

# Derbyshire Partnership Forum (DPF) *Guide to Communication and Engagement*

How to find out what is happening and contribute to the DPF



derbyshire partnership forum

Since the introduction of new DPF governance arrangements in 2008, a number of additional initiatives have been introduced to strengthen communication and engagement.

The following guide outlines these initiatives. It will tell you:

- Where to find the latest information about what is happening in the partnership
- How to share information with partners
- Who represents your organisation and/or sector at meetings

## **Website [www.derbyshire.gov.uk/partnershipforum](http://www.derbyshire.gov.uk/partnershipforum)**

An area of the County Council website is dedicated to the DPF and includes the following information. Partners are encouraged to use (and publicise) this website to access the latest information about the DPF.

- DPF structure showing the relationship between the DPF, Board, Executive and Thematic Partnerships
- DPF, Board, Executive and Thematic Partnerships' membership and terms of reference
- Agendas, papers and minutes from all the partnership meetings (DPF, Board, Executive and Thematic Partnerships)
- A list of individuals who represent organisations and sectors at meetings
- The Derbyshire Sustainable Community Strategy
- The Local Area Agreement (LAA)
- How we're doing – latest performance reports
- DPF newsletters

## **Representation on the DPF, Board, Executive and Thematic Partnerships**

The latest list of individual representatives who attend DPF meetings can be found at [www.derbyshire.gov.uk/partnershipforum](http://www.derbyshire.gov.uk/partnershipforum). It is this person's responsibility to represent the views of the organisation and/ or sector they represent and to cascade relevant information within their organisation or network.

If you wish to contribute to, or gain feedback from any of the DPF meetings you should contact directly the named individual representing your organisation and/ or sector.

## Individual and Voluntary Sector Involvement

Rural Action Derbyshire manages a fund on behalf of the County Council which assists strategic community and voluntary sector involvement in countywide level partnership working (e.g. partners can claim expenses from this fund to cover their costs for attending meetings).

In addition, the County Council also provides funding to voluntary sector infrastructure organisations across the county and supports Black and Minority Ethnic (BME) Forums, 50+ Forums and Youth Forums. This helps to both support community and voluntary sector groups and enables their views to influence strategic decisions. Many consultation and engagement opportunities also exist for individuals in Derbyshire and these are supported by a range of partners e.g.

- **Local Involvement Networks (LINKs)** Groups of local people who influence the delivery of health and social care services in Derbyshire – contact Derbyshire LINK 01246 558924
- **Police Key Individual Network (KIN)** Local people who help the Police and other partners to make their communities safer – contact your local Safer Neighbourhood Team or call 0345 123 33 33
- **Citizens Panels** Local people who have volunteered to regularly take part in surveys and focus groups – Call Derbyshire 08456 058 058
- **Community Forums** Meetings held across the County where you can hear about what the key organisations are doing and ask questions about local services - contact your District or Borough Council
- **Surveys** For example, the national Place Survey which local people fill in every two years to help councils understand local priorities – Call Derbyshire 08456 058 058

## Minutes of the Thematic Partnerships

The minutes of all DPF meetings (Board, Executive and Thematic Partnerships) are presented quarterly to the DPF. The minutes are distributed alongside the meeting papers to all partners so that there is an opportunity at the DPF meeting to ask questions on any issue.

All DPF meeting agendas, papers and minutes are available on the website [www.derbyshire.gov.uk/partnershipforum](http://www.derbyshire.gov.uk/partnershipforum).

## DPF Newsletter

A quarterly DPF newsletter is published to raise awareness of current partnership issues and promote activities. This is distributed via email following each quarterly DPF meeting so that DPF members can easily forward the publication to relevant individuals in their organisation or sector.

Any organisation can contribute articles to the newsletter to raise awareness of activities which would be of interest to all partners. Organisations are asked to contact Louise Collins at least three weeks prior to the quarterly DPF meeting if they wish to add anything [Louise.collins@derbyshire.gov.uk](mailto:Louise.collins@derbyshire.gov.uk) 01629 538254.

## Electronic Update

Following each quarterly DPF meeting (March, June, September and December) an electronic update is distributed to partners and anyone who is interested in the work of the Forum. The update contains a brief overview of each agenda item, key decisions and hyperlinks to presentations, handouts and relevant documents. The email includes the website address for general DPF information and a copy of the latest DPF newsletter.

Over the coming months similar updates will be distributed following the DPF Board, Executive and Thematic Partnership meetings. If you wish to be added to the mailing list or have any comments on the electronic update please contact Becky Lomas [becky.lomas@derbyshire.gov.uk](mailto:becky.lomas@derbyshire.gov.uk) 01629 538266.

## Performance, Outcomes and Achievements

Performance is monitored by Thematic Partnerships and 'exceptions' (where performance varies significantly from what we would expect) are reported to the Board. All partners receive information about performance through updates at DPF meetings (every six months). Quarterly performance reports are posted on the DPF website at [www.derbyshire.gov.uk/partnershipforum](http://www.derbyshire.gov.uk/partnershipforum) in the 'How we are doing' section. In addition all partners are routinely included in requests for information about outcomes and achievements which feed into initiatives such as the Comprehensive Area Assessment (CAA).

To enhance the work outlined above all partners are invited to attend workshops and interactive sessions such as the successful 'quality of life' market place event held in October 2008 where partners debated priorities to influence the new Derbyshire Sustainable Community Strategy.