

Notes of a meeting of the Leicestershire Strategic Senior Officers Group (SSOG) held at County Hall, Glenfield on Tuesday, 13 June 2006.

### PRESENT

John Sinnott – Chief Executive, Leicestershire County Council – in the Chair

Lynn Aisbett – Chief Executive, Melton Borough Council

Steve Atkinson – Chief Executive, Hinckley and Bosworth Borough Council

Rosemary Beard – Connexions

Andrew Clarke – North West Leicestershire PCT

Gordon Diffey – VISTA

Susan Ellerby – Melton, Rutland and Harborough PCT

Dave Evans representing the Chief Constable, Leicestershire Constabulary

Martin Gage – North West Leicestershire CVS

John Kershaw – Acting Director of Adult Social Care, Leicestershire County Council

Sue Smith, Chief Executive, Harborough District Council

Kishor Tailor – Chief Executive LSEP

Richard Tobin – Chief Executive, Leicestershire and Rutland Association of Parish and Local Councils

Chris Traill representing Chief Executive, Charnwood Borough Council

Gareth Williams – Director of Children and Young People's Service, Leicestershire County Council

### Officers in Support:

Julia Patrick – GOEM

Jan Sensier – GOEM

Andy Robinson – Leicestershire County Council, LAA Lead Officer

Roberta Norris – Leicestershire County Council, LAA Project Manager

Chris Tambini – Leicestershire County Council, LAA Finance Officer

Barry Davies – Leicestershire County Council, Head of Partnerships and Diversity (Minute 8)

Stephen Curtis – Leicestershire County Council, Information Management Team Leader (Minute 9)

Geoff Cave – Committee Officer, Leicestershire County Council

### Apologies

Apologies for absence were reported on behalf of: Dr Peter Reading, Jim Connelly, Brian Hayes, David Webb and Reverend Paul Hackwood.

#### 1. Notes of the Meeting of the LAA Steering Group held on 6 April 2006

The notes of the meeting of the LAA Steering Group, held on 6 April 2006, were agreed.

#### 2. Matters Arising from the Notes of the LAA Steering Group

##### (a) Minute 3: Neighbourhood Management

Steve Atkinson reported that the proposals had been considered

by a joint meeting of the District LSPs at which support in principle had been given. A number of issues regarding funding and co-ordination remained to be resolved. There was a proposal by Christine Fisher of North West Leicestershire District Council to run a pilot of the new arrangements.

(b) Minute 7: “Digital Challenge” Submission

Lynn Aisbett referred to a letter from the Digital Challenge Programme Manager, Department for Communities and Local Government (a copy of which had been circulated with the Agenda and is filed with these notes) advising that the submission by the Melton Community Partnership had been selected to go through to the national judging process in London later in the week. Melton’s bid had been supported by the County Council, the Police and business partners and strong links with the LAA.

3. Terms of Reference and Membership of the SSOG

Andy Robinson introduced a report of the time limited working group seeking approval for the Terms of Reference and membership of the SSOG. A copy of the report is filed with these notes.

The working group had recommended and the Group agreed that the membership of the SSOG should be kept small and that some agencies and partnerships should be represented through their membership of the lead theme partnerships rather than on the SSOG itself. However, it was felt appropriate for the Chief Fire Officer to be represented on the Group itself rather than through the Community Safety Programme Board.

The Group acknowledged that the LAA Champions Group had played a valuable role during the development of the LAA in providing a policy steer between Leicestershire Together Board meetings and that a similar arrangement might be required in the future. John Sinnott reported that he had discussed this suggestion with the Chairman of Leicestershire Together who supported keeping a Champions Group to meet when required.

Rosemary Beard asked for consideration to be given to Connexions being allocated a place in its own right on the Leicestershire Together Board. Andy Robinson responded that the Board, at its next meeting, would be recommended to establish a Working Group to reconsider its membership in the context of the Peer Challenge that had been undertaken.

It was AGREED that:-

- (i) The proposed terms of reference of the SSOG, set out in Appendix 1 to the report, be approved;

(ii) the membership of the SSOG be as follows:-

Chief Executive, Leicestershire County Council  
 District Chief Executive (link with Cleaner/Greener strand)  
 One other District Chief Executive  
 Chief Constable  
 CVS Director  
 Director of Children and Young People's Service,  
 Leicestershire County Council  
 Director of Adult Social Care, Leicestershire County  
 Council  
 Chief Executive, Leicestershire and Rutland PCT  
 Chief Executive LSEP  
 Director, Jobcentre Plus  
 Director, Learning and Skills Council  
 Chief Executive University Hospitals of Leicester NHS  
 Trust  
 Chief Fire Officer  
 and an officer from GOEM (observer)

#### 4. LAA Progress Report

Roberta Norris presented a report on progress with the LAA (a copy of which is filed with these notes) and drew attention to the following specific issues:-

- (a) It was suggested that the issue of potential redundancy costs should be considered as part of an exit strategy;
- (b) in respect of Reward Targets, reminders had been issued to those partners who had not yet responded and provided a signed financial protocol and a profiled budget;
- (c) the Delivery Plans would be made available on the Leicestershire Together website when they were all in place;
- (d) the County Council was progressing the recruitment of a full-time Policy and Performance Officer to support the LAA – interviews would be held on 13 July and partners were requested to contact Andy Robinson if they wished to be considered to serve on the Panel;
- (e) revised LAA guidance had been received from the DCLG and placed on the Leicestershire Together website;
- (f) the first six monthly review of the LAA would take place in November and, in this regard, GOEM was expected to be seeking comments and ideas shortly.

John Sinnott referred to the health and physical activity reward target, for which option A had been submitted in accordance with the decision of the County Council's Cabinet, and that this option had now been agreed.

Sue Smith considered it important for the issue of potential redundancy costs to be addressed at an early stage rather than as part of an exit strategy. Jan Sensier informed the Group of how these were being addressed in Derby. It was decided to establish a small working group to consider this issue and to report back.

It was AGREED:-

- (i) That the LAA progress report be noted;
- (ii) that a Working Group comprising Sue Smith, Chris Tambini and an officer from the County Council's Human Resources Section be established to consider and report back on the issue of redundancy/exit costs.

## 5. Annual Reports

Chris Tambini introduced a report on the subject of annual reports in the light of the new CPA Use of Resources guidance to local authorities. A copy of the report is filed with these notes.

It was AGREED:-

- (i) That the proposal to report County Council performance annually through "Leicestershire Matters" be supported;
- (ii) that arrangements be made for joint performance reporting in future;
- (iii) to note that a questionnaire on the County Council's Medium Term Financial Strategy would be circulated to stakeholders shortly.

## 6. Neighbourhood Engagement

The Group next considered a report by Leicestershire County Council on a proposed Leicestershire Neighbourhood Engagement Policy; copies of which had previously been circulated to the Group and a copy is also filed with these notes.

John Sinnott outlined the background to this issue to the Group. He explained it was the County Council's intention to find common ground on the issue of engagement with neighbourhoods. The Leader of the Council had informed the County Council of his views at its meeting on 24 May and had set out five criteria which had now been borne in mind in the preparation of the report. The Leader was not at this stage in favour of the idea of "area committees". The proposals would be discussed at the forthcoming meetings of County and District Council Leaders and the Leicestershire Together Board. It was emphasised that the proposals represented emerging thinking and work in progress at this stage.

Richard Tobin commented that the Association of Parish and Local Councils welcomed the ideas in principle but sought clarity on how they would work in practice and on governance issues.

Chris Traill said it was important to address the needs of young people and ethnic minorities in the proposals.

Lynn Aisbett said there was broad support from the district councils for involvement in the process and there was also a need for the district LSPs to be fully involved.

It was AGREED:-

- (i) That the initial work on Neighbourhood Engagement be supported in principle;
- (ii) that a cross-agency Working Group be formed to address the issue suggested in paragraph 4 of the report and appropriate partners would submit nominations for membership to the County Council;

*(NOTES: 1. It was subsequently agreed that the membership of this Group would comprise: Julia McKechnie (Police), Christine Fisher (District Councils), Sue Ellerby (Health), Andy Robinson (Leicestershire County Council) Richard Tobin (for the Parish Councils) and a voluntary sector representative.  
2. The Community Safety Programme Board subsequently agreed that this Group should also address the on-going development of neighbourhood policing.]*

- (iii) that approval of the proposals in principle be sought from the Leicestershire Together Board.

## 7. Community Consultation

Andy Robinson introduced a report by Leicestershire County Council advising of proposals to improve community consultation and seeking agreement to the next steps. A copy of the report is filed with these notes.

It was AGREED that the LAA Stronger Communities Board be requested to lead a review of community consultation and bring forward proposals to minimise duplication and cost to the next meeting of the Group.

## 8. Voluntary Sector Infrastructure

Barry Davies introduced a report by Leicestershire County Council advising of the current position regarding the review of Voluntary Sector Infrastructure in Leicestershire and Leicester (Leicester Shire) and seeking views on proposals for the next steps. A copy of the report is filed with these notes.

In connection with paragraph 8 of the report:-

- (a) Sue Smith undertook to obtain the views of the district councils on the most effective way of feeding in their comments as funding organisations into the process and to inform Barry Davies accordingly;
- (b) Andrew Clarke would contact Barry Davies and advise on future PCT representation.

It was AGREED:-

- (i) That a one-off workshop be held with the following two objectives:-
  - (a) to draw up a statement of the views of funding organisations about the future organisation of the Voluntary and Community Sector Infrastructure in Leicestershire and Leicester; and
  - (b) to consider longer-term arrangements for effective co-ordination of investment in the VCS Infrastructure and in the Voluntary and Community Sector more generally;
- (ii) to note that the perspectives of district councils and PCTs as funding organisations would be obtained as indicated above.

#### 9. The Information Management Advisory Group

Stephen Curtis introduced a report of the Information Management Advisory Group (IMAG) advising of the development of IMAG, its terms of reference/governance and requesting the Group to approve and actively embrace its role of overseeing the work of IMAG. A copy of the report is filed with these notes.

Kishor Tailor commented on the need to ensure that IMAG was not duplicating work being carried out elsewhere.

Suggestions were made for Jobcentre Plus and the Health Sector to be included in the membership of IMAG.

It was AGREED:-

- (i) That the role of the IMAG be formalised, its proposed terms of reference be approved and its proposed membership be approved, subject to the addition of representatives from Jobcentre Plus and the Health Sector; and
- (ii) that an initial work plan for IMAG be presented to a future meeting of the Group.

#### 10. Leicestershire Together Board Meeting and Conference

The Group NOTED the items on the agendas for the meetings of the Leicestershire Together Board on 3 July 2006 and the Leadership in

Leicestershire Conference on a date to be determined in October 2006. Copies of these agendas were filed with these notes.

Kishor Tailor said the next Leicester Shire Day Conference would be held in November and he asked for this to be taken into account in setting the date for the Leicestershire Together Conference.

11. Any other business

John Sinnott referred to this being the last meeting at which Dave Evans and Julia Patrick would be attending as they would be taking up new posts elsewhere in the Country. On behalf of the Group he thanked them for their work in relation to the LAA and wished them well in the future.

12. Dates of next meetings

It was AGREED that the next two meetings of the Group be held on the following dates:-

Wednesday 6 September 2006 at 2.00 p.m.

Thursday 19 October 2006 at 2.00 p.m.

2.30 p.m. – 3.30 p.m.

13/06/06