



**The Story of 'Our Place'
Development Plan - A review of Locality Action Partnerships, in the Borough**



This development plan is a product of the Newcastle Partnership and Borough Council review of Locality Action Partnerships. Please also see full review report – The Story of 'Our Place'.

Priority Area		Key Subject Areas			
<ul style="list-style-type: none"> GENERAL FUNCTION 		<ul style="list-style-type: none"> Definition of a LAP Constitution Terms of Reference Roles and Responsibilities Action planning 'Step-in' mechanism (LAPs struggling to progress) Branding Reward Scheme Community Engagement 			
Action	Milestones	Lead	Others involved	Timeframe	Comments
1. Review Basic Function of LAP	Develop: Definition of a LAP and localism.	Naomi Chesters	Partnership Delivery Group and Executive Board	December 2011	
	Constitution of the Partnership including the establishment of the fundamental link between Newcastle Partnership and LAPs (LAPs as branches forming the constitution – therefore not individually constituted)	Naomi Chesters	Partnership Delivery Group and Executive Board to sign off	December 2011 – final sign off by Executive.	
	Generic Terms of Reference – with defined membership.	Naomi Chesters/Irene Lee	LAP Chairs	December 2011	
	Roles and Responsibilities – including review of length of service for chairs	Naomi Chesters/Irene Lee	LAP Chairs	December 2011	
	Process for action planning	Naomi Chesters/Irene Lee	LAP Chairs	January 2012	
	Clearly establish the links and separate	Naomi Chesters	LAP Chairs and	December 2011	Build in to

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	operating models with Parish Councils		Parish Councils		Constitution/ToRs.
	'Step-in' mechanism	Naomi Chesters	LAP Chairs	January 2012	
2. Branding – linked to Newcastle Partnership	Work with those LAPs who currently don't have a brand to develop one.	Irene Lee	LAP Chairs	October 2011	
	Assist in the production of a small amount of branded stationery – future supplies will need to be budgeted for.	Irene lee/Naomi Chesters		November 2011	
3. Reward Scheme	Work with LAP chairs to develop a Reward/Flag Scheme for locality working.	Robin Wiles	LAP Chairs	April 2012	
4. Community Engagement	Develop a brief Partnership Engagement Strategy with LAPs as the 'hub' – Linked to Community Strategy/Shared Vision.	Naomi Chesters	Partnership Delivery Group	December 2011	
	Partners sign up to the strategy and promote LAPs in all work undertaken relevant to localities.	Partnership Executive Board		December 2011	
	Communicate strategy.	Partnership Executive Board		January 2012	
	Partners agree to LAPs being the 'initial' point of contact for community engagement – taking responsibility for communicating this through their organisation.	Partnership Executive Board and Delivery Group.		December 2011	

Priority Area		Key Subject Areas			
<ul style="list-style-type: none"> RESOURCE 		<ul style="list-style-type: none"> Chairs Community/Residents Partners Councillors 			
Action	Milestones	Lead	Others involved	Timeframe	Comments
5. Chairs – Develop a ‘training offer’ for chairs	Determine with chairs the training required (Effective chairing/delegating, I.T. Skills, developing social media)	Naomi Chesters	LAP Chairs	December 2011	Some of this work will link with the Community Leadership work and Business of the Council Board
	Develop programme of training	Naomi Chesters	NBC Human Resource	February 2012	
	Identify chairs requiring training	Naomi Chesters	LAP Chairs	February 2012	
	Deliver training	TBC		April 2012 onwards	
6. Chairs – Compile database of community and resident groups for each area for LAP chairs to be aware of and contact.	Letter to be sent via NCVS/Aspire to Resident and Community Groups.	Robin Wiles	NCVS and Aspire	November 2011	
	Compile database	Robin Wiles		December 2011	
	Link information to Area Profile (see 8)	Jane Sheldon		January 2012	
7. Community/Residents – To encourage and improve resident involvement with the LAPs.	Letter from chairs to invite residents associations to nominate a representative to attend LAPs.	Irene Lee on behalf of LAP Chairs	LAP Chairs	November 2011	
	LAP chairs to continue to address this locally with support from Business Improvement and Partnerships Team	LAP Chairs	Naomi Chesters	From November 2011 onwards	

	Increase communication methods advertising the work of LAPs (See Priority Area – COMMUNICATION).	Naomi Chesters/Irene Lee	LAP Chairs	November 2011	
8. Partners – Develop a core membership and reporting mechanism for the Partnership Delivery Group to monitor attendance/non-attendance and barriers	Chairs to manage locally initially.	LAP Chairs Group		September 2011 onwards	
	Draft reporting mechanism – Sign-up from Partnership Delivery Group. (PDG responsible for ensuring that officers attending, have delegated responsibility).	Partnership Delivery Group	Naomi Chesters	December 2011	
	PDG investigate allocating staff to lead on localities	Partnership Delivery Group	Naomi Chesters	April 2012	
	Pilot reporting.	Naomi Chesters	Partnership Delivery Group	December 2011	
	Establish link between Newcastle Partnership and LAPs through Partnership Constitution (Strategic to Local).	Partnership Delivery Group	Naomi Chesters	Constitution signed off December 2011	
9. Partners – Engage health sector in LAPs	To be established as policy and legislation is developed.	TBC	TBC	To be monitored	
	Partnership Delivery Group monitor health developments and identify opportunities to engage health sector with LAPs.	Partnership Delivery Group		As above	
	Engage Healthwatch with LAPs (LiNK) – Staffordshire Engaging Communities project	Naomi Chesters	Engaging Communities	November 2011	
10. Partners – Engage school councils with LAPs	Schools information provided to LAP chairs	Irene Lee	Kevin Byrne	November 2011	
	Letter to school councils from chairs inviting them to raise issues for the LAPs	Irene Lee	LAP Chairs	November 2011	

11. Partners – Improve communication and links with LAPs internally.	Pilot a mapping exercise within Newcastle Borough Council to engage departments and improve links with LAPs	Naomi Chesters	Executive Management Team	January 2012	
12. Partners - Provide data to be included in profiles to LAPs and Councillors (including Customer Insight)	Develop template with LAP chairs and Councillors to include Customer Insight information.	Jane Sheldon	NBC Customer Services/LAP Chairs	First draft September 2011 – Final January 2012	
	Partners to establish information/data that can be included.	Partnership Delivery Group	Naomi Chesters	December 2011	
	Provide support and guidance to LAP chairs on understanding data.	Naomi Chesters/Jane Sheldon	LAP Chairs	January 2012	
	Determine frequency of data.	Partnership Delivery Group	Naomi Chesters	January 2012	
13. Councillors – Develop programme of training	Determine with Councillors training required (Effective chairing/delegating, I.T. Skills, developing social media – blogs, Facebook, Twitter)	Naomi Chesters/Duncan Whitehouse – Staffordshire County Council	NBC Democratic Services – The Business of the Council Board.	December 2011	Linking with Staffordshire County Community Leadership Development
	Develop programme of training	Naomi Chesters/Duncan Whitehouse – Staffordshire County Council	NBC Democratic Services – The Business of the Council Board.	March 2012	Met with Duncan Whitehouse early September 2011 – Cllr. Loades is nominated district representative on the project.
	Deliver training.	Naomi Chesters/Duncan Whitehouse – Staffordshire County Council	NBC Democratic Services – The Business of the Council Board.	April 2012 onwards	

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14. Councillors – Raise awareness and the benefits of LAPs for community engagement with Councillors and secure sign-up from party leaders.	Develop induction process from best practice models	Through Community Leadership training above.		April 2012 with delivery on new induction – 2013	
	Work with member services to encourage locality working in day to day thinking.	Naomi Chesters	Julia Cleary – The Business of the Council Board	First meeting August 2011.	Further meeting end of October 2011 to help identify where reports could link to locality working.
	Develop peer mentoring programme.	Naomi Chesters	Group Leaders and nominated reps.	January 2012	
	Include feedback from full council on LAP agenda. (Constitution)	Naomi Chesters		December 2011 – Sign off	
	Include Councillor attendance as part of the Partnership/LAP constitution	Naomi Chesters		December 2011 – Sign off	
	Establish mechanism for Councillors to step in where a LAP isn't progressing.	Naomi Chesters		December 2011 – Sign off	
	EMT to determine best approach with party leaders	John Sellgren	Naomi Chesters/Group Leaders	October 2011	
	Negotiate with group leaders – Confidential report of Councillor attendance at LAPs	Naomi Chesters/John Sellgren	Group Leaders	November 2011	Initial meeting with John Sellgren – September 2011.

Priority Area		Key Subject Areas			
<ul style="list-style-type: none"> COMMUNICATION 		<ul style="list-style-type: none"> Partner Communications/Partnership Social Media Website Newsletter 			
Action	Milestones	Lead	Others involved	Timeframe	Comments
15. Partner Communications – Improve use of partner communications to promote LAPs	Map current communications available including community newsletters.	Robin Wiles	NCVS	November 2011	
	Investigate increased use of Reporter for promoting the work of the LAP.	Naomi Chesters	Phil Jones	December 2011	Reduced to four editions per year – identify other options for promotion
	Investigate bringing partnership communications together – Newcastle Partnership communication.	Naomi Chesters	Partnership Delivery Group	January 2012	
	Develop handbook for chairs including communications and key contacts.	Irene Lee	Naomi Chesters	November 2011	
16. Social Media – Improve use of social media in relation to LAPs.	Encourage use of Partnership Facebook and Twitter.	Naomi Chesters	LAP chairs	December 2011	
	Engage with Newcastle College to investigate project to develop social media for LAPs including ‘App for your LAP’	Naomi Chesters	David Matthews	Proposal put forward September 2011.	
	Raise awareness of the advantages and disadvantages of using social media.	Naomi Chesters	LAP Chairs	December 2011	
17. Website – Increase use of Newcastle	Presentation to LAP chairs on the tools of the website.	Naomi Chesters	LAP Chairs	September 2011	Planned for LAP Chairs Group 22 September 2011

Partnership Website					
	Encourage Partners to include links from their web pages to the Partnership website	Naomi Chesters	Newcastle Partnership members	December 2011	
	Promote Partnership website.	Naomi Chesters	Business Improvement and Partnerships	September 2011 onwards	
	Continue to develop web tools	Naomi Chesters		September 2011 onwards	
18. Partnership Newsletter – Include promotion of LAPs in the Newsletter	Include projects and progress of all LAPs in the Partnership Newsletter.	Naomi Chesters		October 2011	
	Use partnership networks to disseminate newsletter.	Naomi Chesters		October 2011	
	Pilot a 'true' Partnership Newsletter – 'You said, we did' style.	Naomi Chesters	Partnership Delivery Group	April 2012	Investigating possibilities with Newcastle College

Priority Area		Key Subject Areas			
<ul style="list-style-type: none"> COMMUNITY PRIDE 		<ul style="list-style-type: none"> Establish programme of Pride Events Encourage use of Partnership website to advertise 'other partner and partnership events' Encourage LAPs to lead on the development of Pride/Partnership Event 			
Action	Milestones	Lead	Others involved	Timeframe	Comments
19. Community Pride Events	Identify group to lead – Possibly Task and Finish	Naomi Chesters	Kevin Byrne – Partnership Delivery Group	November 2011	
	Establish a commitment to deliver x amount of pride events in a 12-month period (minimum number to be identified).	Kevin Byrne	Partners	December 2011	
	Identify localities and engage with LAPs	Kevin Byrne	Partners	December 2011	
	Identify partners based on local need.	Kevin Byrne		December 2011	
	Develop programme.	Kevin Byrne		January 2012	
	Develop consistent advertising and reporting of events.	Kevin Byrne		January 2012	
	Market/Promote events.	Kevin Byrne	Partners	March 2012	
20. Newcastle Partnership Website	To establish if partners can have administrator rights to the website or to establish a resource where events are to be added to the website.	Naomi Chesters	Akeel Ahmed	November 2011	
	Partners to encourage and promote use of Partnership website throughout their organisations.	Partnership Executive Board		December 2011	

21. Encourage LAPs to lead on Pride/Partnership Events	Produce 'a guide to' putting on a community event (Where LAPs are willing to take ownership without a partnership lead)	Kevin Byrne	Naomi Chesters	December 2011	
	Raise and promote through LAP chairs group.	Kevin Byrne	LAP Chairs	January 2012	

Priority Area		Key Subject Areas			
<ul style="list-style-type: none"> FUNDING 		<ul style="list-style-type: none"> Current funding Future funding Application for LAP funding process/criteria External funding LAP Support 			
Action	Milestones	Lead	Others involved	Timeframe	Comments
22. Current Funding – Monitor use and expenditure of current LAP funding	Ensure applications meet current criteria.	Naomi Chesters		September 2011	
	Encourage localities with an underspend to highlight potential projects.	Irene Lee/Kevin Byrne	Naomi Chesters/LAP chairs	September 2011	
	Investigate setting up bank accounts for LAPs (pilot with a LAP)	Naomi Chesters	Irene Lee	December 2011 – along side constitution	Kidsgrove has a bank account – this can be looked at in other areas.
23. Future Funding – Negotiate and establish options for future funding.	Investigate potential funding with NBC for next financial year.	Mark Bailey	Executive Management Team and Cabinet	September 2011 onwards	
	Negotiate with Partnership Delivery	Partnership		December 2011	

	Group potential funding options including pooling local budgets into community based budgets.	Delivery Group			
	Explore external funding.	Robin Wiles		September 2011 onwards	
24. Application for LAP funding process/criteria – Review current process/criteria to ensure fit for purpose.	Review current process to ensure fit for purpose Make minor amendments to application form.	Naomi Chesters	Irene Lee/LAP Chairs	October 2011	
25. External funding – Develop mechanisms to disseminate funding information.	Develop a Newcastle Partnership funding newsletter – linked to Partnership Newsletter	Robin Wiles		November 2011	
26. LAP Support – Investigate options to maintain and continue funding for LAP administrative support.	Investigate with partners, options for future funding of the LAP support – administrations	Mark Bailey	Executive Management Team/Cabinet/Partnership Delivery Group	September 2011 onwards.	

The following areas will be monitored by Newcastle Borough Council, Business Improvement and Partnerships Team

Priority Area	Key Subject Areas		
<ul style="list-style-type: none"> POTENTIAL FUTURE DEVELOPMENTS 	<ul style="list-style-type: none"> Policy and Legislation changes 		
Action	Milestones	Responsibility/Reporting	Time Frame
27. Healthwatch	Negotiate the use of LAPs through the development of Healthwatch.	Partnership Manager, Business Improvement and Partnerships and Staffordshire LINK	
28. Community Organisers	Monitor the development of Community Organisers through Locality and identify opportunities to engage.	Partnership Officer, Business Improvement and Partnerships, Chief Officer, Newcastle Community and Voluntary Support and Joining Big Society Group	
29. Neighbourhood Planning	Monitor development of neighbourhood planning and the link with locality working	Partnership Manager, Business Improvement and Partnerships and NBC Planning Policy	
30. Localism- Right to Buy/Challenge	Observe the development of the Localism Bill and identify those areas that are key to the development of LAPs	Partnership Manager – Business Improvement and Partnerships	
31. Health Reforms	Monitor opportunities to engage localities in any potential developments around the health agenda – GP Commissioning, Health Improvement, Awareness raising.	Partnership Manager, Business Improvement and Partnerships	