearly identified?</b>  <i>Are the costs and resources clearly identified, forward planned, managed and reported?</i></p> <p><b>Specify:</b>  <b>Officer Time - hours per annum</b>  <b>Member time – hours per annum</b>  <b>Meetings - frequency</b>  <b>Travel time hours per annum</b>  <b>Admin time – hours per annum</b>  <b>Mileage</b></p>	Yes	See Business Plan
3.2	<p><b>Do the benefits outweigh the costs of the partnership?</b>  <i>How will the costs and benefits be measured? Will savings be made as a result of the partnership?</i></p> <p><b>How is the partnership evaluated?</b></p> <p><b>List :</b>  <b>Measures</b>  <b>Outcomes</b>  <b>Other evaluation methods</b></p>	Yes	The funding partners evaluate the partnership project with an overview maintained by the Steering Board.
3.3	<p><b>Are all the partners willing and able to devote the time and resources necessary to make the partnership succeed?</b>  <i>Is the vision/objectives realistic in the light of current resources?</i></p> <p><b>How much time does each partner contribute?</b>  <b>Do all partners attend?</b></p>	Yes	See Business Plan  SSDC is the operator of this project Other partners give time as required.

<b>4. Reporting, Governance and Accountability</b>		<b>Yes/No</b>	<b>Give Details</b>
<b>4.1</b>	<p><b>Terms of Reference?</b>  <i>Is there a Terms of Reference which are agreed, owned and signed by all partners, listing membership, voting powers and roles/responsibilities, timescale of partnership, frequency of meetings, plan of action for dissolving the partnership? Is there a formal partnership agreement signed by all parties?</i></p>	Yes	Strategy Board Term of Reference and Funding Partner Contract
<b>4.2</b>	<p><b>Are the governance arrangements adequate?</b>  <i>Are there clearly documented reporting lines from the partnership back to the constituent bodies? Are there reporting links between the various levels of authority within the partnership? Are there reporting mechanisms for other organisations/public?</i></p>	Yes	District Executive
<b>4.3</b>	<p><b>Are the financial management arrangements adequate, and openly reported?</b></p>	Yes	SSDC is the accountable body
<b>4.4</b>	<p><b>Does the partnership meet SSDC legal and procurement requirements?</b></p>	Yes	



<b>5. Performance Management</b>		<b>Yes/No</b>	<b>Give Details</b>
<b>5.1</b>	<b>How is performance measured and managed?</b> <i>Is it clear who is responsible for producing performance information? Is performance information reported adequately? How are projects managed by the partnership?</i>	Yes	See Business Plan
<b>5.2</b>	<b>Is the Partnership performing?</b> <i>What % of the objectives is being achieved?</i>	Yes	See Business Plan
<b>5.3</b>	<b>Have the risks been identified?</b> <i>Is there a link to the SSDC Risk Register? Does the partnership identify risks to the achievement of not meeting its objectives? Are there suitable mechanisms for managing identified risks, costs of transferring risk (See SSDC Risk Management Policy and Guidance), a risk register and action/monitoring plan?</i>	Yes	Included on SSDC Risk Register
<b>6. Review and Disputes</b>		<b>Yes/No</b>	<b>Give Details</b>
<b>6.1</b>	<b>Are there adequate procedures for resolving differences?</b> <i>Is there a clear protocol for dealing with disputes within the partnership? Is there a policy for dealing with complaints?</i>	Yes	Funding Partners have separate legally binding agreement
<b>6.2</b>	<b>Has a process for annual review/self assessment been agreed by the Partnership?</b> <i>Is there a process for reviewing the Terms of Reference and Partnership Agreement?</i>	Yes	Yes
<b>Should we stay in the partnership?</b> <b>Score – need 70% “yes” response to the above</b>		Yes	

**Table 2**

**Partnership Register – July 2014**

Partnership	Comments	Reviewed on register by March 2014?	Lead officer	Signed off by A/D?
<b>Partnerships of Corporate significance reporting to the Executive</b>				
Somerset Waste Partnership (SWP)	Reviewed at District Executive February 2014, where Members approved the Somerset Waste Partnership Draft Business Plan 2014-19 on behalf of the authority	Yes	Vega Sturgess	Yes
South West Audit Partnership (SWAP)	Governance arrangements were reviewed in 2013 and SWAP is now a partnership limited by guarantee owned by the Local Authority partners. Members agreed this at Council in March 2013. A contract is in place until 2015	Yes	Donna Parham	Yes
Safer Somerset Partnership	The Partnership continues to develop and is currently undertaking a review, in which SSDC has a key role. An update report has been delayed to take account of the outcome of this Review	No (currently being undertaken)	Kim Close	Yes
Local Strategic Partnership (LSP) South Somerset Together (SST)	Reviewed at District Executive April 2014. Members were pleased to note the achievements of SST in 2013/14 to endorse the revised partnership agreement and note the continuing external funding	Yes	Helen Rutter	Yes
Market Towns Investment Group (MTIG)	The MTIG has developed the externally funded Portas programme this year and took a report to Scrutiny July 2013. MTIG remains a useful and productive partnership	Yes	Andrew Gillespie	Yes
Homefinder Somerset Partnership & Strategic IT	A report on Homefinder was presented to District Executive in October 2013 and Members approved the revised Homefinder Somerset Policy	Yes	Jon Batty	Yes
Strategic Partnership Against Hate Crime	This Group no longer meets and has been inactive for more than a year. Recommend that Partnership is deleted from Register	Yes	Steve Brewer	Yes

Partnership	Comments	Reviewed on register by March 2014?	Lead officer	Signed off by A/D?
Somerset Local Authorities Civil Contingencies Partnership	Signed up for another 2 years in 2013 so full review due in 2015  Following the major incident (flooding) in December 2013/January 2014 it has been decided to carry out a scrutiny review of the Partnership. This review will report to District Executive in September 2014	No (see comment)	Pam Harvey	Yes
Somerset Armed Forces Community Covenant Partnership	The Partnership has recently reviewed its structure and timetable of meetings, as well as Action Plan. These were all adopted by the Full Partnership on 9 Jan 2014	Yes	Kim Close	Yes
Chard Regeneration Scheme (Chard Vision)	Development Agreement signed and exchanged. Thereafter Development Agreement will be followed including milestones and triggers. Reporting to DX and briefing Area West as required in 2013/14. As the Scheme moves into the next phase arrangements will be reviewed.	Yes	Martin Woods	Yes
<b>Area-based Partnerships reporting to Area Committees</b>				
<b>Area West</b>				
The Stop Line Way	Some progress has been made in facilitating a planning application by developers that will include proposals to deliver the route from Millfield.  The designation to secure the route from the edge of the proposed development to the Dorset/Devon border should be agreed in 2014/15, pending further funding opportunities	Yes	Andrew Gillespie	Yes
Blackdown Hills AONB Partnership	A detailed report was presented to Area West Committee in October 2013 and fully supported by Members, who approved continued participation in this partnership.	Yes	Andrew Gillespie	Yes

Partnership	Comments	Reviewed on register by March 2014?	Lead officer	Signed off by A/D?
<b>Area East</b>				
Cranborne Chase and West Wilts Downs AONB Partnership	SSDC is committed to this Partnership in 2014 through a joint MoA signed in November 2013. SSDC has a statutory duty to be involved as an authority, as this Partnership covers part of Area East. A new management plan has been written and will be adopted by SSDC. Area East have declined to continue Cllr representation on this Partnership but Officer representation will continue. Update due to AEC in Autumn 2014.	Yes	Katy Menday	Yes
Heart of Wessex Rail Partnership	Report presented to AEC May 2013. Second year of funding (£2,000) confirmed. Annual report from partnership published and circulated to Cllr champions	Yes	Helen Rutter	Yes
<b>Area North</b>				
Somerset Levels & Moors Local Action for Rural Communities	The Local Action Group has benefitted from a transition grant for 2014 to support the submission of a further programme to DEFRA by the end of 2014. Updates to Area North Committee are made through the Area Development Plan and Member Appointments to Outside Bodies. A further report is due to Area North in June 14	Yes	Charlotte Jones	Yes
<b>Area South</b>				
Yeovil Vision	An update on the work of YV was reported to the ASC in July and November 2013	Yes	Kim Close	Yes
Heart of Wessex Rail Partnership	Report presented to ASC October 2013. Second year of funding (£1,000) confirmed. Annual report from partnership published and circulated to Cllr champions	Yes	Helen Rutter	Yes