

Notes of a meeting of the Leicestershire Strategic Senior Officers' Group (SSOG) held at County Hall, Glenfield on Wednesday 18 February 2009.

PRESENT

- John Sinnott - Chief Executive, Leicestershire County Council (in the Chair)
- Steve Atkinson - Chief Executive, Hinckley and Bosworth Borough Council
- Rosemary Beard - Chief Executive, Connexions LeicesterShire
- Mick Connell - Director of Adult Social Care and Health, Leicestershire County Council
- Helen Coombes - Director of Inclusion and partnership, Leicestershire Partnership NHS Trust
- Christine Fisher - Chief Executive, North West Leicestershire District Council
- Catherine Griffiths - Chief Executive, Leicestershire County and Rutland Primary Care Trust (PCT)
- Neil Lambert - Chief Executive, Voluntary Action Charnwood
- Rob Nixon - Chief Superintendent, Leicestershire Constabulary (representing ACC Mike Goodwin)
- Howard Robinson - Representing Chief Fire Officer, Leicestershire Fire and Rescue Service
- David Simms - District Manager, Job Centre Plus, Leicester.
- Gareth Williams - Director of Children and Young People's Service, Leicestershire County Council

Officers in Support:

- Andy Robinson - Assistant Chief Executive, Leicestershire County Council
- Dave Tantum - Head of Leicester/Leicestershire Team, GOEM
- Peter Butcher - Interim Performance and Improvement Manager, Leicestershire County Council (Minute 224)
- Louise Hall - Committee Officer, Leicestershire County Council,
- Geoff Cave - Committee Officer, Leicestershire County Council.

237. Welcome and Apologies

The Chairman welcomed everyone to the meeting.

Apologies for absence were reported on behalf of: Mike Goodwin (substitute – Rob Nixon), Malcolm Lowe-Lauri, Heather Munro, Helen Seth, Mary Rogers, Antony Sheehan, Kishor Tailor, Dave Webb (substitute Howard Robinson).

238. Notes of the Meeting held on 19 November 2008

The notes of the meeting of SSOG held on 19 November 2008 were agreed as a correct record.

239. Matter Arising from the Notes:

Minute 222: Director of Public Health

Catherine Griffiths reported that a very high calibre candidate had been chosen and had accepted the role of Director of Public Health. Dr Peter Marsh would take up the post in April 2009. The appointment was welcomed.

Minute 228: Interpretation and Translation Strategy

The Chairman referred to minute 228 (b) and reported that Richard Chester had e-mailed relevant agencies requesting financial support for the multi agency Interpretation and Translation Strategy to the value of £15,000 per organisation. Some concerns had been expressed regarding the value for money aspects of the project and the matter was now being further investigated. It was noted that talks would continue with those organisations that had been approached for financial support.

Minute 232: Commissioning, Localities and Citizen Insight

Mick Connell reported that working was progressing, in consultation with the NHS, towards the creation of a model for joint working and; that the model would be discussed at the first appropriate SSOG meeting.

240. Local Area Agreement 2 (LAA2) - Refresh

The Group considered a report containing an update on the current position with regard to finalising and refreshing targets in the LAA2 and reporting on the Annual Review, delivery plan financial allocations, local indicators and the removal of some educational attainment indicators. A copy of the report, 'marked '5' is filed with these notes.

It was AGREED that the current position on finalising and refreshing targets in the LAA2 in particular and the other information in the report be noted.

241. Review of Commissioning Project

The Group received a presentation from Ben Rowland of Tribal Consultants on work undertaken regarding strategic commissioning. A copy of the presentation is filed with these notes. Tribal Consultants had been asked to review whether Leicestershire Together had the

right arrangements in place to ensure that its strong strategic position could be effectively translated into robust operational delivery, i.e. is the Partnership an effective strategic commissioner? The presentation identified strengths and weaknesses in relation to Leicestershire Together's commissioning process. In particular, Mr Rowland alluded to the strong planning process which existed and, as a result, the clearly understood objectives for the Partnership, but also to the lack of clarity that existed in some areas in relation to operational outcomes and ownership of commissioning for cross cutting objectives. The report also set out proposed next steps for the Partnership.

During the ensuing discussion the following comments were made and issues raised:

- (i) the description and analysis of the situation at present was a fair portrait
- (ii) the next steps were positive and addressed the weaknesses identified
- (iii) the role of the Leicestershire Together Board in commissioning should be better defined
- (iv) planning and budget cycles between agencies should be synchronised as far as possible.

It was AGREED:

- (i) that the summary recommendations set out in page 22 of the presentation slides be adopted;
- (ii) that a sub group be formed from appropriate officers to consider the report further and progress any recommendations therein;
- (iii) that authority be delegated to John Sinnott, Andy Robinson and Mick Connell to decide upon the composition of the sub group;
- (iv) that Ben Rowlands of Tribal also be invited to support the further work required;
- (v) that the full presentation be forwarded to members of the Group by e-mail.

242. Neighbourhood Management – Recommendations of the LAA Challenge Group

The Group considered a report of the LAA Challenge Group detailing recommendations arising from its review of proposals for the further development of neighbourhood management arrangements to ensure an enhanced level of delivery of SCS and LAA priorities in the 19

priority neighbourhoods. A copy of the report, marked '7A', is filed with these minutes.

It was AGREED:-

- (i) that the recommendations from the Neighbourhood Management Challenge Group contained in the report be approved;
- (ii) that the Community Engagement and Neighbourhood Management Task Group develop appropriate performance management and monitoring arrangements and that SSOG be regularly informed of progress;
- (iii) that those colleagues involved in the Challenge Group be thanked for their work.

243. Review of Leicestershire Together Structure and Delivery Arrangements

The Group considered a report of the Leicestershire Together Sub Group containing the initial views of the Review Sub Group. A copy of the report, marked '6', is filed with these minutes.

The Review Sub Group had been asked to consider, amongst other matters, the role and membership of Leicestershire Together and the consequences thereof for the Strategic Senior Officers' Group. The report described the key points arising from the first meeting of the Sub Group including:

- (i) The Board has developed well over time and was a strong base for partnership working.
- (ii) Theme groups should ensure the Board is made aware of progress against commitments and informed of key risks
- (iii) There should be greater clarity regarding the role of the Board and this should lean towards performance management with SSOG formally acting as an executive.
- (iv) The size of the Board would be addressed at the next meeting of the Sub-Group.

It was also noted that the Sub-Group would be meeting again on 24 February and would then decide upon its recommendations to be presented to the next meeting of the Leicestershire Together Board on 9 March.

It was AGREED that the report be noted and the emerging views of the Sub-Group be supported.

244. Informing Citizens and Influencing Customer Satisfaction: improving Consultation, Engagement, Information and Communication

The Group considered a report of the Chief Executive seeking approval for a co-ordinated programme of activities to:

- Meet the requirements of the Local Democracy, Economic Development and Construction Bill.
- Respond to the (initial) results of the 2008 Place Survey.
- Meet the need for better information on customer and citizen needs and opinions.
- Operate efficiently and effectively:
 - by utilising various strands of information from consultation and engagement to inform priority setting and service improvement.
 - by joining up consultation and engagement work.
 - by working in partnership.

A copy of the report marked '7' is filed with these notes.

It was AGREED:-

- (a) that a small group be established to oversee the development of a programme and to co-ordinate activity, including ongoing work;
- (b) that a resource be identified to work under the guidance of this group to assess the capacity available to take forward work in each of these areas;
- (c) that a further report be brought to the next meeting of the SSOG identifying:
 - how each strand should be taken forward;
 - quick wins;
 - the resource requirements and a realistic time-line to achieve significant improvements.

245. SARCOG Terms of Reference and Priority Work Streams

The Group considered a supplementary report to the report marked '7' above prepared by Leicestershire Constabulary which sought approval for amended terms of reference for SARCOG (Statistical Analysis Research Consultation Group) and agreement for five priority work streams for that group. A copy of the report, marked '7(i)', is filed with these notes. Chief Supt. Rob Nixon explained to the Group that there was a good basis for the existence of the SARCOG, a good understanding of how and the purposes for which it could be used, and that its membership should comprise senior representatives of organisations to enable decision making to proceed at the meetings.

The proposed amended terms of reference of SARCOG were discussed, and agreed, subject to any necessary amendments to specific wording, and the five priority streams were also supported.

It was AGREED:-

- (a) that the report be noted and welcomed;
- (b) that the new Terms of Reference of SARCOG be approved subject to any necessary changes to the specific wording;
- (c) that the five priority work streams contained in the report be approved;
- (d) that Chief Supt. Nixon would write to Members of SSOG requesting that those organisations who are represented on SARCOG send an appropriately senior person to attend its future meetings;
- (e) that a further report be presented to the next meeting of SSOG in June 2009.

246. Comprehensive Area Assessment (CAA) - Update

The Group considered a report detailing recent CAA developments. A copy of the report marked '8' is filed with these notes.

The following particular points were noted:-

- (i) The final CAA framework had been published on 10th February, and could be viewed at <http://www.audit-commission.gov.uk/caa>
- (ii) On 1st April documents outlining how Ofsted and CSCI will align their inspections with the CAA will be published.
- (iii) Proposals to engage the public in the CAA process.
- (iv) The Government's vision for the CAA.
- (v) The CAA time line and events.

It was also noted that Christine Fisher (Chief Executive, North West Leicestershire District Council) was a member of the group referred to in paragraph 2 of the report.

It was AGREED that the contents of the report be noted.

247. Voluntary Sector / Public Sector Compact

The Group considered a report containing an update on the progress made towards developing a joint Compact between the Public Sector and the Voluntary and Community Sector (VCS) on a Leicestershire or a sub-regional basis. A copy of the report, marked '9', is filed with these notes.

It was AGREED that the contents of the report be noted.

248. Economic Development Arrangements – Update

The Group considered a report containing details of new governance arrangements for overseeing economic development activities in Leicester and Leicestershire. A copy of the report, marked '10' is filed with these notes. It was noted that Appendix 1 to the report, referred to in paragraph 1, would be circulated with the minutes of the meeting.

It was AGREED that the contents of the report be noted.

249. Items to be referred to the next meeting of the Leicestershire Together Board on 9 March 2009

It was AGREED that the following items be considered by/referred to the next meeting of the Leicestershire Together Board on 9 March:-

- LAA2 Refresh
- Review of Leicestershire Together Structure and Delivery Arrangements
- CAA
- Commissioning Issues
- LAA – 3rd Quarter Performance Report

250. Date of Next Meeting

It was NOTED that the next meeting of SSOG would take place on 10 June 2009 at 2.00 pm at County Hall.

10.00am – 11.55am
18/02/2009

CHAIRMAN