



GRAVESHAM BOROUGH COUNCIL

Corporate Register of Partnerships and Shared Working Arrangements

December 2019

A summary of partnership and shared working
arrangements

Gravesham Borough Council Register of Partnerships and Shared Working Arrangements – December 2019

- 2 -

Introduction

The council maintains a comprehensive register of its partnerships and shared working arrangement that is reviewed on an annual basis.

Partnerships

The council defines a partnership as ***“an agreement between the Council and one or more independent bodies to work together to achieve one or more objectives”***.

In addition to this, the council also splits the partnership register into ‘Significant’ and ‘Key other partnerships’. In order for a partnership to be classified as significant it must meet the following definition:

“a partnership for which there is a council resource provision of £10,000 or greater or one that is fundamental to the delivery of a corporate objective within the council’s Corporate Plan. Without this effective partnership therefore, the delivery of Gravesham Borough Council’s key corporate goals would not occur.”

The council is currently involved in the following partnerships:

Page Ref.	Name of Partnership	Significant
3	Kent Downs Area of Outstanding Natural Beauty (AONB) Partnership	<input type="checkbox"/>
6	North West Kent Countryside Partnership	

Glossary of Terms (Page 8)

Throughout the document, there are a number of terms that are used and it was felt that it would be useful to provide a ‘Glossary of Terms’ in order to provide further clarification of some of the terminology used within the document.

Gravesham Borough Council
Register of Partnerships and Shared Working Arrangements
– December 2019

- 3 -

Name of Partnership	Kent Downs Area of Outstanding Natural Beauty (AONB) Partnership
Responsible Officer	Wendy Lane Assistant Director (Planning)
Lead Member(s)	Councillor Brian Sangha, Lead Member for the Strategic Environment
Statutory Status	Statutory Partnership
Aims and objectives of partnership	To secure the conservation and enhancement of the Kent Downs AONB whilst supporting the social and economic wellbeing of its communities. Objectives: (1) to help realise the strategic vision for the Kent Downs AONB, and to oversee the Kent Downs AONB Management Plan; (2) to provide advice to those of its members with statutory responsibilities for the effective management of the Kent Downs AONB.
Expected outcomes	(1) a secure and more independent Kent Downs AONB Partnership. (2) a Kent Downs AONB Partnership which is recognised as 'The Champion' for the AONB. (3) the delivery of a well-supported Kent Downs AONB Management Plan through partners and focussed Kent Downs AONB led projects.
Links to GBC Corporate Objectives	<p>Corporate Objective #1 People</p> <ul style="list-style-type: none"> improve the local environment create clean, welcoming neighbourhoods and parks, and an attractive town centre <p>Corporate Objective #2 Place</p> <ul style="list-style-type: none"> enhance the vibrancy of the Gravesham economy raise Gravesham's economic profile improve economic conditions improve resident well-being enhance the borough's cultural offer <p>GBC has a statutory duty placed upon it to act jointly, in partnership with other local authorities to prepare and review an AONB Management Plan under the Countryside and Rights of Way Act 2000. GBC also has a statutory 'duty of regard' placed on it towards the purposes of the AONB in all of its functions – the AONB Management Unit assists with this work in partnership with the other member local authorities. CROW act requires a Management Plan reviewed on a 5 year cycle.</p>
GBC Resources (financial, officer, assets etc)	<p>Financial: annual contribution of £4,138 as a standstill budget to be reviewed annually. This matches all other AONB Kent district local authorities and is around 1.3% of the AONB Management Unit's £310,641 core budget; 72% coming from DEFRA and 28% coming from Natural England.</p> <p>Human Resources: 1 officer and 1 member attendance (twice yearly) at the AONB Joint Advisory Committee (JAC). – see https://www.kentdowns.org.uk/about-us/who-we-are/joint-advisory-committee/ . Required to comment on consultation documents and take forward to adoption as appropriate with GBC.</p> <p>Use of Buildings: the Kent Downs AONB Partnership does not require use of GBC offices for the JAC Meetings. JAC Meetings are held within the AONB at various locations at no additional cost to GBC.</p>

Gravesham Borough Council
Register of Partnerships and Shared Working Arrangements
– December 2019

<p>Partnership membership</p>	<p>Public: Natural England, English Heritage, Ashford Borough Council, Canterbury City Council, Dover District Council, Gravesham Borough Council, Kent County Council, London Borough of Bromley, Maidstone Borough Council, Medway Council, Sevenoaks District Council, Shepway District Council, Swale Borough Council, Tonbridge & Malling Borough Council, Kent Association of Local Councils, Environment Agency.</p> <p>Private: Country Land and Business Association, National Farmers Union, Visit Kent.</p> <p>Voluntary: Action with Communities in Rural Kent.</p>
<p>Governance arrangements</p>	<p>Terms of Reference: The Kent Downs AONB Partnership has a set of Terms of Reference agreed by the JAC covering: (1) Remit; (2) Membership; (3) Power to Co-opt; (4) Voting Rights; (5) Election of Chairman; (6) Frequency of Meetings; (7) Secretariat; (8) Agenda.</p> <p>Constitution: The Kent Downs AONB Partnership constitutes: (1) JAC; (2) Executive Group; (3) AONB Forum; (4) Sub-committees; (5) AONB Management Unit.</p> <p>Memorandum of Understanding: A Memorandum of Understanding was signed by all partner local authorities and Natural England.</p>
<p>Financial reporting arrangements and timeframe for reporting</p>	<p>Financial Reporting Time Frame: A report is prepared by the AONB Management Unit Director on the financial position which is presented as an item at each JAC meeting (twice yearly).</p> <p>Budget Monitoring/Management: The JAC agrees the annual budget and the priorities for the Kent Downs AONB. Each partner may ask for further details should it wish.</p>
<p>Performance monitoring arrangements and details of formal review of partnership arrangements.</p>	<p>Performance Monitoring Arrangements: Regular reports are prepared and presented to the Kent Downs AONB Partnership JAC and Executive, which meet twice yearly and four times yearly respectively. The Business Continuity Plan is reviewed annually and presented to the JAC and Executive. A monitoring arrangement has been agreed nationally with Natural England.</p> <p>Review of Partnership Arrangements: In 2002, a review of staffing and governance was undertaken. In 2008 (following the review of the AONB Management Plan), a review of the Terms of Reference was undertaken. The AONB Management Unit has commissioned an internal audit of its finances and management arrangements.</p>
<p>Risk Assessment</p>	<p>Risk Assessment: The Kent Downs AONB Management Unit has a Business Continuity Plan and a Risk Register which covers the risks of the Unit and, to some extent, the Partnership (available on request).</p> <p>Risk to Council: Failure to meet its statutory duties including the 'duty of regard' to the Kent Downs AONB.</p> <p>Mitigation: The Kent Downs AONB Partnership has been successful at meeting its aims and objectives; therefore it has not been necessary to take mitigation action.</p>

Gravesham Borough Council
Register of Partnerships and Shared Working Arrangements
– December 2019

Safeguarding Obligations	Through work with education sector and pupil engagement they will ensure that they maintain a safe and trusted environment for everyone who comes in to contact with them, including their staff and volunteers. They will follow the processes set out by KCC for their staff.		
Date Partnership Created / Approved by Cabinet	14 July 1997	Date Partnership Terminates (if applicable)	N/A

Significant partnership

Other partnership

Gravesham Borough Council
Register of Partnerships and Shared Working Arrangements
– December 2019

Name of Partnership	North West Kent Countryside Partnership
Responsible Officer	Sue Lord, Service Manager (Regeneration and Policy)
Lead Member(s)	Councillor Brian Sangha, Lead Member for Strategic Environment
Statutory Status	Non Statutory
Aims and objectives of partnership	<p>To develop a partnership between organisations representing central and local government and the private and voluntary sectors to deliver a community countryside management service across the countryside and green spaces of the Partnership Area. The Partnership operates a Not for Profit Service to the local community through a Memorandum of Agreement.</p> <p>The Partnership involves working in partnership with landowners, local communities and other agencies to enhance the countryside, rural fringe, towns and villages of the North West Kent area. This is through direct community involvement thereby increasing access, knowledge and understanding of local environmental issues.</p> <p>The Partnership works within four main theme areas: Landscape Biodiversity & Access, Community-Based Initiatives, Education & Learning and Health and Well-being.</p> <p>The main aims of the Partnership are to:</p> <ul style="list-style-type: none"> • Conserve and enhance the natural and cultural heritage, special landscape character and the biodiversity of the Partnership area; • Support, work in partnership with and assist communities to undertake projects and practical action that conserves their local environment, urban green-space and countryside; • Develop opportunities for all members of the public to explore the countryside of the Partnership Area that are sustainable and support the other aims of the Partnership; • Promote respect and understanding of the countryside and increase knowledge of the issues that affect rural areas and the countryside around towns; • Promote and utilise the social and health benefits of the countryside and rural environment for both urban and rural communities; and • Develop sustainable tourism opportunities that support the rural economy and benefit the countryside of the Partnership Area.
Expected outcomes	<p>Enhanced quality of rural area coupled with better understanding and use of our countryside.</p> <p>Improved access to countryside by all sectors of the borough's residents.</p> <p>Use of volunteers to carry out many of the improvement schemes assists with public ownership of the area plus provides volunteers with additional skills that can be translated in to job opportunities.</p> <p>Improved health levels via the Naturally Active programme which encourages participants to benefit from a programme including health walks, enviro gyms, health and nutrition sessions and family activity days.</p>
Links to GBC Corporate Objectives	Corporate Objective 3: <i>Progress</i>
GBC Resources (financial, officer, assets etc)	<p>Officer – one officer attends two Steering Group meetings.</p> <p>Financial – GBC does not provide Core Funding.</p>

Gravesham Borough Council
Register of Partnerships and Shared Working Arrangements
– December 2019

Partnership membership	Core Funders - Kent County Council, Sevenoaks District Council, London Borough of Bexley. Partnership Funders (fund in money or money's worth):- Environment Agency, Dartford Borough Council, Gravesham Borough Council, Kent Downs Area of Outstanding Natural Beauty Unit.		
Governance arrangements	The Partnership has a Memorandum of Agreement (MoA) running from September 2018 to August 2021. The MoA details the governance arrangements of the Partnership including the governance of the Partnership Steering Group. Specifically the MoA covers: (1) Remit; (2) Membership; (3) Voting rights; (4) Election of Chairman; (5) Frequency of Meetings; (6) Secretariat; (7) Agenda. In addition, the MoA outlines the operational arrangements of the Partnership. The Project operates under the day to day direction of a Partnership Manager with the assistance of such staff as the Partnership may require and as may be agreed by the Funding Members. The Partnership Manager is directly accountable to the Partnership Steering Group.		
Financial reporting arrangements and timeframe for reporting	N/A		
Performance monitoring arrangements and details of formal review of partnership arrangements.	The Partnership Manager prepares the following reports: A Management Strategy; An annual report on the Partnership and review of the forward programme and budget; Reports, financial forecasts and financial statements to every Steering Group meeting; and Agendas and minutes of each Steering Group to each Core and Partnership funder.		
Risk Assessment	There is no risk attached to this Partnership.		
Safeguarding Obligations	Children and some vulnerable adults may benefit from participation in volunteer groups or from the results of volunteers' work. The Partnership's Safeguarding policies and Procedures on Child Protection and on Vulnerable Adult Protection reflect and support those of the council. Contained in the Partnership's Safeguarding policies and procedures.		
Date Partnership Created / Approved by Cabinet	1984	Date Partnership Terminates (if applicable)	N/A

Significant partnership

Other partnership

Gravesham Borough Council
Register of Partnerships and Shared Working Arrangements
– December 2019

Glossary of Terms

To provide assistance to officers, Members and members of the public when reading the council's Corporate Register of Partnerships, a **Glossary of Terms** has been developed to provide additional information about the meaning of some of the words included within the register.

Term Used	Meaning
Business Continuity Plan	A plan that sets out how an organisation will respond and manage business disruption in case of unforeseen events.
Business Plan	A business plan is a formal statement of a set of business goals, the reasons they are believed attainable, and the plan for reaching those goals.
Climate Change Act 2008	The Climate Change Act 2008 is a United Kingdom Act of Parliament which aims to enable the United Kingdom to become a low-carbon economy and gives ministers powers to introduce the measures necessary to achieve a range of greenhouse gas reduction targets.
Code of Practice	Written guidelines issued by the partnership to its members to help them comply with the standards expected of the partnership.
Company Limited by Guarantee	An alternative type of corporation used primarily for non-profit organisations that require a legal framework.
Constitution	A document which sets out the fundamental rules governing the conduct of the partnership. It may also include details of the concept and structure of the partnership.
Corporate Plan	A document which sets out Gravesham Borough Council's corporate priorities for a period of years and provides details of the actions to be undertaken towards achieving those objectives.
CROW Act	The Countryside and Rights of Way Act 2000 normally gives a public right of access to land mapped as 'open country' (mountain, moor, heath and down) or registered common land. These areas are known as 'open access land'.
DCLG	Department for Communities and Local Government (DCLG) - the UK Government department responsible for setting policy on supporting local government; communities and neighbourhoods; regeneration; housing; planning, building and the environment; and fire.
DEFRA	Department for Environment, Food and Rural Affairs (DEFRA) – the UK government department responsible for policy and regulations on environmental, food and rural issues.
EHO	Environmental Health Officer
Environment Act 1995	The Environment Act 1995 is a United Kingdom Act of Parliament which created a number of new agencies and set new standards for environmental management.
FTE	Full-time Equivalent (FTE) – the number of full-time equivalent staff that are working in the partnership.
HCA	The Homes and Communities Agency (HCA) is the national housing and regeneration delivery agency for England.
Home Energy Conservation Act 1995 (HECA)	An Act to make provision for the drawing up of local energy conservation reports in relation to residential accommodation, placing a duty on local authorities to complete this for council housing stock.

Gravesham Borough Council
Register of Partnerships and Shared Working Arrangements
– December 2019

Term Used	Meaning
Homelessness Act 2002	An Act to make further provision about the functions of local housing authorities relating to homelessness and the allocation of housing accommodation.
Home Office	The Home Office is the lead government department for immigration, passports, counter-terrorism, policing, drugs and crime.
Housing Act 1985	The Housing Act 1985 is a British Act of Parliament. The act introduced laws relating to the succession of Council Houses. It also facilitated the transfer of council housing to not-for-profit housing associations
ICO	Information Commissioner's Office
ICT	Information Communications Technology (ICT).
Kent Waste Strategy	A sustainable household waste management strategy that sets out how the Kent Waste Partnership will manage Kent's waste over the next 20 years (Strategy approved in 2007).
Local Government Act 1972	An Act of Parliament in the United Kingdom that makes provision with respect to local government and the functions of local authorities in England and Wales.
Local Government Act 2000	An Act to make provision with respect to the functions and procedures of local authorities and provision with respect to local authority elections; to make provision with respect to grants and housing benefit in respect of certain welfare services; to amend section 29 of the Children Act 1989; and for connected purposes.
LGA	Local Government Association. A politically-led, cross-party organisation that works on behalf of councils to ensure local government has a strong, credible voice with national government.
Localism Act 2011	An Act to make provision about the functions and procedures of local and certain other authorities; to enable the recovery of financial sanctions imposed by the Court of Justice of the European Union on the United Kingdom from local and public authorities; to make provision about local government finance; to make provision about town and country planning, the Community Infrastructure Levy and the authorisation of nationally significant infrastructure projects; to make provision about social and other housing; and for other connected purposes.
Memorandum of Understanding/ Agreement (MOU)	A written document describing the roles and responsibilities of two (or more) parties on a particular venture. An MOU is less formal than a contract, but is often signed by the parties involved to indicate their agreement to the principles contained in the MOU. A MOU is sometimes a precursor to a formal agreement.
National Air Quality Strategy	The National Air Quality Strategy (NAQS) was established as part of the UK Government's 1995 Strategic Policy for Air Quality Management. It uses health based standards as a framework to control the levels of seven designated air pollutants of seven air pollutants that are known to have adverse health effects.
Naturally Active Programme	The Naturally Active Programme utilises Big Lottery Funding and the project covers the areas of Dartford, Gravesham, Sevenoaks and Bexley. It is able to support groups and organisations to access the surrounding countryside through a variety of outdoor activities such as improving a green space, wildlife photography and outdoor sports.
Partnership Agreement	An agreement between the relevant partners setting out how the partnership will operate and the commitment each will make to the partnership.

Gravesham Borough Council
Register of Partnerships and Shared Working Arrangements
– December 2019

Term Used	Meaning
Section 106	Section 106 (S106) of the Town and Country Planning Act 1990 allows a local planning authority (LPA) to enter into a legally-binding agreement or planning obligation with a landowner in association with the granting of planning permission. The obligation is termed a Section 106 Agreement. They are increasingly used to support the provision of services and infrastructure, such as highways, recreational facilities, education, health and affordable housing.
Service Level Agreement (SLA)	A document which is agreed between the partners and records a common understanding about services, priorities and responsibilities and clearly defines the "level of service" expected through targets etc.
Shared Service Agreement	This is a document which is signed by those authorities participating in a share service and sets out the governance arrangements for the shared service.
Significant partnership	A partnership for which there is a council resource provision of £10,000 or greater <u>or</u> one that is fundamental to the delivery of a corporate objective within the council's Corporate Plan. Without this effective partnership therefore, the delivery of Gravesham Borough Council's key corporate goals would not occur.
SMEs	Small and Medium Enterprise – a small or medium sized independent business that is managed by its owner or part-owners and has a small market share.
Steering Group	A steering group is a group of senior officers/partners who oversee the delivery of a project or partnership initiative.
Strategic Assessment	Under the Police and Justice Act (2006), Crime and Disorder Reduction Partnerships (CDRP) are required to produce an annual strategic assessment which identifies the priorities they will tackle over the next 3 years.
Terms of Reference	A document which describes the purpose and structure of a partnership along with basis for making future decisions and for confirming or developing a common understanding of the scope among stakeholders.
Unilateral Agreement	An agreement in which one party makes a promise, but the other side does not promise anything. Examples of these are offering rewards for the return of lost property.