

**KENSINGTON AND CHELSEA PARTNERSHIP STEERING GROUP
MEETING ON 23RD MAY 2002**

REPORT OF RESEARCH AND CONSULTATION MANAGER

THE 2002 BOROUGH CONFERENCE

Following the Steering Group's discussion at its last meeting this report provides more details of the proposed plan for the 2002 Borough Conference

FOR DECISION

1. INTRODUCTION

- 1.1 At its last meeting the steering group agreed that the Borough Conference would be held on **Saturday November 2nd 2002**. This report provides more detail on the proposed format for the conference and an estimate of the costs.

2. WHERE AND WHEN

- 2.1 The conference will be held at Kensington Town Hall. The Great Hall, Small Hall, the Council Chamber and various Committee Rooms have been booked to enable different events, presentations, workshops and a crèche to run simultaneously. All rooms have full disabled access.
- 2.2 It is proposed that the event run from 10.30a.m. until 4.00 p.m.
- 2.3 At its March meeting the Steering Group noted that while a Saturday event would be convenient for many, there were significant numbers of people who worked at weekends who may wish to attend. It is proposed that two events are held in the week *after* the conference on weekday evenings; one in the North and one in the South of the Borough. These events would include display material and an opportunity to talk to key officers representing the community strategy themes. A focus on Neighbourhood Renewal would be included in the North meeting.

3. PURPOSE OF THE CONFERENCE

- 3.1 The conference presents a number of opportunities:
- The partnership and individual partners presenting their work and progress toward achieving the strategies.
 - Local residents and members of the wider partnership to hold the Steering Group and Partners in Progress to account through discussion and debate.

- For the wider partnership to debate the structure and membership of the partnership steering group.
- Launching and publicising new initiatives or plans and providing information about local services.
- Informing the early stages of business planning processes.
- Promoting the many forums and consultation groups that exist and through which people can get involved in specific areas of work.

4. PLANNING AN ACCESSIBLE EVENT

4.1 Ensuring that the conference encourages attendance from all sections of the community is very important. The following has been provisionally planned:

- Wheelchair accessible transport has been booked with Community Transport.
- A free crèche facility will be run throughout the day provision of which currently being explored with voluntary sector groups.
- Pre conference work with the Migrant and Refugee Forum will be undertaken to encourage a range of minority groups to attend and to ensure their language and cultural needs are met.
- The proposed events and 'try out' sessions will reflect the multi cultural nature of the Borough.
- Pre-event publicity will encourage people with other needs, such as sight or hearing loss, to contact us so that we can help to ensure they get the best out of the event.

5. PROPOSED PLAN FOR THE DAY

5.1 The aim of the proposed plan is to make the conference an interesting event for a wide range of people, and meaningful for those who wish to stay all day as well as those who may just 'drop in'.

5.2 Key features of the plan are:

To run all day:

- *Information stalls and 'listening' stalls - to promote the profile of partners, services and initiatives and to record peoples views. Also useful for promoting area based activities, for example, Neighbourhood Renewal or specific services, such as recycling.*
- *Computer suite – to encourage people to use a computer and try out the Internet with promotion of the partnership and partners websites.*
- *Community Education – taster sessions and 'try out' activities. Ensure that some activities are specifically geared toward young people.*
- *Health promotion - taster sessions of tai chi, reflexology, exercise etc.*
- *Crèche*
- *Refreshment stall – it is proposed that tea, coffee and soft drinks are free, but that a subsidised charge is made for food.*

To run as sessions through the day:

- *Presentations and question and answer sessions themed on the six chapters of the Community Strategy. Each session to run twice during the day. Fronted by members of the steering group and key officers from the Partners in Progress group and others as appropriate.*
- *Question Time with the steering group – it suggested that a well known personality, such as Nick Ross, is hired to front this. Pre-conference publicity will encourage people to send in questions beforehand to best gauge the key concerns.*

5.3 See appendix A for a proposed timed programme

6. PUBLICITY AND SPONSORSHIP

6.1 Publicity leading up to the conference will be crucial to ensure a successful and well attended event. It is proposed that a major publicity campaign is undertaken during the whole month of September using the local press, the publicity outlets of partner organisations, leaflets and posters and through promotion to wider partnership members.

6.2 The steering group requested that the possibility of private sector sponsorship of the event be explored. The Council's Communications Department are currently advising on the best approach to this.

7. COSTS

7.1 The indicative costs of running an event on this scale are:

	Approximate Cost
Hire of halls and rooms	£5,000
Pre-publicity	£2,000
Catering costs (allowing for income from food sold)	£1,500
Community Transport	£500
Printing and stationary costs of display material	£1,000
Crèche	£1,500
Hire of VIP guest to front Question Time session	£2,500
Other miscellaneous costs	£1,500
Total	£15,500

7.2 The Council is seeking to carry forward some underspend money to contribute toward the running cost of the conference and anticipates being able to contribute £5000. Steering group members are asked to consider what contribution their agencies can make.

8. NEXT STEPS

8.1 It is proposed that a cross-agency group be set up to develop the detailed plans for the conference and steering group members are asked to nominate appropriate officers to take this work forward.

8.2 It is proposed and that a further report on progress is brought to the July meeting of the steering group.

- 8.3 The Steering Group is asked to comment on the proposed plan for the conference.

FOR DECISION

**MARK BEAUCHAMP
RESEARCH AND CONSULTATION MANAGER**

No background papers were used in the Preparation of this Report

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Appendix A - Proposed programme

Borough Conference – Saturday November 2 nd										
10.30am	Conference opened by the Mayor and Leader of the Council									
11am – 12pm	Environment & transport	Homes & housing	Health & well being	Learning & leisure	The Great Hall Foyer, Information and interactive ‘listening’ stalls	Crèche	Refreshments	Community Education – try out learning opportunities, hands on taster sessions	Computer suite - try out the internet, Join the Partnership	Health promotion – try out an exercise class, reflexology, Tai Chi, information about diet, exercise etc.
12.15pm – 1.15pm	Homes & housing	Environment & transport	Safe Communities	Work & Business						
1.30pm – 2.30pm	Question Time with the Steering group Led by VIP guest									
2.45m – 3.45pm	Safe Communities	Work & Business	Health & well being	Learning & leisure						
4pm	Close									