



Nottinghamshire Partnership

Programme Managers Meeting, Tuesday 5 May 2009

2 pm, Committee Room B

Draft Minutes

Present

Steve Derbyshire  
Dermot Dolan  
Cathy Harvey  
Anita Jackson  
Paula Jezewski  
Lance Juby  
Paul Roberts  
Kate Miller (minutes)  
Joe Pidgeon  
Michelle Sewell  
Heather Stokes  
Christine Southwell  
Chris Walker  
Les Cowling

Apologies

Caroline Agnew  
Peter Baguley  
Phil Lyons





NO.	ITEM	Action
1.	<b><u>Welcome and Introductions</u></b>	
2.	<p><b><u>Actions from previous meeting- 10/03/09</u></b></p> <p>Actions around economic theme:</p> <p>Steve Derbyshire explained that at the last Nottinghamshire Partnership Management Group (NPMG) meeting on 20 April 2009, Caroline Agnew had given an update on the economic challenges that Nottinghamshire is facing.</p> <p>There were four workshops facilitated by a lead partner and each were asked to feedback one or two key points and the following points were identified from each of the groups:</p> <ol style="list-style-type: none"><li>1. Children and Young People – establish an apprenticeship scheme where all partners are committed to providing work experience and subsequent employment to young people</li><li>2. Adults – focus intense partnership activity and support in “hotspot” locations</li><li>3. Business Sustainability – small businesses to gain contract and to ‘un-block’ infrastructure projects</li><li>4. Business Start-up – addressing the personal care agenda- developing a business model through social enterprise could yield opportunities for brokering these services – using a neighbourhood care services model.</li></ol> <p>The Economic Development and Enterprise Partnership will now pick up these big ideas and develop them further and the County Council Economic Regeneration (ER) team have nominated their lead contact for each project.</p> <p><b>Information: A substantive report will be taken to the next NPMG meeting on Tuesday 9 June 2009.</b></p> <p>Christine Southwell feedback that there is a lot of activity being undertaken with the Learning and Skills Council and Jobcentre Plus in terms of focussing on how to mitigate the impacts of the economic downturn. There is lots of best practice taking place in the region and GOEM is pulling this information together.</p> <p>Paul Roberts informed colleagues that the outcomes of the economic workshops at NPMG were taken to the Strategic Partnership Board (SPB) on Monday 27 April 2009 by Phil Lyons. Members asked that the audit of infrastructure projects is completed quickly and committed to helping unblock progress where possible. SPB members encouraged any work being undertaken to look at mainstream funding initially.</p>	





	<p>Cathy Harvey informed colleagues that some work is being undertaken under the health and well-being theme in terms of looking at the pressures that the economic downturn will place on the national indicators. She stressed the importance of this work and wanted the opportunity to feed this into the into the NPMG and SPB meetings. Whilst the recession is clearly impacting she said it was important not to allow it to divert all our energies and potentially lose sight of the issues in Nottinghamshire.</p> <p>Cathy Harvey requested for a timetable meetings to allow sufficient time to prepare updates or items for the Agenda.</p>	<p><b>Action: Secretariat to produce timetable of deadlines surrounding the LAA.</b></p>
<p>3.</p>	<p><b><u>Delivery Planning &amp; Performance Project Update</u></b></p> <p>Anita Jackson informed colleagues that herself and Lance Juby have been appointed on a job-share basis to a 6 month secondment to the Nottinghamshire Partnership. Their role will be to design a process for reporting activity against the LAA outcomes in a format that enables the Nottinghamshire Partnership to make effective decisions on performance.</p> <p>She stressed that to-date good progress is being made in managing the performance indicators and that a delivery plan template has been designed which has been completed for each indicator. However, information is not currently in a consistent format, and processes are not in place, to enable effective exception reporting of activity against the LAA indicators.</p> <p>She stressed that the Partnership Performance Officers role is to design a process for reporting progress against activities using the PRISM performance management software.</p> <p>Lance Juby circulated, and explained, a diagram highlighting this process <b>(diagram attached)</b>. He explained that being able to report progress against activity based delivery plans, as well against the performance indicators, will give the Partnership a greater insight as to how effectively we are delivering the LAA.</p> <p>Lance Juby outlined that in order for such a process to be effective, the following issues would need to be addressed:</p> <ul style="list-style-type: none"> <li>- how is information entered into PRISM</li> <li>- how is information presented in PRISM</li> <li>- the frequency of updates</li> <li>- information in a suitable format that enables decision-making at the NPMG</li> </ul> <p>Lance Juby outlined that to-date that he and Anita Jackson have: spoken with Programme Managers and Partnership Support Officers have looked at the information contained in the current delivery plans spoken with David Heath at GOEM to look at best practice in relation to LAA performance management across other two-tier authorities.</p>	





	<p><b>Information: On Monday 11 May 2009, Gedling Partnership will be hosting a Notts LSP Practitioner’s Forum meeting that will be focused around a workshop looking at:</b></p> <ul style="list-style-type: none"> <li>▪ <b>how partners currently performance manage activity based delivery plans</b></li> <li>▪ <b>Issues facing partners in reporting such activity into PRISM.</b></li> </ul> <p><b>District LSP Co-ordinators, partner agency Performance Officers and NCC Strategic Partnerships Team will be in attendance.</b></p>	
4.	<p><b><u>LAA Refresh update</u></b></p> <p>As a result of the refresh, 33 of the 35 targets in our LAA now have a baseline and a target for 2010/11. The refresh process resulted in 28 of 35 being changed.</p> <p>Paul Roberts advised that the LAA Refresh went to the Scrutiny Committee in April 2009 and a table was presented identifying those LAA targets that had been refreshed and those that had not. A couple of questions arose from this meeting, particularly around trend data and background evidence.</p>	<p><b>Action: Programme Managers to email Christine Southwell directly with any feedback surrounding the Refresh process.</b></p> <p><b>Action: Paul Roberts to email questions to Programme Managers/Partnership Officers.</b></p>
5.	<p><b><u>LAA Audit- Feedback</u></b></p> <p>Paul Roberts informed colleagues that the audit of the LAA has been completed focussing on governance, leadership, performance management, decision making and accountability.</p> <p>The audit report will be available for the next NPMG meeting on 9 June 2009.</p>	
6.	<p><b><u>Programme Managers Meetings- purpose, attendees and frequency</u></b></p> <p>Paul Roberts outlined that in the Constitution and Terms of Reference document which is expected to go out for consultation in w/c 11 May 2009, the purpose of this group have been outlined as follows:</p> <ul style="list-style-type: none"> <li>- To provide an effective network that ensures dialogue and joint planning across thematic boundaries</li> <li>- To consider the management of cross-cutting issues and priorities and establish clarity of leadership and responsibility</li> <li>- To produce reports and recommendations for the Executive, including contribution to the annual review and self-evaluation</li> <li>- To agree and establish consistent and high quality working practices across all Thematic Partnerships.</li> </ul> <p>In terms of the frequency of Programme Managers meetings it was agreed that we should hold them two and a half weeks prior to NPMG (Executive under the new arrangements).</p> <p>Cathy Harvey suggested that additional meetings may be necessary at key times – e.g. refresh period.</p>	<p><b>Action: In line with NPMG meetings, secretariat to circulate dates for subsequent Programme Managers meetings in 2009.</b></p>





<p>7.</p>	<p><b>AOB</b></p> <p><b>1. Performance Reward Grant</b> Chris Walker asked for information on how LAA 1 performance would be collated and how performance reward grant would be claimed and allocated. In addition he wanted to know how good news could be communicated both within the partnership and externally.</p> <p>Paul Roberts advised that all of the targets will be audited before a claim is submitted – the deadline being February 2010.</p> <p>Paul will speak to theme leads and Communications colleagues to consider how best to promote achievement.</p> <p>Finance working group are working up a proposal for NPMG to consider how reward grant is allocated – this is likely to involve a prioritising exercise. Joe Pidgeon stressed that Programme Managers have already engaged in a process of identifying four cross-cutting themes and this should help any prioritising exercise.</p> <p><b>2. Cross Thematic Workshop</b> Joe Pidgeon requested for some funding for a workshop in August/September 2009 focussing on winter warmth with the seven districts.</p> <p><b>3. Communications</b> Michelle Sewell outlined that Programme Managers meetings could present as an opportunity to improve partnerships communications. She has developed an internal communication audit. She will be contacting Programme Managers via email and may follow up with interviews. She has made contact with lead officers from NPMG and the head of communications for each of the partner organisations. A report will be taken to NPMG on Tuesday 9 June 2009.</p> <p><b>4. CAA Area Assessment</b> Paul Roberts informed colleagues that six areas have been identified as red flag areas and that relevant lead officers have been asked to attend meetings with inspectorates as appropriate.</p>	<p>Action: Paul Roberts to seek clarification on the Performance Reward Grant process.</p> <p>Action: Cross-cutting themes to be sent to Dawn Reeves and fed-in to Finance Working Group.</p> <p>Action: Paul Roberts to find out whether there is LAA funding available for this workshop (cost in the region of £1000).</p>
	<p>Next meeting: Paul Roberts directed colleagues to remove any future Programme Managers meetings from their diaries and that dates for future meeting will be circulated in due course.</p>	

