



NOTTINGHAMSHIRE PARTNERSHIP MANAGEMENT GROUP

Monday 20 April 2009

Civic Centre, Gedling Borough Council, Nottingham

MINUTES

Present

Caroline Agnew	Programme Manager: A thriving economy (Nottinghamshire County Council)
Faye Booker	Temporary Service Director – Policy, Performance & Partnerships (Nottinghamshire County Council)
Gillian Blenkinsop	Corporate Development and Policy Manager, Bassetlaw District Council
Stephen Bray	Head of Strategy and Performance, Gedling Borough Council
John Buckley	Assistant Chief Fire Officer and Strategic Director, Nottinghamshire Fire and Rescue Service
Mick Burrows	Chief Executive, Nottinghamshire County Council
Rachael Clark	Nottinghamshire Partnership Support Officer: Networking Action for Voluntary Organisations (NAVO)
Les Cowling	Programme Manager: Children achieving their full potential (Nottinghamshire County Council)
Rob Crowder	Chief Executive, Rural Community Action Nottinghamshire (RCAN)
Nina Dauban	Health and Well-Being Partnership Chair (NAVO)
John Endersby	Operations Director, Connexions Nottinghamshire
Kate Davies	Strategic Director, Nottinghamshire Drug and Alcohol Action Team (DAAT)
Steve Derbyshire	Nottinghamshire Partnership Support Officer – Sustainability and Economic Development (Nottinghamshire County Council)
David Dickinson	Head of Finance, Newark and Sherwood District Council
Peter Elderton	Head of Policy and Performance, Nottinghamshire County Council
Gill Francis	Assistant Director - External Relations, Nottinghamshire Probation
Sue Griffiths	Deputy Chief Executive, Rushcliffe Borough Council
Cathy Harvey	Programme Manager: Health and Well-Being (Nottinghamshire County Council)
Anne-Marie Hawkins	Programme Manager: A Strong sense of place (Nottinghamshire County Council)
Marie-Laure Huke	Director for Nottingham City and Nottinghamshire, Government Office for East Midlands (GOEM)
Geoff Hulse	Nottinghamshire County Council Business Improvement Board (Independent Observer)





Chris Kenny	Director of Public Health, NHS Nottinghamshire County
Maria Lyle	Government Office for the East Midlands
<i>Phil Lyons</i>	<i>Chair, Nottinghamshire Partnership Management Group</i>
Ruth Marlow	Managing Director, Mansfield District Council
Kate Miller	Nottinghamshire Partnership Team
Jean Pardoe	Chief Executive, Connexions Nottinghamshire
Joe Pidgeon	Programme Manager: Vulnerable People (Nottinghamshire County Council)
Dawn Reeves	Lead Local Improvement Advisor (RIEP)
Paul Roberts	Nottinghamshire Partnership Manager
Michelle Sewell	Partnership Communications Officer, Nottinghamshire Partnership
Tom Stockwell	District Manager, Job Centre Plus
Keith Wood	Newark and Sherwood Local Strategic Partnership

Total Present: 33

Apologies

Ian Ackerley	Assistant Chief Constable, Nottinghamshire Police
Peter Baguley	Programme Manager: Environmental Sustainability (Gedling Borough Council)
Jacqui Bell	Chief Executive, NAVO
Kirsty Cole	Strategic Director of Corporate Services, Newark and Sherwood District Council
Steve Edwards	Service Director, Strategic Services, Children's and Young People's Services
Ged Greaves	Strategic Manager, Policy and Performance, Newark and Sherwood District Council
Terry Laws	Partnership Director, Learning and Skills Council, Nottinghamshire (LSC)
David Pearson	Strategic Director, Adult, Social Care and Health, Nottinghamshire County Council
Gary Thompson	Deputy Director, Commerce Strategy, NHS Nottinghamshire County.
Pam Wisher	Gedling CVS
Christine Southwell	Area Manager, Nottingham and Nottinghamshire Locality Management Team, GOEM

Total Apologies: 11





MINUTES

NO.	ITEM	ACTION
1.	<p>Appointment of Chair</p> <p>Mick Burrows welcomed colleagues and informed them that there had been one nomination for Chair. Phil Lyons was asked to continue in his role as Chair of the Nottinghamshire Partnership Management Group. This appointment would be in place until the new Governance Arrangements are implemented in September 2009.</p> <p>Welcome</p> <p>Phil Lyons welcomed a number of new colleagues to the Nottinghamshire Partnership: Paul Roberts, Nottinghamshire Partnership Manager; Maria Lyle, Government Office for the East Midlands; John Endersby, Connexions; Anne-Marie Hawkins, Programme Manager: A strong sense of place; Dawn Reeves, Local Improvement Advisor, Caroline Agnew, Programme Manager: A thriving economy, and Michelle Sewell Communications Officer, Nottinghamshire Partnership.</p>	
2.	<p>Amendments to the Minutes of 5 January 2009</p> <p>Minutes were accepted as true record.</p>	
3.	<p>Matters Arising</p> <p>a) Comprehensive Area Assessment - Reference Group</p> <p>Phil Lyons reminded colleagues of the success of the partnership reference group, which was used during the pilot arrangements for the CAA. Steven Barnet from the audit commission has said he would like to use a similar approach for this year's assessment.</p> <p>Colleagues from the PCT, Probation, Police, NCC, Rushcliffe Borough Council and Gedling Borough Council have all indicated that they would be happy to work as part of this group on behalf of the partnership.</p> <p>David Dickinson said if necessary he would be happy to join the group if financial aspects of the partnership needed to be</p>	



NO.	ITEM	ACTION
	<p>discussed.</p> <p>Pete Elderton will be co-ordinating the partnership response as part of the CAA process and will convene meetings for the CAA Reference Group.</p> <p>b) Government Office Annual Review</p> <p>Marie-Laure Huke recognised that the CAA process would be a priority for the partnership and expected the outcomes of CAA to inform the GOEM annual review. Consequently, her expectation was that the GOEM review would not take place until December 2009/January 2010.</p> <p>Mick Burrows stressed the importance of the LSPB (Local Strategic Partnership Board) being kept informed and to have the opportunity to contribute to the review process.</p> <p>Faye Booker advised colleagues of the work underway to timetable Performance Management and that this would take account of all the layers within the partnership, ensuring LSPB engagement.</p> <p>c) Theme titles</p> <p>Phil Lyons informed colleagues that work was ongoing to develop the countywide Sustainable Community Strategy (SCS) and as part of this work priorities were being grouped into themes. Phil opened a debate about whether the theme titles that will be used needed to exactly mirror those used as part of the LAA.</p> <p>Faye Booker explained the Nottinghamshire SCS Working Group members have been mindful that some areas are broader than those covered by the LAA and that the final document will need to be in a language that members of the public can understand.</p> <p>After some discussion, it was agreed that providing we had clear accountability over delivery, any small differences in read across from the SCS and the LAA could be accommodated. It was also acknowledged that the LSPB would be commenting on the draft SCS and some of this may still be subject to change.</p>	<p>Action: Pete Elderton to send potential meeting dates to those who have shown interest.</p>





NO.	ITEM	ACTION
4.	<p>Economic Downturn- a partnership response- Caroline Agnew and Jean Pardoe</p> <p>Presentation: “Developing a partnership response to the recession” (copy attached)</p> <p>Caroline Agnew gave an overview of the help, advice and support currently available to alleviate some of the difficulties caused by the current economic downturn.</p> <p>This was broadly split into help for the individual and help to businesses. What was clear is that many of the partner organisations had individually developed action plans or taken specific steps that may mitigate some of the adverse impact.</p> <p>What would be helpful is that if partners had new and creative ideas that could help Nottinghamshire through these troubled times. These ideas could be developed further if the partnership would consider using some of the New Initiatives Fund to trial projects.</p> <p><u>Workshop Session- a partnership response</u></p> <p>Jean Pardoe introduced colleagues to a workshop session and invited everyone to be creative and think beyond what is already happening.</p> <p>Four task groups facilitated by a lead partner were asked to generate ideas that might reduce the impact of the economic downturn in respect of:</p> <ul style="list-style-type: none"> ▪ Children and Young People – John Endersby ▪ Adults – Tom Stockwell ▪ Business Sustainability – Geoffrey Hulse ▪ Business Start-up – Caroline Agnew <p>Partners were asked to engage in the workshop with the view that resources <u>might</u> be found by early release of the reward grant.</p> <p><u>Feedback from the workshop session</u></p> <p>Each group was asked to feedback <i>big ideas</i> from their discussions:</p>	





NO.	ITEM	ACTION
	<p><u>1. Children and Young People – John Endersby</u> Establish an apprenticeship scheme where all partners are committed to providing work experience and subsequent employment to young people. This could be achieved by establishing a holding company to administer the processes on behalf of the partnership. This programme could be branded “The Nottinghamshire Apprenticeship”</p> <p><u>2. Adults – Tom Stockwell</u> 1) Focus intense partnership activity and support in “hotspot” locations. This would involve setting up multi disciplined teams and temporarily basing services in a neighbourhood area. The team would be active for a fixed period of time on a trial basis and if successful the approach could be used in other parts of the county. The model would be similar to the “weeks of action” approach used in community safety but over a longer period of time. The group could then move on to another area of need.</p> <p><u>3. Business Sustainability – Geoff Hulse</u> This group asked the partnership to identify all the major infrastructure projects in the pipeline and to examine what the blockages were to them commencing. Partner organisations would then be asked to put concerted and joint action into releasing these blockages.</p> <p>A second idea worthy of further work was to develop a series of jointly held “meet the buyer” events aimed at encouraging local businesses to bid and deliver services for the partner organisations.</p> <p><u>4. Business Start-up – Caroline Agnew</u> This group identified a potential gap in the market for addressing the personal care agenda. There are already gaps in provision and this is set to get worse. Developing a business model through social enterprise could yield opportunities for brokering these services – using a neighbourhood care services model.</p> <p>Partners were thanked for all of these ideas and it was agreed that through the EDEP these ideas would be developed further.</p>	<p>Caroline Agnew to feed outcomes of economic workshop to EDEP.</p>



NO.	ITEM	ACTION
5.	<p>Report from Finance Working Group</p> <p>David Dickinson reported that there has been two meetings of the Finance Working Group (FWG) since the last Nottinghamshire Partnership Management Group (NPMG) meeting and that the group has considered the following:</p> <p>a) Allocation of Performance Reward Grant (PRG)</p> <p>The FWG has been considering options for the allocation of PRG. Formal proposals will be put to NPMG at a future meeting.</p> <p>The group is likely to recommend a split along the following lines:</p> <ul style="list-style-type: none"> • 35% Operational – allocated to District/Borough LSP's to support local delivery of action plans • 55% Executive – allocated to Theme Groups to support delivery of plans • 10% Strategic – allocated to NPMG. <p>b) Payment of PRG</p> <p>David Dickinson advised the group that the first tranche of PRG is likely to be received by the partnership towards the end of 2009/10 and the second payment about a year later. The reward grant remains 50% revenue and 50% capital.</p> <p>Phil Lyons asked Marie-Laure Huke for advice on the latest position in terms of the capital and revenue split.</p> <p>Marie-Laure Huke advised that she has the latest capitalisation guidance and will circulate it to colleagues. She also said that she will go back to CLG on timings. If colleagues require money for recession-proofing the LAA then it would be useful to send them to her. Marie-Laure suggested that these could be collated and formally sent to her.</p> <p>Michelle Sewell suggested that the partnership should consider how they lobby government to re-consider the revenue/capital split.</p>	<p>Marie-Laure Huke to send latest capitalisation guidance to colleagues.</p>



NO.	ITEM	ACTION
	<p>Marie-Laure Huke suggested that:</p> <ul style="list-style-type: none"> - She can brief CLG - A formal piece of work from the partnership on this matter should be collated and sent to her. <p>It was suggested that Faye Booker should gather information together and send this to GOEM. Faye Booker agreed to take on this piece of work.</p> <p>c) The role of the Finance Working Group</p> <p>Alongside the work on governance being led by Phil Lyons the FWG has established a sub group to review the role of the group. This work is being facilitated by Dawn Reeves and among other things will consider how released funds can be allocated and used to the best effect.</p>	<p>Faye Booker to liaise with GOEM.</p>
6.	<p>Migration Impacts Fund</p> <p>Phil Lyons informed colleagues that a £3 million regional fund has been made available aimed at alleviating the additional pressure on services caused by migrants.</p> <p>A deadline of 20 April 09 was initially set which has now been extended to 27 April 09. GOEM have asked for a partnership response to this opportunity.</p> <p>Four bids have been received to-date:</p> <ol style="list-style-type: none"> 1. RCAN – a cross regional bid by Rural Community Councils 2. DAAT/PCT- Interpreters service 3. Domestic Violence 4. Ashfield Community Radio <p>Ruth Marlow said that because the lower bid limit was £10,000 that her Council had not put a bid forward, however there was a need. She asked whether a partnership bid for interpretation services could be considered.</p> <p>Faye Booker informed partners that Nottinghamshire County Council has an interpretation service; she agreed to raise this proposal with the service head.</p> <p>It was agreed that Andy Peacock would co-ordinate bids on behalf of the Partnership and that The Chair would 'sign off' bids on behalf of the partnership.</p>	<p>Faye Booker to propose a countywide bid by the NCC interpretation service.</p>



NO.	ITEM	ACTION
7.	<p>Comprehensive Area Assessment- Preparing for the year ahead</p> <p><u>Presentation: Nottinghamshire's Area Assessment (Presentation attached) Faye Booker and Pete Elderton</u></p> <p>Faye Booker informed colleagues that the Area Assessment part of the CAA process would be a short process and as a result of this it was vital that partners know what is happening and who needs to be involved.</p> <p>The early conclusions will be developed in June, finalised in September and reported in December – so realistically there needs to be some intense preparation over the next 2 months.</p> <p>Pete Elderton who will be coordinating the area assessment said we were in a relatively fortunate position because the trial last year gives us a heavy steer on the areas we need to focus on. These areas and dialogue through the reference group with the audit commission will help us focus over the next few months.</p> <p>Pete Elderton circulated three potential self-evaluation templates for red flags, green flags and organisational assessment. Colleagues were invited to send comments on the templates directly to Pete Elderton. Partners were informed that an initial meeting of the reference group and audit commission will be set up in early May.</p> <p>Sue Griffiths has an example from Rushcliffe to show how a district assessment was presented and would be happy to share with colleagues.</p> <p>Faye Booker realised that the economic downturn has not been incorporated into the templates; Phil Lyons suggested that a response should be co-ordinated through the EDEP.</p> <p>Faye Booker stressed that the 'named' person who attends the reference group would be responsible for co-ordinating a response to the areas flagged in last year's trial. A discussion was opened around who these 'named' people would be and the following suggestions were made:</p>	<p>Templates to be sent to Partners and comments returned to Pete Elderton by 5.05.09.</p>



NO.	ITEM	ACTION
	<ul style="list-style-type: none"> - Crime - Anne-Marie Hawkins - Housing - David Dickinson indicated that there would be a Chief Executives meeting on Friday 24 April and that this could be an agenda item. Faye Booker to ensure that this is on the agenda. - Skills - There was a suggestion that this would be someone from the LSC. Phil Lyons agreed to have a conversation with Nigel Jackson. - Teenage Pregnancy & School Performance - Les Cowling - City & County relationship – A County Chief Officer 	<p>Faye Booker to get this as an agenda item at the meeting of the Chief Executives on 24.04.09</p> <p>Phil Lyons to talk with Nigel Jackson re: membership of CAA Reference Group</p>
8.	<p>A.O.B</p> <p>a) Nottinghamshire County Council Consultation and Engagement Advice and Guidance (flyer attached)</p> <p>Phil Lyons Informed colleagues of the team at the County Council who can offer advice and guidance to any of the partners planning to undertake community consultation.</p> <p>b) The Chair on behalf of the partnership recorded thanks to Kate Davies who is moving on to a new role with the PCT.</p>	
10.	<p>Next Meeting</p> <p>Tuesday 9 June 2009 at 2pm in the Rufford Suite, County Hall, West Bridgford</p>	

Meeting Closed: 4.20pm

