

North Yorkshire Strategic Partnership - Executive

8 January 2009

North Yorkshire Compact Annual Report

1 Purpose of the Report

- 1.1 To report on the development and implementation of the North Yorkshire Compact.

2 Introduction

- 2.1 This report is to provide the NYSP Executive with an annual progress report on the development and implementation of the North Yorkshire Compact. The North Yorkshire Compact aims to improve partnership working between the statutory and voluntary and community sector. The Compact and Codes of Practice can be found at www.nysp.org.uk/compact.

3 Background

- 3.1 The Compact is a general framework to help statutory agencies and the voluntary and community sector improve and strengthen their relationships with each other, a tool through which to support, celebrate and encourage community and voluntary activity and ultimately to contribute to improved quality of life across North Yorkshire. It will work to;

- a) Improve communication, common understanding, collaboration, trust and respect between the voluntary and community and statutory sectors;
- b) Set a framework for effective consultation, representation and partnership working including agreeing definitions, shared values and discrete undertakings;
- c) Clarify ways in which all sectors can together influence policy and planning where appropriate.

- 3.2 The process of developing the Compact agreement and five supporting Codes of Practice concluded in early 2008 and the Compact Steering Group is now focusing on implementing the Compact and Codes. The NYSP has formally adopted the North Yorkshire Compact and those organisations that have formally signed-up to the Compact signatories are set out at Appendix A).

4 National drivers

- 4.1 The North Yorkshire Compact is a Local Compact, based on the model of the national Compact between Government and the Third Sector. The National Compact is overseen by the Commission for the Compact, an independent body which promotes the implementation of the Compact. The Commission for the Compact does not currently have powers of investigation or enforcement, although in December 2008 has applied to Government to be issued with these statutory powers, following a

national consultation. The Compact itself will continue to be a voluntary agreement between the sectors, but non-compliance could be challenged through the Commission and non-compliant organisations required to implement recommendations from the Commissioner. The Government is yet to respond formally to this application, but it is likely that these changes will be implemented in due course.

- 4.2 The Compact also supports the achievement of strategic initiatives and policies e.g. SCS, JSNA, JSIA and the LAA targets, particularly supporting a thriving third sector and those targets to which partnership working between the statutory and voluntary and community sectors is essential. Comprehensive Area Assessment will also examine the contribution this partnership working makes to improved outcomes for local people. The North Yorkshire Compact provides partners with the vehicle as well as the outcomes required to perform well under the new assessment regime.
- 4.3 The Compact forms one of the five principles that underpin a strategy for developing a Thriving Third Sector that has been endorsed by the NYSP Stronger Partnership and will be submitted to the NYSP Executive in January 2009.

5 Structure

- 5.1 The NYSP Executive established the North Yorkshire Compact Steering Group to oversee the development and implementation of the North Yorkshire Compact. The Steering Group is composed of representatives of each of the signatory organisations, known as Compact Officers or Compact Champions, depending on their organisation. These individuals are also responsible for the implementation of the Compact way of working in their organisation and for responding to concerns raised under the North Yorkshire Compact in their organisation. The membership of the Steering Group is set out at Appendix B.
- 5.2 In April 2008, Helen Black, Chief Executive of North Yorkshire Forum for Voluntary Organisations and Karen Weaver, Corporate Improvement Officer (Voluntary & Community Sector), Harrogate Borough Council, were elected by the membership of the Steering Group.
- 5.3 The Secretariat of the Compact Steering Group is based in the Policy and Partnerships Unit at North Yorkshire County Council, with support from the Partnerships Manager at North Yorkshire Forum for Voluntary Organisations.
- 5.4 The terms of reference of the Steering Group have been reviewed and the following amendments are presented to the NYSP Executive for approval;
 - a) the introduction of Co-Chairs; one from the voluntary and community sector and one from the public sector;
 - b) simplification of the structure and better use of limited resources by moving from two tiers of regular meetings (steering group and working group) to one (steering group) together with the ability to use task and finish groups for specific tasks if needed.
- 5.5 The revised terms of reference are set out at Appendix C.

6 Activity in 2008

- a) reviewed the expectations for Compact Champions/Officers (set out at Appendix D). Many Compact Officers/Champions found that there was insufficient time available to raise awareness within their organisations/membership of the Compact, its value in partnership working and links to CAA/LAA commitments. It was agreed that promotional and training materials developed by organisations would be made available through the Compact website www.nysp.org.uk/compact.
- b) reviewed the list of signatories and agreed that members of the NYSP Partnership not already formally signed-up to the Compact should be approached to become signatories.
- c) considered the responses to the North Yorkshire Compact survey undertaken in July 2007, which indicated low awareness levels of the Compact and concern that there were no monitoring or dispute resolution mechanisms in place to address compliance concerns informally and constructively in the first instance, and agreed a one year trial of an internal monitoring, dispute resolution and Compact improvement process (attached at Appendix E).
- d) shared good practice activity that partners had undertaken to increase awareness of the Compact and implementation of the commitments set out in the Compact and Codes of Practice.

7 Planned activity for 2009

7.1 The Steering Group has agreed a revised plan for 2009, which reflects the tasks required by individual organisations and the North Yorkshire Compact Steering Group. The priorities for action are;

- a) Supporting the capacity of individual Compact Officers to implement the Compact within their own organisations. We are planning to hold a development day/conference in Spring 2009 and will continue to develop the website with training toolkits etc. to support this;
- b) To promote the Compact through an Annual Report to all partner organisations on the work of the Compact Steering Group and their own implementation/compliance. Following this report's consideration by the NYSP Executive, signatory organisations will be invited to consider the report, together with an update from their organisation's representative on their own progress towards implementation and compliance.
- c) To develop a response to the changing commissioning and contracting agenda in line with the Compact way of working to cover commissioning, procurement and grants including PCT funding mechanisms

8 **Recommendations**

8.1 The NYSP Executive is invited to;

- a) approve the revised terms of reference of the North Yorkshire Compact Steering Group;
- b) recommend that all signatory organisations formally consider their own progress towards implementation and compliance; and
- c) recommend that all members of the NYSP Partnership are invited to sign up to the North Yorkshire Compact.

Kay Ritchie
Senior Policy and Partnerships Officer
Policy and Partnerships Unit

4 December 2008

Appendix A



COMPACT SIGNATORIES

**** As of 4 August 2008 ****

Statutory

Harrogate Borough Council
Hambleton District Council
North Yorkshire County Council
Richmondshire District Council
Ryedale District Council
Scarborough Borough Council
Selby District Council
York and North Yorkshire Primary Care Trust

Voluntary

Coast and Moors Community Action
Craven Voluntary Action
Craven Volunteer Centre
Easingwold CCA
Harrogate CVS
Northallerton VSA
North Yorkshire Forum for Voluntary Organisations
Richmondshire CVS
Ripon CVS
Ryedale Voluntary Action
Selby District AVS
South Craven Community Action
Stoaksley Community Action
Thirsk CCA
Yorkshire Rural Communities Council

Strategic Partnerships

North Yorkshire Strategic Partnership
Selby Local Strategic Partnership

Signatories pending full sign-off

Craven District Council

Appendix B - COMPACT STEERING GROUP MEMBERSHIP

Organisation	Sector	Officer/ Member	e-mail/contact
North Yorkshire County Council	Statutory	Neil Irving	Neil.Irving@northyorks.gov.uk
Craven District Council	Statutory	Kate Senior	Ksenior@cravendc.gov.uk
Hambleton District Council	Statutory	Sam Swinbank	Sam.Swinbank@hambleton.gov.uk
Harrogate Borough Council	Statutory	Karen Weaver	Karen.Weaver@harrogate.gov.uk
Richmondshire District Council	Statutory	Lynda Powell	Linda.Powell@richmondshire.gov.uk
Ryedale District Council	Statutory	Jo Reilly	Jo.Reilly@ryedale.gov.uk
Scarborough Borough Council	Statutory	Jo Ireland	Jo.Ireland@scarborough.gov.uk
Selby District Council	Statutory	Neil Skinner	NSkinner@selby.gov.uk
NYFVO	Voluntary	Helen Black	Helen.Black@nyfvo.org.uk
North Yorkshire & York PCT	Statutory	TBC	
Coast and Moors Voluntary Action	Voluntary	Richard Weightman	Richard.Weightman@coastandmoors.org
Richmondshire Volunteer Centre	Voluntary	Judith Bromfield	judith.rcvs@virgin.net
Thirsk, Sowerby & District Community Care Association	Voluntary	Robert Webb	robert@tscca.org.uk
Ryedale Voluntary Action	Voluntary	Andrea Hobbs	andrea@rva-cvs.org.uk
Craven Voluntary Action	Voluntary	Paul English	cravenva@totalise.co.uk
Harrogate CVS	Voluntary	Mark Hopley	Mark@harrogate.org
South Craven CA	Voluntary	Milton Pearson	milton@sccaco.com
Stokesley & District Community Care Association	Voluntary	Helen Murfin	stk-cca@tiscali.co.uk

AGENDA ITEM 13

Selby District Association for Volunteer Service	Voluntary	Gill Cashmore	gillcashmore@selbyavs.org.uk
Rural Action Yorkshire	Voluntary	Sarah Robinson	sarah.robinson@ruralyorkshire.org.uk
Easingwold Community Care Association	Voluntary	Robert Webb	edcca@btconnect.com
Northallerton & District Voluntary Association	Voluntary	Hazel Kirby	hazel.kirby@ndvsa.co.uk
Ripon CVS	Voluntary	Lynette Barnes	info@riponcvcs.co.uk

Co-Chairs

Helen Black (Voluntary and Community Sector)

Karen Weaver (Statutory Sector)

Secretariat - Kay Ritchie - 01609 536947 or Kay.Ritchie@northyorks.gov.uk

Appendix C - Terms of reference of the North Yorkshire Compact Steering Group

Purpose:

- To develop the North Yorkshire Compact and its associated Codes.
- To evaluate implementation and to share good practice.
- To agree and make reports and recommendations regarding development, implementation and good practice to the North Yorkshire Strategic Partnership and to the organisations that have signed the North Yorkshire Compact.

Membership:

- One representative of each organisation that has signed the North Yorkshire Compact (normally the Compact Champion for the organisation).

Co-Chairs:

- Two Co-Chairs, one elected by the voluntary and community sector members of the Steering Group and one elected by the public sector members of the Steering Group at the first Steering Group meeting each calendar year, to serve until the first meeting of the subsequent calendar year.

Secretariat:

- Provided by the North Yorkshire County Council as part of its role as the secretariat of the North Yorkshire Strategic Partnership.

Meetings:

- Normally three times a year (normally in March, June and October).
- The quorum shall be eight members (four voluntary and community sector members and four public sector members).
- Notes of meetings of the Steering Group will be circulated to all members of the Steering Group and published on the NYSP website.

Annual Review of the North Yorkshire Compact:

- The Steering Group, normally at its final meeting each calendar year, will undertake and agree an Annual Review of the North Yorkshire Compact including recommendations regarding development, implementation and good practice. The Annual Review will be submitted to the North Yorkshire Strategic Partnership, Local Strategic Partnerships and to each organisation that has signed the North Yorkshire Compact. The Annual Review may include a review of these terms of reference.

Task and Finish Groups:

- The Steering Group, as required, may appoint Task and Finish Groups to undertake specific tasks and report back to the Steering Group. Each Task and Finish Group will normally comprise equal numbers of voluntary and community sector members and public sector members.

Appendix D - Role description for Compact Champions

Each public sector organisation and each voluntary and community sector infrastructure organisation that has signed the North Yorkshire Compact is expected to nominate at least one Compact Champion.

A Compact Champion is a person with responsibility for promoting and implementing the North Yorkshire Compact within their own organisation / network of organisations and a member of the North Yorkshire Compact Steering Group.

Each Compact Champion is expected to:

1. Promote the North Yorkshire Compact, co-ordinate implementation and review progress within their own organisation / network of organisations by:
 - a. Ensuring they are familiar with the content of the North Yorkshire Compact and its Codes of Practice
 - b. Being able to identify the implications and impact of the Compact for their organisation / network of organisations
 - c. Effectively promoting the Compact within their own organisation / network of organisations (via formal and informal processes - including staff, councillors, volunteers, trustees and other stakeholders where applicable)
 - d. Coordinating organisational sign up to the Compact
 - e. Coordinating the implementation process (including action planning) and monitoring progress
 - f. Being the initial point of contact for internal and external requests for advice and support regarding Compact implementation and compliance for their organisation / network of organisations
 - g. Working with relevant Compact Champions from other organisations to resolve any issues regarding Compact implementation and compliance within their own organisation / network of organisations

2. Contribute to the work of the North Yorkshire Compact Steering Group by:
 - a. Attending North Yorkshire Compact Steering Group meetings, participating in discussion and modelling good partnership working
 - b. Reporting on good practice and identifying problem areas which can guide the work of the group
 - c. Attending Compact Champion training
 - d. Seeking the views of the organisation / network of organisations they represent, in order to represent those views at the North Yorkshire Compact Steering Group

Each public sector organisation that has signed the North Yorkshire Compact is also encouraged to appoint a senior person at Member/Executive/Board level to lead strategically on the organisation's engagement with voluntary and community sector organisations and to strategically support the organisation's Compact Champion.

Appendix E**Internal monitoring, dispute resolution and Compact improvement process****Aims:**

- To provide a process to log challenges in the implementation of the Compact in order to identify areas for improvement.
- To define clear expectations for the resolution of any difficulties swiftly and informally in the first instance.
- To provide a mechanism the Steering Group to respond more formally to more serious breaches of the Compact agreement

Scope

As with any process dealing with dissatisfaction or mismatched expectations, the aim will always be to ensure efficient resolution, preferably informally, for all parties concerned. The process should be comprehensive enough to respond to all complaints without being burdensome for the partners, and be focused on improving outcomes for the Compact as a whole.

ProcessFirst point of call

Designated 'Compact Officers' in each of the partner organisations should be the first point of call for those experiencing problems with implementation of the Compact. Staff or volunteers should approach their organisation's own Compact Officer in the first instance to voice their concern. Compact Officers should use the Compact Officer network to identify the appropriate contact and identify whether the concerns can be addressed with a short conversation.

Stage One

When concerns cannot be immediately resolved, the form overleaf should be used to document the issue in order to identify any changes to the Compact document, implementation processes, promotion or training which may be required.

Stage two

Should the partner organisations not be able to resolve the difficulties independently, the matter will be investigated by a Compact Steering Group Co-Chair or nominee (e.g. another member of the Steering Group).

Stage three

If the difficulties cannot be resolved through this internal process, organisations are referred to the independent services of Compact Advocacy Programme.

Conclusion of process

Once the matter is resolved and recommendations identified to improve the Compact and supporting mechanisms, the form should be referred to the Steering Group for consideration.

Timeframes

Stage one – Once the form overleaf is sent from one Compact Officer to another, a preliminary response should be sent within 10 working days. This should set out what action is being taken to identify the cause of the difficulties or resolve it.

A full response should be provided within 25 working days and copied to the North Yorkshire County Council Compact Officer (or Co-Chair of the Compact Steering Group where the NYCC Compact Officer is initiating or investigating the matter.

Stage two - If an organisation is not satisfied by the response received, it should refer the matter to the Chair of the Steering Group who will investigate the matter and provide a response and recommendations within 15 working days.

Any deviation from these timeframes must be agreed by all parties.



Compact monitoring form

Compact Officer
Organisation
Overview of difficulty
Organisations involved
Compact Officers (and their organisations) notified
Date of difficulty identified
Actions taken to resolve difficulty
Date referred to Chair of Compact Steering Group

Details of actions taken
Date resolved
Recommended actions for the Steering Group
Date copy sent to North Yorkshire County Council Compact Officer
Date copy sent to Compact Steering Group Chair
Date received by the Compact Steering Group