

**ENVIRONMENT, CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY PANEL
8 DECEMBER 2009**

**REVIEW OF THE CLIMATE CHANGE PARTNERSHIP
Assistant Chief Executive**

1 INTRODUCTION

As part of the agreed approach to the Overview and Scrutiny (O&S) of the Bracknell Forest Partnership (BFP), the Chairman and Lead Officer of each of the BFP theme Partnerships has been invited to meet the O&S Commission or relevant O&S Panel to discuss the Partnership's governance, performance management, financial management, and related issues, with reference to a questionnaire completed in advance of the meeting. The Climate Change Partnership is one of the BFP theme partnerships within the purview of the Environment, Culture and Communities Overview and Scrutiny Panel.

2 SUGGESTED ACTION

- 2.1 That the Environment, Culture and Communities Overview and Scrutiny Panel discusses with the Chairman and Lead Officer of the Climate Change Partnership, Ann Symonds of the Environment Agency and Colin Griffin, respectively, the Partnership's governance, performance management, financial management, and related issues, with reference to attached completed questionnaire.**

3 SUPPORTING INFORMATION

- 3.1 The approach to O&S of the Bracknell Forest Partnership has been endorsed by the O&S Commission and Panels, also the BFP Board, and implementation has commenced. The agreed approach includes a structured programme of information gathering and initial analysis of the BFP's affairs. This work has been apportioned as follows:

O&S Commission – BFP's Board and the Town Centre Partnership, the Crime and Disorder Reduction Partnership, and the Economic and Skills Development Partnership.

Environment, Culture and Communities O&S Panel - the Strategic Housing Partnership, the Cultural Partnership, the Transport Partnership, and the Climate Change Partnership.

Children's Services and Learning O&S Panel - the Children's Trust, and the Early Years, Child Care and Play Partnership.

Adult Social Care O&S Panel - the Health and Social Care Partnership.

- 3.2 The information gathering comprises initially asking the Chairmen and Lead officers for the ten Theme Partnerships to complete a questionnaire, and then for the responses to the questionnaire to inform individual meetings by the Commission/Panel concerned with the Chairmen and Lead officers for each of the Theme Partnerships, individually. These will form part of the public meetings of the Commission and Panels throughout 2009/10. The structured series of meetings with the Chairmen and lead officers of the Theme Partnerships will contribute to relationship building.
- 3.3 The purpose of the questionnaire to be sent in advance of the meetings is to gather all the basic information on the work and organisation of each Theme partnership, to make best use of members' time at the ensuing meetings.

Background Papers

Agenda and minutes of the Overview and Scrutiny Commission on 1 April 2009

Contact for further information

Richard Beaumont – 01344 352283
e-mail: richard.beaumont@bracknell-forest.gov.uk

Draft Questionnaire for completion by the Chairman and Lead Officer of BFP's Board and each of the 10 BFP Theme Partnerships

A: Name of Partnership:	Comments
Chairman's name and contact details:	Ann Symonds Environment Agency SE Thames 01276 454336 ann.symonds@environment-agency.gov.uk
Lead Officer's name and contact details:	Colin Griffin Bracknell Forest Council 01344 351110 colin.griffin@bracknell-forest.gov.uk

B: Partnership details	Comments
1. Please attach the terms of reference for the partnership . If it is not in the TOR, please outline the agreed aims, key objectives and key functions	Draft ToR attached
2. Please provide a few examples of the partnership's major achievements	Established March 2009
3. Where do you think the partnership currently is in terms of its stage of development? E.g. early formation, delivering shared outcomes, or fully developed?	Early formation - Launched 24th March 2009
4. Please describe any major obstacles towards the partnership's success	Potential reluctance for business and community to engage. Ability to establish a consistent and practical message to encourage participation.
Membership 5. If not in the TOR, please list the current members of the	Mailing list attached

partnership and the organisations they represent	
6. If not in the TOR, please describe the arrangements for appointing members to the partnership	Representatives of any relevant organisation may join (not individuals in private capacity)
Minutes	Meetings to date: 20/04/09 & 28/05/09 minutes attached
7. Please provide minutes of meetings in the last year	

C: Governance arrangements	Comments
1. Please provide any recent self-assessment of governance arrangements for the Partnership, or describe any plans to do so.	Draft ToR reviewed and amended by members 28/05/09
2. How are decisions made? Is there a scheme of delegation that makes clear who can take decisions?	Majority of member representatives present
3. How are decisions recorded?	Minutes of meetings
4. Who makes sure decisions are acted upon?	Chair
5. Please describe how the partnership is held to account, and by whom	Director: Environment, Culture & Communities – responsible to CMT. Overview by Bracknell Forest Partnership.
6. Risk management - Has the Partnership itself carried out a formal risk assessment of the Partnership? If yes, please provide details	No

D: Performance management	Comments
1. Please describe the arrangements for setting output/outcome targets, and give details of the partnership's targets for 2008/09	Partnership in formative stage - No targets set to date.
2. Please describe the arrangements for monitoring and reporting progress against targets	See above
3. How does the partnership agree action on targets that are not likely to be met?	See Above
4. How do you demonstrate publicly that the partnership adds value?	See above
5. How does the public know that the partnership achieves value for money?	If the partnership utilises public money, it will account for it. All other inputs are made voluntarily by members.
6. Does the Partnership contribute accounts of success to the BFP's communications group?	This is the intention.

E: Financial Management	Comments
1. How is the partnership funded? (on the basis of the last financial year)	£5,000 "new burdens" award by CMT for promotional work
2. Who decides on how to spend the money?	Majority decision at meeting
3. Can the money be reallocated? If so, who can authorise this?	Approval required through Community and Environmental Development Team Leader and if a significant departure, Chief Officer: Planning and Transport.
4. What are the financial reporting arrangements?	Through lead officer's departmental budget

F: Serving the Public (For response just by BFP's Board)	Comments
1. Does the partnership have a communications policy? If so, please provide this	No formal policy. May use BFC's Climate Change web pages. Quarterly reports to BFP
2. How does this partnership achieve accessibility for the public? (for example, are meetings open to the public?)	Partnership meetings are open to representatives of relevant organisations but not individual members of the public.
3. Is there a complaints and suggestions process the public can use?	No formal process. Can correspond with Chair or PFP.

G: Overview and Scrutiny of the Partnership	Comments
1. Does the partnership have any views on how O&S can assist in its development and achievement of objectives?	O&S must recognise that the climate change partnership is not a statutory partnership with shared objectives. While it can support and further BFC's objectives, it will rely on its relevance to and support from diverse organisations to succeed.
2. Does the partnership have any suggestions for O&S reviews to be considered for the partnership O&S programme?	O&S of the Council's Climate Change Strategy will contribute to the Partnership's objectives.

If there are any queries on the completion of this questionnaire, please contact Richard Beaumont, Head of Overview and Scrutiny, Bracknell Forest Council on 01344 352283 or Richard.Beaumont@Bracknell-Forest.gov.uk

Proposed Terms of Reference Bracknell Forest Climate Change Partnership

Purpose:

1. To ensure that climate change is fully identified and integrated into the work of the Bracknell Forest Partnership and the Bracknell Forest Sustainable Community Strategy.
2. To define and support the implementation of appropriate climate change objectives in the Bracknell Forest Sustainable Community Strategy and Local Area Agreement.
3. To network and influence the integration of the local climate change objectives into each themed partnership.
4. To support the development and implementation of the Bracknell Forest Climate Change Action Plan.
5. To support progress on Bracknell Forest's climate change performance indicators:
 - a. NI185: CO₂ reduction from LA operations
 - b. NI186: per capita reduction in CO₂ emissions in the LA area.
 - c. NI188: planning to adapt to climate change.
6. To educate and raise awareness of climate change and promote behaviour change in local business, statutory, voluntary and community sector organisations and groups and local residents.
7. To undertake partnership and community projects which support the mitigation of and adaptation to climate change.
8. To share and learn from other organisation's best practices.
9. To engage and inform partnership members about sound environmental choices.

Structure: ON HOLD

1. A small executive committee comprising representatives of key stakeholders from the business, statutory, voluntary and community sectors (to be identified).
2. A general membership comprising representatives of any organisation or group, supporting the objectives of the Partnership.
3. Other project working groups, as required. (Possible sector groups from NI186: Households, Business, Transport, & NI188 Adapting)

Meetings

1. Quarterly meetings focussing on a relevant topic to take place at different partners' premises where good practice may be demonstrated. Specialist guest speakers may be invited. These meetings will be open to general membership and invited guests.
2. Car sharing to meetings can be arranged through Bracknell Forest Travelshare: <http://www.bracknellforesttravelshare.co.uk/default.asp?uxi=&cr=check>
3. Executive committee meetings may precede or follow the quarterly members meeting.
4. Other project working group meetings, as required.

Key Roles

1. Chairman and Deputy Chairman, from outside Bracknell Forest Council to be elected annually by the executive committee.
2. A Liaison Officer will be nominated by Bracknell Forest Council.
3. Secretariat will be provided by Bracknell Forest Council.

Climate change Partnership Mailing List

Title	Forename	Surname	Company	Job title
Mr	Matthew	Wool	First Group (Bus Company)	
Ms	Ann	Symonds	Environment Agency	
Mr	David	Phillips	Royal Berkshire Fire and Rescue	Community Safety Manager, Royal Berkshire Fires and Rescue Service
Mrs	Amanda	Sculley	Binfield Parish Council	
Mrs	Mary	Harris	Bracknell Town Council	
Ms	AnneMarie	Edwards	Winkfield Parish Council	
Mrs	A	Swadling	Crowthorne Parish Council	
Mr	Chris	Smith	Sandhurst Town Council	
Mrs	Janis	Harding	Warfield Parish Council	
Cllr	Dorothy	Hayes	Bracknell Forest Council	Executive Member for Environment Chair of Environment Overview & Scrutiny Committee Chairman
Cllr	Marc	Brunel- Walker	Bracknell Forest Council	Chair of Environment Overview & Scrutiny Committee Chairman
Mr	Ed	Glasson	Federation of Community Groups	
Mr	Philip	Watkins	Berkshire Shared Services	
Mr	John	Oblein	Thames Valley Police	
Mrs	Kay	Rowlands*	Soroptomists International	
Mr	Peter	Stacey	Boehringer Ingelheim	Environmental protection & Safety Manager
Mrs	Stella	Howell	Euro Environmental Containers	
Mr	Vincent	Paliczka	Bracknell Forest Council	Director: Environment, Communities & Culture Community & Environmental Development Team Leader
Mr	Colin	Griffin	Bracknell Forest Council	
Mr	Bill	Dowling	Friends of the Earth	
Mr	James	Parker	BSRIA	
Ms	Anna	Powles		PhD researcher
	Helen	Barnett	Bracknell Regeneration Partnership	PR & Marketing Manager
Mr	Darren	Snell	Syngenta	
	Claire	Sharpe	Bracknell Forest Council	
	Jane	Wallis	Business Link	
	Patricia	Boud	Rotary Club	
Mr	Martin	Gilman	Bracknell Forest Voluntary Action	
Mr	Gavin	Spencer	Thames Valley Chamber of Commerce	
Mr	Gareth	Barnard	Bracknell Town Council Rep	
Mr	Mike	Adams	Trade Union	
Cllr	Mike	Beadsley	Bracknell Forest Council	
Cllr	Mary	Temperton		