

2	<p>DRAFT SP DELIVERY BOARD TERMS OF REFERENCE</p> <p>Draft ToR presented for DB consideration. Amendments to the key tasks suggested, in addition, membership to be listed by job titles rather than by names. Approval at 11/06 DB meeting.</p>	<p>HP to action.</p>
3	<p>OPERATING BUDGET AND SUPPORTING ROLES</p> <p>DB discussion held to consider:</p> <ol style="list-style-type: none"> 1. An appropriate operating budget to deliver SP activities in 2007/08. 2. An appropriate support structure to deliver SP activities in 2007/08. <p>To assist DB consideration, it was noted that the SP's key headline activities for 2007/08 are:</p> <ul style="list-style-type: none"> • Delivery of the Local Area Agreement. • LAA refresh. • Approval and launch of the City of Southampton Strategy (CoSS). • Implementation and adoption of a CoSS Performance Management Framework. • Completion and implementation of the SP's 'fit for purpose' review. • Responding to the Local Government & Public Involvement in Health Bill. • Responding to the Place Shaping Guidance. • Implement partnership scrutiny arrangements. • Deliver the AIF Programme and respond to the outcomes of SEEDA's 'future of AIF post-1st April 2008' review. • Mainstreaming partnership working in key agencies. • Raising the profile of the SP, its 'family of partnerships' and the benefits (outputs and outcomes) of partnership working. • Developing productive links with neighbouring LSPs. • Continuing to implement a consistent approach to partnership development through the health-checks process. • Through the SP Delivery Board, developing a broad understanding of, and linkages between, all the various sector partnerships and initiatives in the city. 	

<p>It was noted that the current 'core resource' to progressing the SP's work was:</p> <ul style="list-style-type: none">• Independent Chair (RC) – partner funded/contracted for 2.5 days per week.• Strategic Partnerships Manager (HP) – SCC employee/3 days per week direct SP support.• Business Student (Shaun Heywood) – funded for one year only by LSC funding ending 21st September 2007 providing 5 days per week support to SP. <p>Based upon the following assumptions:</p> <ol style="list-style-type: none">1) That the SP acknowledges that it is 'resource light' at the present and needs to secure additional resources to progress its substantial work programme.2) That the SP wishes to improve the publicity and promotion of its work and those of the sector partnerships to key stakeholders within the city and the wider region. <p>The DB considered the key tasks of the above, along with suggested key tasks for additional SP capacity, subject to budget being made available:</p> <ol style="list-style-type: none">1) LAA Programme Co-ordinator (full time post)2) Partnership Communications Officer (3 day per week post).3) Business Support Officer (2 day per week post)4) Business Student future funding post-September 2007.5) Budget requirements to cover meetings/conferences and SP & Sector Partnerships publicity and promotion. <p>Specific DB comments were:</p> <p>LAA Programme Co-ordinator: This post must have seniority and clout. Able to identify problems and propose solutions on behalf of the DB. Must be able to mainstream performance into partnership activities. Needs to develop and formalise a Performance Management Framework with partners. Need to progress this post urgently – green light at 11/06 DB meeting.</p> <p>Partnership Communications Officer: Differing points of view from the need to have this post because it is not the role of PR Teams in organisations/agencies of promote the work of the SP and</p>	<p>RC/JWP/HP to action.</p>
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	<p>2. A draft extract from the spreadsheet identifying which measures each organisation is responsible for within the LAA. Getting the contact details of the two members of staff, getting them trained and getting the spreadsheet out is critical to success.</p> <p>3. IT contacts in organisations needed for desktop configurations.</p> <p>4. System goes live 22nd June, names needed by 31st may to JWP.</p>	All to action.
5	<p>FINANCIAL MANAGEMENT</p> <p>JWP circulated a table outlining the Pump Priming Grant (PPG) allocation noting that implementation plans will be needed identifying how the PPG funding will be used. £33k currently unallocated. In addition, JWP noted that SCC will pay PPG on a quarterly basis in arrears but that flexibility can be applied in individual circumstances.</p> <p>Split between capital and revenue needs to be confirmed.</p> <p>Suggest that ‘cleaner, greener’ targets need to link into ‘social cohesion’ agenda.</p> <p>Letter confirming PPG amounts to be sent to individual partners as appropriate.</p>	AA to action. JWP/JA to discuss further. JWP to action.
6	<p>NEW LAA GUIDANCE AND TIMESCALES</p> <p>AA circulated a handout which noted that; ‘there are a number of reasons to conclude that whilst the delay to the CSR (announced in the Budget) will inevitably have some impact on the LAA implementation timetable, it is unlikely to be fundamental’. In addition, Phil Woolas’ line to local partners is;</p> <p>‘We will be reviewing the implementation timetable for LAAs with all the stakeholders in light of the Budget announcement. We wish to give Local Authorities and partners’ sufficient time to negotiate robust agreements for 08/09 and take advantage of the opportunity a longer period to develop local capacity, refine local strategies and priorities and test out the new negotiating arrangements. We are minded to aim for sign-off by the summer in 2008, while seeking to reach broad agreement on priorities in time to feed into local partners financial and business plans for 08/09. We expect to make an announcement shortly once we have agreed the detailed process with stakeholders’.</p>	

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	<p>DB considered this statement and noted:</p> <ol style="list-style-type: none">1. Big concern about summer 2008 sign-off as budgets are set in the autumn of 2007. Can't buy back three months to the beginning of the financial year. It is not joined-up.2. People's jobs are linked to the LAA – statement is not helpful or reassuring.3. Confirmed that our Stretch Targets will be unaffected by this delay.4. Copy of Phil Woolas letter to be sent to Southampton MPs for awareness/lobbying purposes.	<p>RC to action.</p>
	<p>ANY OTHER BUSINESS</p> <ul style="list-style-type: none">• SP Fit for Purpose Review: Meeting with NP reps on the 17th May to progress representation.• Councillor Adrian Vinson: Given the result of the local election, it was noted that this was Adrian's last meeting. Gratitude was expressed for all his hard work with the SP Steering Group and the LAA Programme Board.	
<p>Next Meeting:</p> <ul style="list-style-type: none">• Monday 11th June, 1500 to 1700hours, Committee Room 2, Civic Centre.		