



**East Midlands**  
Improvement and  
Efficiency Partnership

**East Midlands Improvement and Efficiency Partnership  
Board Meeting  
7<sup>th</sup> July 2011**

**Minutes**

**In attendance:**

Councillor Martin Hill OBE	Lincolnshire CC
Councillor Marianne Overton	Lincolnshire CC
Councillor Roger Begy	Rutland CC
Councillor Marion Brighton OBE	North Kesteven DC
Councillor Robin Brown	Northamptonshire CC
Councillor Mary Malin	Kettering BC
Councillor Martin Suthers OBE	Nottinghamshire CC
Councillor Tony Howard	East Lindsey DC
Councillor Fiona Martin MBE	East Lindsey DC
Councillor Peter Roffey	East Midlands Fire Forum

**Observers**

Councillor Neil Clarke	Rushcliffe BC
Councillor David Sprason	Leicestershire CC
Councillor Lewis Rose OBE	Derbyshire Dales DC

**Officers**

Nick Hodgson (NH)	Derbyshire CC
Mark Edgell (ME)	LGID
Jan Sensier (JS)	EMC
Heather Parker (HP)	EM IEP

**1. Apologies**

Councillor Andrew Lewer	Derbyshire CC
Councillor Ann Western	Derbyshire CC
Councillor Vi Dempster	Leicester City
Councillor John Knight	Ashfield DC

**Observers**

Councillor Nick Worth	South Holland DC
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2. **Minutes of the EM Efficiency and Improvement Partnership Board – 12<sup>th</sup> April 2011**

The minutes were approved as an accurate record of the meeting. All actions have been completed.

3 **Matters Arising**

Councillor Hill wrote to Rob Whiteman, LGID expressing the EMC's members' concerns about the lack of recognition of the work carried out at the sub national level in the Local Government Group's "Taking the Lead" publication. Cllr Hill's letter and RW's response were tabled for information. The Board discussed the issues raised in the letters and how the EM IEP can work together with the LGID/LGA to coordinate national and sub national support activities and develop closer links into the Lead Member network in order to support self improvement in the EM.

**Action 1:** Develop closer links with EM IEP and the Lead Member network - ME

The Board were advised that the EMC Executive had endorsed the recommendation that the Improvement and Efficiency Board's membership should remain at 15 based on political representation and balance. Membership will be confirmed at the 22<sup>nd</sup> July EMC AGM. Observers could still be invited to Board meetings to represent sub regions.

The Board were notified that Capita (Tribal) have been commissioned to undertake the detailed review into how LAs across the region have responded to the reduction in grant funding and research how efficiency savings have been achieved. The findings of the review will be disseminated at the New Ways of Working event on 29<sup>th</sup> November. A letter will be sent out, from Cllr Hill, to all Chief Executives requesting their response to this review.

**Action 2:** A letter to be sent out to all Chief Executives requesting their response to this review - Cllr Hill/HP

4. **Declarations of Interest**

None

5. **Progress report – Sub Regional Partnerships**

**The Board approved the extension for project delivery of the Derbyshire SRP Single Person Discount Project (Derbyshire SRP) to March 2012.**

The Board were advised that the remainder of the Derbyshire SRP Programme would be completed by September 2011 with some anticipated under spend returned to the Board for reinvestment.

**Action 3:** Advise Derbyshire SRP that they can extend project delivery of the Derbyshire SRP Single Person Discount Project (Derbyshire SRP) to March 2012 - HP

The Board were advised that there are some concerns regarding the completion of the Leicestershire, Leicester & Rutland SRP programme, although assurances have been received, from the project manager that the projects will be completed by September 2011. A meeting has been scheduled with the SRP PM at the end of July to discuss delivery progress and the anticipated under spend to be returned to the Board for reinvestment.

There are no issues (or anticipated under spends) with the Lincolnshire, Northamptonshire and Nottinghamshire SRP Programmes. However, it was noted that delivered benefit information had still not been received on individual projects within the Lincolnshire SRP Programme.

**The Board agreed that any unclaimed grants on the 30<sup>th</sup> September 2011 will be returned to the Board for reinvestment into sub regional efficiency projects, the Regional Business Transformation and Sector Led Support Programmes.**

**Action 4:** Advise the 5 SRP Partnership Programme Managers that any unclaimed grants on the 30<sup>th</sup> September 2011 be returned to the Board for reinvestment - HP

## 6. Final Report – Regional Programmes

The Board noted that since April 2008, EM IEP investments have enabled the LAs to deliver £97.06m efficiency savings on an investment of c£10m. A further £65.47m efficiency savings are predicted to be delivered in the following 2-3 years as benefits are realised.

The Board were advised that there was one outstanding regional project - Unemployed Information/link system, being delivered by Bassetlaw DC, which has been delayed due to issues with the system build and open source issues.

**The Board agreed that project delivery could be extended to 30<sup>th</sup> September 2011 with any grant funding unclaimed after this date returned to the Board for reinvestment.**

**Action 5:** Advise Bassetlaw DC that the Unemployed Information/link system project delivery can be extended to 30<sup>th</sup> September 2011 with any grant funding unclaimed after this date returned to the Board for reinvestment - HP

The Board were advised that, on the closure of the regional programmes on 30<sup>th</sup> June 2011, there will be further under spend balances of c£345k with an additional £40k from the invest to save income, already returned by the Midlands Highways Alliance.

**The Board agreed that under spend balances and invest to save income can be used to:**

- **Support the delivery of the regional Business Transformation and Sector Led Support Programmes.**
- **Provide a contribution of £23,500 pa (including on costs) to the EMC to reimburse 25% of the salary cost of the EMC Executive Director, for time spent supporting the EM IEP.**
- **As a contingency - support the Sub Regional Efficiency Programme if required.**

The Board requested that a further report is presented to the next Board meeting, in October 2011, on the funding arrangement to reimburse the EMC Executive Director's salary costs for time spent supporting the EM IEP, with a view to it being increased to 40%.

**Action 6:** A report is prepared on the reimbursement of the salary costs of the EMC Executive Director, for time spent on supporting EM IEP, for discussion at the next Board meeting - JS

## **7. Efficiency Project Bids 2011/13**

An issue was raised with the Board regarding the Shared ICT project (North Kesteven DC). The Board had approved this Sub Regional efficiency project at their last meeting with the condition that a minimum of 5 authorities should be engaged in the project. However, one of the partners has since withdrawn from the project.

**The Board agreed that the project delivery should continue with the 4 partners with a review of the payment profile required to deliver the project.**

**Action 7:** Advise North Kesteven DC that the shared ICT project delivery can continue with 4 partners and of the requirement to review the payment profile required to deliver the project now that one of the partners has withdrawn - HP

The Board were advised that all projects were scored against the revised criteria on the submissions provided. The Board discussed a number of the project bids and were advised that the scoring was based on the information provided in the bid submissions. Unfortunately some of the bid submissions provided were weak in the evidence required, which was reflected in the scoring.

The six projects with the highest scores ranging from 7-5, amounted to a total grant request of £701k, which was set against the remaining allocation of £555k. The Board noted that 2 of the projects that scored 5 points, grant requests amounted to £436k (78%) of the total £555k allocation.

**The Board agreed that the funding for the 6 projects should be contained within the £555k remaining allocation and that a request was made to these 2 projects, Property Rationalisation and the**

**Healthy Housing Hub, to review contributions from partners to enable a reduction in the required support from EM IEP. Revised proposals would be reviewed through the EM IEP Board's delegated decision scheme.**

**Action 8:** Advise the 2 projects- Property Rationalisation and the Healthy Housing Hub - to review contributions from partners to enable a reduction in the required funding support from EM IEP - HP

**The following projects and funding investment were approved by the Board:**

- **East Midlands Landlord Accreditation Scheme - £90k**
- **Lincolnshire Local Letting Agency - £75k**
- **Business Transformation Adult Social Care - £50k**
- **Business Transformation DFG Services - £50k**

**Action 9:** Advise the 4 approved Sub Regional Efficiency Projects that the Board had approved grants and that project delivery can commence - HP

The Board were advised that there could be some under spend from SRP Programmes (2008/11) which could be reallocated to support further investment into the Sub Regional Efficiency Programme.

**The Board agreed that 2 projects - North Northants Housing Coordinator and West Northants Housing Coordinator should be contacted with a view to the posts being combined to manage both areas. The projects would be contacted to submit a revised bid that could be reviewed through the EM IEP Board's delegated decision scheme.**

**Action 10:** Advise the 2 projects - North Northants Housing Coordinator and West Northants Housing Coordinator to re-submit their proposal with the posts being combined to manage both areas - HP

The Board discussed the issue of Cloud Computing and that many LAs across the region were currently investigating this issue.

**The Board agreed that the Cloud Print and Mail Business Transformation project scope could be expanded so that the outcomes of the research into Cloud Computing can be disseminated across the region, providing a meaningful analysis of the potential benefits and lessons learnt. The Board agreed that this project would be part of the Regional Business Transformation Programme.**

**Action 11:** Contact Nottingham City Council to request that the Cloud Print and Mail Business Transformation project scope is expanded so that the outcomes of the research into Cloud Computing can be disseminated across the region providing a meaningful analysis of the potential benefits and lessons learnt - HP

## **8. Products and Offers Programme Delivery Options**

At its meeting on 12<sup>th</sup> April 2011 the Board approved an allocation of £150k to support local authorities to undertake reviews and audits of their current practices in order to identify opportunities to drive out efficiencies and generate additional income.

The Board were advised that in the past the EM IEP had experienced situations where grants have been provided to undertake reviews/audits and then failed to implement the findings.

**The Board reviewed the 3 delivery options outlined in the report and agreed to option 3, which would require that LAs provide a report on completion of the review. The Board would reserve the right to have the grant refunded if there was insufficient evidence that the council had addressed the recommendations of the review.**

**Action 12:** All LAs advised of the process for accessing and grant conditions for the reviews/audits available through the Products and Offers Programme - HP

## **9. Business Transformation and Sector Led Support Programme Outlines**

At its meeting on 12<sup>th</sup> April the Board approved the grant allocations for the Regional Business Transformation and Sector Led Support programmes.

The Board reviewed the frameworks for the Business Transformation and Sector Led Support Programmes and how these programmes can support/add value to the LGID's core programmes.

The Board were informed of the opportunity for the EM IEP to host a workshop at the LGIDs 'Taking the Lead' events being held in Nottingham on 20<sup>th</sup> July and 14<sup>th</sup> September. These workshops will be used as the forum to 'shape' the offers of support to LAs through the Business Transformation and Sector Led Support Programmes using the frameworks provided in the report and suggestions/options for reinvestment of regional programme under spends, circulated at the meeting.

**The Board approved the frameworks for the Business Transformation and Sector Led Support Programmes and requested that a report is prepared for the Board in October providing an overview of the outcomes/outputs of the workshops used to 'shape' the offers and support provided through these two regional programmes.**

**Action 13:** A report is prepared providing an overview of the outcomes/outputs of the workshops used to 'shape' the offers and support provided through these two regional programmes - HP

Members of the Board raised the issue of Member development support which in the current financial climate could require additional support from EM IEP as it essential to provide consistency across the region. Members also considered the wider issues of Member development particularly pertaining to investment in young councillors and were advised that the LGA/LGID provided this support. The Board requested a report be prepared for consideration at the October meeting identifying the member development position across the region.

**Action 14:** A report is prepared, for the October Board meeting, that identifies the current funding position within EM LAs to support Member development and Member development support that has previously been provided by EM IEP and EMC - HP

The Board reviewed and commented on the draft agenda for the “New Ways of Working” event scheduled to take place on 29<sup>th</sup> November @ Pera Conference Centre, Melton Mowbray.

#### **10. EM IEP Board Terms of Reference**

The Board were advised that the EMC Executive Board had endorsed the strengthened EM IEP Board terms of reference.

#### **11. Date of next meeting**

**Thursday 14<sup>th</sup> October 2011 commencing at 10.00 a.m. at EMC offices**

### **EM IEP Board 7<sup>th</sup> July - Actions**

**Action 1:** Develop closer links with EM IEP and the Lead Member network – ME

**Action 2:** A letter to be sent out to all Chief Executives requesting their response to the review being carried out by Capita- Cllr Hill/HP

**Action 3:** Advise Derbyshire SRP that they can extend project delivery of the Derbyshire SRP Single Person Discount Project (Derbyshire SRP) to March 2012 – HP

**Action 4:** Advise the 5 SRP Partnership Programme Managers that any unclaimed grants on the 30<sup>th</sup> September 2011 will be returned to the Board for reinvestment – HP

**Action 5:** Advise Bassetlaw DC that the Unemployed Information/link system project delivery could be extended to 30<sup>th</sup> September 2011 with any grant funding unclaimed after this date returned to the Board for reinvestment – HP

**Action 6:** A report is prepared on the reimbursement of the salary costs (40%) of the EMC Executive Director, for time spent on supporting EM IEP, for discussion at the next Board meeting – JS

**Action 7:** Advise North Kesteven DC that delivery of the shared ICT project can continue with four partners and of the requirement to review the payment profile required to deliver the project now that one of the partners has withdrawn – HP

**Action 8:** Advise the two projects- Property Rationalisation and the Healthy Housing Hub - to review contributions from partners to enable a reduction in the required support from EM IEP – HP

**Action 9:** Advise the four approved Sub Regional Efficiency Projects that the Board had approved grants and project delivery can commence – HP

**Action 10:** Advise the 2 projects - North Northants Housing Coordinator and West Northants Housing Coordinator to re-submit their proposal with the posts being combined to manage both areas – HP

**Action 11:** Contact Nottingham City Council to request that the Cloud Print and Mail Business Transformation project scope is expanded so that the outcomes of the research into Cloud Computing can be disseminated across the region, providing a meaningful analysis of the potential benefits and lessons learnt to using Cloud Computing – HP

**Action 12:** Advise all LAs of the process for accessing and grant conditions for the reviews/audits available through the Products and Offers Programme – HP

**Action 13:** A report is prepared, for the October Board meeting, providing an overview of the outcomes/outputs of the workshops used to 'shape' the offers and support provided through these two regional programmes – HP

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