



**Coventry Local Public Service Board
Minutes of the meeting held on Wednesday 9th September held in Room 77,
Council House.**

Present:

Jos Parry	Coventry City Council (Chair)
Dawn Ford	Coventry Partnership
Peter Shearing	Learning and Skills Council
Richard Monk	Whitefriars Housing
Simon Shilton	West Midlands Fire Service
Stephen Banbury	Voluntary Action Coventry
Jane Malbasa	Job Centre Plus
June Jeffries	Community Empowerment Network
Terry Cotton	GOWM
Matt Gilks	NHS Coventry
Tanya Richardson	NHS Coventry
David Galliers	Regional Improvement and Efficiency Partnership
Peter Paisley	Regional Improvement and Efficiency Partnership
Malcolm Emmerson	Connexions
Alan Durham	Chamber
Barry Hastie	Coventry City Council
Adrian West	Coventry City Council
Carl Pearson	Coventry City Council
Mark Andrews	Coventry City Council
Ayaz Maqsood	Coventry City Council

Apologies

Martin Reeves	Coventry City Council
Deborah Harrod	West Midlands Police
Madeline Atkins	Coventry University
Cllr Ken Taylor	Coventry City Council
Caron Grainger	HNS Coventry
Louise Bennett	Chamber

No	Item	Action
1.	Welcome and Apologies – The Chair welcomed everyone to the meeting. Introductions were made around the table and apologies were noted.	
2.	Minutes of the last meeting – These were accepted as a true and accurate record.	E-mail partners EPI
2.1.	Matters Arising:	
2.2.	3.3. CAA – Actions all complete. Initial feedback from the Audit Commission is being presented to the Coventry Partnership at its next meeting on 17 th September. Audit Commission met separately with key partners on 11 th September, 2009 to discuss key points arising.	
2.3.	4. Employment Placement Initiative – Actions in 4.1 now complete.	

	Appeal to partners to participate in the Scheme. A reminder e-mail to be forwarded to partners.	
3.	<p>Regional Improvement and Efficiency Partnership (RIEP) – David Galliers, Assistant Director LAA Support for RIEP explained the different programmes and work streams that were available from RIEP and introduced the group to Peter Paisley, the Lead Local Improvement Advisor for Coventry.</p> <p>The nine RIEPs are a key tool to support authorities to drive service improvement and efficiency and are focused on supporting authorities to deliver on the priorities which are important to local communities.</p> <p>3.1. RIEP Support Programmes include:</p> <ul style="list-style-type: none"> • People and Leadership • Adult Social Care • Performance Improvement • Children's Services • Transformation and Process Development • Procurement and Efficiency <p>3.2. The aims of the LAA support programme Learning to Deliver is to:</p> <ul style="list-style-type: none"> • To support authorities and their partners improve and tackle underperformance • To support successful LAAs and the delivery of key LAA outcomes • To promote greater efficiency and effectiveness <p>By helping Local Strategic Partnership and Local Public Service Boards further develop a systematic approach to improving their delivery of LAA targets.</p> <p>3.3. The Offer - For 2009 – 2011</p> <ul style="list-style-type: none"> • Improvement Grant of £50k 09/10 and £50k 10/11 available in one payment • Help and support from the National Local Improvement Adviser Programme • How to Workshops and Briefings - includes tools and DVD's • Virtual and Physical Networks • Funding and Support Programmes – as shown above. <p>3.4. In return what is required of local LSP's is:</p> <ul style="list-style-type: none"> • Agreement to provide support and leadership to develop or further develop their approach to improvement. • For the LSP's to commission key people from the partnership or organisations to work with RIEP • To agree to receive regular reports on progress and to provide strategic support. 	Action points 3.6.

	<p>The whole programme is about building on the good work that is already taking place; to try new things and to hopefully have a greater impact. There is currently an opportunity to profile the local area through a film that is being produced to demonstrate the benefits of partnership work and it could well be that the Total Place Pilot could be integrated into that approach.</p> <p>3.5. To Access Support the CLPSB need to:</p> <ul style="list-style-type: none"> • Decide on an improvement area • Work out proposal with the LSP – work to be carried out collectively • Build in empowerment and equality issues <p>3.6. It was agreed:</p> <ul style="list-style-type: none"> • CLPSB to discuss improvement programme – from either a topic area, geographic or neighbourhood approach e.g. Canley working with young people. • Multi-agency approach to be adopted 	
<p>4.</p> <p>4.1.</p> <p>4.2.</p>	<p>Coventry Information Sharing Protocol (CISP) – The CISP was first agreed in 2004 and provided a framework for the sharing of information relating to service users within and between different agencies. With changes to legislative frameworks and issues arising from operational work, a review of the CISP was necessary to ensure that it continues to be fit for purpose.</p> <p>A briefing paper; copy of the revised protocol; Community Safety and Safeguarding children, young people and vulnerable adults; and de-personalised and non-personal Data Sharing Agreement were circulated with the agenda along with a list of consultees to date for partner information and reference.</p> <p>Consultation - Key partners and other stakeholders, including the statutory, voluntary and community sectors, have been consulted upon the Protocol and the Information Sharing Agreements. A number of sectors including RSLs and voluntary sector organisations, and the documents have been amended following comments received. The consultation period started on 13th July and will end on 18th September, 2009.</p> <p>As the consultation period ends on 18th September, we are still awaiting a number of responses. This may result in minor wording changes to the Protocol and individual Information Sharing Agreements before the Board. It is anticipated that these changes will not significantly alter these documents. A final version of all the documents will be taken to the Coventry Partnership Board in November.</p> <p>Embedding the CISP</p> <p>Once the CISP is agreed, it will need to be embedded within individual organisations and between partners. However, currently there is no partnership resource in place to support this activity. The CLPSB are asked</p>	<p>Action 4.4.</p>

<p>4.3.</p>	<p>to consider whether it would be necessary to provide any resources to help embed the CISP across the partnership, e.g. a training DVD for use at inductions, or to leave this to individual organisations.</p> <p>The board are recommended to:</p> <ul style="list-style-type: none"> • Agree the process for approving the Coventry Information Sharing Protocol and the individual Information Sharing Agreements as shown in Appendix 1 of the report. and: • Authorise the Council's Caldicott Guardian/Chair of the PIE Group to amend these documents in light of any appropriate responses received as part of the consultation. • Agree that the final draft of the Protocol and the Information Sharing Agreements will be taken to the Coventry Partnership Board on 12th November for sign off. 	
<p>4.4.</p>	<p>Agreed: After a lengthy discussion the above recommendations were agreed with the addition of a table discussion at the Coventry Partnership on how the use of the CISP can be effectively improved within the partnership.</p>	
<p>5.</p> <p>5.1.</p> <p>5.2.</p> <p>5.3.</p>	<p>Finance – Action Log Items - Two financial documents were circulated at the meeting. BH informed the CLPSB that the mapping exercise of resources had been requested at a previous meeting and that work was still being undertaken to establish a full picture of allocation of finances against LAA priorities.</p> <p>Document one; Maps the spend by partners 2009/10 against the national indicators within the LAA as close as possible, this is due to finance not being recorded against indicators. This information will increase the strength of the network and will help indicator leads. Partners were asked to take the information back to their finance teams to complete the picture.</p> <p>Document two: This is an attempt to map the main budget setting processes of partners. The idea of this document is that partners will have a better understanding of partners Budget Planning timescales (which are not aligned) to know when decisions are being made, which will allow partners the opportunity to influence or challenge when and how resources are being allocated against priorities and NI's within the LAA.</p> <p>The above financial information will allow CLPSB to see how and where current resources are allocated against priorities; understand cost and performance and then debate and decide where and how future ABG resources might be deployed.</p> <p>BH asked the group if the exercise was worth continuing.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Exercise to continue. • BH to let Peter Shearing and Matt Gilks know who from LSC and PCT provided the information. • All partners to check with their Finance Departments that information 	<p>Action points in 5.3.</p>

	is correct as far as possible.	
6.	Housing and Economy, Learning and Skills – The purpose of this session is to provide CLPSB with an overview of individual indicators, the action plans behind these, performance and achievement against targets to date, comparison with other LA's, difficulties being experienced and areas where partners can assist further.	Reports noted. Partners to look at help and support options.
6.1.	<p>Economy, Learning and Skills – Carl Pearson</p> <p>Performance for 2008/09 and concerns about these were explained to the CLPSB.</p> <p>NI 152 Working age people on out of work benefits Target 14.3%, actual = 14.2%</p> <ul style="list-style-type: none"> Data lag, figures don't reflect financial crisis, recession & resulting job loss <p>NI 165 Proportion of population aged 19 – 64 for males and 19 – 59 for females qualified to at least Level 4 or higher. Target 30.8%, actual = 24.3% (<i>revised</i>)</p> <ul style="list-style-type: none"> Wide sampling variation means no trend to the actual figure Despite performance, Hi-tech businesses and Universities continue to grow <p>NI 164 Proportion of population aged 19 – 64 for males and 19 – 59 for females qualified to at least Level 3 or higher Target 52.5%, actual = 48%</p> <ul style="list-style-type: none"> Data lag – increases in number studying will not be reflected until a later date due to length of courses/ apprenticeship <p>NI 79 Achievement of a Level 2 qualification by age Target 72.9%, actual = not yet available</p> <ul style="list-style-type: none"> 07/08 shows achievement at 70% (a 1% point rise compared to 06/07) <p>NI 117 1916-18 year olds who are not in education training or employment Target 6.9%, actual = 6.7%</p> <ul style="list-style-type: none"> Whilst the NEET rate is currently well above the target level it is running at a rate a little below the two previous years at the same point of the year. In the context of the current recession and the sharp increases locally and nationally in general unemployment rates this is encouraging (i.e. it could be much worse!) 	Action points in 6.8.
6.2.	<p>Targets for 2010/11 – will they be met?</p> <p>NI 152 Target = 14%, estimated performance = 17.5%-18%</p> <p>NI 165 Recession may deter people from studying - Slight risk the city will move away from the target</p>	

	<p>NI 164 – Based on current information the 2010/11 target of 57.5% is unlikely to be achieved</p> <p>NI 79 – The Level 2 school performance (5 GCSEs A-C) rose substantially by 4.7% in 06/07 and 8.1% in 07/08. This improvement will feed through into the 09/10 performance for NI 79. This plus increasing focus on L2 qualifications at colleges and a 66% success rate for apprenticeships (L2) should enable the 10/11 target of 77.2% to be met</p> <p>NI 117 - In the current climate it is unlikely that we will reach the targets set and it will be challenging to retain NEET rates similar to that attained in the previous two years.</p> <p>6.3. Areas where partners can help and support:</p> <ul style="list-style-type: none"> - NI 152 – Champion LEP and influence public sector employers to review recruitment practices, create work placements (Future Jobs Fund & EPS), promote Job and Training subsidy to employers, support Work & Health initiatives - NI 165 – Top 20 employers sign up to surveying staff qualifications as this form a good sampling guide - NI 164 – Offering advanced apprenticeships particularly for the age group 19-24 (NB the 25+ apprenticeship budget for 09/10 is severely reduced in order to focus government spend on 16-18 year olds) - NI 79 – Overall numbers of Coventry residents (all ages) on apprenticeship programmes has increased by 25% from 1400 in 06/07 to 1745 in 08/09. However, the number of 16-18 year old apprentices has fallen by 10% to 836. Partners offering apprenticeships to 16-18 year olds would impact on the L2 target and the NEETs - NI 117 – Practical vocational training, Access to provision with flexible start dates (January is the regular drop out month), Large employers providing apprenticeships <p>Coventry is still creating jobs and achieving a higher percentage than normal of people flowing off the unemployment register, but this is being counteracted by the current significant redundancies creating larger numbers flowing onto the register. Lots of measures are being put into place and people are benefiting, but what we need to avoid is a generation of people experiencing a worklessness lifestyle.</p> <p>6.4. Housing:</p> <p>6.5. NI 155 – Number of affordable homes gross – Ayaz Maqsood</p> <p>This indicator is currently frozen due to the economic recession. Coventry exceeded its 2008/09 target of 304 by completing 368 units and is on track to meet this year’s target. The reason for this is that advantage has been taken of key opportunities arising and the Housing Theme Group working effectively together to maximise these. Ayaz particularly thanked Richard Monk for his work and understanding of what is happening in the city.</p>	
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6.6. Future Opportunities: Housing is delivered over a 3 – 5 year planning period and in future years due to the recession it may be difficult to achieve our targets. Right to buy receipts and 106 obligations where 15% affordable build is required have reduced.

The Housing Market in Coventry is starting to pick up. The Housing and Communities Agency is supporting the NDC scheme and Coventry is actively stacking up the schemes for them for support. Coventry can deliver schemes fast based on the Housing Needs Survey. Planning applications have reduced and therefore we need to maximise HCA opportunities.

Developers, who are represented on the Housing Theme Group, have laid off roughly 75% of their employees.

Steps to be taken to achieve targets

- Work closely with the HCA to maximise funding available to Housing Associations for development.
- £29m of HCA NAHP 2008-11 funding has been secured so far, compared to £5.86m allocated and spent in NAHP 06-08.
- Development of a Sub-Regional Housing Growth Strategy with the other CSW Authorities.
- Development of the Affordable Housing policy within the Local Development Framework.

Areas where partners can help and support

- Ensure construction skills are not lost
- Provide work experience programmes
- Apprenticeships

6.7. NI 154 – Net additional homes provided - Mark Andrews

It is difficult to tell at this time how the performance of Coventry compares with other cities but it is expected to be a similar picture. The AMR's will be out in December 2009. 680 homes were completed in 2008/09

Our achievement against Targets for 2010/11

- Expected decline to 450-500 net completions in 2009/10 with a slight increase in 2010/11
- Continual shortfall compared to LAA and RSS targets though
- Problems with expiring permissions and the strain of section 106 agreements

Steps to be taken to achieve targets

- Adoption of the Core Strategy
- Strategic Housing Land Availability Assessment
- Funding from Homes and Communities Agency (HCA) and Advantage West Midlands (AWM).

Areas where partners can help and support

- Identifying deliverable sites

<p>6.8</p>	<ul style="list-style-type: none"> • Assessing site deliverability • Identifying infrastructure needs • Helping to facilitate growth <p>Richard Monk informed the group that there is a move towards bringing empty homes back into use, but this would not contribute to SHLAA. Action: Terry will look at key technical detail.</p> <p>Thank You: The Chair thanked Carl, Ayaz and Mark for their informative presentations.</p> <p>After discussion it was agreed:</p> <ul style="list-style-type: none"> • Raise data sharing issue with 19 – 24 Partnership Board. • Employment Placement Scheme Case Study to be reported back to CLPSB at a future date. 	
<p>7.</p> <p>7.1.</p> <p>7.2.</p>	<p>Conference – A briefing paper to inform the CLPSB of plans for the 2009 Coventry Partnership Conference entitled 'Our People, Our City' was circulated with the agenda. The paper is looking to gain their input into the planning for the event</p> <p>The aims of the conference are:</p> <ul style="list-style-type: none"> • To enhance Community Cohesion. • To provide an update on highlights of the Coventry Partnership over the year. • To launch the Coventry Partnership Community Cohesion Strategy • To launch the Community Cohesion Guidance and the Community Cohesion Awards this will be run in conjunction with CEMAP. <p>Key Speaker: We have invited Baroness Sayeeda Warsi (via Cllr Foster), the Shadow Minister for Community Cohesion and Social Action to speak about the National Context. Her office has indicated she is available on Dec 3rd but will not be able to confirm arrangements until approx 4 weeks before hand. The timing will need to be kept flexible.</p> <p>Programme: the draft programme for the day was attached to the briefing note. The conference finale will be the launch of the Community Cohesion awards which are being developed in conjunction with CEMAP. The awards will be presented in the summer of 2010.</p> <p>The board were asked for their comments.</p> <p>The board were happy with the proposed programme.</p>	<p>Update noted.</p>
<p>8.</p> <p>8.1.</p>	<p>Any Other Business</p> <p>Coventry Partnership Agenda – 12th November, 2009</p> <p>Data Sharing Protocol – Item Agreed.</p>	<p>Agenda items for Coventry Part. meeting</p>

	Environment Group Update – Item Agreed Community Cohesion Strategy – Item Agreed	12.11.09
9.	<p>Next meeting: 14th October, 2009</p> <p>Time: 10.00 a.m.</p> <p>Venue: Room 77 - Council House</p> <p>For your reference future meeting dates:</p> <p>02.12.09 10.00 – 12.00 Room 77</p>	Dates for diaries.

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