

**Coventry Partnership Operations Group Meeting**

**Thursday 5<sup>th</sup> June 2008 5.00 pm – 6.30 pm**

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

**Present:**

Jos Parry, Coventry City Council  
Cllr Ken Taylor  
Cllr Ram Lakha  
Sheila Bates, Community Empowerment Network  
Pauline Watts, Coventry Primary Care Trust  
Stephen Banbury, Coventry Voluntary Services Council

**Apologies:**

Stella Manzie, Coventry City Council  
Cllr Kevin Foster  
Caron Grainger, Director of Public Health  
Richard Monk, Whitefriars Housing

**In attendance:**

Jenni Venn, Coventry City Council  
Mike Coult, Coventry City Council  
Helen Shankster, Coventry Partnership

**1. Welcome and Apologies**

Jos welcomed everyone to the meeting and apologies were noted.

**2. Minutes of the last meeting**

The minutes of the last meeting were agreed.

**3. Findings from the Household Survey and Population Mapping Research**

It was agreed that key findings from the research should be presented to the Partnership Board on 9th July. It was also agreed that it would be important to include an explanation about how those involved in the survey were selected and to ensure that jargon such as 'economic disadvantage' were avoided. The presentation would be followed by table-top discussions to enable Partnership Board members to identify the implications of the research to the Coventry Partnership and its member organisations.

**4. Revision of the Coventry Information Sharing Protocol (CISP)**

The proposed process for revising the Protocol was agreed so that the PIE Group could involve data sharing experts in partner organisations in reviewing a revised draft protocol. It was also agreed that the finalised document would be re-launched as the Coventry Partnership Information Sharing Protocol at the Partnership Board in September. It was noted that the current Protocol has been very useful in facilitating information sharing which has helped some innovative partnership working in Coventry. It was agreed that we should explore how the Protocol could be revised to

strengthen information sharing across the Coventry and Warwickshire sub-region. It was also agreed that third sector organisations working with the Partnership should be invited to become signatories.

#### **5. Coventry Partnership Value for Money Workshop**

The Operations Group agreed that the workshop, which would outline the work that the City Council has been doing with its service managers, and pose some issues for the Partnership Board to consider, should take place at the Board meeting on 25<sup>th</sup> June.

#### **6. Coventry Beacon Application – Better Outcomes for People and Places**

The Operations Group noted that the application fitted well with Partnership activity and agreed that an application should be submitted with contributions and support from the Partnership. A template was circulated and it was agreed that it would be used at the next Board meeting to aid discussion in support of the evidence gathering required for the scheme application.

#### **7. Performance Management**

Proposals were outlined to drive the performance management of the Coventry Sustainable Community Strategy (SCS) and Local Area Agreement (LAA). It was agreed that:

- a) for the SCS, overview plans for each theme would be required, which would feed into the annual report of the Partnership
- b) for the LAA, each indicator would need a detailed plan, which would then enable the preparation of a report to the Public service Board, and the Partnership Board.

It was recognised that each partner organisation would need to consider how best to relate the objectives of the SCS and LAA to their own organisation's plans in order to ensure alignment. It was also recognised that it would be appropriate to consult the Business Forum.

#### **8. Coventry Partnership Board Agenda 25<sup>th</sup> June 2008**

It was agreed that the Value for Money Workshop and Beacon Application would be considered at the meeting on 25<sup>th</sup> June. It was also noted that this would be Stella's last meeting.

#### **9. Coventry Partnership Board Agenda 9<sup>th</sup> July 2008**

It was agreed that the following items would be considered:

- a) Findings from the Household Survey and Population Mapping Research
- b) Director of Public Health's Annual Report
- c) Local Area Agreement Update and Performance Management arrangements for Sustainable Community Strategy
- d) Forward Planner

## **10. Any Other Business**

Jos Parry had received a note on the proposed governance arrangements for the LAA 4<sup>th</sup> theme – Economy, Learning, Skills and Employment. It was noted that there were currently two main Partnership meetings which covered this theme – the Learning Skills and Employment Theme Group, and the Shadow Economic Development Partnership Board, and the proposal for consideration was that they should be brought together. It was agreed that the proper process is for the proposal to be considered by the Partnership Board, and it was agreed to add the item to the agenda for the 9<sup>th</sup> July Board meeting.