



HOUSING AND ENVIRONMENT PARTNERSHIP

Tuesday 20 May 2008 at 5.30pm

Meeting to be held in a Committee Room, Civic Centre, Newcastle upon Tyne

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AGENDA

- 1 **Introductions**
- 2 **Apologies for Absence**
- 3 **Summary of Meeting held on 7 February 2008**
- 4 **Update on Sustainable Community Strategy**
- 5 **Revised Terms of Reference/Partnership Structure**
- 6 **Update on Theme Groups**
- 7 **Any Other Business**
- 8 **Date and Time of Next Meeting**



ENVIRONMENT AND HOUSING PARTNERSHIP

7 FEBRUARY 2008

Present

Councillor Mike Cookson	- Regeneration Portfolio (In the Chair)
Councillor Wendy Taylor	- Environment and Sustainability Portfolio Holder
Nigel Hails	- Director of Neighbourhood Services
Les Clark	- Head of Sustainability, Newcastle City Council
John Telfer	- Community Voice
Mike Nelis	- Community Voice
Lionel Hehir	- Groundwork
Linda Seey	- Public Health Lead for Health and Housing
Nicholas Fray	- NHCP
Martin Gollan	- NCVS/Regen Forum
Satpal Parmar	- Newcastle Community Empowerment Network
Rachel Baillie	- Commissioning Manager, Social Services
Philip Hunter	- Chief Executive's Office, Newcastle City Council
Geoff Matthews	- Strategic Housing, Newcastle City Council
Paul Gallagher	- Local Strategic Partnership Co-ordinator
Elaine Campbell	- Democratic Services

Report	Discussion/Decision	Action
1. Welcome and Introductions	Councillor Cookson took the Chair for the meeting and invited those present to introduce themselves.	
2. Apologies	Apologies for absence were received from Christine Cunningham, Head of Strategic Housing	
3. Membership	A number of members sought clarification of both the status of this meeting and the membership of the Group overall.	

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	<p data-bbox="491 271 1305 342">During a lengthy discussion a number of key issues were raised as follows:-</p> <ul style="list-style-type: none"> <li data-bbox="491 394 1331 645">▪ Paul Gallagher provided a view on behalf of the Newcastle Partnership. The Partnership had agreed a grouping of five themes - how each theme was shaped precisely was dependent upon local circumstances and no precise format had been imposed. It was envisaged that there would be a “lean” structure at the higher level of each theme. <li data-bbox="491 696 1331 947">▪ This particular group is constituted to provide direction to the two main work-streams: Housing and Neighbourhoods and the Environment. This group as the Partnership would take a strategic overview, focus on monitoring and performance management to ensure the two work-streams maintained alignment with the Sustainable Community Strategy (SCS). <li data-bbox="491 999 1331 1218">▪ One of the principles of the Newcastle Partnership was that all sectors should be represented at all levels of the structure – public, private, community and voluntary. The Chair supported this approach to cross-sector working and referred particularly to his experience as Vice Chair of the Neighbourhood Renewal Sub-Group. <li data-bbox="491 1270 1331 1559">▪ The general consensus was that the Partnership should be as inclusive as possible whilst ensuring that it remained compact in order to operate as effectively and efficiently as possible. Particular reference was made to the difficulties in engaging with the Private Sector although there were clearly a number of options which could be explored – possibly through the Chamber of Commerce and/or the Groundwork Trust. <li data-bbox="491 1610 1331 1718">▪ There should be clearly defined roles for this Partnership and the two theme groups in order to avoid any duplication. <li data-bbox="491 1769 1331 1957">▪ With that in mind a number of views were expressed on the role of this Group including:- <ul style="list-style-type: none"> <li data-bbox="539 1890 1331 1957">– It would provide a strategic overview of Housing and the Environment “in the round”. 	

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	<ul style="list-style-type: none"> - It provided a filtering mechanism to ensure project delivery by the two themes against targets within the SCS/LAA and intervene where there was under performance. - To provide a rigorous monitoring and performance management framework – this was considered particularly important as at some future date it was likely that the Group would be responsible for the allocation/prioritisation of resources. ▪ In terms of the membership of the Group varying views were expressed but overall it should include:- <ul style="list-style-type: none"> - The relevant portfolio holders - The relevant Lead Officers - The relevant Theme representatives - Community and Voluntary Sector representation ▪ With regard to the latter a query was raised as to where Community and Voluntary Sector representatives might feel they could make the most valuable contribution. Whilst clearly Community and Voluntary Sectors' representatives would wish to be engaged with the delivery of projects/programmes through the two theme groups they also had a role to play in this Group in terms of providing a direct link to the Newcastle Partnership structure, in particular through the Delivery Board. This would provide both sectors with confidence that their contribution was valued. ▪ Specifically it was noted that community representatives had a recognised election process to nominate representatives. There was a potential for some representatives to have a “dual role”. ▪ The Chair explained that as an Executive Portfolio Holder he also had a responsibility to his portfolio team to ensure that targets agreed by this partnership were aligned with and complementary to portfolio targets. All partners would have a similar responsibility to their own constituent groups (where appropriate). 	

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	<p>In seeking to make progress Nigel Hails suggested that officers be tasked with revising the Draft Partnership Agreement to take account of the issues raised. In particular around providing clarity to the membership and the roles and responsibility of this Partnership and the two theme groups.</p> <p>The revised document would then be circulated to the Acting Director of Newcastle Partnership and members of this Group to be endorsed in advance of the next meeting.</p> <p>This approach was AGREED.</p>	<p>NH/GM</p>
<p>4. Sustainable Community Strategy (SCS)</p>	<p>Phil Hunter gave an update on the current position.</p> <p>The first draft had been submitted to Government Office(GO) on 20 December 2007. Feedback had been received from GO (a copy of which was circulated to the Group) and a variety of other sources including DCLG on the basis that Newcastle was a Core City and had a key leadership role.</p> <p>Overall the feedback was both positive and constructive. The City Council had endorsed the principles however had highlighted the need to focus on delivery in the Second Draft.</p> <p>That Second Draft was due to be submitted to Government Office by the end of February 2008 and would include a range of indicators to support the priorities and targets outlined in the First Draft.</p> <p>There was at this stage an opportunity for delivery partnerships to take a further view on the First Draft. In particular for this Partnership to confirm that the priorities around Housing and the Environment were the right ones. During the ensuing discussion a number of points including the following were raised:-</p> <ul style="list-style-type: none"> ▪ It was reiterated that all partners had a responsibility to ensure that the aims and objectives of their own constituent groups were complementary to those of the Sustainable Community Strategy. 	

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	<ul style="list-style-type: none"> <li data-bbox="491 277 1326 488">▪ It was noted that in addition to the 35 indicators (selected from a National set) by which Government would measure performance there was the opportunity to identify a number of local indicators. These would not attract Reward Grant and there were concerns that this approach might create a “two tier” set of priorities. <li data-bbox="491 546 1321 792">▪ It was suggested that as a way forward members review the priorities highlighted under each theme and consider how that could be measured - that would include some indicators within the 35 and others which were local. It was anticipated that many of the local indicators would already be identified within the City Council’s portfolio priorities. <li data-bbox="491 851 1334 1025">▪ It was explained that the strategic aims of individual themes should steer the work programme of that theme and the high level priorities identified in the LAA would be supported/underpinned by a whole range of indicators/delivery activity. <li data-bbox="491 1084 1318 1258">▪ If any member of the Group had a strong view on local indicators which they felt ought to be included they were invited to contact Phil Hunter direct. Work was ongoing with Council colleagues to ensure local indicators fit with portfolio indicators. <li data-bbox="491 1317 1278 1415">▪ It was noted that there were currently two targets “unallocated” however it was understood that these were likely to focus on culture/sport. <li data-bbox="491 1473 1337 1572">▪ Particular issues were raised around access to the environment and further support to vulnerable people to achieve independent living. <li data-bbox="491 1630 1337 1912">▪ The importance of these issues was acknowledged. It was essential that partners whilst focussing on Environment and Housing took a holistic view of the strategy. A number of these issues might be addressed within other themes (eg there were strong links between Health and Housing). The point was also made that consideration of cross-cutting activity or interventions was a role for this Group. 	

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	<ul style="list-style-type: none"> ▪ In taking forward the document it was important to note that this did not exclude the potential for other indicators to be brought forward. ▪ A member commented that the LAA was limited by the imposition of 35 targets and all partners would have to work effectively to ensure other issues were addressed, eg only two of the indicators referred directly to the Environment and it would be useful to have a local indicator around renewable energy. ▪ It was reiterated that there were a number of sub-groups working on cross-cutting issues very successfully which fed into the work of individual theme groups. Homelessness was such an example. ▪ In noting the absence of any reference to transport within the LAA feedback from Government Office highlighted the likelihood that transport would feature in a Multi-Area Agreement. However they did suggest a couple of priorities and whilst not disagreeing with those priorities the view was that colleagues were likely to propose more appropriate indicators. ▪ An issue was also raised around ensuring the body of the text was so framed as to avoid any constraint on the ability to put forward local indicators. ▪ Again it was suggested that any changes to the text in addition to any comments around the priorities/indicators be sent direct to Phil Hunter. ▪ The timescale was as follows:- <ul style="list-style-type: none"> - The second Draft LAA to Government Office on 29 February 2008 - Further feedback from Government Office during March 2008 - Third and Final Draft to Government Office during the first week in April 2008 - Government sign-off in June 2008 	

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	<p>The Chair thanked everyone for their contribution to the debate and reminded them that any further comments and views should be referred direct to Phil Hunter.</p> <p>Members of the Group also wished to express their thanks to Phil Hunter and colleagues for the work in developing the LAA.</p> <p>AGREED - The First Draft of the LAA was endorsed and members' comments noted.</p>	<p>PH</p>
5. Minutes	AGREED.	
6. Remaining Items	Not considered.	

DRAFT

ENVIRONMENT AND HOUSING DELIVERY PARTNERSHIP PARTNERSHIP AGREEMENT

1.1 Name of Partnership

The Environment and Housing Delivery Partnership (EHDP).

1.2 Identity of Partners

The Board will comprise 11 core members as set out in Appendix 1, chaired by the Executive Director Environment and Regeneration.

Other contributors will be invited to attend as required.

1.3 Aims and Objectives

The overall aim of the Partnership is to coordinate the delivery of the Environmental and Housing elements of the Sustainable Community Strategy and consequent LAA targets and that the work of all partners in the City in these respects are aligned.

The objectives of the Partnership will be to deliver this aim by:-

- Ensuring that the Sustainable Community Strategy fully reflects the contribution of environmental and housing issues.
- Developing and monitoring indicators relating to housing and environmental issues and the targets related to them included in the Local Area Agreement,
- Enabling the contribution of other Newcastle Partnership partnership boards, where a joint approach with the EHDP will contribute to the effective delivery of Sustainable Community Strategy objectives.

The targets in the SCS relating to Housing and Environment that will define the detailed work Programme of the Partnership are shown in Appendix 1.

1.4 Partnership Links and Reporting

The nature of the work of the EHDP means that it will fit with, and complement, the work of all the delivery boards in the Newcastle Partnership.

The main link will be with the Newcastle Partnership Delivery Board to whom the monitoring of relevant targets will be made.

1.5 Roles, Duties and Responsibilities

The role of the partnership will be:

- To influence, monitor and review SCS outcomes and LAA targets on Housing and Environmental matters.

- To develop a work programme that will deliver the above through the co-ordination of task groups related to the Housing and Environment themes.
- To direct and co-ordinate the work of these theme groups. This structure is illustrated on the attached diagram.
- To interface with the Delivery Board of the LSP on Housing and Environment issues.

The work of the Partnership will include the maintaining of any relevant formal records, Freedom of Information and Data Protection requests received in the name of the Partnership.

1.6 Decision Making Procedure

- The Partnership will meet quarterly, in a location that is mutually convenient. This arrangement may be varied by consensus.
- Decisions will be taken by consensus.
- Members will nominate a deputy to attend Partnership meetings where they are unavoidably absent.
- The Executive Director will ensure arrangements for the servicing of meetings, their agendas and minutes.
- Responsibility for action agreed at Partnership meetings will be allocated as part of each decision.

1.7 Performance Monitoring and Reporting

- The Local Area Agreement will determine those indicators which will be monitored as part of the work of the Partnership.
- Monitoring will be quarterly, or as requested by the Newcastle Partnership.
- Reports will be made to the Partnership's Delivery Board.
- Appropriate action to address under-performance will be agreed by the Partnership.

1.8 Resources and Financial Arrangements

The Partnership will not be responsible for resources and finance in its own right. Contributions will be made in kind by its members and stakeholders.

1.9 Information Sharing Protocol

The Partnership's plan of work will include a commitment to developing an information sharing protocol.

1.10 Complaints Procedure and Resolving Disputes

Complaints and disputes will be addressed by the City Council acting on the Partnership's behalf.

1.11 Exit Strategy and Partnership Termination

The Partnership will be able to end its operation by mutual agreement between members.

1.12 Other Issues

Other issues related to records management, Freedom of Information requests, risk assessment and communications will be addressed in due course as part of the development of the Partnership's roles and responsibilities.

**Appendix 1
Environment and Housing Delivery Partnership - Structure and Strategic Targets.**

