



**Coventry Local Public Service Board
Minutes of the meeting held on Monday 17th June, 2009 held in Room 77,
Council House.**

Present:

Martin Reeves	Coventry City Council (Chair)
Dawn Ford	Coventry Partnership
Simon Shilton	West Midlands Fire Service
Deborah Harrod	West Midlands Police
Jane Beaver	Job Centre Plus
Matthew Gilks	Coventry PCT
Louise Bennett	Chamber
Richard Monk	Whitefriars Housing
Stephen Banbury	Voluntary Action Coventry
June Jeffries	Community Empowerment Network
Steve Stewart	Connexions
Jos Parry	Coventry City Council
Barry Hastie	Coventry City Council
Adrian West	Coventry City Council
Faye Nicolls	Coventry City Council
Jenni Venn	Coventry City Council

Apologies

Cllr Ken Taylor	Coventry City Council
Terry Cotton	GOWM
Peter Shearing	Learning and Skills Council

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 –were accepted as a true and accurate record.	
2.1.	Matters Arising: Item 3.1. – Finance – DF and BH have met. Action Log: A copy of the log showing outstanding items was circulated. <ul style="list-style-type: none"> • No. 5 – Mapping Exercise – This item is still relevant as the board need to establish a detailed financial picture for each indicator e.g. bottom up approach. The CLPSB can then look at the overall spend profiles and track changes year on year. A more details approach to be reported to the next board meeting. • No. 23 – Budget Dates – Item still relevant. BH to follow up. • No. 24 – Finance Officers to be asked to discuss alignment of budgets with their Chief Executives – Still Relevant – BH to follow up. 	Item for 22.07.09 agenda. BH BH

	<ul style="list-style-type: none"> • No. 29 – Investigate Breakdown spend as required by Sustainable Communities Act – this has now been overtaken by the Total Place and can be removed from outstanding action log. <p>Item 4 – NI 135 – Self-Assessment – Should read NI 35. Document has been forwarded to CLPSB members.</p> <p>Item 5 – Employment Placement Initiative – Item for 22.07.09 agenda.</p> <p>Item 7 – CAA – Self-Assessment – Agenda item.</p> <p>Item 8 - Proposed New Governance Arrangements – Agenda item.</p> <p>Item 9 – Migration Impact Fund – Decisions on funding will be announced on 24.06.09.</p> <p>Item 10 - GOWM – Terry Cotton to be invited to next meeting.</p>	<p>Remove from action log.</p> <p>Item for 22.07.09 agenda.</p>
<p>3a</p> <p>3a1</p>	<p>State of the City Report – Key Messages – The purpose of the report is to inform the board of the emerging issues from the initial review of the developing State of the City report. The report will be evidence based and will analyse the current picture of Coventry, show progress against the SCS and LAA and give information on the emerging issues for the City.</p> <p>Emerging Issues: The preliminary review shows two overarching Issues:</p> <p>1. Changing demographic:</p> <ul style="list-style-type: none"> • The population of Coventry is projected to increase at a much faster rate than previously thought, with projections indicating a population of 353,300 by 2031. • The young age profile of the city is set to continue with the number of births in 2008 higher than predicted, and expected to continue to increase. • Just over a quarter of population is from a BME background, with Asian/Asian British being the largest BME community in Coventry (46%). Levels of migration from India have remained stable, although there has been a recent decrease in migrants from Pakistan. • The number of migrant workers registering for national insurance numbers has reduced by 22% in 2008 to 5,400. Polish migrants still make up the largest number of migrants, although numbers almost halved between 2007 and 2008 to 1,300. <p>2. Impact of the recession:</p> <ul style="list-style-type: none"> • Claims for job seeker allowance in the city is at 5.6% (April 2009) – higher than the regional and national average. Initial indications suggest that the gap between Coventry and the UK was narrowing but unemployment in Coventry has recently risen at a quicker rate than the national level and today's figures show Coventry at 5.8%. • The number of new houses being built has fallen by 59% compared 	<p>Report noted.</p> <p>Action points in 3a4</p>

	<p>with the previous year (January, 2009) and house sales reduced by 55% (April, 2009), reflecting the impact of the economic downturn on housing.</p> <ul style="list-style-type: none"> • Child poverty remains high in the Coventry, with over a quarter of children living in income deprived families. In some area of the city more than half the children live in poverty and initial indication are that these figures will increase as an affect of the recession. • It is nationally recognised that during economic downturns there is a wider social impact on communities including increased acquisitive crime, domestic violence and poor mental health. Whilst it is too early to measure the wider impact of the recession in Coventry, analysis of this information will be included in the full assessment. <p>3a2 Next Steps</p> <ul style="list-style-type: none"> • The Progress, Impact and Evaluation Group (PIE) at its next meeting on 3 July 2009 will look at the emerging issues and seek to develop a more detailed shared understanding of these. • At the Coventry Partnership meeting on 15 July a workshop will be held with partners to further consider these issues and their associated potential impact on priorities and actions for the partnership. • A full review of the State of the City report for Coventry will be available in the autumn to inform the revision of the SCS and LAA. <p>3a3 Recommendations: The board were asked to:</p> <ol style="list-style-type: none"> 1. Note the two overarching issues; and 2. Provide comments to inform the full review of the ISA. <p>3a4 After discussion it was agreed:</p> <ul style="list-style-type: none"> • State of the City report should show a clear understanding of BME demographics within the city. • Ethnicity age profile to be included in the report. • ICOCO work should be fed in. • FN and LB to liaise on the Private Sector – what is currently happening e.g. Trade and Jobs. • SB to provide State of the Third Sector Survey information to PIE Group. • JB to supply information on 'Off loads' on Job Seekers Register to FN. 	
<p>3b</p>	<p>LAA – End of Year Data – A briefing paper and the LAA end of year progress report for 2008/09 against the LAA targets were provided to the board. Each theme of the LAA has an overall summary sheet which shows a red or green progress rating for each indicator within that theme. Behind the summary sheets are the individual report cards for each indicator.</p> <p>The summary of progress against the LAA highlights both significant progress and areas requiring action by lead organisations and partners.</p> <p>The new Data Management System has been piloted for the first time to provide this end of year data and the aim is to improve the quality, timeliness</p>	<p>Action points in 3b2</p>

	<p>and accessibility of information to support decision-making and performance management. This has involved lead officers and data collectors, from all partners, updating information and performance commentaries direct to the system.</p> <p>The LAA action plans have been reviewed by lead officers and partner organisations and updated where appropriate to reflect the priorities for the next two years.</p> <p>AW circulated a handout of the LAA indicators and current position. This is attached as appendix A.</p> <p>The LAA performance will now be reported to CCC Scrutiny.</p> <p>3b1 Recommendations - That the board:</p> <ul style="list-style-type: none"> • note progress made to date and identify any areas where specific action is required or further information is needed; • consider any specific indicators or themes that should be the subject of more detailed review by the Board; • Provide any comments on the presentation and format of the report to help shape future reviews. <p>The Chair thanked AW for an excellent report and extended a big thank you also to partners for their contributions and patience whilst collating information into the new data management system.</p> <p>A discussion took place around the indicators; their presentation; time lag issues; areas of focus; the board's role as guardians and managers of the indicators and what key issues should be discussed at future meetings.</p> <p>3b2 After discussion it was agreed:</p> <ul style="list-style-type: none"> • The format and content of the report is good – but narrative could be reduced. • All performance information will be able to be viewed on both the Coventry Partnership and CCC websites. • Key partnerships are trusted to deal with the LAA indicators within their own areas. • To focus on and review health indicators particularly smoking cessation. • To focus on and review trade and the creation and procurement of real jobs e.g. apprenticeships, training and new start ups. • That CLPSB look at the possibility of REIP improvement package against priorities to be used alongside ABG allocation. 	
<p>3c</p>	<p>CAA – Way Forward - This briefing paper builds on the previous paper brought to the board, which emphasised the need for the partnership to demonstrate that it understands the issues that are affecting its communities and what it is doing to address those issues, particularly around disadvantage, diversity and equalities, vulnerability, sustainable development and value for money.</p>	<p>Action points in 3c3</p>

	<p>The briefing paper identifies some of the achievements of the partnership to date, that will help inform the self-assessment process, such as the SCS and the LAA which provide the partnership with current information about the priorities for the City and its population and this along with the other review work taking place will provide the partnership with a 'check and balance' position in relation to their strategy, performance and partnership arrangements and to ensure that priorities are not conflicting and that we are making a difference.</p> <p>The CLPSB approved the partnership self-assessment at its board meeting on 13th May, 2008.</p> <p>3c1 Planned Actions:</p> <ul style="list-style-type: none"> • Questionnaire sent to Partners in May 2009 - complete. • Working better together – self-assessment questions (Audit Commission April 2009) completed June 2009. • Progress, Impact and Evaluation Group – Will develop the "State of the City" report and commission any further data requirements. • The Coventry Partnership Workshop – At its meeting on 15.07.09 the Coventry Partnership will focus on the self-assessment information currently collected from a variety of sources and partners and it will be an opportunity for partners to further engage and challenge that information. • End of Year LAA Performance – This will show progress against the LAA. • Draft Self-Assessment: A draft document will be circulated to partners end of July/early August for their comments. • Coventry Partnership Self-Evaluation Tool – Develop a process for future evaluations based on the lessons learned from year 1 and achieving a comprehensive approach to communication, engagement, feedback and managing performance. • Communication: A communication plan will be drawn up to communicate findings to partners, stakeholders and the general public. <p>3c2 Recommendation:</p> <p>The CLPSB are asked to consider and agreed the above planned actions to develop further the Coventry Partnerships self-evaluation document and to identify any key areas that are not covered.</p> <p>3c3 After discussion the board agreed:</p> <ul style="list-style-type: none"> • The planned actions • That a major review of the SCS should be carried out every three years. • That a partnership self-assessment update be completed annual. 	
	<p>MAA – JV updated the board on the current position of the MAA bid, which has been submitted to Central Government on behalf of the City Regions, to narrow the gap around worklessness. The targets in the bid are based around level 2 and 3 skills. The sticking point is level 3 negotiations</p>	<p>Update noted.</p>

	<p>between Central Government and DWP – MAA moves towards the ability to commission against local needs. Coventry works closely with Warwickshire but they are not a member of the MAA – difficult for Coventry with a ‘foot in both camps’.</p> <p>Update noted.</p>	
4	<p>ABG Allocation: MR introduced this item. The Coventry Partnership has identified the economy and particularly worklessness as a key priority facing the Coventry Partnership collectively over the next few years and this presents tough challenges. The CLPSB need to avoid a bidding process for the allocation of the unallocated ABG and adopt a strategic commissioning process that will make a real difference in the long term rather than have an immediate effect.</p>	Action points in 4.2
4a	<p>Connections Area Based Grant Application: SS thanked the board for their time to consider his paper which explains why Connexions are looking for one-off ABG funding for the financial year 09/10 to maintain support to 16-18 year old young people who are not in employment, education or training.</p> <p>Following a review of national formula in 2007, guidance issued by Department of Children, Schools and Families provided three years indicative funding levels for Connexion services across England. The impact of this was that Coventry was a ‘loser’ whilst there were also ‘winners’ mostly in the London area.</p> <p>SS gave the background the current position and explained the range of options within the paper and their benefits for 2009/10. For 2010/11 work is currently taking place between partners (Connexions, Youth Service and the Youth Offending Service) of the Integrated Youth Support service to identify efficiency savings and increased productivity through greater partnership working and integration of services.</p> <p>The full benefit of this new way of working will reduce the resources need to track all young people aged 16-18 years and maintain ‘front-line’ delivery.</p> <p>The board were asked to consider the options.</p> <p>The board asked for points of clarification about the paper and questioned percentages, numbers, demographics, what other options had been explored along with sustainability and exit strategy issues.</p> <p>The Chair thanked SS for this presentation and then SS left the meeting.</p>	
4.2	<p>After discussion it was agreed:</p> <ul style="list-style-type: none"> • Although the paper is supported in principle by the board the unallocated ABG grant should not be used to support gaps in funding. • Bids will not be considered for the unallocated grant. • The CLPSB will commission initiative and creative approaches to narrowing the gap. 	

	<ul style="list-style-type: none"> • That ABG criteria be drawn up for the unallocated grant available covering the Coventry Partnership priority of worklessness and economy. • Approval of criteria should be sought from the Coventry Partnership. • RIEP be contacted to clarify levels of funding available to the partnership with a potential to fund this area of our work. 	
5.	<p>Proposed New Governance Arrangements: MR introduced the item and explained why the original recommendations discussed at the last CLPSB had been challenged by the Coventry Partnership e.g. the need for clarification around terminology and the roles and responsibilities of groups.</p> <p>JP explained that the key changes put forward were:</p> <ul style="list-style-type: none"> • Rotation of Chair within the public sector • Fewer meetings • Clear roles and responsibilities • Guide to the Coventry Partnership • The stand down of the Operations Group • CLPSB – to set the Coventry Partnership Agenda. <p>Feedback from the Coventry Partnership was fine, but they did have reservations about the lack of community representation on the CLPSB if the Operations Group was to stand down and clarification of the roles of groups within the Partnership Family. Actions from the Coventry Partnership were to:</p> <ul style="list-style-type: none"> • Invite CEN to be a member of the CLPSB • A Guide to the Coventry Partnership be developed and taken back to the next meeting. <p>Consideration had been given to the feedback and a new structural diagram and a booklet 'A guide to the Coventry Partnership' have been developed and both were circulated with the agenda.</p> <p>5.1 After discussion it was agreed:</p> <ul style="list-style-type: none"> • That the Coventry Partnership is a key meeting and those members should be asked collectively how many times a year they would like to meet. • The new governance arrangements are presented to the Coventry Partnership at its next meeting. 	Action points in 5.1
6	<p>Any Other Business:</p> <p>6.1 Coventry Partnership Agenda item for 15th July 2009:</p> <ul style="list-style-type: none"> • Communities that Care Survey – Agreed • CAA – Main agenda item. • Governance – Agreed (short item) • ABG – Agreed (short item) • Safe Guarding Adults – Progress to date – which was tabled at the meeting - Item deferred. 	Action 6.1

<p>6.2</p> <p>6.3</p>	<p>CEN – JF extended thanks to the CLPSB for inviting CEN to be a member of the board.</p> <p>Total Place Pilot: MR informed the board that ‘Total Place’, is an ambitious and challenging programme that, in bringing together elements of central government and local agencies within a place, aims to achieve three things:</p> <ol style="list-style-type: none"> 1. To create service transformations that can improve the experience of local residents and deliver better value 2. To deliver early efficiencies to validate the work 3. To develop a body of knowledge about how more effective cross agency working delivers the above <p>Coventry, Warwickshire and Solihull have agreed to be a pilot, 1 of 13. £250k has been allocated to pilots. The local theme will be around Education and brokering of LEA services such as procurement, policy and home school transport. Coventry will act as the accountable body for the pilot.</p> <p>MR will keep the board updated.</p>										
<p>7</p>	<p>Next meeting: 22nd July, 2009</p> <p>Time: 10.00 a.m.</p> <p>Venue: Room 77 - Council House</p> <p>For your reference future meeting dates:</p> <table border="0"> <tr> <td>09.09.09</td> <td>2.30 – 4.30</td> <td>Room 77</td> </tr> <tr> <td>14.10.09</td> <td>10.00 – 12.00</td> <td>Room 77</td> </tr> <tr> <td>02.12.09</td> <td>10.00 – 12.00</td> <td>Room 77</td> </tr> </table>	09.09.09	2.30 – 4.30	Room 77	14.10.09	10.00 – 12.00	Room 77	02.12.09	10.00 – 12.00	Room 77	<p>Dates for diaries.</p>
09.09.09	2.30 – 4.30	Room 77									
14.10.09	10.00 – 12.00	Room 77									
02.12.09	10.00 – 12.00	Room 77									

Dawn Ford
Coventry Partnership Manager

dawn.ford@coventrypartnership.com

Tel: 024 7683 4356
 Mobile:07535655211