



Minutes of Coventry Partnership Meeting Wednesday 12th Sept 2007 St Peter's Centre, Hillfields

Attendance:

Name	Representing	Organisation
Stella Manzie	Public Sector, Secretary and Acting Chair	Coventry City Council
Sheila Bates	Community Sector	Chair of CEN
Louise Bennett	Private Sector	Chamber of Commerce
Virginia Eze	Community Sector	CEN
Cllr Ken Taylor	Public Sector	Coventry City Council, Leader
June Jeffreys	Community Sector	CEN
Sue Bent	Voluntary Sector	Coventry Law Centre
Colin Green	Public Sector	Coventry City Council
Mark Taylor	Public Sector	West Midlands Fire Service
Bob Keith	Voluntary Sector & Chair Environment Group	Groundwork
Peter Shearing	Public Sector	Learning and Skills Council
Ric Richards	Private Sector	Federation of Small Businesses
Mark Tovey	Public Sector	GOWM
Richard Monk	Registered Social Landlords	Whitefriars Housing Group
Cllr Ram Lakha	Public Sector	Coventry City Council
Stephen Banbury	Community Sector	CVSC
Rosalind Roberts	Public Sector	Coventry Partnership
Ray Goy	Public Sector	Henley College

Apologies:

Les Ratcliffe	Jaguar Cars, Chair
Cllr John Mutton	Coventry City Council
Madeline Atkins	Coventry University
Jon Baldwin	University of Warwick
Jon Hesketh	West Midlands Police
Cllr John McNicholas	Coventry City Council
Cllr O'Neill	Coventry City Council
Stephen Jones	Coventry PCT
Mike Attwood	Coventry PCT
Jane Beaver	Job Centre Plus
Hamish Glen	Belgrade Theatre
Alison Porter	Physical and Sensory Impairment Partnership
Max Sahota	West Midlands Police
Sue Darling	Citizens Advice Bureau
Roger Lewis	PSA Peugeot Citroen
Debbie Harrod	West Midlands Police

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
Justine Themen	Belgrade Theatre
Adrian Coles	Coventry City Council
Priti Bharadwa	Coventry City Council
Annabel Wrangles	CVSC
Jos Parry	Coventry City Council
Jenni Venn	Coventry City Council
Sara Roach	Coventry City Council
Andy Williams	Coventry City Council
Juliette Verdier – Stott	Coventry City Council
Janice Nichols	Coventry City Council
Chris Thomas	Coventry City Council
Meghna Das	Coventry City Council

1. Welcome and Apologies

Stella welcomed everyone to the meeting and belatedly introduced the new Partnership Development Manager, Rosalind Roberts. The group were asked to note apologies from the Chair, Les Ratcliffe, and were informed that Stella would be acting Chair.

A presentation of thanks was made to Robert Dyson who recently stepped down from the Board.

2. Minutes of last meeting and Matters Arising

The minutes were agreed as a true and accurate record.

3. Sustainable Communities Strategy and Local Area Agreement Development Process – Jenni Venn, Coventry City Council

Jenni presented a paper which detailed the proposed development process for the Sustainable Communities Strategy (SCS) and the Local Area Agreement (LAA).

It was reported that the proposed development process for the SCS and LAA would build upon the current community plan but that the SCS was to be a long term visionary document, planning for 2026. The new SCS would need to be developed in the context of the growth of the city and should retain a focus on the key strategic objectives for the city. It was proposed that the SCS and LAA be developed in parallel in order to meet the required deadline for SCS sign off in April 2008. The development process would take an open and collaborative approach and the evidence base would be collated through the Progress Impact and Evaluation (PIE) Group. A source document was currently being compiled to articulate the 'Coventry Story' and summarise the evidence base.

There would be a workshop for Board members on 10 October at which members would have the opportunity to consider the identified outcomes and priorities, and to give feedback. The Board would receive the SCS outcomes and priorities draft in November and LAA negotiations would begin with Government. It was expected that the national indicator set would be made available following the Comprehensive Spending Review. A wider public consultation on the SCS would take place between December 2007 and January 2008, with the aim of agreeing the final draft with the Board in March 2008. It was expected that the LAA final draft would be signed off with GOWM in March. From April 2008 onwards, delivery of the SCS would commence through a range of city strategies and organisational plans, including the LAA (which would be signed off by ministers in June 2008).

The Board was asked to consider and comment on the proposed development process.

Members of the Board made the following points:

- a) Stella questioned Mark Tovey, Government Office West Midlands, on the level of complexity which appeared to be being introduced in to the process. Mark reiterated that it was a fundamentally simple process about setting priorities for the local area within the context of national priorities. The initial guidance would be issued on 18 September

- b) Colin Green, Children and Young People, questioned the timetable and highlighted the need to commission council services and manage internal budgeting processes. The group were made aware that some indicative funding, such as the Children and Young People's Fund, had already been agreed and that there are currently mixed messages regarding funding and the LAA
- c) Cllr Taylor reiterated that the LAA was the only current framework within which to work and that Coventry should not lose its position as a front runner in the development process
- d) Sara Roach, Community Safety, reminded the Board of the event on 10 October 2007, during which members were invited to have a structured input in the development process
- e) Sheila Bates, CEN, questioned how the community networks could identify objectives and priorities at an early point in the development process
- f) Louise Bennett, Chamber of Commerce, proposed that representatives from neighbouring areas should be invited to take part in the workshop on 10 October in order to share good practice and identify where indicators may cross boundaries. Mark Taylor, West Midlands Fire Service, supported the proposal.
- g) Peter Shearing, LSC, requested additional detail about the format of the evidence base. Jenni advised that the evidence base would include statistical data analysis which would set the current context and allow for future scenario planning. Cross-cutting issues such as transport and climate change would also be identified in the document

Actions:

- a) **Mark Tovey would seek clarification on LAA funding, specifically the implications of any ring-fenced and reward based funding**
- b) **Sheila Bates would put forward ideas from the community forum for helpful mechanisms to engage these groups**
- c) **Rosalind Roberts would invite appropriate representatives from the sub-region to take part in the workshop on 10 October**
- d) **Rosalind Roberts would circulate the draft summary document prior to the 10 October workshop to allow Board members to consult within their own networks**

4. Development of a Local Public Service Board

The Board received an oral report from Stella updating on the development of a Local Public Service Board (LSPB) and the associated consultation process. It was proposed that the LSPB would take a lead role in scrutinising indicators, managing performance and directing appropriate interventions. The consultation closed at the end of the second week in September and positive responses were received from a number of public service partners. The consultation responses highlighted the importance of maintaining strong links with the private, community and voluntary sectors.

Stella stressed the continued importance of the Operations Group, which would retain a different role to the LPSB, and that it would need to be made clear how the LSPB relates to the Partnership Board. It was confirmed that the LSPB Terms of Reference would be considered by Council on 23 October and any relevant feedback from the Partnership workshop on 10 October would also be incorporated.

The Board was asked to note the update for information.

Actions:

- a) **Rosalind Roberts would circulate LSPB Terms of Reference to Board members for comment**

5. Establishment of a Partnership Communications Group

The Board received an oral report and a Draft Terms of Reference document from Nigel Hart, Partnership Communications Officer.

Nigel reported that he was proposing to set up a new Partnership Communications Group with a new remit and had undertaken discussions with key stakeholders. The revised membership would include Senior Communications Professionals in public sector organisations across the city and it would be the first time this has been done by a Local Strategic Partnership. Nigel referred the group to the benefits and efficiencies outlined within the Terms of Reference, such as the sharing of best practice and the coordination of city-wide communications campaigns, and discussed the potential to engage representatives from the private, community and voluntary sectors as the group develops.

Stella highlighted the benefit of access to members' internal communications mechanisms and possible value for money benefits in commissioning work, which could lead to significant resource savings for partner organisations.

The Board were asked to consider and comment on the Draft Terms of Reference.

Some members of the Board questioned the membership of the group as exclusively public sector organisations and made suggestions for appropriate representation from the private and community sectors. The Board felt it was important to ensure that the Communications Group was accountable to the Partnership Board.

Recommendations:

- a) **The Public Service Organisation terminology should be replaced with 'Key Communications Network'**
- b) **The Communications Officer should ensure that representatives from other groups e.g. Chamber of Commerce are proactively invited to attend meetings as appropriate**
- c) **The Terms of Reference should be amended to include a point referring to accountability to the Partnership Board**
- d) **The Communications Group should clearly track its added value and undertake a red tape audit after operating for a period of time**

Stella confirmed that the Board were in support of the establishment of a Communications Group and endorsed the Terms of Reference, subject to the recommended amendments.

6. Draft Climate Change Strategy

The Board received a presentation from Chris Thomas, Sustainable City Team, Coventry City Council, which highlighted key points within the draft Climate Change Strategy. The Board

were informed that the presentation marked the official launch of the consultation and that they were requested to provide their initial feedback.

The presentation outlined key climate change facts and statistics, specifically the causes, effects and costs of climate change. The Board were informed that Coventry City Council was signed up to the Nottingham Climate Change Declaration, with a key commitment of working in partnership with the community, and that there was a strong rationale for early intervention.

Coventry's Draft Climate Change Strategy proposes mitigation and adaptation, to tackle the causes of climate change and prepare for its impact. The six themes, linked to existing Coventry Partnership theme groups, were identified as:

- 1) Vulnerable Communities/Sustainable Communities – differentiated effects and community action
- 2) Where we live – housing, land use and urban design
- 3) Making a difference – education(training, skills and awareness)
- 4) Fit for the future – health and well-being, changing lifestyles
- 5) Gearing up – sustainable transport
- 6) Towards a sustainable city – greenspace, biodiversity, pollution and sustainable communities

Following the consultation, the strategy would come back to the Council and Partnership Board for final approval. The Environment Theme Group would act on behalf of the Council to take the strategy forward.

Meghna Das, Sustainable City Team, Coventry City Council, introduced the group work activity and requested that Board members:

- a) Give their initial thoughts on the draft strategy
- b) Consider what consultation questions should be asked according to the different themes
- c) Consider the key communications issues, target groups and the required communications message for each group

Appendix 1 contains a brief summary of the feedback following table discussions.

Recommendation:

- a) **The Board should give further consideration to how this work can be taken forward within the Partnership**

7. Forward Planner

Stella asked the Board to note the following issues for consideration at forthcoming Partnership Board meetings:

- a) Continued involvement in the SCS and LAA
- b) Contribution towards the delivery of the Community Plan
- c) Outcome Planning Pilot

- d) Employment Strategy Action Plans – feedback on progress
- e) Draft Community Involvement Strategy
- f) Continued involvement in the Local Development Framework process

8. Any Other Business

- a) Feel Good Factors
 - i. Cllr Ram Lakha mentioned the recent community crackdown in Willenhall and Binley and highlighted it as a clear example of successful partnership working. Ram extended his thanks to the Partnership, specifically the Community Safety Team which led on this work
 - ii. Willenhall Community School and Aldermoor Farm Primary School were now open
 - iii. The new City College building was now open

b) The date of the next meeting would be Wednesday 7th November 2007

Appendix 1: Immediate Feedback on Draft Climate Change Strategy

- a) The language around sustainability may be confusing and there was a need for a clear definition of sustainability
- b) There was a question over whether the general public fully understand climate change and the personal implications for individuals
- c) It would be useful to produce a simple summary for schools and young people
- d) The content was not currently at a level at which individuals can engage, there was a need for simple examples which people can relate to personally e.g. in the home and workplace
- e) There was a need for the strategy to encourage personal ownership, ideas and actions
- f) The strategy should provide examples of existing good practice and profile current sustainable projects/communities within the city
- g) Consultation questions could be used to explore the barriers to recycling and sustainability in neighbourhoods across the city
- h) There was a need to change mind-sets
- i) There was a question over how many people will read the large full draft document and it was recommended that the draft strategy document be summarised
- j) The concept of a carbon footprint for individuals would help to personalise some of the issues
- k) The test for the Coventry Partnership was to show the added value that could be gained from working in partnership to shape and influence issues
- l) The Partnership could potentially influence a large and diverse range of organisations and people
- m) There was a question over whether this was a local issue or a government mandate
- n) There was evidence that there was concern/interest coming through the public voice, ward forums etc