

HSP Board

22nd October 2008

Partnership Communications

Introduction

1. The Voluntary and Community Sector Forum has requested that there should be better reporting from Management Groups so that the Partnership as a whole can be informed of issues, progress and opportunities.

Recommendation

2. The Board is recommended to decide how best Management Groups can ensure that their proceedings are communicated across the Partnership.

Background

3. The Partnership includes 5 thematic management groups, responsible for ensuring delivery of the LAA targets and the Sustainable Community Plan aspirations, and 2 reference groups that represent specific communities of interest. The management and reference groups provide highlight reports to the HSP Executive and performance management information to enable scorecards performance reports to be prepared.

4. The Voluntary and Community Sector Forum, however, has identified gaps in the communication between management groups themselves and more generally between management groups and the rest of the Partnership. The Forum felt that there were various ways in which this issue might be addressed including the circulation of management group minutes, the wider circulation of the written reports produced for the Executive and a newsletter giving information about activity across all aspects of the Partnership.

5. If the new Governance arrangements are approved by the Board, the pattern of reporting to the Harrow Chief Executives and the Partnership Board will change and written highlights reports will be succeeded by exception reports drawing attention to areas where improved performance is required. These reports would not achieve the objectives that the Forum hoped to achieve.

6. Instead, it is suggested that the minutes of each Management and Reference Group meeting are posted on the Council's website unless and until a Partnership website is launched, and are circulated to all members of all groups (preferable, via e-mail). It is also suggested that the Policy and Partnerships service prepares from the minutes a newsletter at least once a quarter.

7. The existence of a publicly accessible and up to date file of Partnership minutes and newsletters will assist in demonstrating for CAA purposes that the Partnership communicates with its members and with the community.

Tom Whiting
Assistant Chief Executive