

DRAFT

**Devon Strategic Partnership Delivery Board
Meeting 4th September 2008
The Exe Room, Larkbeare House, Topsham Road, Exeter**

Minutes

Present: Jo Tennant, Devon and Cornwall Police (Chair)
Phil Norrey, Devon County Council
John Van De Laarschot, Torridge District Council
John Sunderland, North Devon District Council
Bindu Arjoon, Exeter City Council
Mark Williams, East Devon District Council
Phil Shears, Teignbridge District Council
Chris Roberts, LSC
Karen O'Donnell, GOSW
Neil Gibbins, Devon and Somerset Fire and Rescue
Alan Robinson, West Devon Borough and South Hams District Councils
Karen Chapman, Job Centre Plus
Lynne Del Greco and Andrew Southall, SWRDA
Martin Green, Audit Commission – for item 3
(Debbie Pritchard, Devon County Council – for item 6)
(Caroline Rae, DCC, Devon Strategic Partnership Development Officer)
(Sara Cretney, DCC, Local Area Agreement Development Officer)

- 1) Apologies** received from Gerald Hirsch (Mid Devon District Council), Elizabeth Raikes (Torbay Council), Steve Hindley (Business sector), Martin Weiler and his planned substitute (Environment Agency), Kevin Bishop (DNPA), (Sally Foxhall – Chair of Devon Strategic Partnership). The following were unable to attend but were represented: Philip Bostock (Exeter City Council), Paul Young (DSFRS), David Incoll (West Devon Borough Council and South Hams District Council), Nicola Bulbeck (Teignbridge District Council), Phil Weeks (JCP), Carl Budden (SWRDA)

The Chair welcomed Sara Cretney back from maternity leave. She also noted that both Chris Roberts and John Sunderland were retiring and that this would be their last meeting, and thanked them both for their support and work for the Devon Strategic Partnership over many years.

2) Minutes of last meeting and Action List

Minutes approved.

Action List/ Matters Arising:

- Issue of non attending members being addressed
- Local Area Agreement reporting – this has been done (agenda item 5 refers) but improvements would continue to be made as the work develops.
- An update paper was circulated re access to services: it was agreed that as this ongoing work developed it should also include where services had been withdrawn as well as provided, so show a complete picture.
- All other actions completed / noted.

3) CAA – update from Martin Green, CAA Lead for Devon, Audit Commission.

- Early feedback from the consultation document was encouragingly positive. It was important to remember the focus of CAA was on outcomes for the people in Devon rather than on outputs.
- There was a question about how residents' perceptions would be handled - it would be important to trust the Audit Commission to recognise the national and factual picture and balance it against local perception. Also CAA will focus on 'need' as well as 'local aspiration'. CAA will check we have arrived at a good assessment of the balance of these.

DRAFT

- The annual Report in November will not be an annual 'event', but a snapshot of where we are at the time.
 - There will be more reliance on self evaluation, but this is actually about performance management - there need not be any additional overlaying documentation needed if the performance management system is robust. The DSP Delivery Board is very important to the success of this.
 - Karen O'Donnell offered to circulate the document outlining roles and responsibilities in the local performance framework (post meeting note: this can be found at <http://www.communities.gov.uk/publications/localgovernment/frameworkrolesresponsibilities>)
 - It is still unclear how moderation will take place
 - The linkages between inspectorates are developing as inspectorates learn to work with each other. There will be a high degree of interface between inspectorates under CAA with the aim of working seamlessly.
 - Inspectorates will all be looking for a high degree of ongoing engagement with the people of Devon, but particularly minority groups, hard to reach and disadvantaged. Also they will be looking for productive relationships with the private and third sectors.
- 4) Statutory Guidance.** The board received the paper and requested a paper be brought to the next meeting about the Duty to Involve; it should also take into consideration other recent documents from CLG re engagement and Community Call for Action. The statutory guidance stresses the importance of appropriate VCS representation on the LSP - DSP Delivery Board should satisfy itself that it is compliant with this aspect. After discussion it was agreed that the Chair would have discussions outside of the meeting and resolve this.
- 5) Local Area Agreement Performance Management Update.** The board welcomed the report of the Local Area Agreement Development Officer. It was recognised that the reporting process was still developing and that the RAG reports presented provided some useful info. Developments that the DSP Delivery Board requested be considered now were:
- To work towards ensuring that the responsibility at local partner level was identifiable, so the correct people could be held to account. Also that local LSPs were locked into the process to mirror the work being done at Devon Strategic Partnership
 - To ensure that performance monitoring and management done in sub partnerships and partners organisations was taken into consideration in the overall performance management e.g. police formally report internally on Safer Devon element 6 weekly.
 - To aim for greater consistency in the traffic light reports, recognising that this would take a while to achieve.
 - To create agreed definitions of what constitutes Red, Amber and Green. Local Area Agreement Coordinators to consider this; Phil Norrey suggested that Red represented a fundamental blockage that would trigger action, and that Amber showed where things were moving but there were risks, so they can't say with confidence that everything would be achieved.
 - That a summary cover sheet would be provided for the RAG reports giving one line summaries for each Local Area Agreement priority.
 - That performance data available was put into the RAG reports, especially relating to trends
 - That an understanding of budgetary issues was needed. Partners are now moving into their budget planning work for next year's budget. There is a need to identify for the next meeting what money is likely to be needed from where, and what the potential financial issues are.
 - The next meeting should focus on Environment as it has 4 red flagged priorities, but every meeting should include the opportunity for theme leads with key questions for the DSP Delivery Board and/or the leads of the red flagged areas to come for a short agenda item at DSP Delivery Board meetings. It may also be helpful if an area was doing very well for those themes to come to DSP Delivery Board occasionally to explain the good practice. All of the above attendance to be at the discretion of the Chair.
- 6) Focus on Children and Young People theme.** Debbie Pritchard, LAA lead for Children and Young People, attended to explain in more detail some of the implications of delivering the Children and Young People part of the Local Area Agreement.
- She said that the Local Area Agreement put Children and Young People into the context of issues in the wider community.
 - They are developing a project in a specific geographic area – Ilfracombe

DRAFT

- The choice of targets in the Local Area Agreement presented challenges but easier ones would have been a 'cop out'
 - Re RAG reporting, the problem is that it is at such an early stage that it is inevitably Amber status, as it is too early to determine whether it is Red or Green. Important not to get too focussed over indicators, as it is outcomes that are important.
 - DSP Delivery Board would add most value to the Children and Young People theme by offering the challenge and looking for solutions. Phil Norrey suggested that the role of DSP Delivery Board is that of last resort once Children's Trust and locality groups have failed; we don't want to get in the way of other avenues of problem solving, but DSP Delivery Board can look at system failure.
 - Having the appropriate people round LSP tables locally would help to ensure effective local delivery.
- 7) RIEP funding.** A paper was submitted by the Local Area Agreement Development Officer. The opportunity to access two streams of RIEP funding was explained; this money could be used to take forward plans for an innovative resource hub. In order to access the funding:
- A Project Implementation Document (PID) needed to be submitted. A draft was tabled, all members requested to send any comments to Sara by Friday 12th September.
 - A self assessment of the Devon Strategic Partnership needed to take place. It was recommended that a small Task and Finish Group come together for a single meeting of 2 hours, probably in the w/c 22nd September. Chris Roberts volunteered; other volunteers please contact Sara ASAP.
- 8) Update of Devon Strategic Partnership brand.** It was agreed that the Devon Strategic Partnership brand be updated in line with the Sustainable Community Strategy, which utilised the Devon brand. This would apply to website, stationery and INput.
- 9) AOB**
- A consultancy called Rural Innovation would be doing some work about the Local Area Agreement indicators and about "Securing appropriate outcomes for rural communities from LAAs"; they had asked whether we wished to be part of this; it was agreed it would be beneficial. Phil Norrey asked that the definition of rural community be checked (<10,000 pop?)
 - Karen O'Donnell reminded the board that the review and refresh of the new Local Area Agreement would be starting soon! She will be circulating a template and agreeing the timetable with Sara Cretney next week.
- 10) DONM**
- | | | |
|--|-----------------------|--|
| (7th November | full morning/lunch | Devon Strategic Partnership Conference) |
| 26 th November 2008 | 2.00 – 4.00 p.m. | Teignbridge District Council, Newton Abbot |
| 15 th January 2009 | 10.00 a.m.-12.00 p.m. | D&C Police HQ, Middlemoor (details of attendees and vehicles needed before to arrange security passes) |
| 11 th March 2009 | 10.00 a.m.-12.00 p.m. | West Devon Borough Council, Tavistock |
| 29 th April 2009 | 10.00 a.m.-12.00 p.m. | Devon and Somerset Fire and Rescue, Exeter |
| 9 th July 2009 (Note Date) | 10.00 a.m.-12.00 p.m. | JCP Exeter (tbc) |

DRAFT

SUMMARY OF ACTIONS

AGENDA ITEM	ACTION	WHO	HOW REPORT?
2	Mapping exercise re access; agree to take into consideration where services are being withdrawn as well as noting examples of access provision	Caroline Rae/ Bruce Thompson	Ongoing – report back to later meeting
4	Statutory Guidance – paper re Duty to Involve Meet with VCS representative on DSP Partnership Board to discuss VCS representation on DSP	Caroline Rae Jo Tennant	Present to next meeting Report back to next meeting
5	Implement decisions re Local Area Agreement reporting Any further comments re RAG reports	Sara Cretney All partners	 Email to Sara
7	Comment on PID URGENT Volunteers needed for self assessment of Devon Strategic Partnership – single 2 hour meeting in September	All partners All partners	Email to Sara by 12 th September Email to Sara ASAP
9	AOB1 – check definition of rural community	Sara Cretney	Email to partners