

Nottinghamshire Partnership Performance Officers Group



Meeting, 10 December 2009 @ Kelham Hall, Newark

NOTES

Attendees

Jo Barker	Rushcliffe BC
Natalie Cantillo	County PCT
Louise Chaplin	NCC, ASCH
Chris Common	NCC, Chief Executive's
Simon Halpenny	Notts FRS
Anita Jackson	Gedling BC
Colin Lewis	Broxtowe BC
Susan Lewis Roberts	NCC, Chief Executive's
Ian Meader	Rushcliffe BC
Jon Ward	NCC, CYPS
Andy Watkin	Newark & Sherwood DC
Trevor Winfield	Bassetlaw DC

		Action
1	Apologies received	
	Trish Adams – NCC, Communities Rachael Clark – NAVO Steve Derbyshire – NCC, Partnerships David Goucher – Ashfield DC Ged Greaves - Newark & Sherwood DC David Heath - GOEM Chris Jones – Connexions Jo Mathieson – NCC, Partnerships Alex Porter - DAAT Jean Robinson – City PCT Chris Thompson – NCC, Communities	
2	Matters arising from last meeting (30/9/08)	
2.1	<i>Review of Data Provision</i> JB reported that advice from DWP was still awaited on NI 180/181.	
2.2	<i>Data Quality</i> i. All asked to forward DQ policies to CC for circulation ii. SLR confirmed that DQ was to be included in governance arrangements	All

3	LAA Review and Refresh	
3.1	SLR reported that the refresh report to GOEM was now available from the NP website.	
3.2	<i>NI 154</i> – DAs to send any revised figures/comments to SLR ahead of the publication of the spatial strategy.	DA Reps
3.3	<i>Health NIs</i> – still concern at the availability of data – SLR to liaise separately with health sector.	SLR
3.4	<i>LAA Handbook</i> – any issues with content to be feedback to SLR	All
3.5	Timetable – all baselines/targets need to be with GOEM by 2 March 2009. SLR asked if partner organisations knew of any critical dates that would influence the overall process/timetable that they be reported to her directly. JB noted the release of new fuel poverty targets (NI 187) would be after the deadline.	All
4	Performance Reporting Developments	
4.1	<p>CC discussed the work to develop a revised reporting procedure in the partnership. This includes the development of a new report template derived from PRISM (see attached) which would bring together progress made against the delivery plan actions as well as the NI performance data.</p> <p>Revised reporting arrangements are also being developed by which the theme partnerships become more responsible for managing their own performance and undertake 'exception' reporting directly to management group etc.</p> <p>SLR commented this approach was also being reflected in the new governance arrangements.</p> <p>NPPOG will be kept informed of the developments.</p>	
4.2	<p><i>LAA Handbook</i> SLR reported that a revised version was available on the website with most indicators disaggregated by district/LSP. There was still some concern that this was proving problematic for the health indicators (see also 3.3).</p> <p>AJ asked if any changes could be highlighted each time a revised handbook was issued.</p>	SLR
5	Data Quality	
5.1	JB distributed a draft DQ protocol for third parties. Based on best practice from the Audit Commission, partners were asked to consider it for adoption (see attached).	All
6	Secondment Opportunities	
6.1	CC & SLR presented the Management Group papers on the proposal to appoint 2 secondment posts to the LAA/Notts Partnership team based in the county.	

	<p>TW did not see the relevance of presenting the Communication post to the group but SLR felt the group should be aware of all developments in the partnership.</p> <p>There was general support and understanding of the necessity for the PM role but concern was expressed that a secondment from a partner may not be supported by that organisation's management. SLR would raise this concern with Management Group.</p> <p>TW requested that the new PM officer (if appointed) be invited to the next meeting to report progress.</p>	<p>SLR</p> <p>CC/SLR</p>
7	The Hub Update	
7.1	CC distributed a table of discrepancies between LAA (baseline and target) data and that held on the Hub (see attached). This was being considered by GOEM who share the concern at the volume of differences. NPPOG will be kept updated on the progress.	CC
7.2	CC also distributed a list of codes that are appearing against LAA targets in the Hub. These are used by GOEM to indicate target status when a figure is missing.	
8	Linking PM Systems	
8.1	CC reported on some recent preliminary work with NSDC on developing electronic links from/to Covalent and PRISM. Outputs in Excel can be uploaded into PRISM directly. AW to forward an example of a spreadsheet to CC to see if this could be matched as an output from PRISM which Covalent (or other software users) can upload into their systems.	AW
8.2	Concern was raised that the effort to develop neat IT solutions may out weigh the value considering the low volume of data transferred at any one time.	
8.3	The lack of data in the Hub results in many partners having to resort to requesting the info directly and running the risk of duplication of effort especially with LSPs. CC suggested that PRISM could act as a local 'Hub' from which partners can download the necessary data (see also 8.1).	
9	Fire Incident Recording System	
9.1	SH reported that the new IRS was being implemented and would ultimately link to the Hub for recording of NI data. It was, however, proving problematic.	
10	Information Sharing	
10.1	SLR reported on the recent commitment to develop a 'Nottinghamshire Observatory' for data & information sharing. CC agreed to distribute a presentation he had received on JiN/Nomad (see attached). Alastair McGrady (leading this from NCC) to be asked to present at the next meeting.	CC

	Next Meeting(s)	
	<p><i>Date:</i> 26 March 2009 <i>Time:</i> 1300 - buffet lunch served, 1330 – meeting start <i>Place:</i> The Exchange, County Hall, West Bridgford</p> <p># Additional meeting # - specifically to discuss LAA refreshment process; <i>Date:</i> 29 January 2009 <i>Time:</i> 1030 <i>Place:</i> Fire HQ, Arnold</p>	