

Charnwood Borough Council

Partnership Working with Parish and Towns in Charnwood

- Charnwood has 33 Parishes, with 27 Parish /Town Councils and 4 Parish meetings
- Partnership Management
 - Charnwood Borough Council runs a Partnership Manager Scheme. We have Partnership Managers for the Parishes within Charnwood. These are officers from the Council's Corporate Management Team (CMT). An outline of the Council's Partnership Manager's role is as follows:
 1. Partnership Managers are the default Council contact for their partner organisation. This means that the partner is still encouraged to work with their existing Council contacts, however, if the partner does not know who to talk to on a particular issue or they encounter an insurmountable problem in their 'normal' dealings with officers, the Partnership Manager will help them.
 2. The Partnership Manager may attend the partner's key meetings as agreed in their first meeting with the partner. For example, the Partnership Manager in discussion with the partner may decide that it is necessary to attend the Partner's 'AGM' or equivalent and one other meeting every 6 months.
 3. The Partnership Manager will brief partners on key developments at the Council as and when they occur. The most important briefing will be yearly concerning progress toward the aims and objectives described in the Corporate Plan and the Service Delivery Plans when approved.
 4. Partnership Managers will be able to brief back to the Council the aims and objectives of their partners.
 5. Partnership Managers will discuss with their partners the information the partner would like to receive as a matter of course from the Council. The aim is to ensure that the partner receives what they need but is not overburdened with unnecessary information.
 6. The Partnership Manager will discuss training or development needs with their partner, specifically training that will promote a better understanding of the way the Council conducts its business.
 7. The Partnership Managers will be responsible for maintaining information and contact details relating to the partner using the council's CRM system. (New version currently under construction)
- Clerks Meetings
 - We hold 2 meetings a year with the Parish & Town Clerks and ask them to propose agenda items. This is run by our Standards and Monitoring Support Officer and supported by our Communities and Partnerships Officer who is responsible for the PM scheme.
- Partnership Survey
 - We send out an annual partnership satisfaction survey. This has provided us with many suggestions to improve the communications between partners and resulted in the Partnership Management Scheme. We are also looking at creating an e-newsletter for our publication Partnership Matters.
- Consultation
 - We have an agreed process for any consultation with the Parish and Towns ensuring a minimum of 6 weeks response time.
- IT Pilot Scheme
 - In 2008/09 we ran a pilot scheme with 6 parishes through our Planning team. Each Parish & Town was given a lap top and projector as part of a move toward reducing printed planning information. After the Pilot was finished all Parish & Towns were given the option to join the scheme with the majority agreeing and are now benefitting from update computer equipment for their own council administration and for presentation at all meetings.