



Coventry Partnership Operations Group – 24th April 2007

Present:

Stella Manzie (Chair)
Supt Bob Bird
Rob Allison
Stephen Jones
Les Ratcliffe

In attendance:

Helen Shankster
Sara Roach

Apologies:

Councillor Ram Lakha
Councillor Tony O'Neill
Howard Farrand
Sheila Bates
Stephen Banbury
Chief Supt Harrod
Peter Shearing

1. Minutes and Matters Arising

The minutes of the last meeting were agreed as a true and accurate record.

It was agreed that the paper on the development of a Local Public Service Board would be presented and discussed at the next meeting in June.

2. Compact & Guide to Partnership Working

Rob presented the draft Guide to Partnership Working that has been produced by a sub-group of the Compact Working Group. The guide was produced following the Compact Review last July and concern coming out of the Fully on Board Survey in relation to meeting styles and the various experiences of the community and voluntary sectors.

Although the guide has been produced for the Partnership Board and associated theme groups, it was agreed that the guide was extremely useful and should be made generic, so that it can be applied to any meeting. It was also agreed that this guide should be a key part of the Coventry Partnership Induction Pack and brought into organisational training programmes, where appropriate. The self assessment form at the back of the document will be a separate document and made available on request.

Action: Rob to amend the guide to make it more generic and present to the Partnership Board in May for them to suggest ways in which the guide can be used and to identify what resources/training will be required for implementation.

3. Update on LAA Super Refresh

Sara informed the group that Coventry have been chosen as 1 of 17 'road testers' for the development of Local Area Agreements, following the White Paper in October 2007. The main aims of the road testing process are to:

- Identify critical success factors for negotiating priorities & targets for new LAAs;
- Identify ways of overcoming specific challenges;
- Produce a clear and workable framework for local authorities, their partners, Government Offices and Central Government Departments to identify the priorities to be included in LAAs for 2008/09 and the negotiation framework for improvement targets;
- Contribute to the development of operational guidance which is light touch and meets the information requirements for local authorities and their partners.

The first event is on 1st May and Sara is attending this with Roger Hughes and Mark Taylor from the Fire Service.

Action: Sara to report back on Coventry's involvement in the road testing process.

4. Sustainable Communities Strategy

Sara presented a draft report for the May Partnership Board which identifies how the Partnership needs to develop and take forward the Community Plan and Local Area Agreement over the next 12 months.

This follows on from the group work at the Board meeting in March where it was agreed that the Board would look to adopt the City Council's Corporate Vision as a Partnership 'City Vision' for the Sustainable Communities Strategy (SCS).

Stella emphasised that the LAA would be *only one* vehicle to deliver the SCS and that there would be a range of other plans and priorities that would be locally generated, developed and delivered. In particular, the importance of the LAA being driven by the SCS and not the other way round.

Action: Sara to present the report to the May Partnership Board with particular emphasis on paragraph 4.2.

5. Update on Outcome Planning

Helen updated the group on the recent pilot of the outcome planning process.

The PIE Group were commissioned to pilot this approach on 2 targets including worklessness and street cleanliness and to date, have been working with the Job Strategy Group's Employment Strategy action planning process.

Overall the process has successfully engaged partners in developing joint solutions to service and quality of life challenges. There have been some lessons learnt in relation to the amount of preparation that needs to take to gather evidence, senior buy-in, etc and these will be taken on board as part of the approach with the street cleanliness work.

Helen suggested that the summary of findings from the street cleanliness outcome planning be presented to the Partnership Board in May and that the PIE Group build outcome planning into the Performance Management Framework (PMF).

Action: Helen to present outcome on street cleanliness to the Operations Group in June
PIE to build outcome planning into the PMF.
The Operations Group to receive the revised PMF in June for comment.

6. Terms of Reference for PIE Group

Helen presented the revised terms of reference for the PIE Group which have been produced following the annual self assessment process.

The main purpose of the group will be to work on behalf of the Partnership to develop a performance management framework and to provide evidence for performance management through the development and implementation of a Research & Evaluation Strategy.

The role of the Group was agreed and the proposed membership contained within the terms of reference was endorsed, although the City Council representation will need to be rationalised once the restructuring has been completed.

Action: Helen to write to the relevant Partnership Board members asking for representation on the group at a senior/middle management level.

7. Feedback from the Annual Household Survey

Helen updated the group on the current status of the Household Survey findings.

Focus Groups will take place during April and May, although it is proving difficult to get local people involved and we are resorting to some of the more traditional routes, via client groups already involved in some way with theme groups. This may mean that the process is slightly delayed.

Findings from the survey and focus groups will be written up and considered alongside other evidence (ie. outcome of the Police Feeling the Difference Survey, Communities that Care Survey, etc).

The draft report will be circulated during May to the Operations Group for comment and approval by 13th June.

8. Coventry Partnership Agenda

- Findings from the Coventry Strategic Health Assessment (in particular workgroup discussions on activity that could add value to the achievement of local smoking targets– Caron Grainger
- Guide to Partnership Working – Stephen Banbury

9. Date of Next Meeting – 13th June 2007