

# DRAFT

## Devon Strategic Partnership Delivery Board

Meeting 18<sup>th</sup> April 2007  
South Hams District Council Follaton House Totnes

### Minutes

**Present:** Nick Atkinson, Dartmoor National Park Authority  
Paul Young, Devon and Somerset Fire and Rescue Service  
Steve Pitcher, North Devon District Council  
Nicola Bulbeck, Teignbridge District Council  
Philip Bostock, Exeter City Council  
Nick Payne, West Devon Borough Council  
Paul Sadler, Environment Agency  
Ruth Bagley, South Hams District Council  
Phil Norrey, Devon County Council  
Kevin Snee, Devon PCT  
Mark Williams, East Devon District Council  
Bob Spencer, Devon and Cornwall Constabulary  
Sue Brownlow, SWRDA  
John Smith, Devon County Council (LAA/DSP)  
Carole Burgoyne, Plymouth City Council  
Phil Collins, Natural England  
(Caroline Rae, DCC, Devon Strategic Partnership)  
(Sara Cretney, DCC, Local Area Agreement)  
(Tony Norton, Exeter University – to support item 6)

**Apologies:** John Sunderland, North Devon District Council  
Chris Roberts, LSC  
Peter Cloke and deputy, GOSW  
Phil Weeks, JobCentrePlus  
David Incoll, West Devon Borough Council  
Steve Hindley, Business sector  
Elizabeth Raikes, Torbay Council

1. **Election of Chair** - Assistant Chief Constable Bob Spencer was elected as Chair for one year.  
**Chair's Introductory remarks** – As the new Chair of the Delivery Board, Bob Spencer spoke of his background and stated he was prepared to commit to remaining as Chair for a year, and to attending all meetings. There is a big opportunity for the Delivery Board to make a difference – important that they do. With regard to the way meetings are conducted, he sought approval that in future apologies will not be recorded but absences will be noted – agreed. Also that actions should be completed within 14 days of each meeting - agreed.
2. **Notes of Last meeting** - approved
3. **Matters arising:**
  - a. **Terms of reference.** Discussion about role of district LSPs and subsidiarity. Agreed that the Terms of reference be agreed but with a note to review in 3 months' time after possible discussion within LSPs.
  - b. **Budget Planning cycles.** 5 responses received. Other partners to provide outline budget planning timescales as soon as possible (month for key decisions okay, no need for specific dates). Responses to date show that September/October is when initial budget planning decisions are made, so if the next Local Area Agreement will impact budgets, early information is required.
  - c. **LiftSW event 27<sup>th</sup> March** about transition to the new generation Local Area Agreements. The message that came from the event is that they will be locally

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focussed and that they will be an agreement, and not an imposition from Govt. The timescales for the new Local Area Agreements are still very disjointed. Ruth Bagley raised the issue that arose from the event about how targets that are high level in the Local Area Agreement would be disaggregated to partner level. This in turn links to an issue about how inspection at partner level will be done in relation to those targets.

## 4. Sustainable Community Strategy and Local Area Agreement update –

- a. It was agreed that the Evidence Base can be used to start the prioritisation that will lead to the Sustainable Community Strategy, whilst recognising that there are still gaps to be filled
- b. **Questions re prioritisation:**
  - i. It was agreed that the Sustainable Community Strategy would include priorities and not an Action Plan. It was further agreed to develop an Action Plan which would form the basis for negotiation of the Local Area Agreement. There was discussion about the degree of control Govt would exert over local priorities in the LAA. Phil Norrey offered to take this up with GOSW at an early opportunity.
  - ii. It was agreed that the number of priorities will be defined by the nature and complexity of the priorities.
  - iii. It was agreed that a Sustainable Community Strategy is as much about what an LSP is not acting on itself as about what it is. We need to develop a 'map' to show what is happening/ what will happen to issues.
  - iv. Agreed that the Partnership Board make the decision about priorities, that the Delivery Board be involved with the process, and that a mechanism is developed for testing emerging priorities with Devon citizens, at 'long list' stage.
  - v. It was agreed to set up a Task and Finish group to take forward the prioritisation process, comprising Phil Norrey, Phil Collins, Nicola Bulbeck, Kevin Snee, and Bob Spencer. Phil Norrey will approach Steve Hindley re business sector input. Other sectors will be involved as considered necessary. Their remit will be to act on behalf of the Delivery Board to develop and oversee the process of prioritisation for the Sustainable Community Strategy, to include initial prioritisation. The process developed should include proposals for how conflict should be adjudicated on during prioritisation. In response to the questions posed about the criteria applied to the prioritisation process, the meeting agreed to leave to the Task and Finish group to develop these, although the following comments were recorded:
    1. When prioritising, consideration should be given to the impact on all 3 strands of sustainability; however, this should include not having a negative impact on each strand as well as having a positive impact
    2. Prioritisation should include reflection of known public priorities
    3. Prioritisation should reflect what the DSP has the capacity to deliver.
    4. The issue of whether the work is mainstream is a red herring and not relevant to the process of prioritisation.
- c. **Local Area Agreement** It was agreed that a draft project plan relating to the development of the next Local Area Agreement would be circulated as soon as possible. Phil Norrey stressed that the next Local Area Agreement is not just a Devon County Council plan or even Devon Strategic Partnership – it was therefore important that that the project plan included a mechanism for linking to district LSP strategies.

## 5. Performance Management Framework. Paper discussed and agreed with the following amendments/ comments:

- a. Performance management is necessary but needs to be focussed but light touch, with clear identification of accountability. The Delivery Board is not there to monitor under or over performance, but to intervene to address it.
- b. The most important factor is setting the right targets to performance manage.

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- c. A link needs to be established with district LSP work to ensure that we can identify those targets that will go into the 2008 Local Area Agreement that need to be addressed geographically.
  - d. Long term evaluation and learning needs to be considered alongside performance management
  - e. A core test of performance is public perception; this will need to be built into any process.
  - f. Para 4: Performance management also needs to identify why we want to do it, as well as what we want to do, how etc.
  - g. Appendix B: need to add in Local Community Strategies into the right hand column.
6. **Devon Sustainable Energy Network Strategy.** A summary paper was presented by Tony Norton of the University of Exeter and Steve Pitcher (representing John Sunderland). The meeting unanimously agreed that this was an important piece of work and that the subject had to be addressed, and that the Delivery Board had a role to play in this. It was agreed that:
- a. All partners would identify quickly the work to support this strategy that was already happening within their organisation and email this to [Caroline](#) within 14 days
  - b. That John Sunderland (via Steve Pitcher) would create a Task and Finish group to take this information and the strategy to draft a Delivery Plan.
  - c. That the paper would be considered when the prioritisation of the Sustainable Community Strategy was undertaken.
7. **Domestic Violence paper.** Noted. Bob Spencer stated that the police intended to look at their Adult section to see if police work/ funding allocation needed to be revised.
8. **Children and Young People paper.** The group noted the paper and the future action contained within it. They recognised the full paper would not be available until shortly before the next meeting, but requested a draft summary of issues be circulated asap.
9. **AOB**
- a. A paper was circulated for information about work that is starting to look at improved ways of working in Community Planning at all levels. This will form part of the Devon Prospectus for improved two tier working. Its results may affect the Delivery Board at a later date
  - b. The Local Area Agreement website is now up and running on [www.devonlaa.org.uk](http://www.devonlaa.org.uk)

## 10. Dates of Next Meetings.

1 <sup>st</sup> June 2.00 – 4.00	EDDC The Knowle, Sidmouth
6 <sup>th</sup> July 2.00 – 4.00	Larkbeare House, Exeter
2 <sup>nd</sup> August 2.00 – 4.00	Larkbeare House, Exeter
7 <sup>th</sup> September 2.00 – 4.00	SHDC, the Cary Room, Follaton House, Totnes