

**Minutes of a meeting of the Warwickshire Public Service Board held on 25 June 2009
at The Trident Park Technology Centre, Leamington Spa.**

Present:

Members of the Public Service Board

Council Leaders:

Alan Farnell, Warwickshire County Council (Chair of Board)
Warwick District Council – Apology sent
Nuneaton and Bedworth Borough Council – Apology sent
North Warwickshire District Council – Apology sent
Rugby Borough Council – Apology sent
Stratford on Avon District Council – Apology sent

Voluntary and Community Sector - William Clemmey (CWIC)

C&W Chamber of Commerce - Louise Bennett

Warwickshire Police Authority - Ian Francis

Learning and Skills Council (C&W) - Apology sent

NHS Warwickshire (PCT) - Bryan Stoten

Warwickshire Association of Local Councils (WALC) - Councillor Bill Lowe

Other attendees

Coventry, Solihull and Warwickshire Partnership – Steve Stewart

Coventry LSP – Peter Shearing

Coventry City Council – John McGuigan

CWIC – Jacqui Aucott

GOWM – John Perkins

IEWM Learning to Deliver – Derrick Johnstone and David Galliers

NHS Warwickshire/WCC – John Linnane

Warwickshire Police – Chief Constable Keith Bristow.

WALC - Alison Hodge

Warwickshire County Council – Councillors Penny Bould, Peter Fowler and Heather Timms

Warwick District Council – Councillor Les Caborn

Officers

District/Borough Council Chief Executives:

Chris Elliott – Warwick District Council
 Paul Lankester, Stratford on Avon District Council
 Christine Kerr – Nuneaton and Bedworth Borough Council

County Council Bill Basra, LAA Manager.
 Colin Ball, Camp Hill Project Director
 David Carter, Strategic Director for Customers, Workforce and Governance
 Marion Davis, Strategic Director for Adult Health, Children Young People and Families
 Monica Fogarty, Assistant Chief Executive
 Janet Fortune, Group Manager, Economic Devt., Environment and Economy Directorate.
 Nick Gower-Johnson, County Localities and Communities Manager.
 Jim Graham, Chief Executive
 David Hill, Economic Strategy Adviser, Environment and Economy Directorate.
 Jean Hardwick, Interim Member Support Manager
 Virginnia Rennie, Group Accountant
 Katie Western, Community Safety Manager

1.	<p>Apologies for Absence</p> <p>Were received from Councillors Michael Doody (Warwick District Council), Colin Hayfield (North Warwickshire District Council), Craig Humphrey (Rugby Borough Council), Les Topham (Stratford on Avon District Council), Peter Gilbert (Nuneaton and Bedworth Borough Council), Paul Jennings (NHS Warwickshire), and Kim Thorneywork (Learning and Skills Council (C&W)).</p>	
	<p>Welcome</p> <p>The Chair welcomed Derrick Johnstone and David Galliers (IWM Learning to Deliver) and John Linnane (NHS Warwickshire) to the meeting.</p>	
2.	<p>Minutes of Previous Meeting</p> <p>The Minutes of the meeting held on 30 April 2009 were agreed and signed as a correct record.</p>	
3.	<p>Learning to Deliver 2009/10 Programme</p> <p>David Galliers, with the aid of a power-point presentation outlined the Improvement and Efficiency West Midlands (IEWM) Learning to Deliver 2009/10 LAA support programmes and highlighted –</p>	

	<ol style="list-style-type: none"> 1. The aim – which was to support authorities and their partners improve and tackle underperformance; support successful LAAs and the delivery of key LAA outcomes; and support greater efficiency and effectiveness. 2. How this would be done – by helping LSPs/PSBs further develop a systematic approach to improving their delivery of LAA targets; 3. The offer - joint learning projects and Learning “Bundles” (case studies, toolkits, showreels – based on local practice but drawing on national resources).; 4. That IEWM funding would be for two-years and would include a wide range of support; 5. What was expected from the PSB – to commission key people from partner organisations to work with IEWM; to agree to receive regular reports on progress and to provide strategic support; and to agree that Paul Lankester, Monica Fogarty and David Galliers oversee the work and prepare regular progress reports for the Board and IEWM. <p>(A copy of the presentation was circulated with the agenda papers)</p> <p>The Chair welcomed the IEWM support programme, which he said was a positive move for the Board and thanked the officers for their presentation.</p> <p>The Board -</p> <p>Agreed the proposals (outlined by David Galliers) as follows –</p> <p>(1) To provide support and leadership to develop/further develop a locality improvement system which:</p> <ul style="list-style-type: none"> • Partners can use to improve their delivery of the LAA • Uses common approaches tailored to local circumstances • Results in a more efficient and effective approach to the delivery of the LAA • Helps to target resources towards priority needs • Puts the PSB at the heart of locality improvement. <p>(2) To commission key people from partnership organisations to work with IEWM;</p> <p>(3) To agree to receive regular reports on progress and to provide strategic support.</p> <p>(4) To agree that Paul Lankester, Monica Fogarty & David Galliers oversee the work and prepare regular progress reports for the Board and IEWM</p>	<p>P.Lankester/ M.Fogarty/D. Galliers</p>
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<p>4.</p>	<p>What will Warwickshire be Look Like in 2026 – A draft Sustainable Community Strategy (SCS) for Warwickshire</p> <p>The Board considered the report of the LAA Manager and County Localities and Communities Manager outlining progress made on developing a Sustainable Community Strategy for Warwickshire.</p> <p>The Chair reported comments received from Jerry Hutchinson who had said that the Strategy document was much improved but there were still some improvements to be made. He would forward his detailed comments on the draft documents and North Warwickshire representatives would also take the opportunity to comment at the special meeting of the Public Service Board Advisory Forum meeting to be held on 29 June 2009.</p> <p>In reply to a question about consultation with the community Monica Fogarty reported that the document sought alignment with existing strategies where extensive consultation had already been undertaken.</p> <p>The Board –</p> <p>Approved the Draft Sustainable Community Strategy and recommended adoption of the Strategy in July subject to comments received at the extended meeting of the Public Services Advisory Forum meeting on 29th June 2009.</p>	<p>B.Basra/ N.Gower- Johnson</p>
<p>5.</p>	<p>Update on the Economic Downturn</p>	
	<p>Janet Fortune presented the report from the Economic Development & Enterprise Block and together with David Hill, with the aid of a power-point presentation (copy circulated), gave an update and action taken in response to the economic downturn. Also circulated was the June Newsletter from the Warwickshire Observatory giving a national and local overview of the state of the economy.</p> <p>They highlighted that –</p> <ol style="list-style-type: none"> 1. The UK economy was in deep recession; 2. There was some tentative signs of an improvement but it was early days; 3. The business base had reduced by 8,000 in Warwickshire since December 2008; 	

4. Unemployment was continuing to rise albeit at a slower rate of increase.

Janet Fortune outlined the actions taken to address these issues and to prepare for recovery in the short and longer term and put forward recommendations for consideration by the Board.

During discussion the following further areas of concern were noted –

1. The predicted reduction in funding for the public sector and further job losses;
2. The impact of the recession on community cohesion as a result of increased crime;
3. The lack of skills and the comparatively high numbers of people in Warwickshire who were unable to read or write.
4. That colleges were reporting a higher number of applications than had been received the previous year but whether there was enough places or funding available was questioned.

Bryan Stoten reported on a meeting held between him and Chris Elliot to discuss a proposal for sharing of buildings to deliver common services and recommended that the Board should support an estates review to establish what might be achieved. The Chair welcomed this proposal and highlighted the importance of sharing services and partnership working if the public sector was to survive in the future. He proposed that this review be added to the recommendations put forward by the Economic and Development Board. It was agreed that David Carter would take this forward.

The Chair thanked Janet Fortune and David Hill for their presentations.

The Board –

- (1) Welcomed and endorsed action taken so far by partners to help lessen impact of recession on Warwickshire's businesses and residents;
- (2) Encouraged partners (through existing partnerships e.g. EDE Board, CWERP; WIPS) to put in place strategies and plans to enable the county to be better placed for the future;
 - Specifically
 - i. Apply for Future jobs Fund – (The Board appointed William Clemmey as its representative on this body).

	<ul style="list-style-type: none"> ii. Support Public Sector Skills Challenge iii. Collaborating to develop effective Work and Skills Plan (Local Economic Assessment). iv. Continue emphasis on joined up working v. Establish employer engagement strategies in Warwickshire. vi. Establish sound basis for better understanding of future jobs/skills needs. vii. Ensure more effective engagement with the two local universities to improve knowledge transfer with local businesses and public sector partnerships. <p>(3) Requested future reports from EDE Board on progress of actions set out above;</p> <p>(4) Agreed to commission a joint review of public sector properties from the point of view of Customer Service delivery and with a view to efficiency and rationalisation through the shared use of buildings.</p>	David Carter
6.	'Working Together, Working Locally'	
.	<p>Steve Stewart presented the report of the Public Service Board Advisory Forum (PSBAF) and invited comments on the work undertaken to identify ways in which partners could work together better locally in order to provide services that were responsive to local need.</p> <p>The Chair reported comments received from Jerry Hutchinson who said that he would find it difficult to disagree with the principle of the proposal and which he was happy to support with the proviso that further work was required during the implementation of the recommendations.</p> <p>The Board –</p> <ul style="list-style-type: none"> (1) Endorsed the recommendations reported by the PSBAF as modified by the Stronger Communities Partnership as per section 5 of the report; (2) Agreed the Stronger Communities Partnership Priorities as shown in section 6 of the report. 	
7	Financial and Performance Update	
.	<p>The Board considered the report that commented on the Area Based Grant, LPSA2 update and LAA performance report as at 31 March 2009. Nick Gower-Johnson highlighted –</p> <ul style="list-style-type: none"> 1. The performance summary and details of the progress 	

- made against each of the projects;
2. The explanations for missed targets for completed projects (paragraph 3 onwards of the report).

It was noted that enhanced performance monitoring and management arrangements had been established in the light of LPSA2 experience.

The Board agreed the process and timelines that could be followed with regard to the following factors:

- The need to develop and operate a reasonable two stage process which avoids all applicants having to complete detailed applications;
- Giving those applicants that submit successful expressions of interest a reasonable period of time within which to work on their detailed proposals;
- The need to ensure that the recommendation and decisions making processes are fair transparent and take place in meetings open to the public;
- The need for the Board to make its recommendations on the allocation of the reward grant in full knowledge of actual and verified figures

In terms of allocation a two stage process as below, was agreed:

Stage 1 – An invitation to *strategic partnerships* and current LPSA2 Project Leads to submit a succinct expression of interest that will describe their proposal and clearly sets out ways in which it might address the Board's Priorities. These would then be considered by the Sub Group who would then recommend to the full PSB those Projects that should be invited to develop detailed bids

Stage 2 - Detailed bids would be considered by the Sub Group, which would then, make recommendations to the Board for allocation of reward grant.

In approving the above the Board expressed a desire to do whatever might be possible to reach a decision, making stage payments sooner rather than later. It was pointed out to the Board that, whilst the desire to move things more quickly was understandable, this might not be possible due to the need to

	<p>ensure Compact Compliance and that the process was very much dependant on payments being made on the basis of verified outturn figures for the Reward Grant as opposed to best estimates.</p> <p>The Board agreed to –</p> <ul style="list-style-type: none"> a) Accept the current progress of the LPSA2 b) Agree the process for reward grant allocation in relation to LPSA2 c) Support proposed developments outlined in Section 5.0 of this report in relation to data verification and audit process d) Note 1st Year LAA Performance & Area Based Grant Outturn e) Notes that £0.235 million of the Narrowing the Gap funding allocated to the Local Strategic Partnerships (LSPs) in 2008/09 will not be spent by 31 March 2009, therefore some of the LSP spending will be deferred until 2009/10. 	<p>N. Gower-Johnson</p>
<p>8.</p>	<p>Any Other Business</p> <p>Peer Review</p> <p>Jim Graham reminded the Board that the Comprehensive Area Assessment (CAA) framework came into effect on the 1st April 2009.</p> <p>In preparation for the Area Assessment a Peer Review had been commissioned from IDeA, which would take place in March 2010, to assess amongst other things how local authorities and partners worked with each other.</p>	
<p>9.</p>	<p>Future Meetings</p>	
	<p>The Board noted the times, venues and dates of future meetings as follows -</p> <p>23rd September 2009- 10:00 a.m. - tbc</p> <p>25 November 2009- 10:00 a.m. - Trident Centre, Leamington Spa</p> <p>26 January 2010- 2:00 p.m. - Trident Centre, Leamington Spa</p>	

The meeting finished at 3:50 p.m.

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Chair