

# THE ENVIRONMENT HOUSING DELIVERY PARTNERSHIP

THURSDAY 7 FEBRUARY 2008 (2.00 PM) CARLIOL COMMITTEE ROOM,  
CIVIC CENTRE

## AGENDA

1 Welcome

### For decision

- 2 Sustainable Communities Strategy: update (**attached**)
- 3 Environment and Housing Delivery Partnership Agreement and Memorandum of Agreement (**attached**)
- 4 Minutes of meeting on 3 December 2007 (**attached**)

### For information

- Environment theme update
- Housing theme update
- Joint work on Housing and Environmental Sustainability

# 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

- Lionel Hehir, Groundwork Trust
- Councillor Mike Cookson, Regeneration Portfolio holder, Newcastle City Council
- Nigel Hails, Director of Neighbourhood Services, Newcastle City Council
- Christine Cunningham, Head of Strategic Housing, Newcastle City Council

### 1.3 Aims and Objectives

- The overall aim of the Partnership is to develop the contribution of the housing and environment theme to the Sustainable Communities Strategy and LAA.

The objectives of the Partnership will be:-

- To enable communities and organizations in Newcastle upon Tyne to work together and co-operate to address priorities for service improvement and improve wellbeing as set out in the Sustainable Community Strategy, Local Area Agreement, and any other governing documents agreed by Newcastle's Local Strategic Partnership.
- To plan, commission services and expend resources allocated via the Strategic Board and cooperate with other organizations and partnerships locally, regionally and nationally; in furtherance of the role.
- To develop and support appropriate infrastructure in order to facilitate the role, including sub groups, working groups and forums relating to areas of engagement, policy, strategy or service delivery.
- To work and liaise closely with other elements of the Local Strategy Partnership, ensuring that appropriate action plans and other relevant agreements are devised and acted upon and that there is clarity on where lead responsibility lies.
- To ensure that as far as is practical and lawful the decision making of the Partnership is inclusive, transparent, multi-sectoral and open to public scrutiny.

### 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: Safe Newcastle;

Economy, Work, Skills and Learning; Children and Young People; Health, Wellbeing and Sport.

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

The Partnership will oversee and co-ordinate the work of a sub-group dealing with environment and the range of partnership arrangements established by the Strategic Housing Service.

## **1.5 Roles, Duties and Responsibilities**

Lionel Hehir and Mike Cookson will respectively have responsibility for environmental and housing issues. The former will lead on the work of the environmental sub-group; the latter will ensure links with relevant delivery arrangements in relation to strategic housing and its stakeholders.

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 Chair will alternate between Lionel Hehir and Mike Cookson.
- The Directors of Neighbourhood Services and Regeneration 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**

The Council's own procedures will be applied In relation to records management, Freedom of Information requests, risk assessment and communications.

# **Housing and Environment Delivery Partnership**

## **Note of meeting**

**3<sup>rd</sup> December 2007**

### **1. In attendance**

Rob Nichols, Head of Environmental Services, NCC  
Les Clark, Head of Sustainability Unit, NCC  
Rachel Baillie, Commissioning Manager, Supporting People, NCC  
Philip Hunter, Manager, Corporate Policy Team, NCC  
Cllr Wendy Taylor, Environment & Sustainability Portfolio member, NCC  
Bob Stewart, NCEN  
Martin Gollan, CVS  
Lionel Hehir, Groundwork  
Paul Gallagher, LSP Co-ordinator  
Lynda Seery, Public Health, PCT  
Marie Fallon, Director, Regeneration, NCC  
Cllr Mike Cookson, Regeneration, Planning and Transport Portfolio

### **2. Context**

Paul Gallagher gave an update of the progress in restructuring the Newcastle LSP and the place of the delivery partnership in the wider structure.

### **3. Membership of the Partnership**

Les Clark distributed a proposed structure diagram for the delivery partnership for discussion (attached). It was suggested and agreed that a representative from the Community/Voluntary Sector from both the Housing and Environment theme group should form part of the delivery partnership board.

### **4. Terms of Reference & Memorandum of Agreement**

The draft terms of reference were circulated and have been attached. It was agreed that comments should be received by Les Clark. It is suggested that this is done by Monday 17<sup>th</sup> December.

### **5. SCS Vision and LAA priorities**

Phil Hunter advised the Board of the deadlines of the first draft of the SCS (story of place) to Government Office by 20<sup>th</sup> December 2007 and the need to identify aims of the Partnership and complimentary LAA priorities as soon as possible. It was agreed that members of the Board respond to Phil by Wednesday 5<sup>th</sup> December with their views on the template (attached).

## **6. Performance Monitoring**

LC indicated that monitoring the performance LAA targets would be one of the functions of the Board. Further details to be discussed at a later meeting.

## **7. Work Programme/Date of Next Meeting**

It was agreed that the WP of the Board would be Directed by both the outcomes of the LAA priorities and the programmes of work identified by the two theme groups, to meet these priorities. Les Clark and Geoff Matthews to organise a meeting of the two theme groups in January/February 2008. Next meeting of the Delivery Partnership board to be arranged early March 2008.

**Memorandum of Agreement  
Between**

**NEWCASTLE PARTNERSHIP  
DELIVERY BOARD**

**and the**

**ENVIRONMENT AND HOUSING  
DELIVERY PARTNERSHIP**

## **MEMORANDUM OF AGREEMENT BETWEEN THE NEWCASTLE PARTNERSHIP DELIVERY BOARD AND ENVIRONMENT AND HOUSING DELIVERY PARTNERSHIP**

The purpose of this Memorandum of Agreement (MOA) is to provide a framework for the relationship between Newcastle Partnership Delivery Board, and Delivery Partnerships participating in Newcastle's LSP. Further technical details of how this MOA will be implemented are attached in the accompanying "Partnership Agreement".

The **Delivery Board** will:

1. Promote an LSP wide performance led culture, providing performance information and guidance to the Strategic Board to enable it to play its key leadership role.
2. Support the Delivery Partnerships to develop consistent approaches to performance management, sharing resources and learning.
3. Ensure that there is clarity on which Deliver Partnerships lead on the delivery of individual LAA targets and that appropriate action plans are drawn up and acted upon.

Each **Delivery Partnership** will:

1. Work to improve and promote the well-being of Newcastle and its diverse localities through the development and implementation of the Sustainable Community Strategy and the Local Area Agreement, taking a basket of LAA targets as its starting point.
2. Contribute to streamlined and coordinated partnership working. In particular:
  - Work a within clear governance model which reflects the requirements of Newcastle Partnership as well as any other statutory obligations,
  - identify clearly where only collaborative working can produce results that add value to existing work
  - work together to achieve service improvements on key cross-cutting themes
  - seek to share information and resources where this will be to the benefit of Newcastle residents, and
  - ensure there is a coordinated approach to Community Engagement, Communications and Performance Management
3. Where appropriate monitor and review the use of Centrally Pooled Funds made available by Newcastle Partnership and seek to promote the alignment of other applicable funding streams according to agreed criteria.

**PARTNERSHIP COMMITMENT**

The Delivery Partnership's Chair & Vice-Chair should sign this declaration once the partnership has agreed to the contents.

**On behalf of the Environment and Housing Delivery Partnership, I agree to the terms of the MOA and commit the Partnership to the principles and requirements of partnership working**

**Chair:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Vice-Chair:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Date of meeting the MOA was discussed and agreed at:** \_\_\_\_\_

**On behalf of the Delivery Board, I agree to the terms of the MOA and commit the Local Strategic Partnership to adhering to the principles and requirements of partnership working**

**Chairman:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Date:** \_\_\_\_\_

**Technical Appendix to the  
Memorandum of Agreement  
Between**

**Newcastle Partnership  
Delivery Board**

**and the**

**Environment and  
Housing Delivery  
Partnership**

# SECTION 1 - AGREEMENT BETWEEN DELIVERY PARTNERSHIPS AND THE DELIVERY BOARD

## 1.1 Introduction

The purpose of this Partnership Agreement is:

- To provide a detailed framework for the relationship outlined in the Memorandum of Agreement between Newcastle Partnership Delivery Board, and each Delivery Partnership participating in Newcastle's LSP
- To give clear guidance as to their respective responsibilities
- To support the Partnership's wider Performance Management Framework (PMF), enabling decision making on priority actions and the allocation of resources to be objective and transparent.

## 1.2 Working in Partnership for the Benefit of Newcastle

Newcastle Partnership, as the Local Strategic Partnership for Newcastle, has agreed (June 2007) that to address a range of deep seated problems requiring the agency of several partners working together, the principal focus for action to address these problems will be through a number of citywide Delivery Partnerships, as set out below:

- Safe Newcastle #
- Children & Young People #
- Wellbeing & Health and Sport ##
- Housing & Environment
- Economy, Work, skills & Learning

(# A Statutory Partnership)

(## A Partnership expected to become Statutory)

Each Delivery Partnership has set terms of reference agreed by the LSP's Strategic Board. These will be subject to review from time to time, reflecting the scope and status of the Partnership.

## SECTION 2 - PRINCIPLES FOR PARTNERSHIP WORKING

### 2.1 Clarification of Accountability and Responsibilities

The Newcastle Partnership established its first Local Area Agreement reflecting its shared priorities in April 2007.

On the basis that all parties are working towards the common aim of the well-being of the Newcastle through the delivery of an LAA as the delivery plan of a Sustainable Community Strategy, it is each **Delivery Partnership's** responsibility to work efficiently and collaboratively to implement the actions that contribute to the delivery of the SCS and to monitor and measure progress.

It is the responsibility of the Partnership's **Strategic Board** to ensure that there is a comprehensive LSP overview of performance, the results of which are reflected in resourcing plans, that performance is monitored and reported, and that measurable, accountable improvement plans are drawn up to address areas of underperformance.

The **Delivery Board** is responsible for providing information and guidance to the Strategic Board and the Delivery Partnerships to support these processes. It keeps the Strategic Board informed of progress and issues and will work alongside each Delivery Partnership to ensure broad consistency of approach and to provide appropriate support.

Individual Delivery Partnerships are then responsible for implementing appropriate interventions and reporting on progress to the Delivery Board against an agreed set of targets, drawn from the LAA.

The Delivery Board will keep the Strategic Board informed of overall progress and will make recommendations on the appropriate levels of Pooled Funding to allocate.

### 2.2 Co-operation between Delivery Partnerships

The Delivery Partnership promotes co-operation within the LSP, focussing on working towards improved performance against the shared aims and targets provided in the SCS and LAA. This co-operation includes jointly addressing improvement targets that require cross cutting approaches and sharing the wide variety of resources available within each Delivery Partnership to build the capacity of all Partnerships and thereby maximising the impact of their work. Resources could include skills, experience, finance, knowledge and data.

## SECTION 3 – EXPECTATIONS AND RESPONSIBILITIES

The following undertakings are given to help the LSP work effectively and efficiently and to deliver real benefits to residents of Newcastle:

The Delivery Board will undertake :	The Delivery Partnership will undertake:
<ul style="list-style-type: none"> <li>• To promote understanding of how public sector organisations operate; the priorities, drivers and issues impacting on service delivery as well as where capacity for change exists</li> <li>• To identify and progress opportunities for enhanced partnership working across partner agencies, including common systems for data collection, data sharing and performance mapping and management.</li> <li>• To allocate lead responsibility across the LSP delivery partnerships for LAA targets and support the development of individual annual action plans underpinned by a joint memorandum of understanding</li> <li>• To performance manage progress against the LAA and other key partnership priorities, intervening where there are concerns about performance levels</li> <li>• To influence the allocation and alignment of resources to key partnership priorities through the development of a joint planning framework</li> <li>• To have an overview of what is working in Newcastle and why and to support delivery partnerships and service organisations in joining up to learn from each other</li> <li>• To provide appropriate performance information and advice to the Strategic Board to enable it to lead the wider Partnership</li> <li>• To lead on reviews, evaluations and targeted work to support service improvement and design</li> <li>• To champion necessary interventions in public service delivery to drive through changes required to improve performance</li> </ul>	<ul style="list-style-type: none"> <li>• To enable communities and organisations in Newcastle upon Tyne to work together and co-operate to address priorities for service improvement and improved wellbeing as set out in the Sustainable Community Strategy, Local Area Agreement, and any other governing documents agreed by Newcastle’s Local Strategic Partnership.</li> <li>• To allocate and seek resources, plan and commission services and cooperate with other organisations and partnerships locally, regionally and nationally; in furtherance of the role.</li> <li>• To act as the statutory partnership for Newcastle upon Tyne for those aspects of public service delivery and improvement so defined.</li> <li>• To develop and support appropriate infrastructure in order to facilitate the role, including sub groups, working groups and forums relating to areas of engagement, policy, strategy or service delivery.</li> <li>• To work and liaise closely with other elements of the Local Strategic Partnership, ensuring that appropriate action plans and other relevant agreements are devised and acted upon and that there is clarity on where lead responsibility lies.</li> <li>• To ensure that as far as is practical and lawful the decision making of the Partnership is inclusive, transparent, multi sectoral and open to public scrutiny</li> </ul>
<p>To ensure the delivery of the LAA, the Delivery Board will:</p>	<p>To ensure the delivery of the LAA, the Delivery Partnership will:</p>
<ul style="list-style-type: none"> <li>• Ensure that there is clarity and LSP level support to deliver the agreed set of targets</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that the necessary actions are in place to deliver the following set of actions  <b>&lt; take in from agreed LAA target list &gt;</b></li> </ul>

First draft: 23 May 2007