

# Environment Partnership Action Log

## Actions agreed at EP meeting: 9:30am on 20<sup>th</sup> January 2009 @ Annex 2, Council House, Oldbury

ref	Agenda item	Meeting date	Commentary	Lead	Indicative Timing	Actions to be taken	Status
1.0	<b>LSP Executive</b>	25/11/08	<p>NRF now Working Neighbourhoods Fund (WNF) with £3m over 5 years. Environment &amp; Town Teams budget heading of interest to EP.</p> <p>Each thematic partnership to develop Thematic Plans (incorporating risk management and equality impact assessment); maybe an issue of resources and capacity.</p> <p>Proposed Multi Area Agreement for Black Country; economic development focus linking to Black Country Joint Core Strategy. Land use and infrastructure implications for EP.</p>	GBw	<p>January 2009</p> <p>Revised to March 2009</p>	<p>GBw to establish advice and guidance with Ian Cotterill with regard to WNF applications and forward as appropriate.</p> <p>Carried forward</p>	
2.0	<b>Performance Management</b>	25/11/08	<p><i>Thematic Partnership Planning:</i> SMBC has decided that the structure of the corporate plan is to align with that developed for Thematic Partnership Plans (across the nine priority areas).</p> <p>All thematic plans to be developed by end of March 2009 for which a structure/guidance is available.</p>	TP	End of December 2008	<p>TP to circulate thematic planning guidance</p> <p>Complete-awaiting responses to incorporate into thematic plan.</p>	
		20/01/09	<p><i>Workshop-Thematic Planning:</i> Dawn Reeves (REIP representative) facilitated a workshop to explore:</p> <ul style="list-style-type: none"> <li>• Role and Purpose of the Environment Partnership (what we do);</li> <li>• Cross-cutting issues;</li> <li>• Specific actions/interventions as a basis for a forward plan (how best to do it);</li> <li>• Risks or concerns for the environment Partnership.</li> </ul>	DR/TP	March 2009	<p>Dawn Reeves to summarise findings and TP to circulate. Early actions are:</p> <p>GBw/PS/TP to meet with Cllr Badham to investigate how the EP can intervene in key regeneration projects across Sandwell.</p> <p>TJ to collate paper regarding Ofsted review of sustainable development in schools.</p>	

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2.1		25/11/08	<i>Implementation Planning:</i> plans to be updated/developed in context of thematic plan	TP	End of December 2008	TP to circulate current implementation plan relating to the EP for information/comment.  <b>Circulated</b>	
2.2		20/01/09	<i>Review of Quarter 2 Performance Information:</i> Lewis Young circulated a summary on performance. Government Office do not wish to re-negotiate Ni's under the remit of the EP however there is a need to furnish some in-year information, baseline information or targets. Recommendations are reflected in actions to be taken.	Lewis Young	March 2009	Work stream leads to provide necessary information to address data requirements, specifically responding to recommendations: <ul style="list-style-type: none"> <li>• Progress reported for NI 167/186 provides assurance that targets will be achieved;</li> <li>• Missing in-year performance information to be provided by actual or proxy indicators;</li> <li>• Targets are set for NI 175/197 are set as a matter of urgency.</li> </ul>	
2.3		25/11/08	<i>Risk Management:</i> a risk management process has been developed to identify and mitigate risks impacting on the ability of each thematic partnership to implement their implementation plans. There is a pressing need to complete this work, as it is an intrinsic element within the thematic plan.	TP	End of December 2008	TP to forward overview/guideline/requirements (from Robin Powell) to work-stream leads for action.  <b>Complete-awaiting responses for collation and forwarding to Robin and summary to be included in thematic plan</b>	
2.4		20/01/09	<i>Equality Impact Assessment:</i> to be undertaken and inform thematic plan	TP/ Surrinder Bains	March 2009	TP to circulate details of EIA workshop to work stream leads	
3.0	<b>Governance</b>	20/01/09	<i>Peer Assessment:</i> Steve Smith reported that SMBC has agreed to a peer assessment with other local authorities via IDeA	Steve Smith	March 2009	Steve Smith to feedback progress.	

4.0	<b>Work-streams</b>	25/11/08	<i>Climate Change</i> : the review and audit of potential partners contributing to Sandwell Declaration on Climate Change is to be undertaken by Briar Associates and completed by March 2009 with 50% funding from the Carbon Trust. Partners will be invited to sign declaration following completion of Briar commission.	TJ	Prior to next meeting on 20 <sup>th</sup> January 2009  March 2009	TJ to circulate commission brief and outline timetable for information.  Update at next meeting	
4.1		25/11/08	<i>Climate Change Impact Assessment for Adaptation</i> : Discussions underway to investigate if a joint Local Climate Impacts Profile could be produced.	TJ	Prior to next meeting on 20 <sup>th</sup> January 2009  March 2009	TJ to progress and report back at next meeting.  TJ to provide summary of UKCIP guidance and timetable for delivery	
4.2		25/11/08	<i>Waste Management &amp; Recycling</i> :	JB/Alan Roberts	End of December 2008	TP to circulate Waste Improvement Plan (PowerPoint presentation tabled by Alan Roberts) update with Action Log. Complete	
4.3		25/11/08	<i>Biodiversity</i> : Keith Heyes tabled the definition for <i>NI 197 Improved Local Biodiversity</i> and highlighted the need for to establish a Local Sites Partnership. This will be responsible for the positive conservation and management of the 73 sites currently identified in SMBC ownership (21 being local parks).  More mapping may be needed to identify additional sites including those in private ownership (i.e. golf courses) and it is proposed to incorporate the Access to National Greenspace Standards (ANGSt)	Keith Heyes	Prior to next meeting on 20 <sup>th</sup> January 2009  March 2009	Keith Heyes to produce a proposal for the establishment of a Local Sites Partnership including indicative frequency/schedule of meetings, terms of reference and action/work plan.  Initial meeting undertaken: KH to update progress	
4.4		25/11/08	<i>Sustainable Development (Planning/Land use)</i> :	PSm	Prior to next meeting on 20 <sup>th</sup> January 2009  March 2009	TP to request update from PSm  Requested: PSm to feedback prior to next meeting	

5.0	<b>Greets Green Succession Strategy</b>	25/11/08	<p><i>The Greets Green NDC programme is due to end in March 2010 and there is a need to develop a succession strategy for submission to the DCLG by March 2009. Key issues are:</i></p> <ol style="list-style-type: none"> <li>a) <i>Outcomes and how these link to the Local Area Agreement</i></li> <li>b) <i>Mainstreaming of Projects and Activities</i></li> <li>c) <i>Financial Viability of any legacy body and Assets being "locked in"</i></li> <li>d) <i>Succession Risks</i></li> <li>e) <i>Community Engagement</i></li> <li>f) <i>Governance</i></li> <li>g) <i>Accountable Body and Partners "buy-in"</i></li> <li>h) <i>How the skills and experience of the staff within the Greets Green Partnership Team are maximised to the benefit of Sandwell</i></li> </ol> <p><i>Consideration of this issue under the EP thematic planning process</i></p>	GBw	By end of January 2009	<p>Ally Allerson/Gbw/TP to meet to identify specific issues/aspects that EP can directly adopt/support in the context of support provided by the wider Sandwell Partnership.</p> <p><b>Complete and secondary meeting held between TP and Rohit Mistry to explore examples of best practice on benefit to EP in delivering its objectives: Rohit to for specific examples for comment</b></p>	
6.0	<b>Development</b>	20/01/09	<p><i>Transformation Programme Carbon Footprint Analysis: Rob Silk and Matt Parker presented a paper to demonstrate estimated reductions in SMBC Carbon Footprint attributable to technology changes as par of the Core contract with BT. Report illustrates the carbon reductions as a result of replacing old IT equipment and more efficient working practices. Discussion raised several related points for consideration and feedback to the group. These are reflected in the actions to be taken.</i></p>	TJ/Rob Silk/ Matt Parker	March 2009	<p>Rob and Matt to feedback on the following:</p> <ul style="list-style-type: none"> <li>• What happens to redundant kit and how is it recycled?</li> <li>• What are the wider partner organisations doing in respect of IT and carbon footprint analysis: (TJ);</li> <li>• How are these issues being addressed in the BSF programme?</li> </ul>	
7.0	<b>Environment Partnership</b>	25/11/08	<p>Following the earlier circulation of draft roles and responsibilities for the EP discussion highlighted the need to consider more of a performance management approach with explicit measurable targets relating to specific NI's.</p>	TP	<p>Prior to next meeting on 20<sup>th</sup> January 2009</p> <p><b>March 2009</b></p>	<p>TP to request feedback from members of the EP and collate a revised draft document for further comment, especially in the context of the thematic planning.</p> <p><b>Information circulated with only a very limited response. TP to chase via thematic planning process</b></p>	

- \* NI indicators in **bold** indicate core targets for LAA

- Status indicator (at agenda setting): Awaiting action



Action underway



Action complete



## Document Register

<i>EP meeting date</i>	<i>Agenda ref.</i>	<i>Title/Reference</i>	<i>Status</i>	<i>Author/distributor</i>	<i>Comments</i>
23/07/08	2.1	<i>Basis for an Audit of Potential Partners for the Sandwell Declaration on Climate Change</i>	draft	Terry Jones	
		<i>The Carbon Reduction Commitment and the Statutory Carbon Trading Scheme</i>	draft		
		<i>Climate Change: Issues for Sandwell Council</i>	draft		
		<i>Section 1: Sandwell Council's In-house Carbon Emissions</i>	draft		
		<i>Introduction: Sandwell's Declaration on Climate Change</i>	draft		
		<i>Appendix C: Priority Delivery Template 2008/2011</i>	draft		
		<i>The Indicator Targets (Overview NI's: 185, 186, 187, 188,194)</i>	draft		
		<i>Climate Change: Existing &amp; Proposed Actions</i>	draft		
		<i>The Sandwell Declaration on Climate Change</i>	final		
		2.1	<i>Capacity of Voluntary and Community Sector</i>		draft
	2.1	<i>Notes of Workshop Meeting 22<sup>nd</sup> April 2008</i>	final	Gary Bowman	
	2.2	<i>LAA Priorities and Indicators with Targets</i>	draft		
	3.1/3.2	<i>Linking Priorities to Targets: LAA Implementation Plans</i>	draft		
23/09/08	2.0	<i>Protocols for Governance of Sandwell Partnership 11/09/08</i>	final draft	Gary Bowman	
	3.1	<i>Definition: NI 185: CO2 reduction from local authority operations</i>		Terry Jones	
	3.1	<i>Definition: NI 186: Per capita reduction in CO2 emissions in the LA area</i>			
	3.1	<i>Briar Associates: Initial expression of interest to audit partners on Climate Change</i>			

	3.1	<i>Basis for an Audit of Potential Partners for the Sandwell Declaration on Climate Change.</i>	draft	Terry Jones	
	3.1	<i>Groundwork Briefing Note: 1. Green Technologies/Initiatives and 2. Capacity Building of Voluntary and Community Sector</i>	final	Graham Bould	
	3.1	<i>Update Report outlining progress in the implementation of the Housing Strategy</i>	final	Stephen Gabriel	
	3.2	<i>Local Transport Plan: exchange of emails</i>	notes		
	3.2	<i>Transport &amp; Accessibility Group Meeting 12<sup>th</sup> August 2008: Minutes</i>	Final	John Hawkins	
	3.2	<i>LTP2 Delivery Report 2006-08</i>		Simon Rowberry	
	4.1	<i>Sandwell's LAA 2008/11 Implementation Plan</i>	draft		
	4.2	<i>LAA Performance Overview: Report Quarter 1 2008/09</i>	final	Gary Bowman	
	4.2	<i>LAA Performance Overview: Appendix C Quarter 1 Analysis</i>	final		
	4.2	<i>National Indicators and LSP Thematic Partnerships</i>	draft		
	4.3	<i>LAA Implementation Plan 2008-2011: Cleaner, Safer &amp; Active Communities</i>	draft		<i>Safer Sandwell Partnership</i>
	4.3	<i>LAA Implementation Plan 2008-2011: Cleaner, Safer &amp; Active Communities-National Indicator Set</i>	draft		<i>Safer Sandwell Partnership</i>
	5.0	<i>Briefing Note: Performance Indicators – Improved Street &amp; Environmental Cleanliness</i>	final	Jan Britton/Julia Bridgett	NI 195
	5.0	<i>Briefing Note: Performance Indicators – Waste Collection and Disposal</i>	final		NI 191, 192, 193, 195, 196 & BVPI's
	6.0	<i>Annual Conference: draft agenda</i>	draft	Liz Mabley	
25/11/08	2.0	<i>State of Sandwell 2008: Stakeholder Conference version</i>	draft	Gary Bowman	
	4.0	<i>NI 197 Improved Local Biodiversity (from Handbook of Definitions)</i>		Keith Heyes	
	4.0	<i>Waste Improvement Plan 25<sup>th</sup> November 2008 (update)</i>		Alan Roberts	
	5.0	<i>Greets Green New Deal for Communities Programme: Succession</i>	final	Ally Allerson	

		<i>Issues</i>			
	6.0	<i>Sandwell Environment: Draft Roles and Responsibilities</i>	draft	Tim Pritchard	
20/01/09	3.0	<i>Environment Partnership Workshop Details</i>		Dawn Reeves	REIP
	3.0	<i>Environmental Partnership Indicators</i>		Lewis Young	
	3.0	<i>Environment Partnership Quarter 2 Overview</i>		Lewis Young	
	3.0	<i>Update on the Local Area Agreement review and refresh of Targets</i>		Lewis Young	
	5.0	<i>Transformation Programme Carbon Footprint Analysis</i>		Stephen Smith	CEO Transform Sandwell

## Representatives

Peter Shirley	Chair	PS
Gary Bowman	Sandwell Partnership	GBw
Terry Jones	Sustainable Development Team, SMBC	TJ
Sandra Spence	Black Country Housing Association	SS
Jane Cole	Economic Development, SMBC	JC
Graham Bould	Groundwork Black Country	GB
John Hawkins	Transportation Policy, SMBC	JH
Stephen Gabriel	Housing Strategy, SMBC	SG
Tim Pritchard	Corporate Property, SMBC	TP
Jan Britton	Environment Direct, SMBC	JB
Philippa Smith	Planning Policy, SMBC	PSm
Liz Mabley	Sandwell Partnership	LM