

# **Communities and Partnerships Service Delivery Plan 2022-2023**

## **Overview of Service**

The Communities and Partnerships team develops, supports and implements initiatives aimed at making East Cambridgeshire a safer, healthier, more engaged and happier place for residents and visitors.

The work of the team includes:

- delivery of the district's Tourism Strategy and management of the Explore East Cambs brand and website;
- development and delivery of strategies and action plans to improve community wellbeing including the East Cambs Youth Strategy, and the Council's Vulnerable Community Strategy;
- consultation and engagement with communities; including the delivery of Parish Council conferences.
- management of community grant applications and Asset of Community Value nominations;
- support to key voluntary sector bodies;
- contribution to multi-agency efforts to support communities;
- improving community safety;
- support to local COVID-19 recovery efforts;
- management of the Council's mooring enforcement scheme and ensuring that specific Council managed open spaces meet the needs of the community;
- conduction of audits of play areas and informal open spaces.

## **Cost of Service**

The cost to run the service totals £259,281.

## **Staffing information**

The Communities and Partnerships team comprises 6 members of staff: 1 Communities and Partnerships Manager (FT), 1 Communities and Partnerships Support Officer (FT), 2 Ely Riverside Enforcement Officers (PT), 1 COVID-19 Recovery Coordinator (FT) and 1 Neighbourhood and Community Safety Officer (FT).

## **Forward Planning for Councillors**

<b>Proposed date of decision</b>	<b>Item</b>	<b>Service Area</b>	<b>Committee</b>
By 31 <sup>st</sup> March 2023	East Cambridgeshire Parish Conference	Communities and Partnerships	Operational Services Committee



# Commitments towards our Vision



## Communities and Partnerships Service – Service Delivery Plan 2022-2023

Performance Measure	Link to Corporate Plan Priority	Target and reporting timescale (i.e. 6 monthly or annually)	Baseline from previous year/output from previous year	Owner and co-owners
Maximise visitor spend and spread footfall	Social and Community Infrastructure	Promotion of Explore East Cambs website and brand	New East Cambridgeshire visitor brand and website developed	Lewis Bage - Communities and Partnerships Manager Stephanie Jones- Communities and Partnerships Support Officer
	Cleaner, Greener East Cambridgeshire	Carry out a review of ECDC owned visitor signage around the district	New target	Stephanie Jones- Communities and Partnerships Support Officer Lewis Bage - Communities and Partnerships Manager
Support community resilience and wellbeing	Social and Community Infrastructure	Delivery of East Cambs Youth Strategy and Year 2 of the Youth Action Plan by March 2023	Consultation with young people and partners complete	Stephanie Jones- Communities and Partnerships Support Officer Lewis Bage - Communities and Partnerships Manager
		Support local COVID-19 recovery efforts including: <ul style="list-style-type: none"> <li>- ensure initiatives are in place to support the work of community organisations such as promoting relevant grants and funding streams and keeping in regular contact with the leaders of local community groups;</li> <li>- ensure residents have access to up-to-date information regarding COVID-19, by keeping the Council's COVID-19 community webpages up-to-date and, using a range of media platforms, circulating communications informed by current data or national guidance;</li> <li>- proactive engagement with communities to understand their needs by, for example, staying in regular contact with Parish Councils and local community groups;</li> <li>- support the implementation of local pop-up vaccination clinics.</li> </ul>	New target	Kerrie Wall – COVID-19 Recovery Coordinator

		Support the development and delivery of multi-agency initiatives and projects to address community needs, including contributing to multi-agency workstreams addressing local transport issues and making best use of community assets, including the delivery of a Transport Summit	New target	Lewis Bage - Communities and Partnerships Manager Kerrie Wall – COVID-19 Recovery Coordinator Stephanie Jones- Communities and Partnerships Support Officer Emma Graves-Brown - Neighbourhood and Community Safety Officer
		Gather information to inform a review of the Council's Vulnerable Community Strategy by March 2023	New target	Kerrie Wall – COVID-19 Recovery Coordinator Stephanie Jones- Communities and Partnerships Support Officer Lewis Bage - Communities and Partnerships Manager
		Ensure that all Assets of Community Value nominations are processed in accordance with the statutory obligations under the Localism Act and that a decision is made within 8 weeks of receipt of application	4 nominations received. All nominations dealt with within required timescales.	Stephanie Jones- Communities and Partnerships Support Officer Lewis Bage - Communities and Partnerships Manager
	Sound Financial Management	Manage Service Level Agreements between the Council and 2 community and voluntary organisations during 2022/23	Service Level Agreements with three organisations in place. Service monitoring and support ongoing. Internal Audit review of SLAs carried out which scored a Substantial rating.	Lewis Bage - Communities and Partnerships Manager
		Management of Section 106, Community Fund and Facilities Improvement Grant schemes	4 Community Fund grants awarded 4 Section 106 grants awarded 2 Facilities Improvement Grants awarded Variety of funding enquiries answered	Stephanie Jones- Communities and Partnerships Support Officer Lewis Bage - Communities and Partnerships Manager

			Internal Audit review of Community Fund grants carried out which scored a Substantial rating.	
<b>Support community safety initiatives</b>	Social and Community Infrastructure	Obtain a comprehensive picture of community safety matters across the district	Engagement Plan developed. Community forums and events have taken place	Emma Graves-Brown - Neighbourhood and Community Safety Officer
		Support the development, implementation and monitoring of the Community Safety Partnership Action Plan	New target	Emma Graves-Brown - Neighbourhood and Community Safety Officer
		Manage the agenda for Community Safety Partnership meetings (in consultation with the CSP Chair)	New target	Emma Graves-Brown - Neighbourhood and Community Safety Officer
		Produce and promote a cyber-bullying toolkit to be used as a signposting resource	New target	Emma Graves-Brown - Neighbourhood and Community Safety Officer
		Assist in the commissioning of an annual Strategic Assessment of Crime and Disorder for the district	New target	Emma Graves-Brown - Neighbourhood and Community Safety Officer
		Identify preventative measures and best practice from other areas and work in partnership with other CSP areas to effectively address cross border issues	New target	Emma Graves-Brown - Neighbourhood and Community Safety Officer
		Provide safety related training and information to parish councils and communities	New target	Emma Graves-Brown - Neighbourhood and Community Safety Officer
		Continue to encourage parish councils and other relevant organisations to apply for accreditations such as Cambridgeshire and Peterborough Against Scams Partnership	New target	Emma Graves-Brown - Neighbourhood and Community Safety Officer
		Develop community safety Ward Member booklet	New target	Emma Graves-Brown - Neighbourhood and Community Safety Officer
		Keep the local community informed of local community safety work going on in response to local issues through the production of a quarterly CSP newsletter and assess the feasibility of the CSP social media platform	New target	Emma Graves-Brown - Neighbourhood and Community Safety Officer
		Continue the development and promotion of the Eyes and Ears programme including training to schools, voluntary and community sector organisations and parish councils	New target	Emma Graves-Brown - Neighbourhood and Community Safety Officer
Continue to encourage all parish councils to sign up as third party hate incident/crime reporting centres and support them in doing so	2 centres set up	Emma Graves-Brown - Neighbourhood and Community Safety Officer		
<b>Ensure specific Council owned green spaces meet the needs of the local community</b>	Social and Community Infrastructure  Cleaner, Greener East Cambridgeshire	Ensure that Ely Country Park continues to serve as a destination for the entire district and beyond by: <ul style="list-style-type: none"> <li>- Providing toilets provision during the summer months</li> <li>- Gathering feedback from site users to inform future plans</li> </ul>	Toilet provision provided during summer 2019  Consultation to inform future priorities carried out and ongoing  List of external funding sources compiled	Stephanie Jones- Communities and Partnerships Support Officer Lewis Bage - Communities and Partnerships Manager

			Engagement with and guidance provided to local groups regarding the feasibility of proposed ventures	
		Submit Green Flag accreditation applications for Jubilee Gardens and Ely Country Park by 31st January 2023 in partnership with ECDC Parks and Open Spaces Team	Accreditation application submitted in January 2020	Stephanie Jones- Communities and Partnerships Support Officer Lewis Bage - Communities and Partnerships Manager
		Conduct a mapping exercise of the district's play and informal open space	New target	Stephanie Jones- Communities and Partnerships Support Officer Kerrie Wall – COVID-19 Recovery Coordinator 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 2022/23.	45 tickets issued and processed. 100% of enforcement timescales and procedures adhered to	David Heighway and Roland Perry - Ely Riverside Officers Stephanie Jones- Communities and Partnerships Support Officer
		Conduct inspections of Ely Riverside as part of daily monitoring patrols and log and report any issues identified to the relevant ECDC service or agency	New target	David Heighway and Roland Perry - Ely Riverside Officers
<b>Ensure that the Council engages effectively with Parish Council's and communities</b>	Social and Community Infrastructure	Delivery of one Parish Council Conference by end March 2023	Parish Conference took place in March 2020	Stephanie Jones- Communities and Partnerships Support Officer Kerrie Wall – COVID-19 Recovery Coordinator Lewis Bage - Communities and Partnerships Manager
		Support multi-agency engagement networks, platforms and partnerships including the Parish and Community Forum and Virtual Wellbeing Team	New target	Lewis Bage - Communities and Partnerships Manager Stephanie Jones- Communities and Partnerships Support Officer Emma Graves-Brown - Neighbourhood and Community Safety Officer Kerrie Wall – COVID-19 Recovery Coordinator
		Gather information to inform a review of the Council's Community Engagement Strategy by March 2023	Community Engagement Toolkit developed	Stephanie Jones- Communities and Partnerships Support Officer Kerrie Wall – COVID-19 Recovery Coordinator Lewis Bage - Communities and Partnerships Manager
<b>Ensure that staff have all the necessary skills to maximise their input service delivery</b>	Sound Financial Management	Support the continued professional development of the team to ensure that they are meeting personal and professional career development opportunities	Relevant training completed by team	Lewis Bage - Communities and Partnerships Manager All officers
		100% of Appraisals undertaken by 31 <sup>st</sup> March 2023	100%	Lewis Bage - Communities and Partnerships Manager

	Sound Financial Management	<p>To regularly review higher level corporate risks, including:</p> <ul style="list-style-type: none"> <li>• Assets of Community Value applications not managed in accordance with Localism Act statutory obligations</li> <li>• Mooring enforcement not compliant with the Council's contract law enforcement processes</li> <li>• Grants and agreements not managed in accordance with procedures</li> </ul>	Ongoing	Lewis Bage - Communities and Partnerships Manager
<b>Undertake activities which help to mitigate / adapt to climate change</b>	Cleaner, Greener East Cambridgeshire	To contribute to the implementation of the Council's Climate and Environment Action Plan	New target	Cross-council activity