

Minutes of a meeting of the Warwickshire Public Service Board held on 10 July 2007

Present:

Members of the Public Service Board

Council Leaders: Alan Farnell - Warwickshire County Council (appointed chair at this meeting)
Michael Coker – Warwick District Council
Dennis Harvey- Nuneaton & Bedworth Borough Council
Colin Hayfield – North Warwickshire Borough Council
Craig Humphrey –Rugby Borough Council
Trevor Russell(Deputy Leader) – Stratford on Avon District Council

Coventry and Warwickshire Infrastructure Consortium (CWIC)- William Clemmey

Warwickshire Association of Local Council (WALC) – Councillor Vaughan Owen

Coventry and Warwickshire Learning and Skills Council - Mike Bell

Officers/invitees:

Council Chief Executives:

Chris Elliott – Warwick District Council
Jerry Hutchinson – North Warwickshire Borough Council
Christine Kerr – Nuneaton and Bedworth Borough Council
Paul Lankester – Stratford on Avon District Council
Simon Warren – Rugby Borough Council

CWIC Jacqui Aucott

WALC Alison Hodge

Warwickshire Police -Bill Holland- Assistant Chief Constable

NHS Warwickshire David Rose – Chief Executive of NHS Warwickshire

GOWM Sharon Shattock

County Council David Carter – Strategic Director Performance & Development
Nick Gower-Johnson – County Partnerships Manager
Janet Purcell – Member Services Manager

Observer County Councillor Peter Fowler

1. Welcome and introductions

The Chair welcomed Mike Bell and Councillor Michael Coker to their first meeting of the Board and also welcomed Councillor Trevor Russell (substituting for Councillor Les Topham) and County Councillor Peter Fowler was present as an observer.

2. Apologies

Apologies for absence were received from Councillor Les Topham, Ian Francis (Police Authority) and Bryan Stoten (Chair, NHS Warwickshire).

Jim Graham, Chief Executive of Warwickshire County Council, Keith Bristow Chief Constable (Bill Holland present as substitute) had also presented their apologies.

3. Minutes of meeting held on 23 April 2007

Resolved

That the minutes of the meeting held on 23 April 2007 be agreed as a correct record.

Matter Arising – Minute 8

Nick Gower Johnson advised that the website was under construction and he envisaged it being live within the following three weeks. Members would be advised when this occurs (and updated if there are any delays).

4. Future Work Programme/Schedule of Meetings

David Carter advised the Board that a review of the proposed dates for the Board revealed that the timing of the meetings were either too early for accurate performance management information or too late to be sure the information would be up to date and useful for the Board. It was therefore proposed that the Board's annual cycle of meetings be as follows (*with correction to printed report indicated in italics*):

Mid April – to sign off budgets and delivery plans for current year
End June – to consider quarter 4 performance and outturn for LAA (previous year)
End August – to consider quarter 1 performance and start GOWM refresh process

End November – to consider quarter 2 performance, finalise GOWM refresh process and consider budget bids/proposals for the following year.

End February – to consider quarter 3 performance and propose budget for following year

It was agreed that the date of 25 September be retained for this year to start the GOWM review process but that the other previously identified dates (2 November, 15 January and 26 March) would need to be changed to fit the pattern outlined above, acknowledging that there may at times be a need for partners to send substitutes and that partners will be asked to be as flexible as possible with regard the February meeting where it is likely to be difficult to coincide with all partners' budgetary processes.

The Board also considered the programme of work outlined in the appendix* to the report and noted that feedback from the theme blocks would be managed as discussed at the previous meeting, with two blocks allocated to each meeting with exception reports on any areas below or above target. This would not, however, prevent members raising issues in other blocks if they considered it necessary.

**references to budget process amended to make it clear that partners would be proposing rather than approving budgets at the February meeting with agreement being at the April meeting.*

Resolved

- (1) That the work programme be agreed as set out in the appendix to these minutes.
- (2) That the timetable be shared with block leads and partners so that county themed partnerships and LSP meetings can be arranged in line with the timetable.

5. Narrowing the Gap- A Discussion Paper

The Board discussed the approach to the LAA objective to '*narrow the gap*' in terms of the differences across the County in achievement, opportunity and quality of life and what indicators it would select from across the six blocks to best meet the theme of '*narrowing the gap between the most disadvantaged people and communities and the rest of the County.*'

The Board was advised that John Deegan, the County's Strategic Director for Environment and Economy, was putting together a work programme

which it was hoped would merge with the LAA work.

It was noted that the LPSA2 outcomes were not included in the report. Nick Gower Johnson explained that the proposal was to focus on key LAA outcomes first, with input from the observatory, and to then produce a quantification of the gap. He also advised that wording of outcomes were those used in the LAA with the indicators being summarised versions of the LAA wording, for the purpose of this report only.

The Board was reminded that NHS Warwickshire had a particular interest in tackling health inequalities and that the commissioning strategy should support this area of work.

The following areas were proposed for inclusion in the outcomes and indicators:

- infant mortality rates (as the rates were particularly high in Nuneaton and Bedworth compared to the rest of the County) as indicator for reducing health inequalities
- rates of employment as indicator in economic development block

Members also commented that they would have liked target for reducing sexually transmitted disease levels, but recognised that this was not an LAA approved outcome. Members also questioned the exclusion of ethnicity as a method of measuring the gap in some cases and were advised that it required more work to get this information.

Members commented that, given more time for consideration, they may wish to suggest further amendments. The Board was assured that reports would be circulated earlier in future and that these type of reports would be circulated in draft, through the LSP officers.

It was agreed that the appendix of outcomes/indicators would be revised in the light of discussion at this meeting and circulated to partners, inviting any further comments.

During discussion reference was made to the LPSA project and grant funding and a request was made for a report back on progress.

Resolved

- (1) That the overall approach set out in the discussion paper be agreed
- (2) That the selection of LAA outcomes set out in the table be agreed subject to amendment and circulation to partners for any further inputs.

- (3) That further work is carried out by the partners through the district LSPs to identify all available data and other information in respect of the data set.
- (4) That block leaders and district LSPs are requested to give particular attention to the selection of LAA outcomes when finalising and localising their delivery plans and local actions
- (5) That the focus of the first PSB Advisory Forum be on 'Narrowing the Gap'.
- (6) That a specific 'Narrowing the Gap' work programme, identifying baseline data, targets, agreed actions and the allocation of resources should be presented to the next meeting of the Board.
- (7) That a report on the LPSA Project be brought to the next meeting of the Board.

6. PSB Advisory Forum

The Board was reminded of the membership of the Forum (set out in the appendices to item 7) and the purpose. A meeting of the Forum would be arranged for the end of September/beginning of October, with the theme of 'Narrowing the Gap' being the focus of that initial meeting.

7. Theme Blocks

Governance Issues

David Carter presented a report that set out recommendations from the Task and Finish Group in relation to the membership of the Children and Young People themed block, draft terms of reference for LSPs and a recommendation for inclusion of transport in each LSPs 'climate change and environment' themed partnership.

Themed Blocks

It was noted that the district/borough representatives on the Healthier Communities and Older People Themed Block were not directly nominated by the councils but were appointed through the existing HIWEB group.

David Rose indicated that he would be willing to be the representative on the Climate Change and the Environment Themed Block, commenting that travel to NHS sites accounted for 5% of travel and consequently had a direct impact on the environment.

It was agreed that the Board members be circulated with the list of Block Leads (and that this information would also be put on the website).

LSPs governance

Jerry Hutchinson commented that he would have preferred a slightly different emphasis in the way the terms of reference for the LSPs was written that made it clear that it is a 'bottom-up' process as well as a 'top down' process, with LSPs contributing to the LAA.

Neighbourhood and locality governance

The report also referred to work on neighbourhood and locality governance. Bill Holland welcomed the locality fora approach and the opportunity to have fewer tiers of meetings. He added that the Police had put a lot of work into getting the neighbourhood teams in place, with four in place in Stratford (although likely to progress to six) but also recognised that these would not align with localities in some areas. In these cases the neighbourhood teams would need to be flexible and work with the proposed localities.

This flexible approach was welcomed by the Board.

Resolved

- (1) That the membership of the Children and Young People Themed Block be as set out in the report.
- (2) That the draft terms of reference of the LSPs be circulated to LSPs for consideration and that the LSPs be encouraged to review their arrangements at the earliest opportunity.
- (3) That transport be reflected in the 'Climate Change and the Environment' district level themed partnerships.
- (4) That the financial management arrangements set out in paragraph 5 and appendix 4 be approved.
- (5) That the future work programme of the Task and Finish Group is noted.

County Themed Partnership Update

The Board noted the progress on the themed partnerships, as summarised below:

Children and Young People – in place over a year, with next meeting on 19 September with review of the arrangements for the block, strategic partnership board and advisory forum will be reviewed in the Autumn.

Safer Communities - First meeting planned for August.

Stronger Communities –Chris Elliott (block lead) reported that he was still awaiting nominations and had hoped to meet in July/Early August.

Healthier Communities and Older People –first meeting being held on 10 July.

Economic Development and Enterprise – membership was still to be resolved and no date was yet fixed for the first meeting. A meeting with the block lead was planned and the Board requested that they be informed of the reasons for the delay.

Climate Change and the Environment – first meeting arranged for 27 July.

Members expressed some concern at the time it was taking to set up the first meetings and were keen for work to begin.

It was noted that each of the blocks would be likely to have differing arrangements for establishing task and finish groups. Jacqui Aucott pointed out that some thought should be given to how the voluntary sector would be involved at the task and finish group level to ensure representation was chosen from the appropriate part of the voluntary sector and who could bring relevant experience or interest.

During discussion it was also suggested that the Board be provided with a briefing on how performance management will operate.

Resolved

- (1) That the Board encourages Block Leaders to progress the establishment of partnership boards and agrees the terms of reference.
- (2) That Block Leaders be advised to seek appropriate representation from the voluntary sector on any groups established within their blocks.

8. 2007/08 LAA Pooled Grant Allocations

The Board considered the allocation of the pooled grant to the relevant partner organisations for 2007/08. The Chair referred to an unsuccessful bid that had been made by the County Council and Nuneaton and Bedworth Leisure Trust for funding in relation to teenage pregnancy. Christine Kerr reported that she was unaware of the bid, but was aware of the joint borough, PCT and CYP action plan on tackling teenage pregnancy. It was agreed that the CYP Block be made aware of this so that they could consider whether there should be any action.

The Board noted that the pooled grant to the Safer Communities Themed Block was £95,000 lower than expected and that this was due to the Home Office cutting funding for the former Fund by 14% (for all LAAs).

Sharon Shattock reported that this was the only change and she understood that the other funding would not change.

Resolved

- (1) That the Board approves the allocations of the 2007/08 LAA Pooled Grant to the relevant partner organisations as shown in table 1 of the report.
- (2) That the Board notes that changes to these allocations (either as a result of changes in the total grant allocation, as a result of the approval of the Themed Block delivery plans or as part of the regular performance and financial monitoring arrangements) will be reported to a future meeting of the Board for approval.
- (3) That the Safer Communities Themed Partnership report to the Board on the impact of the reduced pooled grant on their delivery plan and any potential impact on the ability to meet the LAA outcomes.

9. Warwickshire Information Sharing Charter

David Carter presented a draft charter on how information would be shared between key agencies with a responsibility for or an interest in public service delivery in Warwickshire.

Bill Holland referred to some additional wording he wished to have included in the charter and which was accepted by the Board.

Resolved

That the Board approves the charter for circulation and signature by partners subject to any further minor amendments (being made by Warwickshire County Council) to take account of responses to the consultation.

10. Verbal Update

Nick Gower Johnson reported progress in the following areas:

Delivery Planning

Progress was being made in the Stronger Communities Block.

LAA Survey

The survey would bring in the baseline data currently missing across the blocks. The results of this would be available at the end of July.

Communications

The County Communications Officers Group was looking at communication – both externally with the public and between the board and stakeholders. A draft leaflet on the LAA was also being completed.

High Sherriff's Fund

The Chair reported that he had met with the High Sherriff and the Heart of England Foundation who were keen to enlist business in raising money for the voluntary sector.

11. Other Business – CVS reorganisation

Jacqui Aucott reported that five CVS and three voluntary centres would be forming a new infrastructure for the County over the next couple of years and that a presentation on the proposals could be given to the Board. The Board agreed that this was something that the Stronger Communities Block may wish to consider.

12. Future Dates and Venues

The Board confirmed that it would meet on 25 September (2.00 pm) in Rugby.

The meeting finished at 3.35 p.m.

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Chair