

Notes of a meeting of the Leicestershire Strategic Senior Officers' Group (SSOG) held at County Hall, Glenfield on Wednesday 1 August 2007.

PRESENT

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| John Sinnott | - Chief Executive, Leicestershire County Council (in the Chair) |
| Rosemary Beard | - Chief Executive, Connexions Leicestershire |
| Mick Connell | - Director of Adult Social Care and Health, Leicestershire County Council |
| Nigel Farrow | - Representing the Director of Children and Young People's Service, Leicestershire County Council |
| Christine Fisher | - Chief Executive, North West Leicestershire District Council |
| Catherine Griffiths | - Chief Executive, Leicestershire County and Rutland PCT |
| Brian Hayes | - Chief Executive, Charnwood Borough Council |
| Neil Lambert | - Director, Voluntary Action Charnwood |
| Heather Munro | - Chief Probation Officer, Leicestershire and Rutland Probation Service |
| Mike Goodwin | - Assistant Chief Constable, Leicestershire Constabulary |
| Kishor Tailor | - Chief Executive, Leicestershire Economic Partnership |
| Richard Tobin | - County Secretary, Leicestershire and Rutland Association of Parish and Local Councils |
| Dave Webb | - Chief Fire Officer, Leicestershire Fire and Rescue Service |

Officers in Support:

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| Jan Sensier | - Area Director for Leicestershire, GOEM (Minutes 100 and 101) |
| Bill Russell | - GOEM |
| Andy Robinson | - LAA Lead Officer, Leicestershire County Council |
| James Holden | - Assistant Director (Transportation), Leicestershire County Council (Minute 102) |
| Julie Hurst | - European Officer, Leicestershire County Council (Minute 103) |
| Sue Smith | - Chief Executive, Harborough District Council (Minute 103) |
| Tom Purnell | - Policy Group Leader, Leicestershire County Council (Minute 107 onwards) |
| Chris Tambini | - LAA Finance Officer, Leicestershire County Council (Minutes 109 and 112) |
| Geoff Cave | - Committee officer, Leicestershire County Council |
| Louise Hall | - Committee Officer, Leicestershire County Council |

97. Welcome and Apologies

The Chairman welcomed everyone to the meeting. Apologies for absence were reported on behalf of: Jim Connelly, Mary Rogers, Helen Seth, and Gareth Williams.

98. Notes of the Leicestershire SSOG meeting held on 2 July 2007

The notes of the meeting of Leicestershire SSOG held on 2 July 2007 were agreed as a correct record.

99. Matter Arising from the NotesMinute 91: Older people – Trends and Priorities

Mick Connell reported that a further report would be made to a future meeting of SSOG.

100. Notes of the GOEM / Leicestershire SSOG LAA Annual Review Meeting held on 2 July 2007

The notes of the LAA Annual Review meeting were received subject to it being noted that Mick Connell was the LAA Block Lead for Older People rather than for Healthier Communities as stated.

Copies of the draft Leicestershire LAA Annual Review - Highlight Report, for submission to DCLG had also been supplied to the Group in advance of the meeting. A copy of this report, marked '3(a)', is filed with these notes. Jan Sensier commented that this was a positive report which reflected the spirit of the meeting.

101. Report from the Regional Roadshow even on LAA (2) held 20 July 2007

The Group next considered item 12 (iii) on the agenda to enable Jan Sensier then to leave the meeting to attend a meeting of the Leicester City Partnership's Executive. Jan Sensier gave an oral report to the Group regarding the Regional Roadshow which she considered had been a successful event. In particular she referred to the following:-

- That the Home Office Policing Assessment was well underway and would continue to tie in with targets in the LAA.
- That funding decisions regarding LAA financing would become final in January 08. It was unlikely that it would be divided in to ring fenced Grants.
- One of the workshops had considered two tier authority working including a discussion on Members' involvement. Further guidance would be issued on how the new style LAAs were expected to operate in two tier areas.

- Consideration was being given to establishing an LAA Finance Officers' network in the region which Chris Tambini might be interested in joining.

Kishor Tailor, who had attended the event from the LSEP, gave his feedback. He noted that further advice on how the fourth theme would be dealt with was still awaited and that it appeared that Government thinking in the regard was still evolving.

It was AGREED that the information be noted.

102. Transport and Accessibility Planning

James Holden made a presentation to the Board regarding Transport and Accessibility Planning within the LAA. A copy of the Presentation slides are filed with these notes.

He concluded that:-

- that levels of accessibility to main centres were good
- that the challenge was in improving accessibility to other locations, and in this regard, partnership working was the key to success

A discussion followed:-

Catherine Griffiths and Mike Goodwin asked if the model could be used to gauge accessibility to other locations. James confirmed that the transport model could also be run to take into account accessibility to GP Surgeries and Police Stations.

Group members were asked to make contact with Caroline MacKay in the County Council's Highways Transportation and Waste Management Department for further information or to discuss issues further. Her contact details are:

Tel: 0116 2657241 e-mail: cmackay@leics.gov.uk

It was AGREED:-

- (i) to welcome the presentation and note the achievements of Transport and Accessibility planning;
- (ii) that James Holden would liaise with Catherine Griffiths and Mike Goodwin on transport accessibility to GP surgeries and Police Stations.

103. European Structure Funding for the East Midlands 2007 – 2013: Ways Forward for the Leicestershire Together

Julie Hurst and Sue Smith made a presentation to the Group on behalf of Leicestershire Together's European Structural Funds Task Group. A

copy of the presentation slides are filed with these notes. The presentation focused on new EU funding mechanisms and how these might be best accessed on behalf of Leicestershire Together.

The Group was informed that EU Structural Funding was important to Leicestershire Together particularly because it could support the delivery of the Sustainable Community Strategy, the LAA and the sub-regional economic strategy. The benefits of the European Structural Funds and the European Regional Development Fund to Leicestershire Together were outlined together with those offered by other EU grants. The Group discussed the options available to maximise the benefits for Leicestershire Together. The Group expressed a preference for the establishment of an EU structural funds cross-cutting group to advise Leicestershire Together. Sue Smith indicated that she would present a report to the next meeting after assessing the options for funding within the new ESF stream.

Sue Smith's contact details for further information are:
suesmith@harborough.gov.uk Tel: 01858 821198

It was AGREED:-

- (i) that the information provided in the presentation be noted;
- (ii) that an informal group of experts be established (Option 3 slide 10 of the presentation slides) to ensure the benefits from ESF and ERDF are maximised;
- (iii) that Sue Smith would report back to the next meeting providing an assessment of the options for funding within the new ESF stream.

104. Drug and Alcohol Service – Feedback from the Community Safety Programme Board

Catherine Griffiths provided an oral report to the Group with regard to the feedback received at the last meeting of the CSPB on Drug and Alcohol priority workstreams. A copy of the report to the CSPB, marked '7' is filed with these notes. It was recognised that the focus of work lay heavily on treatment strategies and that joint working on community issues was crucial to achieve LAA targets. In addition she spoke of the need for joined up working on alcohol misuse, both for treatment strategies, as much of the DAAT funding was ring fenced for drug treatments, and also for community work, for example to reduce alcohol related crime.

SSOG was invited to discuss these issues.

Mick Connell, in his capacity as Chairman of Leicestershire DAAT, commented that the report recognised that to date DAATs had tended

to concentrate on drug misuse and that it was now necessary to increase the priority of tackling alcohol abuse.

Catherine Griffiths suggested that a time limited task group should be established which she would be prepared to convene. SSOG supported this proposal. An initial scoping meeting of the group would now be organised. Mick Connell undertook to co-ordinate the arrangements between County and City DAATs and also emphasised the need for the group's work to link in to LAA targets. John Sinnott suggested, and it was agreed, that the group should report back through the CSPB.

It was AGREED:-

- (i) that a 'Task and Finish' group be established to examine how tackling alcohol abuse could be given more priority;
- (ii) that the group comprise Catherine Griffiths (Chair), Police Representative, Mick Connell (Leicestershire DAAT) and Alistair Reed (City DAAT), and that the group hold a scoping meeting to draft terms of reference and finalise membership.
- (iii) that the Task and Finish group would report back through the Community Safety Programme Board.

105. Participatory Budgeting

Andy Robinson gave an oral report to the Group regarding Participatory Budgeting. The Group was informed that this was a product of a new unit of the Department for Communities and Local Government hosted by Church Action on Poverty.

Participatory Budgeting is a mechanism of local government which brings local communities closer to the decision making process around the public budget. A number of local authorities and LSP's were now using it to improve their engagement with residents. Leicestershire now also needed to give serious examination to this issue. This would entail engaging with the public on overall priorities and how they should be actioned locally.

It was AGREED:-

- (i) that a working group be established to consider the issue of participatory budgeting including its local impact;
- (ii) that the working group comprise Andy Robinson, Chris Tambini, a Police representative and Brian Hayes;
- (iii) that consideration be given to linking this area of work with the Community Forums.

106. Partnership Management Project.

Andy Robinson introduced a report on work being undertaken to review the current partnership management arrangements. A copy of the report marked '9' is filed with these minutes. The report referred to the changing nature, and increased importance, of Partnerships to the delivery of public services and the need for these to be effective. The report also included revised draft terms of reference for SSOG which sought to ensure that the partnership management role of the Group was clearly reflected. It was clarified that Appendix 1 of the report set out the existing Terms of Reference of SSOG and that the draft revised Terms of Reference were set out on pages 4 and 5 of Appendix 2. The membership of SSOG listed in Appendix 2 would be updated in the final version of the Partnership Agreement.

It was AGREED:-

- (i) that the contents of the report be noted;
- (ii) that the revised draft Terms of Reference of SSOG (in Appendix 2 of the report) be approved;
- (iii) to note that the SSOG membership list contained in the report (p.4 Appendix 2) would be updated;
- (iv) that further comments on the contents of the proposed Leicestershire Together Partnership Agreement be submitted to Andy Robinson by 17 August 2007 before the document is presented to the Leicestershire Together Board at its meeting of 3 September;
- (v) that approval be given to the submission of self assessments from all key strategic partnerships on a biannual basis;
- (vi) that the self-assessment tool and information on results so far be presented to the next meeting of SSOG.

107. New Growth Point Update.

Tom Purnell updated the Group with regard to the New Growth Point programme. A copy of the report marked '10' is filed with these notes. The report referred to the outcome of the successful NGP bid by the 6Cs Partnership. A programme for the development of the bid must be submitted by early October. This would give the opportunity to provide for genuinely sustainable new communities.

(The new PCT officer structure chart would be supplied by Catherine Griffiths to Louise Hall for distribution to SSOG members).

It was AGREED:-

- (i) that the contents of the New Growth Point update report be noted;
 - (ii) that all partners be requested to contribute to the further development of the NGP programme between now and early October;
108. Development of Data Quality Strategy and Protocols for Partnership Working in Leicestershire

Andy Robinson introduced a report of the Information Management Advisory Group (IMAG) regarding the development of a data quality strategy and protocols for partnership working in Leicestershire. A copy of the report marked '11' is filed with these notes.

It was AGREED:-

- (i) that IMAG develops a data quality strategy with associated protocols, to be delivered prior to the signing of the new Local Area Agreement in June 2008;
 - (ii) to note the wider use being made of the National Land and Property Gazetteer (NLPG), including recognition from the Department for Communities and Local Government of the relevance of address management as forming a foundation for data quality, and its use by the emergency services;
 - (iii) that, in principle, management of the NLPG is an important component of a wider data quality strategy, and District Chief Executives be consulted about developing a proactive approach to the further development of the NLPG as the principle gazetteer for use within Leicestershire.
109. Financial Planning within the LAA

Chris Tambini introduced a report on behalf of the Finance Sub group setting out the framework for the development of a financial plan that linked to the Sustainable Community Strategy and to the refreshed 2008 LAA. A copy of the report marked '12 (i)' is filed with these notes. It was emphasised to the Group that the main difficulty in financial planning within the LAA was the uncertainty over future funding allocations and which funds would be pooled. This situation was recognised by GOEM.

It was AGREED:-

- (i) that the revised financial protocol, attached as appendix A to the report, be approved and all partner organisations be requested to comply with it;
- (ii) that the next steps to developing links between finance and the LAA, set out in Paragraph 9 of the report, be approved.

110. LAA (2) Timetable

It was AGREED that the LAA (2) preparation timetable, set out in the paper marked 12 (iii) (a copy of which is filed with these notes), be noted.

111. Neighbourhood Management in the New LAA.

Tom Purnell introduced a report regarding Neighbourhood Management in the new LAA. The report marked '12 (iv)' is filed with these notes. In particular the report referred to how the outcomes and indicator framework for the new LAA should link to the priority neighbourhoods identified.

In response to a comment by Christine Fisher, the Group acknowledged that, although the principles were appropriate, flexibility was needed in how these principles were delivered in order to reflect local differences.

It was AGREED:-

- (i) that the assumptions made in paragraph 9 of the report relating to the approach around the new LAA outcomes and indication framework were appropriate and accordingly approved;
- (ii) that the combined approach to the outcome and indicator development as set out in paragraph 10 be pursued, subject to scalability for small priority neighbourhoods being recognised;
- (iii) that each LAA theme be requested to give detailed consideration to this combined approach when developing draft outcomes, indicators and targets for the new Sustainable Community Strategy (SCS) and new LAA;
- (iv) that each district LSP be requested to give consideration to how priority neighbourhood priorities and activities might best be reflected in the new SCS and LAA;
- (v) that all district LSPs be asked to ensure that every priority neighbourhood has a fully functioning and serviced Neighbourhood Action Team in place by April 2008 at the very latest.

112. LAA Reward Target Risk Assessment

Andy Robinson introduced a report summarising responses to the LAA Reward Target exercises and proposing the next steps. A copy of the report marked '12 (v)' is filed with these notes.

Discussion followed regarding the specific risks and financial information contained in Appendix 2 to the report, a revised version of which was circulated at the meeting and is filed with these notes. Referring to the reward targets and their risk status in Appendix 2, Andy Robinson drew attention to the total reward funding now expected to be lost as 100% could not be achieved in respect of targets 5.9 and 4.2.4.

The Group's views were sought on those areas where improvement planning should now be concentrated and which would then be subject to a report to the next meeting. LAA Lead made comments on the reward targets at risk within their blocks and agreed to look further at those targets where there were opportunities for improvement planning.

It was AGREED:-

- (i) that the results of the LAA Reward Target Risk Assessment and the comments made at the meeting be noted;
- (ii) that appropriate LAA Lead officers be requested to give further consideration to those areas of potential reward target funding which are not already secured but which have a good prospect of improving performance in the time left available before the end point for the reward targets in 2009;
- (iii) that the County Council's Deputy Head of Finance be requested to co-ordinate the investigation of where partners' resources might exist in order to fund options for improving performance;
- (iv) that a further report be made to the next meeting containing more detail on the gap analysis, improvement options and resource availability for the priorities it identifies in paragraph 6 of the report.

113. LAA Quarter 1 – 2007/08 Progress Report

It was AGREED that the LAA Quarter 1 – 2007/08 progress report (a copy of which, marked 12 (vi) is filed with these minutes) be noted.

114. Review of Voluntary and Community Sector (VCS) Infrastructure in Leicester Shire.

It was AGREED that the progress report on the review of VCS infrastructure in Leicestershire (a copy of which, marked '13' is filed with these notes) be noted.

115. Housing Strategy Group – Progress report

It was AGREED:-

- (i) that the Executive Summary of the Housing Green Paper (a copy of which, marked '14' is filed with these notes) be noted;
- (ii) that the Group receives an update from the Housing Strategy Group at a future meeting.

116. Sub-National Review of Economic Development

It was AGREED that the summary of the Key points in the Government's Sub National Review of Economic Development and Regeneration (a copy of which, marked '15', is filed with these notes) be noted.

117. Update from the Community Engagement Task Group

It was AGREED that the progress report on the implementation of the Neighbourhood Engagement Strategy (a copy of which, marked '16' is filed with these notes) be noted.

118. Items to be referred to the Leicestershire Together Board

The Group discussed the items that would be referred to the next meeting of the Leicestershire Together Board.

It was AGREED that the following items be referred to the next Board meeting on 3 September:

- Community Cohesion (Discussion Item)
- Leicestershire Together Partnership Agreement
- Participatory Budgeting
- New Growth Point
- LAA Update
- Sub-National Review of Economic Development
- Community Engagement Update
- EU Funding.

118. Date of Next Meeting

It was NOTED that, as previously agreed, the next meeting of SSOG would be held at 2.00pm on Wednesday 31 October 2007.