

**RURAL WEST AREA PARTNERSHIP BOARD
NESTON YOUTH AND COMMUNITY CENTRE
29TH January 2010
(2-4pm)**

Meeting Summary and Action Points

1. Welcome and introductions

Present

Alison Roylance-White – Cheshire Community Action (Chairman)
Alison Armstrong – LSP Director CW&C
Carol Berry – 3rd Sector Representative
Rob Callow – Area Manager Rural West, CW&C
Martin Dowle – Cheshire Fire & Rescue Service
Elaine Grant – Rural West Support, CW&C
Robin Hughes – CH64 inc.
Steve Kent – Director of the Environment, CW&C
Paul Knight – Chester & District Housing Trust
Cllr Kay Loch – CW&C
Cllr Stuart Parker – CW&C
Carol Weaver – Rural Parishes Representative

Apologies

Pat Johnson – Western Cheshire PCT
Jenny Hulme – Connexions
Sam Baxter - Connexions

2. Notes from the last Meeting

The notes from the last meeting were agreed with the amendment of apologies from Robin Hughes to be recorded. The action points from the previous meeting had been progressed.

3. Constitution/Membership of APB

Alison Armstrong highlighted the key elements of the draft area partnership board constitution, (see draft constitution paper) which had been adapted from the LSP constitution. It was suggested that all five area partnership boards need to consider agreeing a constitution in order to have more robust governance arrangements in place.

A discussion followed regarding the flexibility and accountability of the constitution with the following recommendations:-

- a) The core membership outlined in the constitution was agreed with flexibility to include additional members as appropriate.
- b) Quorum – 50% was agreed as a percentage for the members to be entitled to vote upon the business conducted at the meetings.
- c) Views to be obtained by the other 4 APBs on the draft constitution and core membership.

- d) On agreement/amendments of the draft constitution by all APBs the Chair and core members to agree what other partners need to be invited to join the APB.
- e) Subject to approval of the final version the APB is happy to support and progress the constitution.

4. Delivery Plan

Rob Callow introduced this item and the following was agreed:-

- a) The draft plan was approved.
- b) The plan to name the lead agencies responsible for each priority.
- c) Ensure information from previous consultations be considered.
- d) There is a need to ensure priorities reflect both neighbourhood concerns and support the thematic partnership/LAA priorities were appropriate.

Actions:

- A standing item to be put on the agenda in order to consider the key issues emerging from community forums. **(RC)**
- Meet with thematic group leads to discuss how the APB can support delivery of their priorities, and if appropriate invite representatives to future APB meetings. **(Chair & RC)**
- The Tattenhall comprehensive report on Transport to be forwarded to Rob Callow (**Carol Weaver**)

5. Rural West APB Pooled Budget

The recommendations in the decision paper were approved.

6. Rural West APB – Suggestions for partnership development

Action:

- Suggestions for partnership development e.g. Away Days to be sent to Rob Callow (**The APB**)

7. Business Planning Framework

The draft planning framework and time table for Rural West was discussed by the APB. The plan was approved however it was suggested that there is a need to ensure flexibility within the framework to ensure other key activities and unplanned issues can be addressed.

8. Summary and Next Steps

- A standing item on the agenda to bring forward items from the Community Forums and other community networks.
- The APB to start to focus on implementation of delivery plan and performance management.
- Develop stronger links between the thematic partnerships and consider how it can add value to their agenda.
- The Rural West APB chair to attend an Adult Social Care meeting on February 4th which would concentrate on domiciliary care.

9. Dates for Futures Meetings

30th April 2010, 2 - 4pm at the Barber Institute, Tattenhall.