



## Item 6: Learning to deliver improvement project: draft action plan

This draft action plan pulls together the recommendations from Patrick's Clark's report, plus ideas raised during the discussions at the last Community Plan Core Group meeting. The purpose of this action plan is to:

- improve communications between the Core Group and three LSPs (and vice-versa)
- strengthen communications between the three LSPs
- support Core Group and LSP members in feeding back more effectively to their own organisations and/or sectors.

Ref	What	When by	Who	Resource implications	Comments
<b>1. Actions for the Core Group</b>					
L2D.1	Develop a simple communications framework to: <ul style="list-style-type: none"> <li>▪ support partnership communications in Wychavon</li> <li>▪ clarify feedback and communication mechanisms between the partnerships and partner organisations/sectors.</li> </ul>	31 October 2008	Cherrie, Maggie & Helen to develop a draft framework and bring to Core Group for feedback and agreement  LSP Chairs to take to LSPs for feedback and agreement	Time to develop framework. May require involvement of partners' Communications Officers.  Patrick Clark has offered to assist with the development of the tool and/or offer guidance, within the current project funding. Cherrie, Maggie and Helen are meeting him on 27 August.	This will be a practical tool that includes simple objectives for communications, key messages, target audiences and mechanisms through which these will be communicated. It will also clarify communication mechanisms between: <ul style="list-style-type: none"> <li>▪ Core Group and LSPs and vice-versa</li> <li>▪ partners and their organisations/sectors</li> <li>▪ partners and the Core Group/LSPs</li> <li>▪ the three LSPs</li> </ul>
L2D.2	Produce summary minutes of Core Group meetings, with sign-posting to further information (e.g. web based reports), within two weeks of	Ongoing from July 2008	Cherrie Mansfield	Time to produce minutes.	This action links to action L2D.9, which could provide a very brief summary of Core Group meetings. The Core Group minutes are available on Wychavon District

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	each meeting.  <b>How detailed do you want future Core Group minutes to be?</b>				Council's website – search for Core Group.
L2D.3	Where staff changes occur, ensure continuity of officer support and develop some form of succession planning.  <b>What does this mean in practice?</b>	Ongoing	All partners	To be determined.	Important to ensure that support and communication roles are not adversely affected by personnel issues. Core Group and LSP members are already encouraged to send substitutes when they are unable to attend meetings.
L2D.4	Review and clarify the terminology used to describe the LSPs and Core Group.	30 September 2008	Core Group – at our next meeting	None	Several partners indicated that they found this confusing as the strategic role largely lies with the Core Group. Some felt the Core group should be the LSP with the three partnerships as 'area partnerships'.
L2D.5	Consider opening up Core Group meetings to a wider group of partners, including members of the LSPs, where agenda items warrant it.	Ongoing from September 2008	Core Group	None	This would be particularly useful where the Core Group is responding to external consultation and major policy reviews on behalf of partners.
L2D.6	Implement the ideas set out in this action plan and carry out a review of their effectiveness in a year's time.	Review by 30 September 2009	Core Group	None.	
<b>2. Actions for Core Group &amp; LSPs</b>					
L2D.7	Build in time at Core Group and LSP meetings to enable all partners to develop their awareness of the priorities and constraints facing others	Ongoing from September 2008	Audrey Steel & LSP Chairs	None.	A particular issue for example, is the need to accept the capacity issues of certain partners to feed back to their organisation/sector. This will hopefully build greater

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	<p>stakeholders.</p> <p><b>What's the best way for the partnerships to implement this?</b></p>				<p>awareness of partner priorities and encourage more effective partner "buy-in".</p> <p>As a result of the Learning to Deliver project, the Core Group has recently introduced informal networking sessions half an hour before each meeting.</p>
L2D.8	Core Group Chair and other representatives to attend a meeting of each LSP to answer some of the questions raised about the Core Group and build relationships between the various partnerships.	Starting from September 2008	Audrey Steel & Cherrie Mansfield initially, could involve other Core Group members in future	Time to attend meetings.	This will help cement relationships between the Core Group and LSPs and clarify the roles and responsibilities of each. This should be an annual event.
L2D.9	Create and distribute a simple bulletin to share key messages for and from the Core Group and LSPs.	Ongoing from July 2008	<p>Cherrie Mansfield to create the bulletin with input from other Core Group members</p> <p>All Core Group and LSP partners to distribute widely to their own organisations/ sectors</p>	Time to collate. Will rely on contributions and feedback from Core Group and LSP partners.	The bulletin will be e-mailed direct to all Core Group and LSP members, usually within two weeks of a Core Group meeting. It will contain key messages from the Core Group and LSPs, plus Worcestershire Partnership news, details of current consultations, new publications and dates of relevant events. It will contain web links to sources of more detailed information. It will be suitable for Core Group and LSP members to customise for their own use.
L2D.10	Identify potential news stories as a part of each LSP/Core Group meeting and target	Starting from September	All		This will help to build a wider ownership of the work of and the purpose of the LSPs and the Core

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	these to different audiences.	2008			Group, which will in turn hopefully build stronger engagement from stakeholders and the public.
L2D.11	Through the Core Group, partners to highlight common threads across the 3 LSPs and support the Partnership Managers to ensure people are sign-posted to sources of information and LSP members who can support and advise them.  <b>How can we best do this in practice?</b>	Ongoing from September 2008	???		
L2D.12	Discuss with CALC and Parish and Town Councils the potential for the LSPs and/or Core Group to get involved in annual parish meetings or meetings of groups of parishes.	Ongoing from September 2008	Core Group and LSPs  Brian Browne		This would enable the Community Strategy DVD to be shown and increase understanding and awareness about the role of the Core Group and LSPs. Also links to action L2D.19.
L2D.13	Ensure that partners are engaged early in discussing emerging issues.  <b>How can we do this?</b>	Ongoing from September 2008	All Core Group and LSP partners	This will enable partners to consult and engage their sector/organisation more effectively.	Short timescales are a particular concern for voluntary and community sector, Parish and Town Councils. However, sometimes timescales set for consultations are outside of our control.

### 3. Actions for the LSPs

Ref	What	When by	Who	Resource implications	Comments
L2D.14	LSP Chairs to provide short written summary reports on key issues for their LSP to circulate with Core Group papers.	Provide 10 days before each Core Group meeting starting with the next meeting	Pam Davey, David Noyes & Michael Amies		This will help raise awareness of the LSPs within the Core Group. The summaries could also provide the basis of information to include in the new communications bulletin – see action L2D.9.
L2D.15	LSPs to include a standing meeting agenda item for Core Group issues.	Ongoing starting with next LSP meetings	Chris Brooks & LSP Chairs		This can be used to feedback issues from the Core Group of relevance to the LSPs and enable LSPs to raise issues and queries for the Core Group. Some of the LSPs already have a standing agenda item.
L2D.16	Identify minute takers from within the LSP membership to support the LSP Managers during meetings.	Ongoing starting with next LSP meetings	LSP Chairs, Chris Brooks & Partnership Managers		The research identified that the Partnership Managers can find it difficult to take part in discussions, lead or facilitate LSP meetings <b>and</b> take adequate minutes. The minute takers would need to have relevant skills/experience and liaise with the LSP Chair/ Partnership Manager to produce minutes/summaries.
L2D.17	Produce summary minutes of LSP meetings, with sign-posting to further information (e.g. web based reports), within two weeks of each meeting.	Ongoing starting with next LSP meetings	Partnership Managers		See L2D.16 above.

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L2D.18	Include Droitwich Spa Area Partnership members in the joint Christmas event between Evesham and Pershore Market Town Partnerships.	From November 2008	David Noyes & Michael Amies	None	Will increase networking and sharing across all three partnerships.
L2D.19	Explore the idea of a rural road-show to enable better engagement outside of the Market Towns and seek resources to support it, if deemed feasible.	31 December 2008	LSP Chairs & Partnership Managers	To be determined.	