

GRAVESHAM BOROUGH COUNCIL

Corporate Register of Partnerships and Shared Working Arrangements

July 2024

A summary of partnership and shared working
arrangements

**Community & Leisure
Cabinet Committee**

Gravesham Borough Council

Register of Partnerships and Shared Working Arrangements

July 2024

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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 the council’s Corporate 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 £50,000 or greater or one that is fundamental to the delivery of a corporate objective as established within the council’s Corporate Plan. Without this effective partnership therefore, the delivery of Gravesham Borough Council’s key corporate goals would not occur. This will also include those partnerships that have been established to deliver legal or statutory requirements on behalf of the council.”

The council is currently involved in the following partnerships:

Page Ref.	Name of Partnership	Significant
4	Gravesend Historical Society	
5	North West Kent Countryside Partnership	
7	Thames Defence Heritage	

Glossary of Terms (Page 9)

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.

Partnership Working Arrangements

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Name of Partnership	Gravesend Historical Society		
Responsible Officer	Virginie Whittaker, Tourism and Heritage Manager		
Lead Member(s)	Councillor Lauren Sullivan, Lead Member for Community & Leisure		
Statutory Status	Non-statutory partnership		
Aims and objectives of partnership	Gravesend Historical Society (GHS) uses a couple of rooms within the Fort to store their archives and artefacts. They operate a system where members of the public can book an appointment to do some research.		
Expected outcomes	Archives and Historical records about the area accessible to the public by appointment.		
Links to GBC Corporate Objectives	#onecommunity an active, engaged, and culturally enriched population, built on the foundations of an affordable and quality local housing offer.		
GBC Resources (financial, officer, assets etc.)	<ul style="list-style-type: none"> GBC offers free use of the premises. Maintenance and repair costs for all facilities are the responsibility of GBC including service charges. 		
Partnership/ working group membership	Gravesend Historical Society and Gravesham Borough Council		
Governance arrangements	The governance arrangements for the partnership with GHS are set out in the 2024-25 Operational Agreement. The purpose of this operational agreement is to define the relationship between Gravesham Borough Council and GHS and to set out the terms and conditions for the use of the premises by GHS.		
Financial reporting arrangements and timeframe for reporting	The operational agreement is reviewed on an annual basis.		
Performance monitoring arrangements and details of formal review of partnership arrangements.	Regular meetings arranged.		
Risk Assessment	Future funding prospects and inspirational development for the Fort may affect the future use of the premises by GHS.		
Safeguarding Obligations	Staff dealing with the public are working in pairs.		
Equalities Obligations	GHS are aware of the Council's Equalities Policy and support the aims and objectives through their operation as a voluntary community group, by providing members of the community with the opportunity to lead an active role within the heritage provision.		
Climate Change Considerations	As an organisation working with the council, TDH are aware of our commitment to climate change and support our aim to become carbon neutral by 2030.		
Date Partnership Created / Approved by Cabinet	N/A		Date Partnership Terminates (if applicable)
			N/A

Significant partnership

Other partnership

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Name of Partnership	North West Kent Countryside Partnership
Responsible Officer	Jamie Izzard, Director (Communities)
Lead Member(s)	Councillor Lauren Sullivan, Lead Member for Community & Leisure
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 <p>Develop sustainable tourism opportunities that support the rural economy and benefit the countryside of the Partnership Area.</p>
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	<p>#onecommunity an active, engaged, and culturally enriched population, built on the foundations of an affordable and quality local housing offer.</p>
GBC Resources (financial, officer, assets etc.)	GBC does not provide Core Funding to the partnership.

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Partnership/ working group 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 2021 to August 2024. 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.		
Equalities Obligations	N/A		
Climate Change Considerations	Due to the nature of the partnership, all of its activities promote the natural environment, biodiversity and sustainability and as such, contribute to the councils overall climate change ambitions.		
Date Partnership Created / Approved by Cabinet	1984	Date Partnership Terminates (if applicable)	N/A

Significant partnership

Other partnership

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Name of Partnership	Thames Defence Heritage
Responsible Officer	Virginie Whittaker, Tourism and Heritage Manager
Lead Member(s)	Councillor Lauren Sullivan, Lead Member for Community & Leisure
Statutory Status	Non-statutory partnership
Aims and objectives of partnership	The promotion, development and maintenance of a fortifications and historical defence sites within the borough.
Expected outcomes	Within these objectives the partnership aims to restore and make accessible to public viewing: <ul style="list-style-type: none"> • New Tavern Fort; • The Civil Defence Control Centre at Woodlands Park; and • Chantry Heritage Centre.
Links to GBC Corporate Objectives	#onecommunity an active, engaged, and culturally enriched population, built on the foundations of an affordable and quality local housing offer.
GBC Resources (financial, officer, assets etc.)	<ul style="list-style-type: none"> • A fee of £4,200 per annum is paid to TDH to operate the Chantry Heritage Centre on behalf of GBC. • GBC offers free use of the Civil Defence Control Centre and New Tavern Fort to TDH who charge a nominal fee for visitors to enter. • CHC is curated and managed by GBC but staffed by TDH. • Maintenance and repair costs for all facilities are the responsibility of GBC including service charges. TDH are responsible for Portable Appliance Testing on their own property within the facilities. • Exhibits within the facilities are mainly in the ownership of TDH and GHS (Gravesend Historical Society) except for the CHC. Each facility has a number of items fixed to the asset and therefore in the ownership of GBC
Partnership membership	Thames Defence Heritage and Gravesham Borough Council
Governance arrangements	The governance arrangements for the partnership with Thames Defence Heritage (TDH) are set out in the 2024-25 Operational Agreement. The purpose of this operational agreement is to define the relationship between Gravesham Borough Council and TDH and to set out the terms of the working partnership between the two parties. In addition, a licence for access is in place for TDH to occupy New Tavern Fort and Civil Defence Control Centre.
Financial reporting arrangements and timeframe for reporting	The operational agreements are reviewed on an annual basis.
Performance monitoring arrangements and details of formal review of partnership arrangements.	Monthly attendance figures are submitted by TDH. Regular meetings arranged.
Risk Assessment	The potential reduction in financial resources would severely undermine the corporate objectives.
Safeguarding Obligations	N/A

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Equalities Obligations	TDH are aware of the Council's Equalities Policy and support the aims and objectives through their operation as a voluntary community group, by providing members of the community with the opportunity to lead an active role within the heritage provision.		
Climate Change Considerations	The objective of TDH is to preserve our built and cultural heritage and therefore supporting climate change is a priority. As a volunteer organisation partnered with the council, TDH are aware of our commitment to climate change and support our aim to become carbon neutral by 2030.		
Date Partnership Created / Approved by Cabinet	Early 1970's	Date Partnership Terminates (if applicable)	N/A

Significant partnership

Other partnership

Glossary of Terms

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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
Annual Report	A comprehensive report on an organisations activities over the past year, intended to give shareholders and other interested people information about the organisation's activities and financial performance.
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.
Equality Policy (February 2021)	Gravesham Borough Council's policy which sets out the council's commitment to developing opportunities for inclusion and cohesion so that everyone feels they can contribute and participate in the social, cultural and economic life of the Borough.
Partnership	The council defines a partnership as "an agreement between the Council and one or more independent bodies to work together to achieve the council's Corporate objectives".
Significant Partnership	A partnership for which there is a council resource provision of £50,000 or greater or one that is fundamental to the delivery of a corporate objective as established within the council's Corporate Plan. Without this effective partnership therefore, the delivery of Gravesham Borough Council's key corporate goals would not occur. This will also include those partnerships that have been established to deliver legal or statutory requirements on behalf of the council.
Steering Group	A steering group is a group of senior officers/partners who oversee the delivery of a project or partnership initiative.