

**OVERVIEW AND SCRUTINY COMMISSION  
28 OCTOBER 2010**

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**REVIEW OF THE TOWN CENTRE THEME 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 Town Centre Partnership is one of the BFP theme partnerships within the purview of the Overview and Scrutiny Commission.

**2 SUGGESTED ACTION**

- 2.1 That the Commission discusses with the Chairman and Lead Officer of the Town Centre Partnership, the Partnership's governance, performance management, financial management, and related issues, with reference to the attached 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 and the Climate Change Partnership.

Children, Young People 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 nine 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. These will form part of the public meetings of the Commission and Panels throughout 2009/10 and part of 2010/11. The structured series of meetings with the Chairmen and Lead Officers of the Theme Partnerships will contribute to relationship building. This meeting with the Town Centre Partnership completes the series of meetings with Theme Partnerships.
- 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

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

*Notes – clerks for BFP's Board and the Theme Partnerships will be asked to complete the basic information before passing this to the lead officer.*

<b>A: Name of Partnership: Town Centre Partnership</b>	<b>Comments</b>
Chairman's name and contact details:	<b>Tim Wheadon</b>
Lead Officer's name and contact details:	<b>Richard Haynes Tel: 01344 352256</b>

<b>B: Partnership details</b>	<b>Comments</b>
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	<b>Please see terms of reference (in preparation)</b>
2. Please provide a few examples of the partnership's major achievements	<b>The partnership has only recently been refreshed, A work programme is being developed for consideration by the partnership at its next meeting.</b>
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?	<b>Early formation</b>
4. Please describe any major obstacles towards the partnership's success	<b>The principal barrier to improving the town centre vitality remains economic conditions, a challenge nationally, rather than one limited to</b>

	<b>Bracknell alone.</b>
<b>Membership</b> 5. If not in the TOR, please list the current members of the partnership and the organisations they represent	<b>See Terms of Ref</b>
6. If not in the TOR, please describe the arrangements for appointing members to the partnership	<b>See Terms of Ref</b>
<b>Minutes</b> 7. Please provide minutes of meetings in the last year	<b>Refocusing meeting held July 2010 to set the scene for the next formal session of the partnership.</b>

<b>C: Governance arrangements</b>	<b>Comments</b>
1. Please provide any recent self-assessment of governance arrangements for the Partnership, or describe any plans to do so.	<b>None undertaken; governance arrangements are being established as part of the refresh of the partnership.</b>
2. How are decisions made? Is there a scheme of delegation that makes clear who can take decisions?	<b>Decisions will be taken by board members only and by agreement of the chair.</b>
3. How are decisions recorded?	<b>Through the production of minutes</b>
4. Who makes sure decisions are acted upon?	<b>Lead officers of action groups</b>
5. Please describe how the partnership is held to account, and	<b>Quarterly performance reports to the BFP</b>

by whom	
6. Risk management - Has the Partnership itself carried out a formal risk assessment of the Partnership? If yes, please provide details	<b>As part of the BFP risk management assessment</b>

<b>D: Performance management</b>	<b>Comments</b>
1. Please describe the arrangements for setting output/outcome targets, and give details of the partnership's targets for 2008/09	<b>Targets to be agreed by lead officers of action groups and to be reported and agreed by the board.</b>
2. Please describe the arrangements for monitoring and reporting progress against targets	<b>Progress against the work programme will be considered at each meeting.</b>
3. How does the partnership agree action on targets that are not likely to be met?	<b>Through board-level discussion.</b>
4. How do you demonstrate publicly that the partnership adds value?	<b>Communications is part of the developing work programme.</b>
5. How does the public know that the partnership achieves value for money?	<b>See response to D4</b>
6. Does the Partnership contribute accounts of success to the BFP's communications group?	<b>See response to D4</b>

<b>E: Financial Management</b>	<b>Comments</b>
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1. How is the partnership funded? (on the basis of the last financial year)	<b>At this stage, there are no separate funds for the partnership. Resources are currently limited to officer and partner time. The development of the work programme will identify additional resources needed.</b>
2. Who decides on how to spend the money?	<b>Subject to resolution of the above, TC Partnership Board members except where formal partner organisation approvals are needed.</b>
3. Can the money be reallocated? If so, who can authorise this?	<b>Subject to resolution of the E1, above, TC Partnership Board members except where formal partner organisation approvals are needed.</b>
4. What are the financial reporting arrangements?	<b>To be confirmed, but expected to be through the usual partner financial reporting arrangements.</b>

<b>F: Serving the Public (For response just by BFP's Board)</b>	<b>Comments</b>
1. Does the partnership have a communications policy? If so, please provide this	<b>Being developed as part of the partnership work programme.</b>
2. How does this partnership achieve accessibility for the public? (for example, are meetings open to the public?)	<b>Meetings are not open to the general public</b>
3. Is there a complaints and suggestions process the public can use?	<b>Not appropriate at this stage in the partnership's development</b>

<b>G: Overview and Scrutiny of the Partnership</b>	<b>Comments</b>
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1. Does the partnership have any views on how O&S can assist in its development and achievement of objectives?	<b>Not at this stage.</b>
2. Does the partnership have any suggestions for O&S reviews to be considered for the partnership O&S programme?	<b>As above</b>