

Proposed Process for Monitoring and Reviewing the Parish Partnership Agreement.

Introduction

This is a proposal for a process for monitoring and reviewing the Parish Partnership Agreement, which states: -

“Views will be sought and exchanged on the practical application of the partnership each year. The Parish Partnership Agreement will be reviewed every four years in line with the Parish Council Election Cycle.”

The Proposed Process

The process will include the following: -

- a) An early initial evaluation
- b) Annual Monitoring
- c) Four yearly review

Initial evaluation - There will be the need to ascertain how well the Parish Partnership Agreement is working particularly within the first six months of its introduction. The views of Parish and Town Councils, together with those of Braintree District Council officers will be sought to verify the effectiveness of its practical application.

Methodology

This will take the form of a very short questionnaire, which will be emailed or posted, to parishes and Officers. Depending on the findings from this early evaluation there may be a need to make changes. The results will be circulated to Parishes and Officers.

Annual monitoring - It is also important to monitor whether the working arrangements set out in the agreement are effective. It will help to identify

- any areas which can be further developed/improved.
- the benefits of the working arrangements.

Methodology

All Parish and Town Council Clerks and Braintree District Officers will be given a contact telephone number and email address to raise any issues relating to the Parish Partnership Agreement.

These will be logged and responded to as they are reported. Each year a report analysing the types and frequency of issues being raised will be prepared.

During the period between Oct and Jan – (The Autumn round of Cluster Meetings) BDC Officers and Parish Councils will be asked to use the contact number and or email address to provide general feedback on the application of the working arrangements, both good and bad.

Depending on the findings there may be a need to make changes. The results will be circulated to Parish/Town Councils and BDC Officers in the form of a short report. These annual monitoring reports will be prepared in February of each year and taken into account as part of the four yearly review.

Four Yearly Reviews- will be carried out in line with the electoral cycle. It has been suggested that the four yearly reviews of the Partnership should be carried out at least six months after the newly elected councils have formed to give newly elected councils adequate time for assessment. It is proposed that the period between September and February would be a good time to carry out this review.

Methodology

A small working group of BALC representatives and Braintree District Officers will consider the issues raised from the annual monitoring reports. Questionnaires will be used to ascertain the general level of satisfaction between both BDC officers and Parish Town/Councils.

The Parish Partnership Agreement will be redrafted to reflect any changes and this will be circulated to Parish /Town Councils and BDC Officers for final comments before being finalised.

The Final Draft will be submitted for final approval of both BDC and BALC .

Signing The Parish Partnership Agreement – A Parish Charter

All Parish and Town Councils will be invited to sign the agreement. The agreement will be signed by the nominated representative of the Parish or Town Council and the Member of the Braintree District Councils Cabinet who has responsibility for Rural Issues.