

Devon Strategic Partnership Delivery Board
Meeting 9th July 2009
Padbrook Park, Cullompton

Minutes

Present:

Phil Norrey, Devon County Council (chair)
Steve Pitcher, North Devon District Council
Philip Bostock, Exeter City Council
John Van de Laarschot, Torridge District Council
Kevin Snee, Devon PCT
Lee Howell, Devon and Somerset Fire and Rescue
David Incoll, West Devon Borough and South Hams District Councils
Sally Kittle, Job Centre Plus (for Karen Chapman)
Jonathan Bailey, Environment Agency
Nicola Bulbeck Teignbridge District Council
Jan Shadbolt Mid Devon District Council
Jeremy Filmer Bennett, business sector representative
Sally Foxhall, Chair Devon Strategic Partnership
Paul Shand, GOSW
Alistair Macintosh, Devon Consortium representing the VCS
Stuart Lander, Devon and Cornwall Police (for Jo Tennant)
Pauline Webb Audit Commission
(Caroline Rae, DCC, Devon Strategic Partnership Development Officer)
(Julie Richards, DCC, for the Local Area Agreement Development Officer)
(Sue Rook, Devon Strategic Partnership Resource Hub Project Manager)
(John Smith, Devon County Council)
(John Bunting, Devon Consortium supporting item 3)

1) Apologies

Apologies were received from Jo Tennant, Devon and Cornwall Police (Chair), Karen Kay, (Plymouth City Council), Andrew Southall (SWRDA), John Peart, (LSC); Elizabeth Raikes (Torbay Council), Mark Williams (East Devon District Council)
(Post meeting note: to record thanks to Karen O'Donnell for the support that she has provided to Devon over the past few years; this has been hugely appreciated by the Devon Strategic Partnership)

2) Minutes of last meeting Minutes approved.

Action List/ Matters Arising:

- 5 Post Offices. Steve Pitcher reported that Devon Rural Network had agreed to assume the vigilance role as outlined in the PO Task Group report. It was noted that the recent PO Select Committee report commended the work in Devon; it was felt that this report might lead to further action in Devon
- 8 It was noted that the report re engagement was going to DSP Partnership Board as it was a strategic issue; Alistair Macintosh requested that it be brought back to DSP Delivery Board for consideration at a later meeting.

3) The role of the Voluntary and Community Sector in the Devon Strategic Partnership. A report was presented by Alistair Macintosh and John Bunting and discussion followed. Lee Howell would welcome a clearer idea of what the sector's role was or could be to better make decisions about how to engage. There was also a discussion about the impending rise in numbers of young unemployed and the potential for Voluntary and Community Sector involvement in this field; Phil Norrey suggested he could commission some scoping work about this area, and specific suggestions could be brought to a future meeting. It was agreed that:

- a) (point c of paper) Rather than set up an additional County-wide Committee, It was agreed to have an agenda item focussing on the VCS at the DSP Delivery Board, twice a year.

- b) (point i of paper) It was agreed that all DSP partners would review their commissioning procedures to see whether they can more effectively take account of the 'added value' which contracting with locally-based VCS organisations can bring. It was also agreed that training would be offered to appropriate commissioning staff to help them in understanding these issues.
- c) (point m of paper) It was agreed in principle to try and develop a consistent approach from all DSP partners to resourcing VCS representation at partnership meetings, and that Alistair would liaise with Kevin Snee (Chief Exec of Devon PCT) about this to develop a proposal in the near future – also ensuring appropriate links made with the CPR Project and Compact Hub.
- d) (point n of paper) It was agreed to explore how the VCS could best be involved in the ongoing work of the partnership for instance in the resource hub project board/ performance resources sub group. Proposals in line with point (n) of the paper could be considered at a future meeting of the Delivery Board, whilst recognising the budget constraints facing all partners.

4) Local Area Agreement Performance Report Julie Richards presented the reports circulated to the meeting.

- a) Resource Hub Local Area Agreement Performance Improvement Officer. It was agreed that extra capacity was needed immediately in this area. Solutions would be looked at with Devon County Council providing some resource, the potential of RIEP funding would be investigated, and other partners may then be approached to contribute. Teignbridge District Council may be able to offer officer in kind support. It was suggested that in times of shrinking budgets we should be looking to redeploy, not increase investment wherever possible. John Van de Laarschot stressed the need to plan the work of the officer carefully to harmonise working systems between districts, Local Strategic Partnerships and county; he suggested a single point of contact be nominated to help with planning that role.
- b) Performance Resources Sub Group. It was agreed to set this up as a sub group of the DSP Delivery Board to enable detailed conversations to be held about performance issues, so that DSP Delivery Board could then make decisions more effectively.
- c) Urgent decisions about performance report issues:
 - i) Appendix B Local Area Agreement 24 - agree in principle but with a reality check about the ability to expand employment in the current climate.
 - ii) Local Area Agreement 23/26 – note the single conversation
 - iii) Local Area Agreement 27 – £89K funding deficit. There was discussion about funding deficits. It was agreed that a broader conversation was needed at the September meeting about finance and resources, so existing resources could be more effectively aligned and fed into budget planning. There was a need to work from the presumption of no more money being available. Decisions must be linked too to a risk management process, showing the consequences of not doing something and the resultant cost.
 - iv) LAA11 – the DSP Delivery Board decided not to appoint champions
 - v) Appendix C LAA3 – the project plan was endorsed
 - vi) LAA12 – appointment of 'lead' not agreed; agreed that the DCP should be designated as a reference group for the Devon Strategic Partnership
 - vii) Local Area Agreement 30 - actions endorsed
 - viii) Local Area Agreement 31 – not agreed

5) Resource hub. Sue Rook presented a report to the board on the work to date on this project and sought approval for project structure, governance arrangements and high level milestones. The board welcomed the work to date and progress made, and approved the way forward, recognising that the hub was not about creating new posts but working better together to do things in a different way without increasing resources. It was confirmed that the RIEP funding (that had paid for Sue's post) ensured that the work would include a review of what was happening elsewhere across the region and dissemination of what we were doing. It was agreed to incorporate the Resource Hub project board into the work of the performance and resources sub group.

6) Devon Strategic Partnership Update. The Board received the LSP review completed by the Audit Commission; the results of the self assessment done by members of the Devon Strategic

Partnership, and the action plan that has been drawn up as a result of these. The action plan also draws on the Audit Commission document "Working Better Together".

7) **PREVENT** Helen Creedy and Dave Wright presented an update paper on the PREVNT agenda. It was recognised that it is important to find a sensitive way of dealing with local issues, which may not be reflected in the national 'one size fits all' approach. It was recommended that good links be established with local universities, and that local information sharing between multiple agencies was important. The paper's recommendations were accepted with Phil Norrey volunteering to be the link person between PREVENT and Devon Strategic Partnership and ESSG.

8) **AOB**

- a) Lee Howell brought an item about the rise in fire related deaths and the benefit that could accrue from more effectively sharing data about vulnerable people as potential victims. This information is currently shared on a need to know basis, and DSFRS believe they do need to know. A reciprocal arrangement was being suggested. Data of particular importance would be from Health Housing and Councils. Kevin Snee suggested that the more specific DSFRS could be about the type of data needed the better. It was agreed to discuss further outside of the meeting.
- b) Phil Norrey raised the potential issue of excess deaths resulting from a major event or pandemic. Devon County Council has a responsibility in this area, but they may have to work with partners to deal with the issue logistically.

9) **DONM**

- a) 8th Sept 2009 2-4pm - Kilworthy Park, West Devon, Tavistock
- b) 12th Nov 2009 2-4pm - Mid Devon District Council Offices
- c) 14th Jan 2010 2-4pm - Conference Room, Job Centre Plus, Pynes Hill Court, Exeter

SUMMARY OF ACTIONS

AGENDA ITEM	ACTION	WHO
3	Commission some scoping work about young unemployed and future trends.	Phil Norrey
3a	Agenda item on DSP Delivery Board agenda twice a year	Caroline/ Alistair to Liaise
3b	All DSP partners would review their commissioning procedures to see whether they can more effectively take account of the 'added value' which contracting with locally-based VCS organisations can bring Training would be offered to appropriate commissioning staff to help them in understanding these issues	All partners Alistair to coordinate
3c	Develop a proposal in the near future to try and develop a consistent approach from all DSP partners to resourcing VCS representation at partnership meetings – also ensuring appropriate links made with the CPR Project and Compact Hub.	Alistair Macintosh to liaise with Kevin Snee
3d	Explore how the VCS could best be involved in the ongoing work of the partnership for instance in the resource hub project board/ performance resources sub group. Proposals to come to a future meeting.	Alistair/ Sue Rook/ Julie Richards/ Caroline
4a	Progress the appointment of a Resource Hub Local Area Agreement Performance Improvement Officer	Julie Richards

4b	Set up the Performance Resources Sub Group	Julie Richards
4ciii	Piece of work about aligning resources to LAA	Julie Richards to report to September meeting of DSP Delivery Board
AOBa	Explore the possibility of greater sharing of data about vulnerable people in the context of fire related deaths	All relevant partners liaise with CFO Lee Howell