



Coventry Local Public Service Board

Minutes of the meeting held at 10am on Wednesday 25th June 2008
in Room 77, Floor 2, Council House

Present:

Stella Manzie (Chair)	Coventry City Council (left at 11.10)
June Morley (Minutes)	Coventry Partnership
Jos Parry	Coventry City Council (chaired 11.10 till end)
Cllr Ken Taylor	Coventry City Council
Mark Tovey	Government Office West Midlands
Deb Harrod	West Midlands Police (left at 11.00)
Mark Taylor	West Midland Fire Service
Sarah Chand	Probation Service
Matt Gilks	PCT
Jenni Venn	Coventry City Council
Jonathan Jardine	Coventry Partnership
Richard Monk	Whitefriars Housing
Cat Parker	Coventry City Council

Apologies:

Stephen Jones	PCT
Mike Attwood	PCT
Jane Beaver	Job Centre Plus

1. Welcome and Apologies

Stella Manzie, Chair, welcomed everyone to the meeting.

- Mark Taylor was thanked for his hard work, support and commitment to the Coventry Partnership and was wished well for his move to Birmingham.
- Stella thanked all members of the Board for their part in creating the current partnership infrastructure and for their contributions and commitment to partnership working.
- Jos Parry will chair the meetings for an interim period until a new Chief Executive for Coventry City Council is appointed.

2. Minutes of the Last Meeting and Matters Arising

The minutes were agreed. There were no matters arising.

3. LAA – Performance Management – End of Period Report, 2007/2008

Thanks were passed to Nigel Wain for compiling the comprehensive reports. LAA “at risk” indicators were detailed in one paper – the Board noted they had received presentations relating to the “at risk” indicators from the lead organisations over the year. It was noted that the indicators identified as being at risk were carried over as priorities in the 2008 LAA and will therefore continue to be monitored. Mark Tovey confirmed that the responsibility for 2007/08 LAA is now discharged.

4. LAA - Action Planning and Performance Reporting, 2008-2011

Stella advised the Board that Council corporate plans were being updated to reflect a consolidated plan that incorporates the LAA and wider 198 national indicators. Within the Council the 198 indicators have been divided up between the appropriate directorates as a way of driving forward delivery and ownership, ensuring people “on the ground” are accountable for their part and can report on it.

- The Board were asked to consider similar exercises within their individual organisations.

Jenni advised the Board that individual action plans were being worked on for each LAA indicator and these should be available at the next meeting. The Board will then be asked to consider if the information provided/collected is appropriate to allow the Board to make decisions and performance manage the LAA.

The Board were updated on the creation of Theme Overview Plans (TOPs) which were strategic, light touch documents that pull together the key strategies that demonstrate delivery of the over arching Sustainable Community Strategy (SCS). The Board were advised that it is not expected that theme groups will performance manage the LAA, but will maintain a strategic overview and awareness of the LAA only (with exceptions of statutory groups – e.g. Community Safety Partnership.) The Coventry Partnership secretariat is working on the Theme Overview Plans which will be based on the 10 SCS themes. The plans are to be circulated to the Theme Groups to review and add to where appropriate.

Jenni noted that there are to be annual reports to local people regarding SCS performance.

Performance management difficulties were noted owing to significant lags in availability of data – e.g. around health issues and skills/training. Equality monitoring of groups would enable improved understanding of the data and highlight areas of underperformance. Example was given of the NEETS group, consisting of teenage parents, youth offenders, people with disabilities etc - where a robust understanding of activity would be beneficial in providing reports to the Board. It was confirmed that disaggregation of data would be taken wider than “normal” equality terms. It was noted that wherever possible reports to the Board should be in “real time” whenever possible. The importance of reviewing action plans; checking delivery; considering if the actions are still the right ones; sense checking etc was highlighted. As requested by the Board, one key person has been identified as having overall responsibility for each LAA indicator. Key partner organisations and key activities are

also noted. The Voluntary and Community Sector are keen to be involved in this process where their activities contribute to LAA outcomes.

LAA performance reports will be taken through full Council, being the accountable body, (as well as through the Public Service Board). There will also be links to the LAA through Cabinet Member portfolios. It was reiterated that all operational plans should have due regard to the LAA outcomes.

It was recommended that the Board receive quarterly reports on the whole LAA with monthly in depth reports on individual themes which should clarify where partner organisations can/do contribute – including contributions from voluntary and community organisations. Performance management utilising a “report card approach” was noted as favourable to a spread sheet.

Jos noted that the report cards will ensure the provision of the right information in a digestible format that will demonstrate:

- what has been accomplished
- activities/partners that contributed
- what is left to do

There was a discussion around the use of data and IT systems (and opportunity for all partners to interrogate the system for uniformity of data). The Board were updated on the work of the PIE (progress, impact and evaluation) group who are working on provision of a system for the City Council and wider partners. It was noted that this would be beneficial to the 2009 Comprehensive Area Assessment as it would provide a geographical focus and would incorporate partner activity.

The system would hold national performance data as well as locally acquired data. It was agreed that the system should be kept as simple as possible. The Board were advised that the system being looked at is already used by Warwickshire PCT and would enable consideration of issues at a sub-regional level. The system should enable data to be presented in a format that can be understood by the public as well as allowing more complicated mapping overlays to demonstrate geographical disadvantage.

The importance of senior management buy-in and sense checking of data was discussed. Ensuring that appropriate statisticians (and other colleagues) have good lines of communication with each other was noted as being essential. A dashboard approach to identify clearly which national indicators are being achieved was recommended.

Mark thanked Nigel Wain for his work on the reports.

A discussion took place around the dangers of getting too locked into processes, the need for a quicker pace and flexibility and to test what works and change what does not work. It was noted that delivery on any area of the LAA had continued despite delays in agreement of the LAA caused by restrictions around imposed timescales and timings of ministerial sign-offs. The Board were advised that there will be an opportunity to refresh the LAA in October 2008. Mark Tovey stated he was reassured that Coventry are engaged and working on relevant issues.

The Board were reminded that the main consideration should be regarding the way that individuals experience local services - it was noted that the LAA and National Indicator set are merely tools which should ensure individuals have a good experience of service

provision. The Board were asked to ensure they identify which areas are not working well and movement of resources (between partners and within individual organisations) to achieve success.

It was agreed that the Board will:

- Sign off the performance management structure as detailed by Jenni
- Recognise development work needed relating to the dashboard style of reporting
- Have an update on the data management system
- Emphasise at operational level the importance of working collaboratively with partners on the indicators to achieve success
- Receive early reports where actions are not working / where there is actual or anticipated underperformance.

5. Learning to Deliver Programme

The Board were advised of a potential £50,000 available from the Learning to Deliver project through the Regional Improvement and Efficiency Partnership. The money would need to be targeted at LAA indicator/s identified (through a risk analysis) as being “at risk”. Improvement projects would need to demonstrate:

- Links to Equalities issues
- Community Empowerment
- Efficiency
- Agreement of LSP Board and relevant bodies
- Diagnosis of barriers and identified opportunities for success

Early discussions (pre the Board meeting) had identified NI 113 – prevalence of Chlamydia as being a potential target for the money. The Board discussed the various measures that are being taken already to improve achievement of this target, including ensuring the PCT’s dedicated worker concentrates on the issue. Matt agreed to formally respond to the Board regarding the situation relating to whether the Chlamydia coordinator is now working full time on issues relating to Chlamydia or not. It was noted that conversations with the worker had indicated a lack of contacts in partner organizations that was hindering progress. This is to be rectified.

Following a wider discussion, the Board was not keen to deploy the additional £50,000 on this target alone and requested that the top 5 “at risk” indicators be identified and emailed to the Board, along with a rationale for identification, so as to enable 2 or 3 to be picked for the project.

The proposed indicators, along with a robust risk analysis as to why they have been chosen must be submitted by mid-July.

6. Area Listing – uniformity of areas for data usage

The PIE group had recommended that the Board accept a suggested list of names for the Lower Super Output Areas (LSOA’s).

It was noted that the LSOA's do not match recognised neighbourhoods, but the geographical boundaries have been imposed by government. It is only the naming of the areas that can be challenged.

The Board agreed to adopt the list of names. The PIE group will be informed of the decision.

7. Forward Planner

This will be a permanent agenda item where partners can request things be brought to the Board.

8. Any Other Business

It was agreed that the Action Log would become a permanent agenda item. A current action log was circulated and Board members were requested to update June Morley with details of outstanding actions. Once completed, actions will be moved to the bottom of a master log to track progress of the group.

The meeting closed at 11.20 am

Date of the next meeting: Monday 15th September 2008

Venue: Room 77, floor 2, Council House

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