

# DRAFT

**Devon Strategic Partnership Delivery Board  
Meeting 24<sup>th</sup> July 2008  
The Creber Room, Coaver, County Hall**

## Minutes

**Present:** Jo Tennant, Devon and Cornwall Police  
Phil Norrey, Devon County Council  
Kevin Snee, Devon PCT  
John Van De Laarschot, Torridge District Council  
Neil Gibbins, Devon and Somerset Fire and Rescue  
David Incoll, West Devon Borough and South Hams District Councils  
Steve Douglas, Environment Agency  
Rachael Butler, Job Centre Plus  
Carl Budden, SWRDA  
Karen Kay, Plymouth City Council  
(Lorraine Gillanders, student- observing)  
(Bruce Thompson, Devon County Council – for item 7)  
(Caroline Rae, DCC, Devon Strategic Partnership)

**1) Apologies** received from Chris Roberts (LSC), Gerald Hirsch (Mid Devon District Council), Karen O'Donnell (GOSW), Elizabeth Raikes (Torbay Council), Steve Hindley (Business sector), Philip Bostock (Exeter City Council). The following were unable to attend but were represented: John Sunderland (NDDC), Paul Young (DSFRS), Martin Weiler (Environment Agency).

### **2) Minutes of last meeting and Action List**

Minutes approved.

Action List/ Matters Arising:

- Mapping exercise re performance information had been completed but not circulated – Caroline will do this
- Question re membership of DSP Delivery Board by VCS rep – this had gone to DSP Partnership Board as requested, but they had deferred making a decision. DSP Delivery Board noted and will monitor.
- Update of Terms of Reference would be addressed later in the agenda but David Incoll requested that there be some discussion as to why attendance at DSP Delivery Board was dropping.
- Re Devon Futures, action completed, but DSP Delivery Board requested the membership of Devon Futures be circulated.
- Re feedback from GOSW, Karen O'Donnell was unable to attend but Phil Norrey reported that GOSW regarded the Devon Process as exemplary, and he noted that huge progress had been made over the last year. It was agreed that at the next meeting Karen would be asked to talk about the Local Area Agreement from this point forward. Martin Green from the Audit Commission would also attend the next meeting.
- All other actions completed / noted.

**3) Review of Terms of Reference of the Delivery Board** The DSP Delivery Board considered a paper prepared following discussion at the previous meeting in June. It was agreed:

- a) To change or vary the day of future meetings to allow the Chief Exec of the PCT to attend, as currently meetings always clash with other board meetings preventing him from coming to the DSP Delivery Board as he would like.
- b) To focus on outcomes, by having a standing agenda item for relevant theme leads to attend meetings in turn so DSP Delivery Board could understand delivery issues in more detail. Local Area Agreement theme leads would not be members of the DSP Delivery Board, but would be asked to provide reports to the board on a regular basis, and attend DSP Delivery

# DRAFT

Board meetings when performance issues are highlighted and need progressing with the board.

- c) A member of the DSP Delivery Board would attend all Local Area Agreement coordinators' meetings
- d) That the roles expressed for both the DSP Partnership Board and DSP Delivery Board in the Terms of Reference do not need changing, but more emphasis should be placed on ensuring that their remits are carried out in practice
- e) The DSP Delivery Board membership is not increased at the moment, but reviewed again in a year's time. Existing members that are not attending regularly should review their membership or nominate permanent substitutes. The membership list should be checked for accuracy.

**4) Update from other partnership tables.** The DSP Delivery Board received minutes of the July DSP Partnership Board meeting which were noted.

**5) Sustainable Community Strategy update.** The DSP Delivery Board were informed that the Sustainable Community Strategy was being printed and would be published shortly, along with the new website at [www.scs.devonsp.org.uk](http://www.scs.devonsp.org.uk).

**6) Local Area Agreement update.** Possible templates for Performance Management of the Local Area Agreement were circulated for consideration. SPAR.net was able to produce reports that would give an overview of performance but would need future modification if it was to provide a more narrative based report. A template for a traffic lighted A4 sheet was also distributed. It was agreed:

- a) A SPAR.net report that summarised performance monitoring should be produced for every meeting
- b) The A4 template should be modified to
  - i) remove some of the 'static' information
  - ii) add a section that could reflect updates to geographic aspects of the priority
  - iii) include proxy indicators if possible where 'true' indicators did not provide information often enough
  - iv) consider the use of graphs where helpful
- c) A4 reports should then be produced for every priority for every meeting. Red and Amber scored reports should be sent to the DSP Delivery Board meeting, all should be available on the Devon Strategic Partnership website. Green scored reports could be used to celebrate success. Theme leads should be requested to attend meetings to support Red and Amber reports as appropriate. This is in addition to the consideration of particular themes as outlined in item 3b above; it was agreed that the theme under consideration at the September meeting would be Children and Young People.
- d) It was recognised that the DSP Delivery Board Chair will have a role to play in deciding what came for consideration by the DSP Delivery Board.

**7) Access as a cross cutting theme** The board considered a paper presented by Bruce Thompson, Access theme lead. It prompted much discussion with the following suggestions made:

- a) There was broad support for the proposals but it was felt the paper needed to reflect a broader partnership approach. Access is an issue facing all partners and solutions need to involve them.
- b) Theme leads need to consider accessibility as it relates to their areas of work
- c) A mapping exercise of what partners are doing re access already in different geographic areas together with a mapping of all rural mobile services would be useful; perhaps this could be done via the LSP coordinators.
- d) As a result of the mapping, a few key areas where joint working would be most effective could then be defined. These might be priority communities, or rural areas.
- e) Consideration of the use of technology would be helpful – it was suggested this was referred to the customer service leads group.

# DRAFT

- 8) Integrated and Equality Impact Assessment** Draft processes for doing an Integrated Impact Assessment and EINA were circulated to the board. It was generally welcomed, but it was recognised that there was a danger of making such a process too bureaucratic. It was agreed that one partner in each priority (not necessarily the theme lead) should take responsibility for ensuring the assessments were done rather than it being a collective responsibility. The whole process would sit within the resource hub and Devon County Council as accountable body would ensure all the assessments were done and published on the web. All theme leads should ensure that their monthly reports included any unintended consequences on equality (or other cross cutting themes) of the work they were doing.
- 9) Evidence Base Project** a report was accepted relating to the DIP/DCC funded evidence base project that had been undertaken. The board were happy with the concept proposed for producing a good evidence base, and there was a recognition that this needed to link with performance management.
- 10) AOB**
- 11) DONM** It was agreed that the next meeting would be held on **4<sup>th</sup> September** as previously circulated. The following meeting, diarised for 5<sup>th</sup> November would be postponed until after the **7<sup>th</sup> November Devon Strategic Partnership conference**; a new date for this and subsequent meetings would be circulated.

## SUMMARY OF ACTIONS

AGENDA ITEM	ACTION	WHO	HOW REPORT?
2	Circulate membership of Devon Futures	Caroline	
	Circulate mapping exercise re performance information	Caroline	
3e	Contact existing members that are not attending regularly about reviewing their membership or nominating permanent substitutes	Caroline liaise with Jo Tennant	
6	Implement decisions re Local Area Agreement reporting	Roland/ Sara Cretney	
7	Access: mapping exercise  Use of technology	Caroline liaise with LSP coordinators  Liaise with customer service leads group	
11	DONM – proposed futures dates (November onwards) to be circulated	Caroline Rae/ Sarah Mupinyuri	Email to partners