

**KENSINGTON & CHELSEA PARTNERSHIP STEERING GROUP
MEETING ON 17TH SEPTEMBER 2003**

REPORT BY THE PARTNERSHIP SUPPORT OFFICER

FORWARD PLAN FOR 2003/04

The action plan for the partnership for this financial year, mainly composed of the Accreditation Action Plan and the Communications Plan, is attached. The current achievements to date are shown alongside a possible forward plan for the outstanding actions.

The steering group is asked to focus on the outstanding actions and agree which of these are the most important given available resources.

FOR DISCUSSION AND APPROVAL

The table attached shows actions arising from the accreditation submission to the Government Office for London (marked as AAP), the Communications sub-group (Comms), and the minutes of steering group meetings since March 2003 (Mins). They are arranged in the date order for delivery. Actions with a long lead in time need to be planned before the delivery date shown. This plan does not include any actions from the Community Strategy and Neighbourhood Renewal Strategy.

Those actions overdue as of September 2003 are shown in **bold**.

Suggested actions, which the steering group may wish to discuss and prioritise are shown in ***bold italics***. These are actions which have resource implications for officers or steering group members.

Due Date & source	Action	Update 1st Sept 2003	Suggested action
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March			
AAP	Steering group to nominate Champions for each of key themes	Completed	
AAP	Title & function of NRS steering group to become Strategies Implementation Group (SIG)	First meeting in April 2003.	
AAP	Membership of SIG to be reviewed so that it continues to reflect cross-section of community and partner interests	Partially completed.	Finalise Terms of Reference and Membership by Nov 2003
AAP	Agenda Planning sub-group to be established	Now meeting regularly	
AAP	Use risk assessment methodology for Champions to identify a set of key NRS projects they will champion in 03/04	Partially completed during Yr 1 review	<i>Each Champion to formally agree which key project(s) they will drive forward in current year</i>
AAP	In future at least 50% of meetings to be located away from the town hall annually. Alternative venues to be found and booked	Difficult to find venues as large and as accessible from all parts of the borough	Check budget & costs for e.g. Commonwealth Institute
AAP	Agree and monitor an Implementation plan for the Community and Neighbourhood Renewal Strategies that collates actions by cluster	All strategies and actions collated by cluster into 'Progress Trackers in March. Monitored by Cluster Co-ordinators as part of the Review in May and July	Review annually. Feed into 'Performance Management Framework' if appropriate
AAP	All partners to contribute to the Royal Borough Review of Economic Development and Regeneration	Royal Borough Review completed Some Partners were consulted in the early stages of the Review	

May	Action	Update 1st Sept 2003	Suggested action
AAP	KCP SG to agree whether to include a Housing Association Trust in its membership	Agreed to approach K&C Housing Associations group	Still awaiting nominations
AAP	KCP Steering Group to nominate chairman	Cllr Cockell re-appointed May 2003	
AAP	External learning:		

	KCP Steering Group to identify any development areas that they would like GOL or other external agencies to advise them on.		
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July	Action	Update 1st Sept 2003	Suggested action
AAP	External learning: KCP Steering Group (or a sub-group) to organise at least one visit to another LSP and report back to the rest of the group		2 x pairs of volunteers to attend 2 other LSP meetings
AAP	Monitoring: Progress against the targets in the Community Strategy to be reviewed	Completed and presented by Champions at steering group meetings in May and July	

Sept	Action	Update 1st Sept 2003	Suggested action
AAP	Terms of Reference: KCP Steering Group to update the Terms of Reference for the Partnership to ensure that they take account of developments in the way that the partnership works		Make amendments in Nov/Jan once Housing Assoc rep joined, SIG Terms of Ref agreed & Friends of the Royal Borough status defined.
AAP	Website: Draw up a set of core standards for all material posted on the website, identify parts of the website where readability could be improved and amend these accordingly	Regularly updated by council officers. Developing options for future development and possible support from other partners.	Communications sub-group to also review website. Relationship to RBKC as host of site needs to be clarified.
AAP	Monitoring: Progress against the targets in the Neighbourhood Renewal Strategy to be reviewed	Completed and presented by Champions at steering group meetings in May and July	

Dec	Action	Update 1st Sept 2003	Suggested action
AAP	Ensure that Skills & Knowledge Action Plan is delivered	3 x Regeneration Exchanges planned. 'Meet the Funder' on 18 th Sept	Agree programme for remaining Skills & Knowledge budget at November meeting
AAP	Equalities: Social Council to lead on project to identify equalities issues arising from the work of KCP SG and make recommendations back to the group		<i>The Race Equality Partnership is under development and could address this as part of their work</i>

AAP	Monitoring: Social Council to propose Equalities performance measures for the SG work		Follows from above
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January	Action	Update 1st Sept 2003	Suggested action
Accreditation letter from GOL	Develop Protocol between LSP and CEN on how we will work together	Guidance from GOL is imminent. Various 'compacts' already developed between Voluntary sector, PCT and Council	<i>Use existing compacts as basis for a protocol. Sept meeting to agree organisation or lead person to take it forward.</i>
Information from GOL	Consider Performance Management Framework for the next financial year		Await guidance from GOL, then bring to meeting for approval

Ongoing	Action	Update 1st Sept 2003	Suggested action
AAP	Publicise activities and achievements of the Partnership and member organisations.	Regeneration insert in Royal Borough newsletter Spring issue. Regular articles in LINK re NRF	As per Communications Plan
AAP	Implement part two of the Neighbourhood Renewal Action Plan: Skills and Knowledge around Community Cohesion.	By March 2004 & ongoing	To consider at November meeting
AAP	Regeneration Exchange meetings to continue. Three events to be held in 2003/04.	One event in August	Events planned for Oct/Nov and Feb 2004.
AAP	Ensure that this action plan, and any activity arising from it, is consistent with the objectives and priorities contained in the Community and Neighbourhood Renewal Strategies.		
AAP	Steering Group members to influence activity on the ground. Focus on delivery mechanism for the Community and Neighbourhood Renewal Strategies. Consider how local community, voluntary and business sectors link in.		

Future Considerations	Action	Update 1st Sept 2003	Suggested action
AAP	Disabilities: Assess extent to which Partnership		Consider this as part of the Equalities

	organisations are fulfilling the requirements of the Disability Discrimination Act		Review
AAP	Statutory organisations to consider how they might align performance management objectives		
AAP	KCP steering group to consider how it can rationalise & join up existing work and partnerships, especially around cross-cutting issues		
AAP	Full review of Community Strategy	Planned for July 2005	
AAP	Full review of Neighbourhood Renewal Strategy	Planned for Sept 2005	

COMMUNICATIONS AND CONSULTATION PROGRAMME

Due	Action	Update 1 st Sept 2003	Suggested action
Feb AAP	Communications sub-group to be established and to decide on Consultation events for 2003	Met once in Feb 2003 and put forward Communication & Consultation Plan.	<i>Meet again in late September to review and steer the Plan</i>
March AAP	Communications sub-group to make recommendations about how the KCP can more broadly engage the community, including hard to reach groups, in the work of the partnership	Partially addressed in steering group paper of 19 th March 2003	<i>ditto</i>
Sept Comms	Develop a detailed diary of events and meetings at which Partnership can be represented	In development	Match speakers to venues
Sept to Oct Comms	Secure quotes and employ designer to produce high quality display/exhibition materials		<i>Review the need for materials as part of a review of purpose of such promotional work</i>
Sept to Oct Comms	Develop a briefing pack for steering group members who may attend and speak at events		Develop key messages, including advertising of NRF yrs 4 and 5, with help of marketing or press expertise
Sept to March Comms	Attend events held by partner organisations, community and resident groups etc	Council officers attended Kensington Society AGM	<i>Secure commitment from steering group for briefings and speaking appointments</i>

Nov Comms	Produce annual report, possibly as insert with Royal Borough Newsletter	Missed Autumn issue deadline. Next issue at Xmas	Make it an Information report (not 'Annual') with information on NRF projects. Secure help of marketing or press person
Ongoing Comms	Regular news items and updates be sent to 'Friends of the Royal Borough' through email alerts and post. Publicity to recruit new members.	One email alert/mailling sent March 2003 regarding Statement on Community Cohesion. Approx 10 new members recruited.	<i>Need to review purpose of this promotional work</i>
Ongoing	Projects and partners in receipt of NRF to use Partnership logo	Some events such as 'Meet the Funder' have used logo	Remind all projects in receipt of NRF to use logo

MAJOR ACTIONS ARISING FROM MINUTES AND NEW DEVELOPMENTS

Due	Action	Update 1st Sept 2003	Suggested action
March	Steering group to agree Statement on Community Cohesion. (Minutes March 2003)	Statement agreed and issued to the press	
Aug & Sept	NRF sub-group to meet and decide on allocations criteria for NRF 04/06 and underspend 03/04 (Minutes July 2003) and report back to following meeting	3 meetings held over summer 2003; paper to steering group 17/09/03	
Sept	European Year of the Disabled: Menghi Mulchandani to bring proposals for action to meeting (Minutes May 2003)		To be considered as part of the Equalities Review

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