



Coventry Local Public Service Board

Minutes of the meeting 20th October, 2008 Held in New Committee Room 2, Council House

Present:

Jos Parry	Coventry City Council (Interim Chair)
Dawn Ford	Coventry Partnership (Minutes)
Deborah Harrod	West Midlands Police
Stephen Jones	Coventry PCT
Mark Tovey	Government Office West Midlands
Mark Taylor	West Midland Fire Service
Richard Monk	Whitefriars Housing
Jane Malbasa	Job Centre Plus
Peter Shearing	LSC
Jenni Venn	Coventry City Council
Sarah Roach	Coventry City Council
Helen Shankster	Coventry City Council
Simon Brake	Coventry City Council
Adrian West	Coventry City Council

Apologies:

Cllr Ken Taylor	Coventry City Council
Sarah Chand	Probation Service
Jan Nicholls	Coventry City Council
Jane Beaver	Job Centre Plus

No.	Item	Action
1	<p>Welcome and Apologies - Jos Parry, Interim Chair, welcomed everyone to the meeting, introductions were given and apologies were noted.</p> <p>Stephen Jones informed the Chair that he unfortunately had to leave at 3.15 p.m.</p>	
2	<p>Minutes of the Last Meeting on 15th September, 2008 – These were noted as a true and accurate record. There were no matters arising not already covered on the agenda.</p>	
3	<p>Action Log - The outstanding actions were reviewed – key points discussed at the meeting are shown below and the revised action log attached as Appendix 1.</p>	

	<p>Representation – Jos informed the group that she had been tasked with looking at representation of the Community/Voluntary Sector and Business Sector on the board.</p> <p>Item 29 - Breakdown of spend – Need to understand what the CLG requires. Jenni and Mark to follow up.</p> <p>Item 31 - ABG and match funding - The answer is yes – Confirmation to be received in writing from Barrie Hastie.</p> <p>Item 35 - Share the Fire Service experience - This invitation will be extended to the group as soon as possible for the Head of Performance Assessment at Birmingham Headquarters to provide presentation on CAA and Direction of Travel.</p> <p>Item 38 – Partners to nominate contact for Chlamydia screening. E-mail to be sent to remind partners.</p>	<p>JS – to arrange</p> <p>Jenni & Mark</p> <p>DF to send e-mail</p> <p>MT & DF To arrange visit.</p> <p>DF to send e-mail</p>
4	<p>Consultation on Neighbourhood Warden Proposals – Sara gave an overview of the report circulated previously with the agenda. The Neighbourhood Warden service has been reviewed over the last 18 months and the key proposals are:</p> <ul style="list-style-type: none"> • To pilot a team of eight Neighbourhood Impact Officers – people trained as Neighbourhood Wardens but with the powers to issue fixed penalty notices for environmental issues such as littering and dog fouling. This team will be based alongside existing neighbourhood teams but can work anywhere in the city. • To change the current shift patterns for wardens from 8.00 a.m. to 8.00 p.m. to later shifts of 8.00 a.m. to 10.00 p.m. • There are also some proposals to restructure and strengthen the management arrangements for wardens by creating a second operations manager post. This will reduce the number of team leaders from eight to five. • It is also proposed to reduce overall warden numbers by eleven posts. This is to be achieved by removing the city centre team (5) and by removing another six posts from across the city. The service has been under complement for the last year or so due to high levels of sickness (now much reduced) and some vacancies so it is unlikely that the withdrawal of these posts will have a noticeable impact on service performance. <p>The Neighbourhood Wardens will be apart of the Policing Family and there will be no reduction in visibility. Although effectively there is a reduction in the service of 11 posts, the service has not been running at full compliment for a while. The two year pilot scheme will be reviewed every six months to ensure the proposals are ensuring the service is a more efficient and effective way forward.</p> <p>The report will be presented to Cabinet in early December with the LPSB</p>	<p>Agree Report with LPSB comments taken into account.</p>

	<p>comments taken into account.</p> <p>After discussion the LPSB comments were:</p> <ul style="list-style-type: none"> • Welcome to the extension of hours • Recognise they compliment the Policing family and will improve guardianship, trust and confidence • Enforcement powers should be very much environmental NOT criminal • Uniforms should not look like Police or PCSO's • Wardens should not require personal protection equipment (they will be not expected to deal with confrontational issues) • Realise that enforcement brings with it bureaucracy and therefore paperwork and time away from being out and about. Agreed that this should be part of the year one evaluation. • Promote via Communications Campaign 	<p>Sara Roach to raise with Jan Nichols</p>
<p>5</p>	<p>Joint Strategic Needs Assessment (JSNA) - On 8th April the LPSB approved a process for developing a JSNA for Health and Social Care. The activities that have taken place since that meeting are:</p> <p>Since April the follow activities have taken place:</p> <ul style="list-style-type: none"> • Mapped out what evidence already exists about health and social care trends; • Created a web-page www.coventrypartnership.com/jsna, which contains key documents relating to the JSNA; • Undertaken further analysis to gain a better understanding of Coventry's changing demography; • Created a Data Book, which summarises evidence for key health and social care outcomes; • Involved 80 partners in reviewing evidence at a Data Day to identify gaps in services and gaps in evidence <p>The background details of the JSNA process and next steps are shown in the paper circulated with the agenda. Relevant partner organisations and partnership groups will be asked to review findings from the JSNA Data Day, which took place on 24th September, 2008 and to respond to the following questions:</p> <ol style="list-style-type: none"> 1. How will you commission services differently in response to the JSNA? 2. Will you commission additional research into gaps? 3. How else might you support work in these areas? <p>JSNA findings will be built into the planning processes and recommendations.</p> <p>Mark informed the group that the Fire Service will be going through all the</p>	<p>Board endorsed next steps as outlined in report item 4</p>

	<p>LAA targets to asses where they can add value and fit in and would encourage all partners to cross-match where they help towards meeting the targets.</p> <p>With the onset of CAA, the State of the City Report will be able to provide us with a mapping exercise of Where we are and what we have achieved so that Coventry can show the Audit Commission that they are providing broad messages and doing things differently.</p> <p>Question (f) page 3 to be asked at the Coventry Partnership Board.</p> <p>Board agreed the process of JSNA and data book work is proving to be a useful tool and wish to facilitate this process across the partnership where it fits in.</p>	DF
6	<p>Local Area Agreement Indicator Plans – Work is continuing on these through the Lead Officers and delivery plans are in place for 28 of the indicators. Half yearly report due in December. Some of the indicators need more development for a number of reasons such as information being collected differently or baseline information only just available.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Level 4 Qualifications – requires more regional and local work as development is difficult. • Obesity in Primary Schools – Co-coordinator in place from January 2009 • Housing – additional and affordable, requires wider scope and better links and this needs following up. • CO2 there is a lack of meaningful data and more work required nationally. This is the same situation for all Local Authorities. <p>Adrian and his team are ensuring the indicators and plans are as robust as possible and that they are embedded into priorities. Performance framework is being developed and regular reports will be brought to the LPSB against milestones.</p> <p>The LPSB were asked how they require performance information to be reported and that a possible reporting process could be:</p> <ul style="list-style-type: none"> • Covering sheet to the LPSB with top things you need to know • Graphs - giving at a glance information on the indicators • Indicator could then be themed and cross-cutting information given • Each indicator will then have a sheet telling a short story of the indicator and next steps • Each indicator will be tied into each theme of the SCS and have partnership links • Each indicator will have a sheet giving right information at right level 	Approach Agreed Item for December's agenda

	<p>Mark Tovey informed the group that a number of indicators were being redefined and that the overall number was being reduced from 198 to 196. A new set with revisited definitions should be ready by end of October/November.</p> <p>The LAA is currently being refreshed and some targets will be changed showing clear proposals and targets by the end of October. These changes will be reported to the Coventry Partnership in January 2009. LAA will be formally signed off end of March 2009.</p> <p>A reassurance was given that the LAA processes are being taken forward working with partners – consultation has been reported back to Communities and Local Government.</p>	
<p>7</p>	<p>The Prevent Plan – The Government is asking for key organisations across the UK to lead the process of building communities resilient to violent extremism after launching its action plan “Preventing Violent Extremism, winning Hearts and Minds” in April 2007. The Government’s ‘national performance framework’ to assess whether local areas are succeeding in doing this is based on the following themes:</p> <ul style="list-style-type: none"> • Knowledge and understanding of the Preventing Violent Extremism agenda. • Effective development of an action plan to build the resilience of communities and support vulnerable individuals. • Understanding of and engagement with Muslim communities. • Effective oversight, delivery and evaluation of projects and actions. <p>The Government’s national Indicator NI35 Building resilience to violent extremism underpins this.</p> <p>Local agencies all have a role to play.</p> <p>Jos’s presentation looked at the national and Coventry context, our approach to the Prevent agenda, Community Cohesion; Coventry’s prevent plan and the Local Authority role.</p> <p>Recently work has been undertaken to develop the cross Government “Prevent” strand of the counter terrorist strategy, CONTEST and a draft Coventry Prevent Plan...protecting our communities has been developed. (Copies circulated at the meeting.)</p> <p>Coventry’s potential risk factors are:</p> <ul style="list-style-type: none"> • Age profile – young population – 2 universities • High migration rates from Asia, Africa and European Union • Hate crime – now 1.5% of all recorded crime and higher than average • Higher than average black and minority ethnic population 	<p>Approach agreed.</p>

	<ul style="list-style-type: none"> • Increased population churn • Good Transport links • 11th largest city <p>It is important that prevent is delivered through a Coventry Partnership Cohesion strategy, the reasons being that Coventry has:</p> <ul style="list-style-type: none"> • a history of inward migration • strong emphasis on peace and reconciliation • research indicates that: <ul style="list-style-type: none"> ○ Coventry is comparatively well integrated ○ Segregation is low ○ Perceptions of cohesion are high <p>The board were asked to consider Coventry’s Draft Prevent Plan being delivered through a wider Coventry Partnership Cohesion Strategy. The Local public Service Board will have responsibility for monitoring performance across the priorities and performance indicators within the Coventry’s LAA as well as jointly identified priorities.</p> <p>Appointment – Through the Prevent funding stream a full time Partnership Cohesion Co-ordinator post will be appointed to the Prevent agenda within the next 4 – 6 weeks and will sit within Jenni Venn’s team. This post will work closely with partners to progress the agenda and ensure policies, processes, evaluation methods and training programmes are in place.</p> <p>Jos asked that organisations go away and look at the Action Plan within the draft strategy and see how their organisations can contribute to the action plan and the wider messages.</p>	
8	<p>Partnership Audits – A recent internal audit on the Crime and Disorder Partnership has been completed by Coventry City Council using a prescribed partnership toolkit. The audit looked at key areas of governance and evaluation of partnerships and identified areas for improvement.</p> <p>Recently the Business Manager at the Police contacted the partnership requesting information and evidence for one of their audits which had already been provided. It would seem sensible that if partnership arrangements are being audited that information already gathered through other audits be used. Please ask for any information that you might need by contacting either Sara or Jos, this approach will alleviate unnecessary collection of information and ensure that a consistent approach and information is being used.</p>	Approach Agreed
9	<p>Any Other Business</p> <p>Youth Officer – Won Coventry Telegraph – Local Community Safety Award.</p>	

	Mark Taylor – The Chair informed the group that it was Mark’s last day. Mark has been a high profile partner who has shown enthusiasm and drives for the Coventry Partnership and we wish him good luck and best wishes for his new role in Birmingham.	
10	Next Meeting: 1 st December , 2008 Time: 2.00 p.m. Venue: New Meeting Room 2 Council House	

The meeting closed at 4.00 p.m.

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