

Communities and Partnerships Service Delivery Plan 2018/19

Overview of Service

The Communities and Partnerships Services team comprises 4 members of staff: 1 Communities and Partnerships Manager FT, 1 Communities and Partnerships Support Officer (P/T), 2 Ely Riverside Enforcement Officers (PT).

The remit of the team is to lead the Council's statutory obligations under the Localism Act and develop and implement Council strategies and policies that promote community partnerships, resilience and engagement.

The Team is currently developing a district-wide Tourism Strategy; delivering a strategy to ensure that the needs of the most vulnerable and high risk residents in our communities are understood and our response is well informed; carrying out community consultation and engagement with Parish Councils; managing community grant applications; providing support to key voluntary sector bodies; developing the award winning Ely Country Park and managing the mooring enforcement scheme at Ely Riverside.

How does the Service link in with our Corporate Plan?

We contribute to the Council's Corporate Plan in the following areas:

- Delivering a Financially Sound and Well Managed Council.
- Making East Cambridgeshire "A Fantastic Place to Live, Work and Visit."

The cost to run the service each year totals: £269,135

Forward Planning for Councillors

Proposed date of decision	Item	Service Area	Service Delivery Champion	Committee
By 31 st March 2019	Service Level Agreements to Voluntary Organisations	Communities and Partnerships	Cllr Richard Hobbs	Community Services Committee



Commitments towards our Vision

Service Delivery Plan 18/19– Communities and Partnerships



Performance Measure	Link to Corporate Plan Priority	Target and reporting timescale (annually)	Baseline from previous year/output from previous year	Owner and co-owners
Ensure that the district's green spaces meet the needs of the local community and empower local communities to improve opportunities for play	A Fantastic Place to Live, Work and Visit	Complete the works that form part of the Ely Country Park Improvement Plan 2017-20 <ul style="list-style-type: none"> - Provide toilet provision during the summer months - Baby play equipment and new seating provision to be installed by August 2017 - Consultation with site users to identify potential opportunities by March 2019 	Play boat installed Toilet and cleaning contracts secured until 2019/20 Ongoing consultation with site users Pathway improvement works complete Memorial bench installed	Michelle Burrell-Barnett - Communities and Partnerships Support Officer Lewis Bage - Communities and Partnerships Manager
		Submit Green Flag accreditation applications for Ely Country Park and Jubilee Gardens by 31 st January 2019	Natural England application submitted in November 2017 Green Flag applications submitted in January 2018	Lewis Bage - Communities and Partnerships Manager
		Enforce the Council's mooring management scheme at Ely Riverside ensuring that all timescales and procedures are adhered to during 2018-19 Link to ECDC Mooring Management Scheme webpage: https://www.eastcamborough.gov.uk/content/council-owned-moorings	100% of enforcement timescales and procedures adhered: 9 tickets issued	Lewis Bage - Communities and Partnerships Manager Michelle Burrell-Barnett - Communities and Partnerships Support Officer David Heighway - Ely Riverside Officer
		Complete the works that form part of the Ely Riverside Improvement Plan 2017-19 <ul style="list-style-type: none"> - Installation of fendering by 31st March 2019 	New signage installed December 2017. Following the transfer of Tourism and Town Centres to City of Ely Council, a working group will be established in 2018/19.	Michelle Burrell-Barnett - Communities and Partnerships Support Officer Lewis Bage - Communities and Partnerships Manager
Maximise tourism experience and visitor spend	A Fantastic Place to Live, Work and Visit	Develop a district-wide Tourism Strategy	N/A	Lewis Bage - Communities and Partnerships Manager
Support community resilience and wellbeing		Deliver the Vulnerable Communities Action Plan	Draft circulated in December 2018 and draft strategy taken to committee in March 2018.	Lewis Bage - Communities and Partnerships Manager Michelle Burrell-Barnett - Communities and Partnerships Support Officer
		All Assets of Community Value nominations are processed in accordance with the statutory obligations under the Localism Act during 2018-19	3 valid nominations determined.	Michelle Burrell-Barnett - Communities and Partnerships Support Officer

				Lewis Bage - Communities and Partnerships Manager
		Manage Service Level Agreements between the Council and voluntary organisations to provide help and support residents in need during 2017-18	SLAs in place Service monitoring and support ongoing.	Lewis Bage - Communities and Partnerships Manager
		Management of Section 106, Community Fund and Community Facilities Grant schemes and review the criteria and processes of these funds to ensure that they are fit for purpose	N/A	Michelle Burrell-Barnett - Communities and Partnerships Support Officer
Ensure that the Council engages effectively with Parish Council's and communities		Deliver two East Cambs Parish Council Conferences to provide a forum for better communication across the district by March 2019	1 x Parish Conference took place on 9 th October 2017 (Devolution theme). Conference planned end of March 2018.	Michelle Burrell-Barnett - Communities and Partnerships Support Officer
		Produce Council's Draft Consultation Policy by March 2019	Engagement complete – templates completed by Service Leads. Consultation processes and methods identified for input into Consultation Policy.	Lewis Bage - Communities and Partnerships Manager Michelle Burrell-Barnett - Communities and Partnerships Support Officer
		Draft Community Engagement Strategy to Community Services Committee by December 2018	Circulated to Service Leads in January 2018.	Lewis Bage - Communities and Partnerships Manager Michelle Burrell-Barnett - Communities and Partnerships Support Officer
Ensure that staff have all the necessary skills to maximise their input service delivery	Delivering a Financially Sound and Well Managed Council	Support the continued professional development of the team to ensure that they are meeting with personal and professional career development opportunities	Opportunities continually reviewed. Internal training provided.	Lewis Bage - Communities and Partnerships Manager
		Update Service Delivery Champions with the progress of the service, how the service is being operated and the direction it is going in	Quarterly meetings held	Lewis Bage - Communities and Partnerships Manager
		To regularly review higher level corporate risks, including: <ul style="list-style-type: none"> Assets of Community Value applications not managed in accordance with Localism Act statutory obligations Mooring enforcement not compliant with the Council's contract law enforcement processes 	100% compliance with obligations	Lewis Bage - Communities and Partnerships Manager