

# Chichester District Council

## CORPORATE GOVERNANCE & AUDIT COMMITTEE 27 September 2021

### Annual Partnerships Report 2021

#### 1. Contacts

**Report Author:**

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#### 2. Recommendations

- 2.1. That the Annual Partnerships report be noted.
- 2.2. It is recommended that the partnerships annual report is an appropriate mechanism for ensuring our strategic partnerships have appropriate governance measures in place and should continue reporting to Corporate Governance and Audit committee on an annual basis.
- 2.3. It is recommended that the new risk assessment template for partnerships is an appropriate document and should be completed by lead officers for partnerships over the next year.

#### 3. Background

- 3.1. At a special meeting of the Corporate Governance and Audit Committee on the 23 July 2012 the following recommendations were made:
  - (a) The committee should receive an Annual Partnerships report on the effectiveness of the council's strategic partnerships focussing on governance arrangements and risk monitoring.
  - (b) The council's partnerships, both strategic and operational, should be reviewed during the council's annual service planning process to ensure that they are still achieving their outcomes, that risk registers are up to date and regularly reviewed and the council's strategic objectives continue to be met.
  - (c) That the role of members who serve on partnerships is made clear in the partnerships guidance document particularly in relation to the requirements for annual reporting.
- 3.2. At the September meeting of CGAC 2017 members of the committee asked for the format of the report to be changed so that it considers governance arrangements and the exposure of the partnership to risks and the mitigation of those risks.
- 3.3. In 2018 CDC managers attended a training session on partnerships to remind them of the importance of having good governance in place and inform them that this report will monitor this on an annual basis.

- 3.4. In 2018 with regard to the risk assessment recommended by the committee that it should use the Council's 4x4 risk matrix as this was clearer, a template has been developed and sent to all lead officers to complete. (appendix 1 ) Due to the ongoing pandemic not all have been completed as many of the partnerships are on hold.
- 3.5. In 2019 the committee asked for the reinstatement of partnership membership lists. This has been completed where possible.
- 3.6. Please note that due to the ongoing pandemic not all officers have had the capacity to update their partnership information.
- 3.7. In 2020 Informal Cabinet made a policy decision to dissolve Chichester in Partnership (CIP). It was felt the projects no longer needed CIP oversight and much of the work could be delivered elsewhere. CIP was dissolved in September 2020.
- 3.8. In 2021 a new health Partnership, the Local Community Neighbourhood Network (LCNN) was set up to look at health inequalities and the impact of Covid 19 on these.

#### 4. Analysis of Partnerships and recommendations

- 4.1. The annual review and report process is an appropriate method for ensuring our strategic partnerships have appropriate governance measures in place and should continue for the foreseeable future. This report will only look at the governance of partnerships and is not concerned about the delivery of outcomes, this would be the role of Overview and Scrutiny committee
- 4.2. There are currently 10 strategic level partnerships that the council is involved with, as set out in the annual partnerships report (Appendix 2). They all have appropriate governance arrangements in place. Some of the partnerships do not have exit strategies in place. This is because we do not lead or manage these partnerships but officers are satisfied with how the partnerships are being managed. All CDC facilitated partnerships have the appropriate governance in place.

#### 5. Community impact and corporate risks

- 5.1. By not completing a review of the main strategic partnerships of the council we risk council resources being directed into partnerships that do not meet the council's priorities, waste our resources, do not have a clear goal, and could bring the council into disrepute. By ensuring that appropriate governance is in place for these partnerships and their risks managed we can ensure the quality of their work and their benefit to the local community.

#### 6. Other Implications

	Yes	No
<b>Crime &amp; Disorder:</b>		✓
<b>Climate Change:</b>		✓
<b>Human Rights and Equality Impact:.</b>		✓

<b>Safeguarding:</b>		✓
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## Appendix 2 –Partnerships Report 2021

### 1. Manhood Peninsula Partnership

**Completed by ; Jane Cunningham**

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

The Manhood Peninsula Partnership (MPP) is a Standing Conference for the Manhood Peninsula in which Chichester District Council is a key partner. The partnership puts adaptation to climate change and economic regeneration at the heart of its project work with the local community on the Manhood Peninsula, the coastal plain of Chichester District.

The MPP is an influential, community led initiative comprised of local communities, local and national government agencies, and other key organisations that share an interest in the issues and sustainable management of the Manhood Peninsula.

As such the MPP Project Officer plays a pivotal role in developing the Vision projects to shape towns for the future, reacting to issues raised by groups within communities such as the fishing industry, and increasing the climate change resilience of Chichester’s coastal plain. In the light of the current Covid-19 crisis, the parish links within the MPP can also help identify and deliver parish priorities for recovery.

The MPP remit is the recognition and mitigation of climate change, economic regeneration, and community benefit shown in the key areas that recur repeatedly as concerns for the peninsula

- Economy and social regeneration, including tourism
- Flood and coastal risk management
- Drainage, surface water management and environmental enhancement
- Access and sustainable development and transport

CDC has announced a Climate Change Emergency for the district. The MPP is an existing vehicle whose commitment to recognising and mitigating the effects of climate change make it an ideal delivery body for CDC’s aspirations in this respect on the peninsula. The Partnership provides a ready source of local knowledge on surface water and environmental management at strategic levels that would be difficult to source otherwise

The welcome appointment of CDC’s Climate Change Officer will expand the technical knowledge within CDC with regard to becoming carbon neutral and green energy efficient. The partners within the MPP can help unroll these initiatives across the peninsula. The parish partners in particular will be key to enabling this.

The Partnership is the ideal way for CDC to act as an exemplar for localism and community engagement. The MPP Project Officer post is employed by CDC on a part time basis, and receives contributions from the parishes to supplement employment costs.

#### **Planned Outcomes for the financial year ahead 2021/22**

##### East Wittering & Bracklesham Vision Project (BREW-Vision)

The EW&B 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 EW&B as a town for the future, a town with a future. The consultant Terra Firma was been engaged to work on a place shaping brief for the area to be progressed during 2020. However the Covid 19 outbreak put the project on hold and the consultation intended for summer 2020 has just been completed. This was a positive step because it allowed more time to develop the consultation approach, and include Booker Green, a highly valued community green space, in the process.

The next stage is to evaluate the consultation responses and prioritise projects into short, medium and long term categories. These will be considered for inclusion in the Vision work plan to be

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discussed by Cabinet in Sept 2021, and approved by Full Council for the financial year beginning March 2022.

### Selsey Vision 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. The initial Vision process lasted from April 2018 – March 2019, and further work has progressed projects informed by the Selsey Vision. These include Wayfinding and work with the Selsey Fishery on the Sea's the Day project. Selsey Town Council has incorporated a number of the Selsey Vision projects into their Business Plan for the town. A wayfinding project is being considered, but due to a lack of available resources at Selsey Town Council, further progress will be delayed until later in 2021.

### Additional Vision Funds

To consolidate and expand the Visions, additional money has been provided by CDC. Parishes with Vision projects have been asked to consider suitable projects and submit bids for the additional funds. The MPP Project Officer is supporting towns and parishes on the peninsula in this respect.

### CHASM (Crustaceans, Habitat And Sediment Movement)

This is a new MPP sub-group led by the MPP Project Officer to research and investigate the reasons behind reduced crab catch and increased sedimentation seen recently on the coast of the Manhood Peninsula. The two issues have been identified by the fishery as negative factors affecting the economy of the Selsey fishery. Should conclusions indicate pollution is responsible for the changes, there are implications for water quality, the visitor economy and the wider community to consider.

The CHASM Delivery/Steering group meets once a month, and the Stakeholder group meets once a quarter. The project helps deliver the CDC commitment to support Selsey and the Selsey fishery demonstrated by the Marshall Regen recommendations in their report on Selsey Haven that were also included in the Selsey Vision.

CHASM: Research: the Project Officer is supporting Channel Coast Observatory and Brighton University in leading the research. The two organisations are developing a plan to include student research input, and funding opportunities available only to the scientific community. A report of work to date is due in July 2021. Diving and GIS work is planned for summer 2021. Further research work will begin in the academic year 2021/2022.

CHASM: Fisheries and marine education: the Project Officer is supporting Mulberry Divers, who have produced a marine education and activities package. The projects include activities on the Bracklesham beds, and the marine environment off the Selsey coast with particular reference to the Selsey Bill & the Hounds Marine Conservation Zone. The aim is to seek funding in order to hold a Claws Week and other events.

### CHASM Partners:

The CHASM project works closely with other local and national projects and organisations, sharing similar environmental and monitoring aims in the marine environment:

- Help Our Kelp – Sussex Wildlife Trust, Sussex IFCA
- CHaPRoN - Chichester Harbour Conservancy, Natural England
- Sussex Bay - Adur & Worthing, Arun DC

### Active participants include:

- Selsey fishermen
- University of Brighton Engineering Department
- Channel Coast Observatory
- Southsea Sub-Aqua Club, Historic England licence holder on A1 submarine
- Mulberry Marine Experiences

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- Cefas
- Environment Agency National Water Quality Instrumentation Service
- Sea Search, Sussex Wildlife Trust
- Monteum Lobsters
- National Lobster Hatchery, Padstow

Seafood event 2022. This is in the early stages of discussion and is intended for Selsey or elsewhere on the Manhood Peninsula next year. John Pryde, organiser of the Portsmouth Seafood Festival has been approached and discussions will be followed up over the summer 2021. The project helps deliver the CDC commitment to support Selsey and the Selsey fishery demonstrated by the Marshall Regen recommendations in their report on Selsey Haven that were also included in the Selsey Vision.

### Surface Water Issues & Solutions (SWISh):

The Surface Water Issues and Solutions Group (SWISh) arose out of discussions within the partnership, including CDC, into the impact of Operation Watershed, the emergence of flood groups across the peninsula in response to increased flood events, their relationship with parish councils and the emerging changes to the existing and newly responsible drainage organisations (eg WSCC as Lead Local Flood Authority) as a result of the Water Resources Management Act 2011.

SWISh is an MPP sub group that meets four times a year. The work of the group is based on the findings of the Defra Flood Resilience Community Pathfinder Scheme, the Manhood Peninsula Surface Water Management Plan (WSCC 2015) and the core of local knowledge and information assembled by flood groups.

SWISh members are working with the National Flood Forum; West Sussex County Council, Chichester District Council, Southern Water, the Environment Agency and other stakeholders to fulfil elements of the WSCC Manhood Peninsula Surface Water Management Plan 2015.

Work for 2021/2022: SWISh members are exploring a scheme of local management for surface water drainage and flood risk within the Peninsula. The main aim is to provide a unified system of land drainage across all the Manhood Parishes that, taking into account the amount of resources available, maximises the level of protection from flood risk for all communities. This model is unique to the coastal plain but can also be used across upland areas, an aspiration of the National Flood Forum. The National Flood Forum views the peninsula scheme as a pilot and intend to roll the scheme out nationally in a couple of years' time should it prove successful and resources become available.

SWISh Rain Gardens and rewilding management of grass verges is a new project that on which discussion has just begun. The purpose of a rain garden is to hold back rain water temporarily and slow its dispersion into a drainage system, to help prevent surface water flooding. In 2015 two rain gardens were installed in Selsey and Shoreham. Since then flooding on the peninsula has increased, and a new WSSC initiative to encourage pollinators in public spaces such as road verges has been initiated. This has resulted in renewed interest in looking at how maintenance schemes for private gardens and public green spaces can be revised to incorporate planting for pollinators in locations that can also serve as rain gardens.

### Green Links across the Manhood (GLaM):

Cycling is part of the solution for a low carbon future on the peninsula. GLaM has been working to progress walking, cycling and horse riding on the peninsula that will reduce traffic congestion, encourage people to get out of their cars to improve health, and provide a focus for the visitor economy of the peninsula. Cycling is also a zero-carbon transport option that can deliver worthwhile carbon savings, together with many other benefits, at very low cost. Developing green links across the peninsula will help with the delivery of CDC's Climate Change Action Plan.

GLaM is working more closely with Sustrans to look at:

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<ul style="list-style-type: none"> <li>• Sustrans – Restoring the Record</li> <li>• The Case for Quiet Lanes on the Manhood Peninsula</li> </ul> <p>When considered together with options for cycle hire and e-bikes conducted previously, these projects support CDC’s carbon neutral aspirations for the District.</p> <p>Continuing to host the MPP Continuing to host the MPP will help the Council achieve the following outcomes:</p> <ul style="list-style-type: none"> <li>• Improve and promote inter-sectoral integration, co-ordination, communication and understanding between those involved in the Manhood Peninsula.</li> <li>• To work with parishes to develop and implement the Vision projects</li> <li>• To ensure the sustainable development of the peninsula by considering long-term issues, including climate change and flood prevention measures.</li> <li>• Adopt a proactive approach to addressing the effects of climate change in the local community.</li> <li>• Pursue future funding to build on the success of previous projects such as Coastal Change Pathfinder and Sea’s the Day.</li> <li>• Encourage dialogue and cohesion between the numerous agencies and stakeholders in the area enabling a joint response to strategic issues as reflected in the current sub-groups.</li> <li>• Assist and promote the development and implementation of guidelines, strategies and action plans related to sustainable development, flooding and climate change.</li> <li>• Enable residents to understand some of the pressures facing local authorities.</li> </ul> <p>In view of the continued announcements coming from international bodies (see latest IPCC report <a href="https://www.ipcc.ch/2019/">https://www.ipcc.ch/2019/</a>) regarding the acceleration of climate change and sea level rise, by working with the MPP the Council will be more able to recognise the future risk to the entire peninsula and the importance of making its existing economy (green/outdoor tourism and agriculture) as resilient as possible for as long as possible.</p>
<p><b>What Chichester District Council resources are in the partnership?</b></p> <p>The District Council is the major funder of the part-time MPP Project Officer post. The Project Officer leads the HLF funded project Seas the Day, works in partnership with the East Wittering and Bracklesham Parish Council to develop the Vision, and provides input to the Selsey Vision Task and Finish group looking at East Beach, the Selsey fishery wayfinding and the visitor economy. The Project Officer also leads and directs the other MPP planned objectives and project groups outlined above.</p>
<p><b>What resources do other partners place in the partnership?</b></p> <p>The MPP’s other funding partners are the peninsula parishes via the Parish Precept. For 2020/21 this was £4,800.</p>
<p><b>What are the partnerships lines of accountability? E.g how is the partnership monitored</b></p> <p><b>The MPP Project Officer currently reports to the Divisional Manager of Place in Growth &amp; Place, and maintains links with:</b></p> <ul style="list-style-type: none"> <li>• <b>Environment to facilitate work on the coast, in the East Beach area of Selsey and elsewhere on the peninsula.</b></li> <li>• <b>Economic Development</b></li> <li>• <b>Planning Policy</b></li> <li>• <b>Communities</b></li> </ul>
<p><b>Are there agreed terms of reference in place for the partnership? When were the terms last reviewed?</b></p> <p>Yes – the Terms of Reference for the partnership were set at the outset and were reviewed in both October 2016 and Sept 2019.</p>
<p><b>When was the partnership last <i>independently</i> reviewed? Who carried out the review? and what recommendations were there?</b></p>

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<p>The partnership has not been officially reviewed by an independent body. The partnership is reviewed annually by its partners, including Chichester District Council. As the partnership is comprised of a wide variety of local, regional and national</p>
<p><b>Have you completed a Risk Assessment of the partnership? Y/N Please attach your most recent risk assessment</b></p>
<p>yes</p>
<p><b>Has a financial agreement between partners been prepared and signed?</b></p>
<p>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.</p>
<p><b>Has an exit strategy for CDC been put in place? Are there any potential commitments arising from the exit strategy?</b></p>
<p>Commitments – redundancy payment for the MPP Project Officer should this be required</p>



# Partnership Risk Assessment Form

<b>Assessment for (provide full name of partnership)</b>	<b>Manhood Peninsula Partnership</b>		<b>Estimate of Risk – L = Likelihood I = Impact Scores 1 = Low 2 = Medium 3 = High 4=Almost Certain</b>					
			<b>Likelihood</b>	4 Almost Certain	4	8	12	16
				3 Probable	3	6	9	12
				2 Possible	2	4	6	8
				1 Unlikely	1	2	3	4
		1 Minor	2 Moderate	3 Substantial	4 Major			
		<b>Impact</b>						
<b>Date of assessment</b>	<b>24/06/2021</b>	<b>Name of lead partner (who owns the partnership)</b>	<b>Chichester District Council</b>	<b>Reviewed (Date and by whom)</b>				
<b>Assessor's name</b>	<b>Jane Cunningham</b>	<b>Job Title</b>	<b>MPP Project Officer</b>					
<b>Manager's name</b>	<b>Tania Murphy</b>	<b>Job Title</b>	<b>Divisional Manager - Place</b>					
<b>Who might be harmed</b>	Staff-Yes Public <input type="checkbox"/> Contractors <input type="checkbox"/> Other partners-Yes CDC-Yes Others (please state) <input type="checkbox"/>							

What are the risks?	What are you already doing to eliminate or control risk?	Estimate of risk (see box above)			What further action is necessary to eliminate or control risk?	Action by (who)?	Action by (when)?	Action completed (date)
		L 1-4	S 1-4	O LxS				
<i>E.g. Reputational, financial,</i>	<i>Partnership agreement in place</i>	1	2	2	<i>Develop and sign a financial agreement</i>	<i>Partnership lead organisation</i>	<i>30.09.20</i>	<i>30.07.20</i>

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<p>Reputational – partners demonstrate publicly conflicting interests</p>	<p>The MPP does not issue joint statements unless the matter has been consulted on and agreed with all partners. This is seen in the MPP Terms of Reference, and key statements on drainage, economy and green links</p>	<p>1</p>	<p>1</p>	<p>1</p>	<p>Ensure the Terms of Reference and key statements express the current views of partners</p>	<p>MPP Chairman, MPP sub group chairmen, and MPP Project Officer</p>	<p>Annually</p>	<p>10/02/2021</p>
<p>Reputational – project leaders demonstrate publicly conflicting interests, particularly on planning matters</p>	<p>Project leaders are not able to speak for other partners without consent. The MPP does not comment on individual planning applications.</p>	<p>2</p>	<p>2</p>	<p>4</p>	<p>As previous</p>	<p>MPP Chairman, MPP sub group chairmen, and MPP Project Officer</p>	<p>Ongoing</p>	<p>Ongoing</p>
<p>Financial – CDC and the parishes are the only bodies funding the MPP Project Officer. Should the parishes drop out CDC will be the sole funder of the post. Should the post terminate the MPP will cease.</p>	<p>Ensure the MPP Project Officer’s projects and other work activities fit with CDC aspirations, as well as those of the peninsula town and parish councils.</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>MPP risk - the partnership will terminate.                      CDC risk – if the parishes do not fund the MPP Project Officer and related projects, the cost will fall to CDC.                       Ensure projects are a good fit for CDC priorities and those of the local communities.                       Find external funding.</p>	<p>MPP Project Officer, Divisional Manager – Place.</p>	<p>Ongoing</p>	<p>Ongoing</p>

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<p>Physical – meeting environment. MPP meetings are usually held on location on the peninsula. The risk is that venues are dangerous or unsuitable for partners.</p> <p>Online - Due to covid restrictions meetings have been held online, and will continue to do so until further notice</p>	<p>MPP meetings are held in the Selsey Centre and the Harbour Conservancy classroom at Dell Quay. They are the properties of large organisations therefore H&amp;S are considered, and access is available to all.</p>	1	2	2	<p>Book meetings up to a year ahead to ensure availability. Ensure participants are aware of meeting times</p>	<p>MPP Project Officer, venues</p>	Ongoing	Ongoing
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<b>2. West Sussex Affordable Warmth Partnership</b>
<b>Lead officer: Liz Reed, Housing Standards Manager</b>
<b>Partnership Description; what is the partnership’s vision, and overall aims?</b>
<p>As a partnership of local authorities, the aim is to work towards a West Sussex where residents have the information, resources and support available so they are able to keep warm in their homes. While in the ideal West Sussex, no one would live in fuel poverty, it is outside the control of the partnership to control all the elements that would achieve this. However, we aim for a West Sussex where the worst effects of fuel poverty are eradicated.</p> <ol style="list-style-type: none"> <li>1. Fuel poor households can access the assistance they need, to improve the energy efficiency of their homes, regardless of property type, tenure or location</li> <li>2. West Sussex residents can afford to heat their homes adequately, without having to reprioritise other financial and personal needs.</li> <li>3. West Sussex residents are not disadvantaged because of how they pay for their energy and are able to engage with a competitive energy market</li> </ol>
<b>Planned Outcomes for the financial year ahead 2021/2022</b>
<ul style="list-style-type: none"> <li>• Bid for funding opportunities to support the installation of energy efficiency measures.</li> <li>• Continue promotion and delivery of the Green Homes Grant Local Authority Delivery schemes and future government schemes including the Homes Upgrade Grant.</li> <li>• Relaunch the county-wide website providing residents with a one-stop shop of all the grants, assistance and advice available in the local area.</li> </ul>
<b>What Chichester District Council resources are in the partnership? (include money, officer time and assets)</b>
Quarterly partnership meeting plus ad-hoc meetings as and when funding becomes available. Meetings are attended by the Housing Standards Manager, Climate Change Officer and Home Energy Visiting Advisor
<b>What resources do other partners place in the partnership?</b>
All District and Boroughs provide an attendee at the meetings. Arun DC also provide the management of the West Sussex Fuel Poverty Co-ordinator who co-ordinates the partnership.
<b>What are the partnerships lines of accountability? E.g how is the partnership monitored</b>
The partnership works to a Framework of Action. The current document is under review. The partnership is managed by the West Sussex Fuel Poverty Co-ordinator who chairs the meetings. All meetings are minuted.
<b>Are there agreed terms of reference in place for the partnership? When were the terms last reviewed?</b>
The Terms of Reference were reviewed in 2018.
<b>When was the partnership last <i>independently</i> reviewed? Who carried out the review? And what recommendations were there?</b>
There has been no independent review; however schemes that are jointly delivered are reviewed on an annual basis.
<b>Have you completed a Risk Assessment of the partnership? Y/N Please attach your most recent risk assessment (note: you should be using the CDC risk matrix for this, available on the intranet)</b>
No. The group facilitates the sharing of knowledge, best practice and limited joint project work.

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<b>Has a financial agreement between partners been prepared and signed?</b>
No
<b>Has an exit strategy for CDC been put in place? Are there any potential commitments arising from the exit strategy?</b>
There is no formal or contractual obligation to this 'commitment' and CDC or any member authority could withdraw at any time.
<b>Membership</b>
All West Sussex Councils belong to the group. The partnership is also attended by County Council representative, Citizens Advice. District and Borough authorities send Private Sector Housing Managers and Officers, Sustainability and climate change officers as well as energy efficiency officers and advisors.

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<b>3. Local Community Neighbourhood Network (LCNN)</b>
<b>Lead officer; Pam Bushby / Elaine Thomas</b>
<b>Partnership Description; what is the partnership’s vision, and overall aims?</b>
<p>The LCNN is a multi-agency group aims to address local health and wellbeing issues in the Chichester District.</p> <p>We recognise that there are a variety of partners who influence the health and wellbeing of residents, and that increased collaboration is likely to bring additional benefits.</p> <p>The LCNN is a place based, collaborative network that seeks to realise these benefits by providing a forum that allows the time and space to build genuine partnerships and trust between members.</p> <p>It is anticipated that these benefits will include:</p> <ul style="list-style-type: none"> <li>• Creating opportunities for more joined up and co-ordinated working at a local community level</li> <li>• Preventing duplication</li> <li>• Ensuring best use of local assets, resources and shared intelligence</li> <li>• Enabling network knowledge to build and maintain an accurate shared picture of local system resources, gaps and challenges</li> <li>• Providing new, collaborative opportunities that support innovation and best practice</li> </ul>
<b>Planned Outcomes for the financial year ahead 2021/2022</b>
This is a new partnership that I still developing priorities and action planning
<b>What Chichester District Council resources are in the partnership? (include money, officer time and assets)</b>
CDC Divisional Manager and Community Wellbeing Manager lead on planning and chairing the meetings
<b>What resources do other partners place in the partnership?</b>
Partner time and expertise
<b>What are the partnerships lines of accountability? E.g how is the partnership monitored</b>
Reports to West Sussex Health and Wellbeing Board
<b>Are there agreed terms of reference in place for the partnership? When were the terms last reviewed?</b>
Yes April 2021
<b>When was the partnership last <i>independently</i> reviewed? Who carried out the review? And what recommendations were there?</b>
N/A
<b>Have you completed a Risk Assessment of the partnership?</b>
yes
<b>Has a financial agreement between partners been prepared and signed?</b>
NA
<b>Has an exit strategy for CDC been put in place? Are there any potential commitments arising from the exit strategy?</b>

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No
<b>Membership</b>
<ul style="list-style-type: none"><li>• (Chair) Chichester District Council - Divisional Manager for Communities</li><li>• Chichester District Council - Community Wellbeing Manager</li><li>• Citizens Advice - Chief Executive Officer</li><li>• Health Watch – Community Partnership lead</li><li>• Primary Care Network leads – Primary Care Network Development manager</li><li>• Primary Care Network nominated leads</li><li>• Voluntary Action Arun and Chichester – Chief Executive Officer</li><li>• West Sussex County Council &amp; West Sussex Clinical Commissioning Group – Head of West Sussex Collaborative Working</li><li>• West Sussex Clinical Commissioning Group nominated lead</li><li>• West Sussex County Council – Partnerships and Locality Relationship Manager</li><li>• West Sussex County Council Public Health – Consultant in PH / lead for Healthy Lifestyles</li></ul>

# Partnership Risk Assessment Form

<b>Assessment for (provide full name of partnership)</b>	<b>Local Community Neighbourhood Network</b>		<b>Estimate of Risk – L = Likelihood I = Impact Scores 1 = Low 2 = Medium 3 = High 4=Almost Certain</b>					
			<b>Likelihood</b>	4 Almost Certain	4	8	12	16
				3 Probable	3	6	9	12
				2 Possible	2	4	6	8
				1 Unlikely	1	2	3	4
		1 Minor	2 Moderate	3 Substantial	4 Major			
<b>Impact</b>								
<b>Date of assessment</b>	<b>24/08/2021</b>	<b>Name of lead partner (who owns the partnership)</b>	<b>Pam Bushby / Elaine Thomas</b>	<b>Reviewed (Date and by whom)</b>	<b>Elaine Thomas 24/08/2022</b>			
<b>Assessor's name</b>	<b>Elaine Thomas</b>	<b>Job Title</b>	<b>Community Wellbeing Manager</b>					
<b>Manager's name</b>	<b>Pam Bushby</b>	<b>Job Title</b>	<b>Divisional Manager for Communities and Wellbeing</b>					
<b>Who might be harmed</b>	Staff <input checked="" type="checkbox"/> Public <input type="checkbox"/> Contractors <input type="checkbox"/> Other partners <input checked="" type="checkbox"/> CDC <input type="checkbox"/> Others (please state) <input type="checkbox"/>							

What are the risks?	What are you already doing to eliminate or control risk?	Estimate of risk (see box above)			What further action is necessary to eliminate or control risk?	Action by (who)?	Action by (when)?	Action completed (date)
		L 1-4	S 1-4	O LxS				
<i>E.g. Reputational, financial,</i>	<i>Partnership agreement in place</i>	1	2	2	<i>Develop and sign a financial agreement</i>	<i>Partnership lead organisation</i>	<i>30.09.20</i>	<i>30.07.20</i>
Lack of engagement from key partners	Making meetings relevant, engaging with priorities applicable to all	2	2	4	Continue to communicate with partners	All		

Lack of funding if needed	Most work is currently being done with no funding but will explore relevant avenues as needed	2	2	4		All		
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<b>4. Chichester Community Safety Partnership</b>
<b>Lead officer; Pam Bushby Divisional Manager Communities and Wellbeing</b>
<b>Partnership Description; what is the partnership's vision, and overall aims?</b>
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.
<b>Planned Outcomes for the financial year ahead 2021-24</b>
To deliver the projects identified in the CSP plan for 21/22 To deliver joint working model with Arun CSP Lead monthly JAG meetings with the Police
<b>What Chichester District Council resources are in the partnership?</b>
30 hours officer time
<b>What resources do other partners place in the partnership?</b>
£38,125 – police crime commissioner Officer time from other organisations In kind support for projects
<b>What are the partnerships lines of accountability? E.g how is the partnership monitored</b>
CDC overview and scrutiny committee
<b>Are there agreed terms of reference in place for the partnership? When were the terms last reviewed?</b>
Yes. They were reviewed in 2021
<b>When was the partnership last <i>independently</i> reviewed? Who carried out the review? and what recommendations were there?</b>
Reviewed by the Sussex Police And Crime Commissioner in 2019. 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
<b>Have you completed a Risk Assessment of the partnership? Y/N Please attach your most recent risk assessment</b>
Yes
<b>Has a financial agreement between partners been prepared and signed?</b>
Part of the terms of reference. If there is funding agreed with a certain project then an agreement will be made with that project/ organisation..
<b>Has an exit strategy for CDC been put in place? Are there any potential commitments arising from the exit strategy?</b>
The partnership is statutory for us and the partners therefore there is no need for an exit strategy
<b>Membership Includes</b>
CDC, WSCC, Sussex Police, WSFRS, Sussex Police and Crime Commissioners office, Neighbourhood Watch, Crime Stoppers, Probation service, Change Grow Live.



# Partnership Risk Assessment Form

<b>Assessment for (provide full name of partnership)</b>	<b>Chichester Community Safety Partnership</b>		<b>Estimate of Risk – L = Likelihood I = Impact Scores 1 = Low 2 = Medium 3 = High 4=Almost Certain</b>					
			<b>Likelihood</b>	4 Almost Certain	4	8	12	16
				3 Probable	3	6	9	12
				2 Possible	2	4	6	8
				1 Unlikely	1	2	3	4
		1 Minor	2 Moderate	3 Substantial	4 Major			
<b>Impact</b>								
<b>Date of assessment</b>	<b>March 2021</b>	<b>Name of lead partner (who owns the partnership)</b>	<b>Chichester District Council</b>	<b>Reviewed (Date and by whom)</b>	<b>April 2021</b>			
<b>Assessor's name</b>	<b>Pam Bushby</b>	<b>Job Title</b>	<b>Divisional Manager Communities and wellbeing</b>					
<b>Manager's name</b>	<b>Louise Rudziak</b>	<b>Job Title</b>	<b>Director Housing and Communities</b>					
<b>Who might be harmed</b>	Staff <input type="checkbox"/> Public <input type="checkbox"/> Contractors <input checked="" type="checkbox"/> Other partners <input checked="" type="checkbox"/> CDC <input type="checkbox"/> Others (please state) <input type="checkbox"/>							

What are the risks?	What are you already doing to eliminate or control risk?	Estimate of risk (see box above)			What further action is necessary to eliminate or control risk?	Action by (who)?	Action by (when)?	Action completed (date)
		L 1-4	I 1-4	O LxS				
<i>E.g. Reputational, financial,</i>	<i>Partnership agreement in place</i>	1	2	2	<i>Develop and sign a financial agreement</i>	<i>Partnership lead organisation</i>	<i>30.09.20</i>	<i>30.07.20</i>
Reputation could be tarnished if projects go wrong	Partnership agreement in place all projects have to be approved a monitored by the partnership group.	2	2	4	None			

Partnership funding could be reduced by Sussex Police and Crime Commissioner	Trying to reduce costs where possible. Ensuring there is a small reserve to ensure projects do not end abruptly. Putting business cases to SPPC	2	2	4	This issue is out of our control. All possible measures are in place.			
Partnership events could have health and safety implications	All events are carefully planned with partners having to give final approval. CDC risk assessments are used.	2	3	6	None			

<b>5. Sussex air quality partnership [Sussex-air ]</b>
<b>Lead officer; Simon Ballard, Environmental Protection Manager</b>
<b>Partnership Description; what is the partnership's vision, and overall aims?</b>
Sussex Air was set up in 2000, comprises of officers from all the Local Authorities in Sussex (East and West) including Brighton and Hove and WSCC and ESCC. The partnership has a set of terms of reference but is not a formally constituted body and only exists as a budget code at ESCC. The partnership meets 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 £3,000 to Sussex Air, which is used to pay for the services set out below. The partnership has no assets other than a small positive current account balance. The partnership enables the sharing of best practice, knowledge sharing and joint project work including joint bids to enabling grants.
<b>Planned Outcomes for the financial year ahead 2021/2022</b>
See business plan.
<b>What Chichester District Council resources are in the partnership? (include money, officer time and assets)</b>
£3,000/annum subscription. One CDC officer attends meetings on approximately five occasions per annum. These have all been virtual over the period of COVID but are returning to face-to-face meetings June 2021.
<b>What resources do other partners place in the partnership?</b>
All LA's in East and West Sussex pay £3000/annum subscription and send one officer to each of the five yearly meetings.
<b>What are the partnerships lines of accountability? E.g how is the partnership monitored</b>
The partnership produces an annual business plan and an annual report of its activities and outcomes. These are reported at the group's meetings and called for scrutiny at by Sussex Chief Environmental Health Officers (SCEHO) meeting annually. The SCEHO appoints a representative of their group to attend the Sussex-air meetings. All meetings of Sussex-air are minuted and the meetings are chaired. Currently Adur and Worthing (Nadeem Shad) chair the group.
<b>Are there agreed terms of reference in place for the partnership? When were the terms last reviewed?</b>
The Terms of Reference were reviewed in 2018.
<b>When was the partnership last <i>independently</i> reviewed? Who carried out the review? And what recommendations were there?</b>
The partnership reports annually to CDC's partnership review and last did so in 2019. No recommendations were forthcoming.
<b>Have you completed a Risk Assessment of the partnership? Y/N Please attach your most recent risk assessment (note: you should be using the CDC risk matrix for this, available on the intranet)</b>
No. The group facilitates the sharing of knowledge, best practice and limited joint project work. 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.
<b>Has a financial agreement between partners been prepared and signed?</b>
Yes
<b>Has an exit strategy for CDC been put in place? Are there any potential commitments</b>

**arising from the exit strategy?**

CDC pays an annual subscription to the group of £3,000. There is no formal or contractual obligation to this 'commitment' and CDC or any member authority could withdraw. The data management contract (for air quality monitoring stations) let by the group has yearly break clauses. The group currently exists as a budget code at East Sussex County Council who bear the related financial risk.

**Membership**

All East and West Sussex Councils belong to the group, including the counties and Brighton and Hove. The County Councils send both highways and public health officers to the meetings. District and Borough authorities send Environmental Health officers who deal with local air quality management to the group. The group has a link to the Environment Agency but they do not belong to the group (or pay the annual subscription). The group has links to Imperial College London's, Environmental Research Group and the University of Brighton, the former via a contract for the management of air quality monitoring data and the management and running of the Air-Alert pollution prediction service and Cold-Alert services (cold prediction service).

## 6. West Sussex Waste Partnership

**Lead officer:** Kevin Carter

### **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) works together to reduce waste and to maximise reuse, recovery and recycling. The WSWP is striving towards a zero waste economy, where all materials have a purpose and avoid disposal of any kind.

The Partnership composition is currently being reviewed in line with the necessary increase in the environmental agenda topics. A senior officer working group are currently working with members across the different authorities to ascertain the required partnership structure at the member level

The partnership provides a platform for collaborative working between the 7 District and Boroughs in West Sussex and the County Council who have responsibility for waste management.

### **Planned Outcomes for the financial year ahead 2021-22**

The WSWP will continue to focus on initiatives to increase the level of recycling in West Sussex to minimise waste and reduce the overall system cost of waste collection and disposal.

Having prepared and submitted several key Government consultation responses for the planned new Environmental Act the WSWP will continue to monitor and review any proposed changes on how waste is collected, disposed of, and re-used, including the funding landscape especially considering the likely introduction of 'producer pays' concept into the wider waste industry.

Having prepared and submitted several key Government consultation responses for the planned new Environmental Act the WSWP will continue to monitor and review any proposed changes on how waste is collected, disposed of, and re-used, including the funding landscape especially considering the likely introduction of 'producer pays' concept into the wider waste industry.

The WSWP are undertaking a domestic food waste collection trial within one of the Tier 2 authorities. The trial will provide valuable information specifically around resident engagement, and support. CDC has not committed to a similar trial at this stage following a Cabinet report but remain committed to the concept of food waste collections in the future. CDC have introduced a trade waste food collection service.

### **What Chichester District Council resources are in the partnership? (include money, officer time and assets)**

IAWG (meetings held quarterly)

- Cabinet Member for Environment and Chichester Contract Services (CCS). Attendance at meeting and feedback to CDC Waste and Recycling Panel.
- Director of Corporate Services. Attendance at meetings plus Member support.
- Divisional Manager CCS - Attendance at meetings plus Member support.

SWOG (meetings held monthly with additional meetings as required).

- Divisional Manager CCS. Current chair and direct representative to IAWG.
- CCS Business Manager. Attendance at meetings as required plus project delivery.

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

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

For financial resource please see section below relating to Financial Agreements.
<b>What resources do other partners place in the partnership?</b>
As above – Officers and Members.
<b>What are the partnerships lines of accountability? E.g how is the partnership monitored</b>
<ul style="list-style-type: none"> <li>• IAWG – reports to Leaders’ Board once a year or more frequently as required.</li> <li>• 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 and meets at least twice a year.</li> <li>• Communications Group – reports to SWOG. Updates are provided at each meeting.</li> </ul>
<b>Are there agreed terms of reference in place for the partnership? When were the terms last reviewed?</b>
Yes – Memorandum of Understanding (MoU). Reviewed in 2016 and further updates to governance arrangements made in 2018.
<b>When was the partnership last <i>independently</i> reviewed? Who carried out the review? And what recommendations were there?</b>
Partnership last independently reviewed by CDC’s 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.
<b>Have you completed a Risk Assessment of the partnership?</b>
Completed last year in old format. To be reviewed
<b>Has a financial agreement between partners been prepared and signed?</b>
The MoU that was signed by all members included financial considerations for improving recycling where WSCC made a payment to the waste collection authorities based on an agreed recycling support payment mechanism. In 2019 WSCC withdrew from this agreement and rescinded the MoU schedule that details the financial relationship of the partnership. The effect on Chichester DC income is a loss of approximately £700,000 per annum.
<b>Has an exit strategy for CDC been put in place? Are there any potential commitments arising from the exit strategy?</b>
No exit strategy in place as the partnership effectively defines the working relationship between CDC as the Waste Collection Authority and WSCC the Waste Disposal Authority which is bound by legislation.
<b>Membership includes</b>
<ul style="list-style-type: none"> <li>• West Sussex County Council</li> <li>• Horsham District Council</li> <li>• Adur and Worthing Council</li> <li>• Crawley Borough Council</li> <li>• Chichester District Council</li> <li>• Mid Sussex District Council</li> </ul>

## 7. THE WEST SUSSEX AND GREATER BRIGHTON STRATEGIC PLANNING BOARD

Lead officer; Tim Guymer

### **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 2021-22**

Overall programme to deliver Local Strategic Statement 3 (the third such joint strategic planning strategy agreed and published. Preparation of evidence to inform the planning of the production of the document also to be substantially finalised.

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.

Refresh of the Local Strategic Statement under duty to cooperate

### **What Chichester District Council resources are in the partnership? (include money, officer time and assets)**

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 the partnership was last *independently* 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**

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.

**Membership Includes**

Awaiting information

## 8. Coastal West Sussex Partnership

**Lead officer; Melanie Burgoyne**

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

Coastal West Sussex is a public/private sector partnership that have joined together to champion the sustainable development of the coastal communities. Putting people and business at the heart of regeneration and working across traditional boundaries the partnership is forming the foundations for investment and growth. In particular it is a key partner in designing and contributing to our Local Enterprise Partnership's Strategic Economic Plan, managing the West Sussex and Greater Brighton Strategic Planning Board and for initiating and assisting the delivery of collaborative projects in the CWS area

### **Planned Outcomes for the financial year ahead 2021-22**

In March 2021, partners were asked what they felt would be the challenges and opportunities for the economy as we emerge from Brexit and the pandemic. These insights helped the economic partnership consider the right connections and interventions to ensure the coastal economy can prosper.

CWS identified 5 themes which, with the right support, can take the area forward.

These are:

- 1 | Digital and physical infrastructure – improving connectivity across and beyond the coastal area
- 2 | Space – making the best use of land to provide good quality homes and employment space
- 3 | Skills – raising aspirations to learn new skills for the jobs of the future
- 4 | Promotion of the region (including culture and the visitor economy) to attract visitors, investors and new businesses to the area
- 5 | Sustainable growth – promote, encourage and enable activities that help address the climate change crisis

This has been articulated here:-

<https://coastalwestsussex.org.uk/wp-content/uploads/2021/06/CWS-White-Paper-2021-FINAL.pdf>

### **What Chichester District Council resources are in the partnership? (include money, officer time and assets)**

The Partnership has been funded out of the Business Rates Pool for this financial year

8 days of senior officer time.

Chief Exec and Director Growth and Place attend management board meetings

### **What resources do other partners place in the partnership?**

The CWSP is hosted by Adur & Worthing Councils with a permanent Director employed by Worthing BC. The annual contribution from the local authorities towards core costs is £71k, and in the past two years there has been an annual allocation of £50k to allow for a project budget. There is a Partnership Board with public and private sector members, and a private sector Chair. There is also a Skills and Enterprise Sub-Group overseeing the skills priorities agreed by the partnership.

Officer time from other partner organisations

Part-time director ad hoc administrative support when it can be found

Adur & Worthing are the accountable body

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

Officers on the partnership report to management group including politicians and Chief executives

<b>Are there agreed terms of reference in place for the partnership? When were the terms last reviewed?</b>
Yes. Do not know this partnership is not led by us.
<b>When was the partnership last <i>independently</i> reviewed? Who carried out the review? And what recommendations were there?</b>
2012 Catriona Riddell Associates
<b>Have you completed a Risk Assessment of the partnership?</b>
Minimum of risk to Chichester District Council as we are not lead partner Risk of missing out on opportunities that benefit the district if we are not involved
<b>Has a financial agreement between partners been prepared and signed?</b>
Yes
<b>Has an exit strategy for CDC been put in place? Are there any potential commitments arising from the exit strategy?</b>
No
<b>Membership Includes</b>
Henry Powell, Client Director at Inpress Plastics in Littlehampton is Chairman of the partnership and Caroline Wood is the Director of the Coastal West Sussex Partnership Board. Board Member representative organisations are WSCC, CDC, Arun DC and Adur & Worthing Councils, University of Chichester, Chichester College Group, Greater Brighton Met College, West Sussex Growers Association, Sussex Chamber Commerce, Federation Small Businesses, Lancing Business Park, Alergy Therapeutics, BM Consultants, Butlins, Cobb Digital, Nordell Ltd, Ricardo, Shoreham Port, Stiles Harold Williams, Landlink Estates and Fargro.

<b>9. Experience West Sussex</b>
<b>Lead officer; Sarah Peyman</b>
<b>Partnership Description; what is the partnership's vision, and overall aims?</b>
Experience West Sussex is a destination partnership created to deliver collective value through leadership, inspiration and collaboration for the benefit of West Sussex' Visitor economy
<b>Planned Outcomes for the financial year ahead 2021/2022</b>
The Action Plan for 2021/22 is mainly focussed on supporting the tourism businesses on their recovery from the pandemic but some highlights are: <ul style="list-style-type: none"> <li>○ Enhanced marketing to promote health and wellbeing, active outdoors, Autumn Winter visits, and Summer in West Sussex rerun – book ahead , plan early etc.</li> <li>○ Health and wellbeing support includes business and workers mental health and stress, but also assisting them economically with business recovery.</li> <li>○ Consumer marketing thematic focus Gourmet and Gardens, Taste West Sussex, Dark Skies with Southdowns National Park, Health and wellbeing experiences, Wild West Sussex (nature based) amongst usual Autumn Winter themes and holiday linked offers.</li> <li>○ Counter acting any winter Covid restrictions by supporting virtual transactions and experiences, with Shop Sussex campaign. Increasing content on local artisans, online experiences and local producers.</li> <li>○ Supporting high street events and initiatives for increased footfall for jobs and economic recovery.</li> </ul>
<b>What Chichester District Council resources are in the partnership? (include money, officer time and assets)</b>
Divisional Manager attends meetings
<b>What resources do other partners place in the partnership?</b>
The partnership is funded until November 2022, through a Strategic Investment Reserve allocation from pooled business rates (and some funding from West Sussex County Council's economic development budget). Officer time
<b>What are the partnerships lines of accountability? E.g how is the partnership monitored</b>
Programme reporting shall be undertaken as follows: <ul style="list-style-type: none"> <li>• Experience West Sussex Visitor Economy Partnership Group: Minutes and actions will be recorded for each meeting. Any additional reporting requirement shall be at the discretion of the Partnership Group.</li> <li>• West Sussex Chief Executives: An annual report demonstrating progress should be prepared and presented to the Chief Executive Group by the Programme Sponsor</li> </ul>
<b>Are there agreed terms of reference in place for the partnership? When were the terms last reviewed?</b>
Yes
<b>When was the partnership last <i>independently</i> reviewed? Who carried out the review? And what recommendations were there?</b>
This has not happened

**Have you completed a Risk Assessment of the partnership?**

No – Minimum of risk to Chichester District Council as we are not lead partner  
Risk of missing out on opportunities that benefit the district if we are not involved

**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 – CDC has its own district level DMO which continues to deliver tourism support and marketing for the district.

**Membership includes**

- ADUR DISTRICT COUNCIL
- ARUN DISTRICT COUNCIL
- CHICHESTER DISTRICT COUNCIL
- COASTAL WEST SUSSEX PARTNERSHIP
- CRAWLEY BOROUGH COUNCIL
- HORSHAM DISTRICT COUNCIL
- MID SUSSEX DISTRICT COUNCIL
- WEST SUSSEX COUNTY COUNCIL
- WORTHING BOROUGH COUNCIL

## 10. . Chichester SAG (Safety Advisory Group)

**Lead officer; Laurence Foord**

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

Although the formation and retention of a Safety Advisory Group (SAG) is not a legal requirement, SAGs are a UK good practice model, as recommended in several national key guidance documents around event planning/delivery, such as the HSE's Purple Guide and 'The UK Good Practice Guide to Working in Safety Advisory Groups' (2019).

Chichester SAG may be formed in relation to a specific event or venue, or with a broader remit in relation to a range of events to ensure a quality assurance process is in place in terms of the safety arrangements for events. The SAG should be formally constituted and operate to agreed Terms of Reference.

The SAG exists to consider plans presented by the organisers of events and offer guidance on the content and structure of Event Safety Plans. It is not the role of the SAG to assist in the planning of an event or the writing of the Event Safety Plan. The purpose of the SAG is to offer suggestions, comment and guidance in order to help event organisers discharge their legal responsibilities. All SAG members should be competent in their own agency roles as well as understanding their role on a SAG.

The overall aim of the SAG is –

- *To ensure as far as practicable that the risk to public safety is minimised for all those attending or working at an event by providing comment and guidance to the event organiser, who has the overall responsibility for the safety of the event.*

The objectives of the Chichester SAG are -

- *To promote safety and welfare at events;*
- *To promote good safety and welfare practice 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*

The SAG does not make any decisions on behalf of the Local Authority or other agencies as its role is advisory and as such it has no authority to either approve or ban events. Although all comments and observations made by the SAG are always advisory, they are made by professionals in the interest of public safety and should not be dismissed lightly.

During the last reporting period Chichester SAG has actively attended and contributed to the Local Authority Resilience Partnership (LARP) Events Sub-Group which has been active since its inaugural meeting on 1st July 2020. Regular meetings have been held ever since, increasing in attendance and in the range of issues that have arisen for the group's attention. Meeting frequency has increased from monthly to fortnightly at the request of attendees.

Over its first year of operation the group has maintained a shared live events calendar to capture status of all events, ensuring situational awareness, developed and maintained a comprehensive risk register specific to events management during Covid-19, and produced a library of shared guidance documents and proformas which have been adopted for use across the East and West

Sussex.

The LARP Events Group has also convened a Pan-Sussex SAG Chairs Forum, chaired by the Chichester SAG Chair, which has developed a standard Terms of Reference for adoption by SAGs across the Sussex Resilience Forum (SRF) area, and agreed an annual schedule of meetings in anticipation of key points in the events calendar. The group intends to link in with the Sussex Director of Public Health's to embed good working relationships and agree consistent practice where appropriate and achievable.

The group has also agreed a pan-SRF SAG Chairs Checklist (to address specifically Covid-19 considerations), with view to standardising approach and safeguarding against reputational damage. This document is continuously reviewed to ensure coherence with the most up to date guidance, and the group meets fortnightly to discuss new government guidance and agree shared approaches to application.

#### **Planned Outcomes for the financial year ahead 2021/2022**

Collating intelligence and information released from the various pilot events taking place as part of the Events Research Programme and advice accordingly delivered to local event organisers via the SAG process.

Continue to actively attend and contribute to the Local Authority Resilience Partnership (LARP) Events Sub-Group.

Continue to actively co-ordinate and Chair the Local Authority Resilience Partnership (LARP) SAG Chair Sub-Group.

Develop and maintain effective working relationships with SAG partners to achieve consistent practice where appropriate and achievable in terms of the delivering the strategic objectives of the SAG in accordance with its Terms of Reference.

Consider the Government advice and guidance associated with exiting its roadmap and cross-reference this against the shared grid of planned events co-ordinated by the LARP Events Sub-Group. Further embed the Director of Directors of Public Health into the SAG process.

#### **What Chichester District Council resources are in the partnership? (include money, officer time and assets)**

Existing resources within CDC are used to deliver the administration and co-ordination of SAGs.

Internal partners from Licensing, Health Protection Team, Environmental Protection Team, Culture & Sports, Corporate Health & Safety/Emergency Planning and the councils' Events & Promotions Officer.

No additional financial support is specifically allocated to the delivery of SAGs.

#### **What resources do other partners place in the partnership?**

As above

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

SAGs are properly constituted with written Terms of Reference and effective procedures encompassing all matters falling within the Local Authority's regulatory duties.

The delivery of SAG's is accountable to the Sussex Resilience Forum and the Local Authority Resilience Partnership Events Sub-Group reports into the SCG and TCG.

Partners are expected to be competent in their own agency role and as well as understanding their role on a SAG.

Terms of Reference are renewed on an annual basis along with the Chichester SAG annual review.

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

There are specific Terms of Reference for the delivery of SAGs which have been agreed by the SRF Executive and adopted by the SRF LARP Events Sub-Group and SAG Chairs Sub-Group as a good practice and consistent approach to the conduct and management of Safety Advisory Groups across all Sussex Local Authorities. The Terms of Reference were last reviewed and adopted in May 2021.

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

The delivery of SAG's is reported to the Sussex Resilience Forum and in tune the work of the Local Authority Resilience Partnership Events Sub-Group reports into the SCG and TCG.

**Have you completed a Risk Assessment of the partnership?**

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.

### **Membership**

Chichester SAG is Chaired by Chichester District Council officer - Laurence Foord, Divisional Manager for Communications, Licensing & Events.

Chichester SAG has standing attendees/partners – Sussex Police, West Sussex Fire & Rescue Service, South East Coast Ambulance Service (SECAMB), WSCC Director of Public Health representative(s), WSCC Highways, WSCC Emergencies & Resilience. Chichester District Council teams including Licensing, Emergency Planning, Health Protection & Environmental Protection.

