

SOUTHAMPTON PARTNERSHIP DELIVERY BOARD – ACTION NOTES

Meeting date: 11^h June 2007

Present: Ros Cassy, Chair. (RC) Angela Alderman, Government Office South East. (AA) Brad Roynon, Southampton City Council. (BR) Brian Skinner, Southampton City Primary Care Trust (BS) Henry Pavey, Southampton City Council. (HP) Jacky Stevens, Business Link (JS) Jo Ash, Southampton Voluntary Services. (JA) Joy Wilmot-Palmer, Southampton City Council. (JWP) Martin Pryor, Jobcentre Plus. (MP) Peter Woods, Hampshire & IoW Learning and Skills Council. (PW)		Apologies: Paul Stickler, Hampshire Constabulary. (PS)
No:	ITEM	ACTION
1	NOTES OF THE 10th MAY 2007 MEETING Agreed as an accurate record. Matters arising: Item 1.1: SSCF reduction confirmed at around £15,700. JWP has dispatched an e-mail confirming. Item 1.2: Phil Woolas letter sent. Multi-Area Agreement (MAA) meeting to be held on 22 nd June with GOSE and SEEDA based upon the 'Diamonds for Growth principle'. BR attending. Item 1.7: Economy & Enterprise Board inaugural meeting held on 18 th May. Item 5: LAA capital and revenue split expected within next 2 weeks. Item 5: PPG letters out today stating that the amounts are still provisional. Item 5: Concern expressed regarding delivery of stretch targets due to delays in receiving PPG. Item 6: New Place Shaping & LAA Guidance due in the autumn after CSR. Letter sent to MPs for awareness/lobbying purposes.	AA to action. JWP to action. AA to feedback.

2	<p>REVISED DRAFT TERMS OF REFERENCE/OPERATION OF THE DELIVERY BOARD INCLUDING IMPLEMENTATION OF THE STATEMENT OF COMMUNITY INVOLVEMENT</p> <p>Revised Draft Terms of Reference: Presented for DB consideration. Suggested amendments to the key tasks are:</p> <ul style="list-style-type: none"> • DB role is to convert strategy into delivery as quickly as possible. • DB is a tactical clearing house. • DB should be responsible for delivery of the Partnership Communications Strategy. • DB should be responsible for over-seeing the implementation of the SCI. • Realign membership with Chair and SCC Leader/Deputy Leader at the top. <p>Operation of the Delivery Board including implementation of the Statement of Community Involvement: The DB considered two papers which informed their discussion around operational issues. These were the SCI extracted from the LAA and a high-level core staffing analysis of six city LSPs.</p> <p>Overarching question re SCI – how do we translate what is a high-level aspirational statement into action? DB comments were:</p> <ul style="list-style-type: none"> • Need to have a level of honesty with local communities about what we can and can't change? • Need to stretch our minds to new ways of engagement. • Need to acknowledge that many of our processes are out of date for the modern world, for example community meetings tend to get the usual activists where new techniques such as the web, pod-casts, texts, blogs around 'question of the week' or 'issue of the day' tend to attract higher numbers of responses from those who would not engage with traditional forms of community engagement. • Need to recognise the differing types of consultative structures that we have in place such as the Youth Parliament, Schools Councils, etc. In addition, many partners might indirectly engage with communities such as LSC > FE Colleges > Local Communities. <p>Agreed Actions:</p> <p>1) Audit of partner consultation and community engagement networks and frameworks needed</p>	<p>HP to action changes and seek approval for the ToR via e-mail.</p>
---	---	---

	<p>based upon the major agencies represented on the DB.</p> <p>2) SP needs to host a 'Consultation & Community Involvement Best Practice Learning Workshop' in the autumn based upon the audit undertaken. Conference funding and event management will need to be confirmed.</p> <p>3) Need a simple SCI Guide for Management Teams. This could be based around the Compact Consultation Code of Practice incorporating the 'consultation ladder' picture.</p> <p>Over-arching question re staffing – how do we ensure that we have an appropriate level of staffing to secure the step changes in operation required? DB comments were:</p> <ul style="list-style-type: none"> • Further detailed information is required from the six city LSPs researched. • Need to look at Brighton and Portsmouth resourcing levels. • Need a lean centre – maybe supplemented with secondments at the right level. • Need to move into a new dimension with how we operate and what we want out of partnership working. Need a central capacity with a 'ginger group' remit to extract the maximum added value and challenge the established operational structures. <p>Agreed Actions:</p> <p>4) Further work on staffing, key tasks and budget requirements needed for future DB consideration.</p> <p>5) PW stated that the LSC might be in a position to provide further financial resources (£30k) to the SP to secure additional capacity.</p>	<p>HP/JWP to discuss. DB to consider. JA to action. HP to action. HP to action. HP to action. HP to follow up.</p>
<p>3</p>	<p>LAA UPDATE</p> <p>JWP presented a progress paper noting that the CorVu implementation was proceeding but at risk as the contract is still being drawn up. The DB considered and approved the key tasks for the LAA Programme Manager.</p> <p>Need to build into the DB work programme the need to start identifying our own Top 50 local priorities in advance of the 200 to be set out in the Revised LAA Guidance.</p> <p>Noted that RC & JWP are to meet with the LAA Sector Partnership Chairs as soon as possible to discuss 'cross-sector/block' working.</p>	<p>JWP to proceed and secure required resource. JWP to action</p>

	<p>ANY OTHER BUSINESS</p> <ul style="list-style-type: none"> • SP Fit for Purpose Review: Meeting with NP reps held on the 17th May. Awaiting steer from the new Administration. Further meeting scheduled for 28th June. • City of Southampton Strategy: Requested changes from political groups secured and being actioned. Does not look as if a Special SP meeting will need to be held to approve, therefore approval process is 16/07 Cabinet; 18/07 Council and 24/07 SP Executive. Formal launch will be the SP's 2026 Conference on 10/09. Governance Protocol, clarifying relationship between SCC and SP, to be approved alongside the CoSS. RC meeting with Group Leaders on 18/06 to progress. • Children's Trust Consultation: To be bought to 05/07 DB. • PUSH & Multi-Area Agreement: BR noted that EDE contribution from JC+, LSC & BL is key. Would encourage JC+, LSC & BL to ensure that their representation is the same across SCC, PCC and HCC as the 3 LAAs need to blend activities into a single MAA agreed through PUSH who have agreed principles for a Joint Committee to be launched in September 2007. The PUSH MAA will either be adopted in 2008 or 2009. • Leitch Report: MP noted that on 04/07 a meeting is being held with GOSE, SEEDA, LSC and JC+ regarding the Leitch Report and agreeing local position before meeting with LA CXs to discuss. This very much links into the PUSH item above – a good building block. • Commissioning Framework for Health & Wellbeing: BS noted that this is currently out as a consultation document from DoH and could usefully be bought to a future DB meeting for consideration. • Peter Woods, LSC: It was noted that this is PW's last DB as he is retiring. His replacement is Evelyn Byrne who starts on 02/07 coming from the LSC National Office based in Coventry. PW is looking to bring her to Southampton for ½ day before she officially starts. The 05/07 DB is already in her diary. The DB expressed its thanks to Peter for all his support in Southampton with the SP Executive, the SP Steering Group and the LAA Programme Board (now the DB) and the 	<p>RC to bring Governance Protocol to 05/07 DB.</p> <p>HP to action.</p> <p>BR to feedback at 05/07 DB.</p> <p>MP to feedback at 05/07 DB.</p> <p>BS to advise when best to bring to DB.</p>

	AIF Project Approvals Board, and wished him a happy retirement.	
Next Meeting: <ul style="list-style-type: none">• Thursday 5th July, 1400 to 1600hours, Committee Room 1, Civic Centre.		