



Minutes of Coventry Partnership Meeting Thursday 5 July 07 Community Space, Ricoh Arena, Coventry

Attendance:

Name	Representing	Organisation
Les Ratcliffe	Chair, Private Sector	Jaguar Cars
Stella Manzie	Secretary, Public Sector	Coventry City Council
Sheila Bates	Community Sector	Chair of CEN
Martin Kennedy	Private Sector	Chamber of Commerce
Virginia Eneje	Community Sector	CEN
Max Sahota	Public Sector	WM Police
Joan Allen	Community Sector	CEN
June Jeffreys	Community Sector	CEN
Sue Bent	Chair, Voluntary Sector	Coventry Law Centre
Colin Green	Children & Young People	Coventry City Council
Mark Taylor	Public Sector	West Midlands Fire Service
Bob Keith	Voluntary Sector & Chair Environment Group	Groundwork
Sue Darling	Voluntary Sector	Citizens Advice Bureau
Ric Richards	Private Sector	Federation of Small Businesses
Mark Tovey	Public Sector	GOWM
Richard Monk	Registered Social Landlords	Whitefriars Housing Group
Afzal Hussain	New Deal for Communities	New Deal for Communities
Roger Lewis	Private Sector	Citroen Peugeot
Gwen Daley	Community Sector	CEN
Sara Roach	Public Sector	Coventry Partnership

Apologies

Louise Bennett	Chamber of Commerce
Cllr John Mutton	Coventry City Council
Madeline Atkins	Coventry University
Susan Bassnett	Warwick University
Chief Sup Hesketh	West Midland Police
Cllr Ken Taylor	Coventry City Council
Janice Nichols	Coventry City Council
Peter Shearing	Learning & Skills Council
Cllr Ram Lakha	Coventry City Council
Ray Goy	Henley College
Cllr John McNicholas	Coventry City Council
Cllr O'Neill	Coventry City Council
Mark Tovey	GOWM
Stephen Jones	PCT
Mike Attwood	PCT
Jane Beaver	Job Centre Plus
Stephen Banbury	CVSC
Cllr Kevin Foster	Coventry City Council
Steve Stewart	ConneXions
Priti Bharadwa	NRF

In Attendance

Helen Shankster	Coventry Partnership
Su Edwards	Coventry Partnership
Nigel Hart	Coventry Partnership
Nigel Wain	Coventry Partnership
June Morley	Coventry Partnership
Jon Skinner	Coventry Partnership
Rob Allison	CVSC
Adrian Coles	NRF
Joyce Lambert	NRF
Alison Scholes	NRF
Sharon Mace	NRF
Jackie Fox	Coventry City Council
Janthi Mills	Belgrade Theatre
Justine Themen	Belgrade Theatre
Phil Dunn	Coventry City Council
Jane Malbassa	Job Centre Plus
Rebecca Young	Coventry City Council

1. **Welcome & Apologies**

Les welcomed everyone to the meeting.

Les informed the group that a new Partnership Development Manager has been appointed and will start on 3rd September. Rosalind Roberts will be joining us from Warwick University.

Les also informed the Board that the Partnership Secretariat will be moving offices over the next few weeks and any changes to contact details will be circulated following the move.

2. **Minutes & Matters Arising**

The minutes were agreed as a true and accurate record.

3. **NRF Programme 12 month update**

Adrian Coles gave a presentation on the current NRF programme and the proposed draft framework for sustainability of projects after the funding ceases at the end of March 2008.

The presentation led into table discussions where people were asked to discuss:

- What do you think of the overall approach?
- What could some of the challenges be?
- How can we as a partnership overcome these and enable good practice to be continued?

The outcome of these discussions is contained in appendix 1 attached.

The Board endorsed the proposed framework and process for sustainability of projects.

4. **Employment Strategy Action Plan**

Rebecca Young and Jane Malbasa presented the Employment Strategy Action Plans.

The Board was asked to:

- endorse the Action Plan and agree the delivery;
- agree in principal the proposed 'Protocol' approach to involve partner organisations in offering enhanced services to a cohort of customers; and
- give advice about how to communicate the Plan more widely.

It was agreed that due to the papers being tabled, it was unreasonable to expect the Board to agree the content of the action plans. All members of the Board were asked to forward any comments on the action plans directly to Jane Malbasa.

There were some suggested alterations to the protocol which included:

- the requirement for a process to record the evidence of outcomes and linking them back to the tasks
- prioritisation of the actions
- explicit links back to the original themes in the presentation
- the need for a glossary

- the need to identify actions that are 'at no cost' and link other actions to funding streams

It was agreed that the final action plans would come back to a future meeting.

5. **Delivery of the Local Area Agreement 06/07, 12 month update on progress**

Nigel Wain presented a report on progress on the delivery of the LAA during 2006/07.

GOWM had requested an updated spreadsheet and a summary of key actions that were being delivered in order to address specific areas of under performance. This is being progressed through the appropriate theme groups.

Nigel highlighted the progress across the LAA and the areas for improvement.

6. **Development of Future Local Area Agreements**

Sara provided an update on Coventry's involvement in the LAA Road Testing process.

The Road Testing finished officially on 13th July and the Partnership Secretariat and the City Council are currently agreeing the process for the development of the Sustainable Communities Strategy and the Local Area Agreement. The Board and theme groups will play a key part in this process and a more detailed report will be presented to the next Board meeting.

7. **Communications: Update from Coventry Partnership Conference & Theme Group Leaders and Advisors**

Nigel Hart produced a summary of work that is going on across Theme Groups in order to ensure that the Board were aware of the breadth of activity that is happening across the range of themes contained within the Community Plan. It was agreed that this was a useful document and should be regularly produced.

Nigel reported that the conference had been a success and a high number of attendees expressed an interest in future work with the Partnership. A follow up event is being organised for September.

8. **Forward Planner**

- Contribution towards delivery of the Community Plan made by the voluntary and community sectors (Sept)
- Draft Community Involvement Strategy (Sept)
- Outcome planning pilot
- Continued involvement in the development of the Sustainable Community Strategy and Local Area Agreement
- Continued Involvement in the Local Development Framework process.
- Future of One Stop Shops
- End of year update from Health and Wellbeing Group on agreed health priorities

Date of Next meeting – 12 September 2007

Appendix One

Notes from Coventry Partnership Meeting Break-out Groups 5th July 2007

Group 1 –

- Need to revisit what sponsors said at the beginning of the proposal
- Testing Out – other factors will have an effect
- Findings/Risks associated with projects needs to be communicated and shared – why it did not work
- Most important factor at commissioning stage was what they said they would do – re mainstreaming.
- Difficult to predict future
- 2 years not long enough to show evidence – funding will need to be taken from elsewhere
- Internal/external sponsors – is there a comparison

Group 2 –

- Are people at the right level within organisations aware of the projects
- If not make them aware - influence at the right level
- Communication – so that message and benefits are understood
- Define the outcome and the difference the project made
- Measure the outcome in such a way that all benefits are measured
- Involve beneficiaries in project delivery, monitoring and measuring
- Need "buy in" from communities (not mentioned in slides)
- Theme group support/neighbourhood management
- Where will accountability lie

Group 3 –

- Missing contact with community project targeted
- Sponsor valuable in project development and taking project forward/sustaining
- May benefit from bringing sponsor/project manager and nrf evaluator together before publish details/quarterly reports
- Good that evaluation built in from the start
- Recognise what does not work
- Commissioning precludes certain community based groups
- Conversation with sponsor/project manager/nrf outside comfort zones
- Retaining commitment of sponsor/right level of where info is going to end up/who will make decisions?
- Overcome any conflict on internal projects/sponsors
- How to disseminate good practice to more groups/community sector. Various means of communication
- Continue good practice – need to create national network
- Move forward elements of good practice/not whole
- Theme groups to look at evaluation
- Deliver mainstream where possible
- Consider learning when considering LAA?SCS
- Circulate public documents which will show learnt points
- Give guidance on how much evaluation should be done/spend/built in from the start
- Celebrate/promote success
- Directors should consider recommendations
- Programme Board should promote
- Review process 6 months after end to see what was mainstreamed.
- Used well – tested new work methods

Group 4 –

- Starting now is good
- Perspectives
- Getting things onto paper
- Community – evaluation
- Consistency
- Level of work
- Who?
- Other downstream savings – other providers
- What is good practice – theme/sponsor/project
- Time to show working is tight
- Evaluators
- Holistic thinking
- Thinking wider
- Public service Board
- LAA
- Major session on good practice – changing practice roll out
- What if there are disagreements – NRF Sub group/Third sector/Council Senior staff
- Examples of excellence – things that have worked
- Learning from what hasn't worked
- Working through the learning – "a case study"
- Honest in evaluation work
- Shouldn't be frightened of failing
- Minimise the impact for projects when funding stops
- Discussion after/prioritisation - LAA