

**COVENTRY PARTNERSHIP – LEADERS & ADVISORS**  
**Minutes of Meeting Held on 19 April 2007, 10.00 – 12.00 Elm Bank**

Present: Les Ratcliffe - Coventry Partnership (Chair)  
Sara Roach - Coventry Partnership Secretariat  
Helen Shankster - Coventry Partnership Secretariat  
Nigel Wain - Coventry Partnership Secretariat  
Nigel Hart - Coventry Partnership Secretariat  
Jonathan Skinner - Coventry Partnership Secretariat  
June Morley - Coventry Partnership Secretariat  
Su Edwards - Coventry Partnership Secretariat (Minutes)  
Joyce Lambert - Regeneration Team, Coventry City Council  
Jane Malbassa - Advisor, Jobs Strategy Group  
Jenni Venn - Advisor, Equalities & Communities Group  
Adrian West - Advisor, Environment Theme Group  
Stewart Fergusson - Co-Chair, Housing Theme Group  
Stephen Jones - Chair, Community Safety Partnership  
Hamish Glen - Chair, Cultural Partnership  
Jeanette Burrows - Community Empowerment Network  
Janita Wesson - Advisor, Learning Disability Partnership  
Mark Taylor - Vice Chair, Community Safety Partnership  
Andrea Clemons - Advisor, Community Safety Partnership  
Janice Nichols - Head of Neighbourhood Management  
Sally Giles - Children and Young People's Partnership

Apologies: Howard Farrand - Chair, Communications Group  
Adrian Coles - Regeneration Team, Coventry City Council  
Alice Davey - Advisor, Cultural Partnership  
Geoff Makin - Acting Chair, Health of Coventry Group  
Peter Barker - Advisor, Health of Coventry Group  
Ayaz Maqsood - Advisor, Housing Group  
Angie Kokes - Chair, Learning & Training Group  
Bob Keith - Chair, Environment Theme Group  
Marc Harder - Children & Young People's Partnership

**Les welcomed everybody to the meeting and introduced himself as the new Chair of the Coventry Partnership Board.**

**1. Minutes & Matters Arising**

The minutes were agreed as a true and accurate record.

Nigel Wain updated the group on the discussions re. the merge of the Transport and Sustainable Development Groups. It has been agreed that these groups should remain separate but with some closer working on the overlapping agendas.

Jane reported that the Learning and Training Group and the Jobs Strategy Group have agreed not to merge but to work closely on some agenda items that have common themes. The Learning and Training Group is under review as Angie Kokes leaves at the end of May.

## **2. Cultural Strategy**

Brian Mitchell presented his work so far on the development of the Coventry Cultural Strategy and invited views/comments/input from theme group leaders and advisors as part of the development process.

He explained how the strategy works closely with other government strategies and links with the partnership work.

Jenni emphasised how important culture was in relation to community cohesion and how the strategy must link to the 4 themes contained in the Community Cohesion Strategy. Jenni has already met with Brian's colleague and therefore Brian agreed that he would make sure that this was a key consideration.

Sara highlighted the links to the Health & Wellbeing Theme Group and how the strategy should make the links with the work we were involved in around obesity and healthy lifestyles.

Les stressed the importance of communication with the development of any strategy and how we make sure that our priorities and actions are communicated effectively at all levels.

## **3. Communications**

Nigel provided an update on his work to date. Nigel will shortly be producing an e-newsletter, highlighting some of the key work that the Board and Theme Groups are involved in. How often they will be produced is still to be determined and will largely depend on how much information is available that needs sharing. It was agreed that the newsletters should be short and punchy and not contain too much information.

Nigel informed the group that a sub group has been working over the last few months to produce a Guide to Partnership Working. The Guide contains a number of standards that we should all be seeking to achieve and all theme groups will be expected to assess themselves against the guide in relation to their compliance/development needs.

The guide will be presented to the Board on 10<sup>th</sup> May and to the next meeting of Leaders and Advisors on 14th June.

## **4. Update on the Local Area Agreement**

Sara updated the group on the super refresh process for the 2008 Local Area Agreement. Coventry is 1 of 17 pilots across the country who will be 'roadtesting' the proposed LAA processes in relation to structures, negotiation, target setting, etc. This will take place between April and July. Sara will update at the next meeting.

## 5. Update on Outcome Planning

Helen updated the group on the outcome planning process to date. The Operations Group have commissioned 2 pilots including worklessness and street cleanliness. The worklessness pilot has been undertaken as part of the strategy development workshops and has provided some real insight into what preparation/evidence is needed to make the outcome planning process useful and successful.

Similarly the approach will be used for the Street Cleanliness outcome during May/June.

Helen will be reporting initial findings to the Operations Group at their meeting in April.

## 6. Update from Theme Groups

**Housing:** Stewart updated the group on the choice based lettings scheme which will now be implemented in August. The Housing Group are on target to meet the decent homes standard for social landlords but not in relation to private sector dwellings. This is an area that the Private Sector Housing Strategy will seek to address, although it is unlikely that our target will be met. The group are currently reviewing their role/membership, following on from the self assessment.

**Jobs:** Jane provided a detailed update on the work of the Jobs Group. The City Strategy is generating a lot of work, which will attract a small amount of funding although the aim is to bring about better use and co-ordination of the resources that we already have. A local employment strategy is being developed and 4 workshops have recently taken place to feed into the strategy development process. Neighbourhood Employment Plans are being developed and the LSC are leading on setting up local employment and skills board. Job Centre Plus is reviewing their model of engagement with employers.

**Neighbourhoods:** Janice updated the group on the Your Neighbourhood Matters Programme. This is a four year programme, funded through the Safer & Stronger Communities Block of the Local Area Agreement. The first year of the programme has focused on setting up a robust evaluation programme and commissioning a range of activities in relation to capacity building in the 6 designated neighbourhoods. This has led to the development of action plans and once these have been finalised, Janice will share them with the group.

**Environment:** Adrian updated the group on the 2 key priorities that the Environment/Sustainable Development Group have chosen for the next 12 months. These include: the Climate Change Strategy and the Local Development Framework.

**Equalities & Communities:** Jenni informed the group that the theme group is currently reviewing their membership and has been without a chair for some time. They have developed the community cohesion framework and are using this to identify how partnership activity is contributing to making Coventry a more cohesive city.

**PIE Group:** Helen reported that the household survey data is now available but cannot be publicised until after the elections. The draft report will be sent to leaders and advisors for comment at the beginning of May. The follow-up focus groups have been delayed due to difficulties recruiting people to take part and this is being addressed. All leaders and advisors are invited to a workshop on 24<sup>th</sup> May where the household survey findings will be discussed in detail in order to tease out any policy implications. CVSC are leading on an action learning set as part of the West Midlands Capacity Building Programme in order to develop ways in which we can locally capture the contribution of the Community and Voluntary Sectors in delivering the community plan outcomes. PIE has recently agreed their research priorities which include: supporting outcome planning; next year's household survey; setting up a tracking project re. adults facing social exclusion; and population mapping.

**Community Safety:** Andrea reported on the recently produced strategic assessment which identifies 7 priority areas of the city where there will be additional focus and resources over the next 12 months. There has been a recent launch of Coventry's status as a Respect Action Area and launch of the Intensive Family Intervention Project. There will be some National Standards produced, following the revision of the Crime and Disorder Act and it is anticipated that the CCSP are already in a good position to respond to these requirements.

**Children & Young People:** The CYP Partnership is currently revising their delivery groups in order to rationalise and streamline their reporting and co-ordination of work streams. These are being developed around the Every Child Matters Outcomes. A Play Strategy has now been produced which has attracted Big Lottery Funding of £790,000. Sally updated the group on work to reduce exclusions and some joint work with Connexions in relation to NEETs.

**Transport:** Nigel reported that access to the hospital is still an issue. John McNicholas has been chairing a sub-group to deal with this. The Transport Forum is holding a joint event with Community of Interest Partnership Boards on 11<sup>th</sup> May.

## **7. Any Other Business**

Sara informed the group that Angie Kokes is leaving Coventry at the end of May and the group wanted to formally minute thanks to Angie for all of the work that she has put into the Coventry Partnership and the Learning & Training Theme Group.

Les asked the group to let him know at the beginning of the meeting if there was any other business.

Adrian reminded everybody that there was an NRF – 1 year celebration on Monday 23 April 2007 at Henley Green Community Centre.

### **Next Meeting**

14 June 2007, 10 – 12, Maple Room, Elm Bank