

## **Coventry Partnership Operations Group Meeting**

**Thursday 31st July 2008 5.00 pm – 6.30 pm**

**Lord Mayor's Reception Suite, Council House**

### **Present:**

Cllr Ram Lakha  
Stephen Banbury, Coventry Voluntary Services Council  
Cllr Kevin Foster  
Richard Monk, Whitefriars Housing  
Matt Gilks ,PCT-representing Mike Atwood/Steven Jones)  
John McGuigan (Chair) Acting Chief Exec CCC  
Jonathan Jardine, Interim Partnership Development Manager  
Peter Shearing, LSC

### **Apologies:**

Jos Parry, Coventry City Council  
Cllr Ken Taylor  
Sheila Bates, Community Empowerment Network  
Les Ratcliffe

### **In attendance:**

Tim Coleman, Partnership Communications Officer  
Andy Williams, Coventry City Council  
Priti Bharadwa, Coventry City Council  
Michael Hanton, Coventry City Council

#### **1. Welcome and Apologies**

John welcomed everyone to the meeting. Introductions were given and apologies noted.

#### **2. Minutes of the last meeting**

The minutes of the last meeting were agreed.

#### **3. Coventry Partnership Communications Group Update**

After discussion it was agreed to defer the Communications Group item until the November board meeting.

There was general recognition of the importance of the Communications group in sharing good practice and coordinating messages within the Partnership organisations.

Tim Coleman was asked to review the progress that had been made by the group, particularly with reference to the Terms of Reference that had been agreed previously by the Board. Specific clarification was requested to show how the Communications Group shared good practice, how it added value to Partnership Activities and who the main audience for its messages were. John McGuigan pointed out that there were several Events type groups across the city and asked for Tim to clarify the purpose of the Communications groups Events calendar.

There was general discussion about the balance between promoting the Partnership to the residents of Coventry and the need to promote particular organisations such as the Police or the Council which people more readily recognised. It was agreed that the Partnership Brand should be used to show that services are working together.

Cllr Foster requested that the format of the eventual presentation should avoid the over use of PowerPoint. More use should be made of visual displays and prepared material that could be viewed during the pre meeting refreshments

Tim was invited to attend the next Operations Group meeting to re-present the agenda item to address the points raised during the meeting.

#### **4. Update on Coventry's Local Enterprise Growth Initiative (LEGI)**

After discussion it was agreed that the LEGI presentation should be included on the next Partnership agenda.

Andy explained that LEGI had originated as a Joint Partnership bid and progress had not been reported to the board since the funding was awarded. The success of LEGI was based on partnership working. There was more to do in the crosscutting themes such as health and housing and the Board may be able to help identify gaps and further linkages.

Cllr Foster stressed the need to focus on real stories where people's lives had changed through LEGI and to keep PowerPoint to a minimum by the use of story boards and leaflets which could be circulated in advance.

Cllr Foster also thought there was a new message that needed to be communicated to partners as LEGI was now city wide so it should be co-terminus with all other services in the city. This should make it simpler for partners to engage.

All agreed that the real problem was to ensure that LEGI is working with the hardest to reach groups and not just those who are already engaged with services.

John finished by summarising what the purpose of the presentation should be:-

- To report back and celebrate success
- To show how partners are working together and asking if more could be done
- To ask how we can we ensure we maximise the engagement with people from the hardest to reach groups.

## **5. NRF- What was achieved and learnt and how do we take this forward**

After discussion it was agreed that the NRF presentation would be included in the September Partnership Board agenda.

Mike explained that the Partnership had commissioned the NRF program which had finished in March. The presentation would show how the £10.6M had been used, bring back lessons learnt on the succession framework, show the legacy and how it fits with the context of the LAA.

Mike also explained there was approximately a £200K under spend and options for how this should be used would be presented for agreement by the Board.

Concern was expressed to ensure options for spending money were presented in the context of closing down the existing projects and ensuring linkages with the LAA and new Working Neighbourhood Fund. It should not be used to shore up projects or to start new ones. The money could be used to link the good practise with mainstream service provision but it was recognised that the amount of money was small when compared to mainstream budgets.

John concluded by summarising what the purpose of the presentation should be :-

- To report on what has been achieved
- To report on what will continue and what has been closed down
- To show how this links with future LAA context
- To propose options for the under spend in the context of closedown of the NRF funding

## **6. Coventry Partnership Board Main Agenda Items for Sept 11<sup>th</sup>**

The main agenda items for the Sept 11<sup>th</sup> meeting were agreed:-

Feed back on discussions from previous board meetings  
Update on LEGI  
NRF- What was achieved and learnt and how we take it forward  
Holocaust Memorial Day update  
Voluntary Sector Contribution to LAA

Forward planner  
Central Vision TV Steve Stewart (Nov)  
Coventry Data Sharing Protocol Revision (Nov)  
LAA Indicator Planning TBD  
Comprehensive Area Assessment TBD

## **7. . AOB**

The next meeting is scheduled for Wed 1<sup>st</sup> October 17-00 at LMH