

Chichester District Council Annual Partnerships Report 2018

Compiled by Amy Loaring, Communities Projects and Partnerships Manager

1. Chichester Community Safety Partnership
Completed by ; Amy Loaring, Community Projects & Partnerships Manager
Partnership Description; what is the partnership's vision, and overall aims?
A statutory requirement under the Crime and Disorder Act 1998 to form a strategic Partnership that brings together partners to have a coherent approach to community safety.
Planned Outcomes for the financial year ahead 2018/2019
<p>The joint meetings with the Neighbouring CSP in Arun have continued, they have agreed that in order to develop more joint working and reduce duplication that we will have 2 joint meetings of the CSPs a year. The joint priorities are:</p> <ul style="list-style-type: none"> • Prevent/ Reduce Child Sex Exploitation • Prevent / tackle Serious Organised Crime • Support Mental Health services • Issues arising from Street Community <p>Priorities for the CSP in 2018/19 are:</p> <ul style="list-style-type: none"> • Educate young people about healthy relationships to reduce the number of young people being a victim of Domestic Abuse. • To support the further development and delivery of early intervention to families identified by IPEH. • Increase the resilience and confidence of the Communities in the identified areas to support sustained change in families worked with by IPEH • Reduction in crime and ASB reported in the identified areas. Increased confidence and facilities as measured by the community development assessment tool. • Raise awareness around human trafficking and child sexual exploitation. Fulfil our statutory duty to inform the Home office of any suspected victims of modern slavery. • Monitor and reduce the impact of emerging community tensions including unauthorised encampments, Support WSCC PREVENT agenda • Reduce the numbers of victims of scams and other online crimes • Reduce the numbers of killed and seriously injured on our roads • Reduction in older drivers over 60 involved in accidents • Reduction of the number of pedal cyclists killed or injured on our roads • Reduction in collisions relating to speeding drivers
What Chichester District Council resources are in the partnership?
90 hours officer time
What resources do other partners place in the partnership?
£42,295 – police crime commissioner

Officer time from other organisations In kind support for projects
What are the partnerships lines of accountability? E.g how is the partnership monitored
CDC overview and scrutiny committee Chichester in Partnership
Are there agreed terms of reference in place for the partnership? When were the terms last reviewed?
Yes. They were reviewed in 2017
When was the partnership last <i>independently</i> reviewed? Who carried out the review? and what recommendations were there?
Reviewed by the Sussex Police And Crime Commissioner last year. She recommended that the chair be circulated around the partners. Our CSP has agreed that the chair remain with the council as this gives continuity and consistency
Have you completed a Risk Assessment of the partnership? Y/N Please attach your most recent risk assessment
Yes
Has a financial agreement between partners been prepared and signed?
Part of the terms of reference. If there is finance involved with a certain project then an agreement will be made within that project.
Has an exit strategy for CDC been put in place? Are there any potential commitments arising from the exit strategy?
The partnership is statutory for us and the partners therefore there is no need for an exit strategy

2. Chichester In Partnership
Completed by ; Amy Loaring, Community Projects & Partnerships Manager
Partnership Description; what is the partnership's vision, and overall aims?
<p>CIP is an umbrella body, which brings together a wide range of organisations from the public, private, voluntary and community sectors within the district. Its original remit is to develop and deliver a Sustainable Community Strategy for the district.</p> <ul style="list-style-type: none"> • Development & Delivery of the Sustainable Community Strategy for Chichester District. • Being a network for local organisations. • Dissemination of information to partners to enable better-coordinated working. • The coordination, support and championing of local partnerships. • Developing projects across the partnerships to provide multi agency solutions to local issues.

- Engaging elected members in partnership working.
- Coordination of local community engagement.

Priorities for the partnerships are as follows:

- Reducing Worklessness,
- Tackling Financial Exclusion
- Targeted support for communities in need
- Dementia Friendly Chichester
- Family Intervention.(Think Family)
- Helping those with Low level mental health needs
- Coordinating youth services

Planned Outcomes for the financial year ahead 2018/2019

- Continuation of Choosework model focus on ESA clients, pre-assessment ESA clients and IS clients as well as JSA clients, which have additional health issues
- Engage and encourage Core group partner organisations to sign up to a local Mental Health pledge.
- CDC will engage with partners (CCG,WSCC, VAAC initially) to develop a social prescribing Community Referrer/s (CRs) project that will be physically based in rural GP practices but linked very closely to local services.
- WSCC Integrated and Earliest Help (IPEH)
- Description: WSCC transformation of services to ensure more positive outcomes for families ,agencies work smarter, families get the help they need sooner children are safer and families are stronger.
- Chichester in Partnership will set up a web based social platform for partner organisations (such as parish councils, community groups) to share problems, ideas, solutions and to regularly communicate to each other
- To develop the “Safe Place “ project in Chichester City in Partnership with WSCC
- To deliver a range of interventions in all areas of Chichester district identified as being in priority need.

What Chichester District Council resources are in the partnership?

70% of Partnerships officer time

Desk space and management time of Work experience officers

£30,000 invested into the ChooseWork project

£10,000 to support project work

What resources do other partners place in the partnership?

Senior officer time from partner organisations For core group meetings and projects

What are the partnerships lines of accountability? E.g how is the partnership monitored

CDC overview and scrutiny committee

Wider LSP (AGM)
Are there agreed terms of reference in place for the partnership? When were the terms last reviewed?
Yes. They were reviewed in 2017
When was the partnership last <i>independently</i> reviewed? Who carried out the review? and what recommendations were there?
It was reviewed in partnership with partner organisations in 2015. It was suggested we extend the core group membership, which has happened. And the Sustainable Community Strategy was rewritten so that it was fit for purpose.
Have you completed a Risk Assessment of the partnership? Y/N Please attach your most recent risk assessment
Yes
Has a financial agreement between partners been prepared and signed?
Part of the terms of reference. If there is finance involved with a certain project then an agreement will be made within that project.
Has an exit strategy for CDC been put in place? Are there any potential commitments arising from the exit strategy?
Part of the terms of reference. The partnership is led by Chichester District Council, potentially no partnership will exist without CDC's involvement. There would be commitment to continue involvement in any related projects.

3. THE WEST SUSSEX AND GREATER BRIGHTON STRATEGIC PLANNING BOARD

Completed by ; Mike Allgrove

Partnership Description; what is the partnership's vision, and overall aims?

Local authorities are required by law through the Duty to Co-operate to '*engage constructively, actively and on an ongoing basis*' on planning matters that impact on more than one local planning area.

The West Sussex and Greater Brighton Strategic Planning Board is a grouping of local planning authorities responsible for identifying cross boundary strategic planning issues and agreeing how these should be prioritised and managed.

Planned Outcomes for the financial year ahead 2018/2019

Preparation of evidence to inform the planning of the production of Local Strategic Statement 3 (the third such joint strategic planning strategy). When complete, LSS3 will identify the longer term development needs of the coastal West Sussex & Greater Brighton area through to 2050, identify a strategy to meet this

need and represent the mechanism within which to deal with cross-border strategic planning matters.
What Chichester District Council resources are in the partnership?
Officer and member time to attend Board (and officer group) meetings. Officer time to contribute to the work of the Board, in particular the preparation of the evidence base for LSS3.
What resources do other partners place in the partnership?
The other constituent local planning authorities all agree to commit similar resources to the work of the Board.
What are the partnerships lines of accountability? E.g how is the partnership monitored
The Board is an advisory body and so decisions on taking forward its work programme remain the responsibility of the individual local authorities.
Are there agreed terms of reference in place for the partnership? When were the terms last reviewed?
The Board operates on the basis of a memorandum of understanding agreed by the constituent authorities.
When was the partnership last <i>independently</i> reviewed? Who carried out the review? and what recommendations were there?
The work of the project board has not been independently reviewed. However, it is subject to the scrutiny of the constituent authorities and is currently reviewing its processes and lines of reporting prior to the detailed preparation of LSS3.
Have you completed a Risk Assessment of the partnership? Y/N Please attach your most recent risk assessment
No. In broad terms, the risk of failing to collectively agree on an approach to determine the amount and distribution of proposed development and infrastructure to facilitate it would compromise the strategic planning of the wider area, including efforts to secure necessary infrastructure and adopt the Local Plan Review.
Has a financial agreement between partners been prepared and signed?
The future funding of the works of the Board, other than officer/member time, is reliant on the pooling of additional business rates which has been agreed by West Sussex leaders.
Has an exit strategy for CDC been put in place? Are there any potential commitments arising from the exit strategy?
No.

4.Chichester SAG (Safety Advisory Group)

Completed by:

**Laurence Foord, Divisional Manager
Communications, Licensing & Events**

Partnership Description; what is the partnership's vision, and overall aims?

West Sussex SAGs operate to agreed Terms of Reference to ensure that each member of the group is aware of their individual role within the group and at the event and are suitably qualified and authorised to represent their organisation.

The overall aim of the SAG is to ensure, as far as possible, that the risk to public safety is minimised for all those working at or attending the event

The main objectives of the SAG are:

- To promote safety and welfare at events;
- To promote good safety and welfare practices in event planning;
- To ensure that well planned events have minimal adverse impact on those attending the event and local communities;
- To promote mitigation for potential and unforeseen incidents; and
- To ensure the emergency services and other key organisations have an awareness of events happening in the area, in case they have to respond to an emergency or major incident

SAGs offer guidance in order to help event organisers discharge their responsibilities. The SAG considers plans presented by event organisers on the content and structure of the safety elements of an event. It is not the role of the SAG to assist in the planning of an event or the writing of the plan. The members of the SAG will not accept or adopt any of the responsibilities of the event organiser.

Comments and observations made by the SAG are always advisory. They are made by professionals in the interest of public safety.

Failure to follow advice from the SAG may affect the event organisers Public Liability Insurance, licence permissions and leave them exposed to possible litigation.

Planned Outcomes for the financial year ahead 2018/2019

The Licensing Team will continue to coordinate and facilitate required SAGs for new and existing large event organisers across Chichester district with the objective of achieving successful and safe events.

The recruitment of the new Promotions & Events Officer post will be developed to become an integral element of SAG delivery.

What Chichester District Council resources are in the partnership?

The co-ordination, facilitation and delivery of SAGs is administered within existing resource from the Licensing Team of Communications, Licensing & Events. The Chair of Chichester SAGs is

the Divisional Manager for Communications, Licensing & Events.

The Licensing Team oversees the collection and circulation amongst SAG partners of event documentation associated with new and existing events taking place across the district.

SAGs may be conducted electronically where attendees are given the opportunity to consider event documentation and where appropriate offer advice.

Alternatively partners, where able to do so, are invited to attend a SAG meeting. This maybe at the proposed event venue, council offices or another location.

What resources do other partners place in the partnership?

Attendance and consideration of event documentation submitted and circulated by CDC to SAG attendees. SAGs may be conducted electronically where attendees are requested to consider event documentation and where appropriate offer advice – this may be undertaken electronically on occasion or by physical attendance at a SAG meeting. SAGs may take place at the proposed event venue, CDC offices or a neutral location.

Each Local Authority SAG typically includes representatives from the following organisations:-

- Local Authorities (Environmental Health, Licensing, Health Protection etc.)
- Police
- Ambulance Service (SECAMB)
- Fire Service
- West Sussex County Council (Highways and Emergency Planning)
- Emergency Planning Officer
- SIA

From time to time other interested parties will be invited to attend.

What are the partnerships lines of accountability? E.g how is the partnership monitored

On an annual basis Chichester District Council convenes a review of the delivery of Chichester SAGs where comments are sought on the process, facilitation and delivery.

Are there agreed terms of reference in place for the partnership? When were the terms last reviewed?

The agreed Terms of Reference were last formally revisited in 2014 although on an annual basis the delivery of SAGs for Chichester district is reviewed by the Council and SAG attendees. The ToRs feed into an approved 'Guidance on Event Planning' document which was last revised in March 2017.

When was the partnership last *independently* reviewed? Who carried out the review? and what recommendations were there?

Supporting guidance and Terms of Reference issued as best practice for the setting up and running of SAGs was last independently reviewed and approved by Sussex Police Legal Services on 12th March 2013 and subsequently by the Emergency Planning Officer of Sussex Police at the time in March 2014. Sussex Local Authorities Emergency Planning Group last revised 'Guidance on Event Planning' for the delivery of SAGs in March 2017.

Have you completed a Risk Assessment of the partnership? Y/N Please attach your most recent risk assessment

No.

Has a financial agreement between partners been prepared and signed?

No.

Has an exit strategy for CDC been put in place? Are there any potential commitments arising from the exit strategy?

No.

5. Chichester Social Prescribing

Completed by ; Elaine Thomas

Partnership Description; what is the partnership's vision, and overall aims?

The Social Prescribing partnership vision is to deliver a service which aims to get people back to independence and reduce reliance on health care

Planned Outcomes for the financial year ahead 2018/2019

There are a number of planned outcomes for the project lifespan see below;

1. Reduced demand on GP appointments (including phone calls and other recorded activity) in the project population
2. Where demand from a patient does not *reduce*; the activity changes (ie: person seeks help for 'real' medical issue for example from asking for pain killers to talking about mental health therapies)
3. Reduction in use of some types of medication – for example those prescribed for the side effects of poor self-care and pain medication (due to increased control, increased wellbeing and self-management of condition)
4. GPs perceive an impact on their work – are they seeing less of the '70% patients' or are they seeing a difference in the service they provide to this group.
5. GPs perceive impact of service on their patients
6. People feel that there has been a change to their lives (in their health and wellbeing)
7. People will recommend the service to other people in similar circumstances
8. The population feel empowered to deal with a similar problem again
9. At least one in three patients offered the service take it up in the first year of the service
10. We will identify gaps in service provision and act on them (i.e. where we cannot provide help for a problem that keeps coming up)

11. We will understand what the typical customer journey is for each person in the programme.
12. All GPs in participating surgeries will offer Going Local to patients in the target group and refer where consent given
13. We will record the services the people are being referred into through the Going Local programme to gain commissioning intelligence
14. For each CR there will be a demonstrable change in mean wellbeing score for their caseload

What Chichester District Council resources are in the partnership?

CDC has committed £57,000 per year for 2018/19 and 2019/20

Officer time in planning and managing the service / staff, ongoing evaluation and service design

Officer time in supporting / identifying VCS orgs

What resources do other partners place in the partnership?

Funding as follows

GPs £43,000 per year

Clarions Housing £10,000 per year

A2 Dominion £5,000 2018/19

Midhurst league of friends £32,000

Chichester City Council £2,500

WSCC £2,000

In kind support

GP lead for Rural North Chichester

GP lead for Chichester

All GP practices room space to host staff

WSCC community partnerships team support with VCS orgs

WSCC PH support with evaluation tools

Coastal WSX CCG support to access IT systems

What are the partnerships lines of accountability? E.g how is the partnership monitored

The partnership has a steering group which will meet quarterly to review progress.

For CDC the partnership sits within the umbrella of Chichester in Partnership and will be monitored by Overview and Scrutiny Committee.

It also sits within the 2 Local Community Networks which report into the Coastal Cabinet for West Sussex where CDC is a member
Are there agreed terms of reference in place for the partnership? When were the terms last reviewed?
There is a partnership agreement in place and MOUs with funders. ToR to be agreed
When was the partnership last <i>independently</i> reviewed? Who carried out the review? and what recommendations were there?
It is a new partnership therefore no need to be reviewed but will be monitored on a regular basis
Have you completed a Risk Assessment of the partnership? Y/N Please attach your most recent risk assessment
Yes – As part of original Project Initiation document
Has a financial agreement between partners been prepared and signed?
No - to be completed
Has an exit strategy for CDC been put in place? Are there any potential commitments arising from the exit strategy?
The partnership is dependent on continued funding being available at the end of the two year pilot period. If no funding is available the partnership will cease.

6. SOLENT RECREATION MITIGATION PARTNERSHIP

Completed by ; Mike Allgrove

Partnership Description; what is the partnership's vision, and overall aims?

The Solent is internationally important for its wildlife interest and there are various protective designations including three Special Protection Areas (SPAs). A substantial amount of house building is planned around the Solent and this could have potential impacts on the SPAs. One of which is increased recreational activity at the coast resulting from population increases associated with the new homes. Such disturbance reduces the birds' opportunities to feed, potentially resulting in a reduction in the bird population. In order to comply with the Habitat Regulations and ensure that potential harm to the integrity of the protected habitats is mitigated, Chichester District Council has entered in to a partnership with the other local planning authorities around the Solent to deliver a strategic mitigation package.

Planned Outcomes for the financial year ahead 2018/2019

Residential development can continue to be granted planning permission and comply with the Habitat Regulations.

From 1st April 2018, payments for planning applications will be in the form of a sliding scale of contributions which will be increased in line the RPI annually:

1 bedroom dwelling - £337
2 bedroom dwelling - £487
3 bedroom dwelling - £637
4 bedroom dwelling - £749
5+ bedroom dwelling - £880.
What Chichester District Council resources are in the partnership?
Officer time to attend officer steering group, sub-groups and project board meetings.
What resources do other partners place in the partnership?
The other constituent local planning authorities all agree to commit similar resources to the work of the Partnership.
What are the partnerships lines of accountability? E.g how is the partnership monitored
<ul style="list-style-type: none"> • Planning Policy, Conservation and Design Service Manager to attend Solent Recreation Mitigation Partnership Project Board. • The Cabinet Member for Planning Services and Chief Executive (or their nominated substitutes) represent CDC at the PUSH Joint Committee. • Cabinet approves the Authority's Monitoring Report each year which will report on this issue. Any changes to policy will be considered by Cabinet and Council.
Are there agreed terms of reference in place for the partnership? When were the terms last reviewed?
Yes, as of 5 November 2014.
When was the partnership last <i>independently</i> reviewed? Who carried out the review? and what recommendations were there?
There has been no independent review of the partnership
Have you completed a Risk Assessment of the partnership? Y/N Please attach your most recent risk assessment
No. There is a risk of challenge through appeals and lack of Inspector support, and a risk that harm to protected sites may still occur if mitigation is insufficient.
Has a financial agreement between partners been prepared and signed?
The funds collected from developers are held by Fareham Borough Council, but there is no financial agreement between partners. However, the S106 agreements used to secure the funding which stipulate that the money must be spent in this strategic scheme of mitigation.
Has an exit strategy for CDC been put in place? Are there any potential commitments arising from the

exit strategy?
No.

7. Sussex air quality partnership ('Sussex-air')
Completed by ; Simon Ballard, Environmental Protection Manager
Partnership Description; what is the partnership's vision, and overall aims?
Sussex Air was set up in 2000, comprised of officers from all the Local Authorities in Sussex. The partnership has a set of terms of reference but is not a formally constituted body. The partnership meets every four times per year, works to an agreed agenda and is currently chaired by Adur and Worthing District Council. All partners currently pay an annual subscription of £4,500 to Sussex Air, which is used to pay for the services set out below.
Planned Outcomes for the financial year ahead 2018/2019
See business plan attached:
What Chichester District Council resources are in the partnership?
CDC pays £4500 annual membership. Officers attend the meetings four times yearly (=2days inc travel) and support occasional work groups where the activity and related knowledge will also benefit CDC (for example the group working on electric vehicle charge point infrastructure).
What resources do other partners place in the partnership?
Similar to those described above. East Sussex County Council currently host the group and as such also manage the budget and contracts let by the group. A&WDC chair the group and this entails additional work for the group and chairing meetings etc
What are the partnerships lines of accountability? E.g how is the partnership .monitored
The partnership produces an annual business plan and an annual report of its activities and outcomes. These are reported at the group meetings and called for scrutiny at by Sussex Chief Environmental Health Officers meeting annually.
Are there agreed terms of reference in place for the partnership? When were the terms last reviewed?
The Terms of Reference were reviewed in 2018 and are as attached:
When was the partnership last <i>independently</i> reviewed? Who carried out the review? And what recommendations were there?
The partnership reports annually to CDCs partnership review and last did so in 2017. No recommendations were forthcoming.

Have you completed a Risk Assessment of the partnership? Y/N Please attach your most recent risk assessment
No. The group facilitates the sharing of knowledge and best practice. The data management contract let by the group for the management of air quality monitoring data allows access to the contracted provider at a more competitive rate than otherwise would be the case. The group was awarded £100K of DEFRA air quality grant this year of which CDC will be a partial beneficiary.
Has a financial agreement between partners been prepared and signed?
See attached ToR document:
Has an exit strategy for CDC been put in place? Are there any potential commitments arising from the exit strategy?
CDC pays an annual subscription to the group of £4500. There is no formal or contractual obligation to this 'commitment' and CDC or any member authority could withdraw. Contracts let by the group (notably the data management contract for air quality monitoring stations) have yearly break clauses. The group is currently a budget code at East Sussex County Council

8. Visit Chichester
Completed by ; Sarah Peyman
Partnership Description; what is the partnership's vision, and overall aims?
<p>Visit Chichester is a Destination Management Organisation developed to :</p> <ul style="list-style-type: none"> - Raise the profile of the district as a visitor destination - Manage the visitor economy - Exploit the economic potential to create jobs - Develop a successful year-round tourism offer - Exploit the potential for inward investment to the district
Planned Outcomes for the financial year ahead 2018/2019
<p>Actions:</p> <ul style="list-style-type: none"> - Appointment of Chairperson and Board Members of Visit Chichester - Recruitment of Executive Team - Prepare a new Destination Management Plan - Review of Governance arrangements - Tourism Networking Events
What Chichester District Council resources are in the partnership?
<p>£50,000 per annum for five years from 1st March 2018</p> <p>A CDC representative sits on the Visit Chichester Board as a non-executive Director</p>

What resources do other partners place in the partnership?
Chichester BID contribute financially and also have representation on the Board.
What are the partnerships lines of accountability? E.g how is the partnership monitored
Monitored against the Service Level Agreement monitoring framework
Are there agreed terms of reference in place for the partnership? When were the terms last reviewed?
As a company limited by guarantee there are articles of association.
When was the partnership last <i>independently</i> reviewed? Who carried out the review? and what recommendations were there?
It is a new partnership.
Have you completed a Risk Assessment of the partnership? Please attach your most recent risk assessment
No
Has a financial agreement between partners been prepared and signed?
Yes
Has an exit strategy for CDC been put in place? Are there any potential commitments arising from the exit strategy?
No

9. West Sussex Waste Partnership

Completed by ; Bob Riley and Amie Huggett

Partnership Description; what is the partnership's vision, and overall aims?

The partnership is delivered through two inter-related groups; the Member led Inter-Authority Waste Group (IAWG) and the Strategic Waste Officers Group (SWOG). The West Sussex Waste Partnership (WSWP) work together to reduce waste and to maximise reuse, recovery and recycling. WSWP is striving towards a zero waste economy, where all materials have a purpose and avoid disposal of any kind.

The partnership provides a platform for collaborative working between the 8 Local Authorities with responsibility for waste management in West Sussex.

The partnership aims to provide a consistent framework for waste management in the County through the production of a Joint Municipal Waste Management Strategy (JMWMS), offering knowledge sharing opportunities and present operational and financial efficiencies with consortium agreements.

Planned Outcomes for the financial year ahead 2018/2019

The WSWP will continue to focus on initiatives to increase the level of recycling in West Sussex to achieve the statutory recycling target of 50% by 2020, reduce waste and to reduce the overall system cost of waste collection and disposal.

The WSWP will consider and implement all possible measures to reduce the amount of residual waste produced across the County through communication and co-operation with residents and small businesses.

The WSWP commissioned consultants to undertake a waste composition analysis in November 2017 to compare performance against the analysis completed in 2015. The analysis focused on the composition of residual waste kerbside collections. Key recommendations from the analysis include maintaining education on target recyclables and to focus communications on food waste prevention owing to approximately 34% of residual waste being food waste.

In addition to general food waste communications, the WSWP are currently considering the feasibility of introducing separate weekly food waste and absorbent hygiene products (AHP) collections. This is following a study commissioned by West Sussex County Council (WSCC) in 2017/18 that sought to understand the implications for each partner authority and the partnership overall. WSCC are currently seeking partners to volunteer to undertake a food waste collection trial (possible trial start date is May 2019) to determine whether a further roll out is feasible. CDC has not committed to the trial at this stage and would require Cabinet approval if this approach was pursued.

The WSWP will continue to co-ordinate the delivery of a countywide litter awareness campaign. This will mainly be focused on continuing to improve relationships with authorities responsible for highways maintenance in order to encourage joint working and enable street cleansing to be done in co-operation with all scheduled works.

The WSWP will work together to renew the jointly procured collection and treatment contract for clinical waste.

What Chichester District Council resources are in the partnership?

IAWG (meetings held quarterly)

- Director Residents Services. Attendance at meetings plus Member support.
- Cabinet Member for Residents Services. Feedback to CDC Waste and Recycling Panel.
- CCS Manager - Attendance at meetings plus Member support.

SWOG (meetings held monthly but likely to change to bi-monthly later this year with additional meetings as required).

- CCS Manager. Attendance at meetings plus Member support.
- CCS Business Manager. Attendance at meetings plus project delivery and Member support.

Communications Group (sub group of SWOG) (meetings held monthly)

- Recycling Projects Officer. Attendance at meetings plus project delivery.

What resources do other partners place in the partnership?
As above – Officers and Members.
What are the partnerships lines of accountability? E.g how is the partnership monitored
Governance is currently under review however the preferred structure proposal is as follows: <ul style="list-style-type: none"> • IAWG – reports to Leaders’ Board once a year or more frequently as required. • SWOG – reports to IAWG but lines of accountability to Environment Directors’ Oversight Group which is comprised of the relevant Director for each partner plus Chair of SWOG. Meets at least twice a year. • Communications Group – reports to SWOG. Updates are provided at each meeting.
Are there agreed terms of reference in place for the partnership? When were the terms last reviewed?
Yes – Memorandum of Understanding (MoU). Last reviewed 2016. A review is currently being undertaken this year.
When was the partnership last <i>independently</i> reviewed? Who carried out the review? and what recommendations were there?
Partnership reviewed by Corporate Management Team and Cabinet in 2012/13 as part of the process for prioritising future partnerships. The overall finding was that the existing model was considered an excellent example of co-operative working. In addition, various options for joint working were considered in 2013 but not pursued.
Have you completed a Risk Assessment of the partnership? Y/N Please attach your most recent risk assessment
Partnership Risk Assessment Form attached. By actively participating in this partnership the Council can ensure that Chichester District concerns and needs are properly considered on all waste related matters. A risk assessment is completed for each partnership project as it is developed and delivered.
Has a financial agreement between partners been prepared and signed?
Yes - The MoU provides for all collected waste to be delivered to the WSCC disposal facilities. In return WSCC agree to make a payment to the WCA’s, through an agreed recycling support payment mechanism, which provides each of the partners with a share of the income received from the sale of the recyclable materials along with a share of the disposal savings made. The payment mechanism uses each WCA’s household numbers and tonnage of co-mingled recycling collected, along with a quality measure and a calculation of the disposal saving in order to determine the payment. In addition it includes an incentive for good quality materials (lower than 6% contamination).
Has an exit strategy for CDC been put in place? Are there any potential commitments arising from the exit strategy?

No. The long term contracts that have been put in place together with the shared use of major operational facilities means that the partnership is likely to remain secure for the foreseeable future. The partnership is long established. Due to the contracts in place, the provision and use of vital operational facilities, and the financial agreement between the local authorities, a break-up of the partnership is unlikely. Each district and borough requires the use of the recycling processing and waste handling and disposal facilities that have been provided through the partnership. Cost effective alternatives are unlikely to be available. In addition WSCC have legal powers to direct district and borough authorities to use specific sites that have been provided.

10. Manhood Peninsula Partnership]

Completed by ; Jane Cunningham

Partnership Description; what is the partnership's vision, and overall aims?

The MPP was formed over 14 years ago as a standing forum for local strategic issues. This multi-agency and community group has initiated and facilitated many initiatives in recent years by attracting funding to the area from the EU, DEFRA, RSPB and other sources. These include: land drainage studies, Medmerry coastal realignment, a Destination Management Plan and various tourism and economic initiatives in line with the Integrated Coastal Zone Management strategy. The MPP has achieved national and international recognition.

Its aims are to raise the profile of environmental, social and economic challenges facing the Peninsula, seeking solutions by collaborative working and undertaking key projects to promote inter-sectoral integration through improved understanding between stakeholders.

The Partnership is a low cost way for CDC to act as an exemplar for localism and community engagement. The contribution is £5,000 a year and the "hosting" of the MPP Project Officer post. The partnership reinforces the District Council commitment to coastal adaptation and the protection of the Peninsula's special environment to enhance community viability and the economy.

Planned Outcomes for the financial year ahead 2018/2019

'Seas the Day'

Following a bid submitted by the MPP Project Officer a project about the Selsey fishing industry called 'Seas the Day' has been awarded full funding of just under £36k by the Heritage Lottery Fund. The project will help deliver aims on the economy and East Beach from the new Selsey Vision, and complements recommendations from the Marshall Regen report on the socio economic aspects of Selsey Haven. The HLF grant is being delivered by the MPP Project Officer and administered by Selsey Town Council.

Selsey Vision 'Head' Projects

The new Selsey Vision aims to re-imagine what the town could be, and what role it will take in the future. There is a desire to make a clear case for Selsey as a town for the future, a town with a future.

There are three project groups, Engagement (public participation in the vision process for the yearlong engagement project), Head (East Beach, economy including the fishery, tourism and transport) and Heart (health and wellbeing, community and environment, youth and culture)

The MPP Project Officer leads on the 'Head' projects and actively supports the Engagement group. The Vision process will last for a year from April 2018 – March 2019.

Peninsula Surface Water Issues and Solutions Group (SWISH)

The SWISH group is a sub-group of the existing Manhood Peninsula Partnership (MPP). Southern Water, Environment Agency, Local Flood Action Groups and flood/drainage engineers from WSCC and CDC are members. SWISH complements the CDC led strategic group, Manhood Peninsula Drainage Partnership.

The group was set up to deliver practical elements of the Manhood Peninsula Surface Water Management Plan 2015. The aims for 2018/19 are to develop a national pilot for surface water management in lowland areas, and a peninsula wide development of the scheme.

Green Links Across the Manhood (GLAM)

Development of green links to support sustainable transport accessing key conurbations and other areas of the Manhood e.g. tourist attractions such as the harbours, thereby reducing congestion, offering tourist opportunities and improve travel times.

Standing Conference

Ensure sustainable development of the peninsula for the benefit of future generations and consider long-term issues through improved coordination, communication and understanding between those involved in the Manhood Peninsula and by providing a platform for dialogue between the agencies and local communities enabling integration of strategic issues as per the MPP Terms of Reference.

What Chichester District Council resources are in the partnership?

The District Council part-funds the part-time MPP Project Officer (£5000 per annum) . The Project Officer is leading the HLF funded project Seas the Day and the Selsey Vision 'Head' group that concentrates activities on East Beach, the Selsey fishery and the economy. It includes the Chairs of Selsey Town Council and the Selsey Business Partnership. The Project Officer also coordinates and administers the other MPP planned objectives outlined above.

What resources do other partners place in the partnership?

The MPP's other funding partners are the peninsula parishes via the Parish Precept. For 2017/18 this was £6,978.

What are the partnerships lines of accountability? E.g how is the partnership monitored

The MPP Project Officer currently reports to the Divisional Manager of Place in Growth & Place. She maintains links with Environment to facilitate work on the coast, in the East Beach area of Selsey and elsewhere on the peninsula.

Are there agreed terms of reference in place for the partnership? When were the terms last reviewed?
Yes – these Terms of Reference were set at the outset for the partnership and were reviewed in October 2016.
When was the partnership last <i>independently</i> reviewed? Who carried out the review? and what recommendations were there?
The partnership has not been officially reviewed by an independent body. The partnership is considered annually by its partners including Chichester District Council. As the partnership is comprised of a wide variety of local, regional and national organisations, review by another body has not been considered a priority.
Have you completed a Risk Assessment of the partnership? Y/N Please attach your most recent risk assessment
No, this has not been considered a priority but this is something that will be considered.
Has a financial agreement between partners been prepared and signed?
No. No other bodies fund the partnership other than CDC and the parishes. When the Environment Agency was a funding partner there was an annual signed agreement but this has now ceased.
Has an exit strategy for CDC been put in place? Are there any potential commitments arising from the exit strategy?
Commitments – redundancy payment for the MPP Project Officer

11.Southern Gateway Strategic Collaboration

Completed by ; Amy Loaring, Communities Projects and Partnerships Manager

Partnership Description; what is the partnership’s vision, and overall aims?

Establish the way that the Partners will work together to promote the effective implementation of the Southern Gateway Supplementary Planning Document (SPD) (once adopted)

Planned Outcomes for the financial year ahead 2018/2019

- HCA take ownership of Police station and Law courts
- Soft Market test for a developer
- Appoint a developer
- Identification of alternative sites for Bus Station and Post office

What Chichester District Council resources are in the partnership?

<p>Money - £58,517 (17/18) £13568 (18/19)</p> <p>Ownership of land – Basin Road Car park</p> <p>Staff resources</p>
<p>What resources do other partners place in the partnership?</p>
<p>HCA- Ownerships of Land, Law courts and Police station</p> <p>WSCC – Ownerships of School land and highways</p> <p>LEP – Grant of £5million</p> <p>One public estate - £80,000</p>
<p>What are the partnerships lines of accountability? E.g how is the partnership monitored</p>
<p>Whole project will report to CDC Cabinet</p>
<p>Are there agreed terms of reference in place for the partnership? When were the terms last reviewed?</p>
<p>A Memorandum of Understanding has been developed and signed by Partners (WSCC and HCA)</p>
<p>When was the partnership last <i>independently</i> reviewed? Who carried out the review? and what recommendations were there?</p>
<p>New Partnership no need for review yet</p>
<p>Have you completed a Risk Assessment of the partnership? Y/N Please attach your most recent risk assessment</p>
<p>Yes as part of Project Initiation Document</p>
<p>Has a financial agreement between partners been prepared and signed?</p>
<p>Financial agreements will be made as and when necessary as part of the project.</p>
<p>Has an exit strategy for CDC been put in place? Are there any potential commitments arising from the</p>

exit strategy?

Yes exit strategy as part of MOU.