



East Midlands
Improvement and
Efficiency Partnership

East Midlands Improvement Partnership Board

Member Board Meeting

Monday 10th November 2008

Minutes

In attendance:

**Councillor Martin Hill OBE
Councillor John Stocks
Councillor Fiona Martin
Councillor Marion Brighton OBE
Councillor Roger Begy OBE
Councillor Robin Brown
Councillor David Parsons
Councillor Roy Mayhew
Councillor Dave Wilcox OBE
Councillor Jeremy Webb
Councillor Tony Woods**

**Lincolnshire CC
Nottinghamshire CC
East Lindsey DC
North Kesteven DC
Rutland CC
Northamptonshire CC
Leicestershire CC
Northamptonshire CC
Derbyshire CC
East Lindsey DC
Northampton BC**

**Nick Hodgson (NH)
Stuart Young (SY)
Chris Allison (CA)
Heather Parker (HP)
Austin Brady (AB)**

**Derbyshire CC
EMRA
EM IEP
EM IEP
GOEM**

1. Apologies

Councillor Ross Willmott
Jean Morgan
Peter Murphy

Leicester City
South Northamptonshire DC
GOEM

2. Declarations of Interest

Councillor Webb declared an interest as a Director of the IDeA.
Councillor Parsons declared an interest as Chairman of the Improvement Board
Councillor Begy noted his interest in agenda item 8 – Support for Rutland Council.

3. Minutes of the EM Partnership Board meeting – 12 September 2008

The minutes were approved as an accurate record of the meeting.

Implementing the national Improvement & Efficiency Strategy – Councillor Stocks attended the meeting on behalf of Councillor Hill. He, with other Riep colleagues, met with John Healey's civil servant colleagues. This was a useful meeting and was the first chance for the RIEP Members to have the opportunity to share ideas and concerns with each other.

A follow up meeting is scheduled to take place with LGA colleagues on 1st December @ 3.00 in the Welland Room at South Kesteven DC offices. The objective being to test progress in the East Midlands as a pre cursor to release of the retained grant.

Volunteers are required to attend this meeting. Councillor Stocks will be attending on behalf of Nottinghamshire; Councillors Brown or Harker on behalf of Northamptonshire.

Capital programme for the Riep – Councillor Parsons confirmed that the CLG want to retain the capital programme funds. Authorities need to identify any schemes as soon as possible. NH felt there are a number of schemes within the Sub Regional Partnership which could be identified for consideration. A list of possible schemes to be identified and a report be prepared for consideration at the next meeting. Councillor Parsons is scheduled to meet John Healey on 26 November to discuss Rieps in general.

Action: A list of schemes to be identified and a report be prepared for consideration at the next meeting – CA/NH

CA confirmed there is £115m currently in the capital programme pot nationally which is linked into the empowerment white paper. CA will discuss this further to clarify the position.

Councillor Webb requested Board papers are received well in advance of the meetings. It was agreed that papers will be circulated 7 days prior to the Board meetings.

Action: Board papers to be circulated 7 days prior to the meeting – SY

Action sheet - all points have been completed with the exception of item 10 which will be included in the report for the next Board meeting concerning RIES targets review and investment programme for 2009/10

Action: protocols report to be prepared for consideration at the next meeting – CA

4. Scheme of Delegation

The report identified the requirements to account for income and expenditure on behalf of the Board, together with delegation arrangements to deal with urgent decisions in respect of support action for councils in difficulty.

Councillor Webb requested that a semi colon be inserted after the words “in the first instance..” in the penultimate line of paragraph 6.

The report and recommendations were approved.

Action: Scheme of Delegation to be amended – that a semi colon be inserted after the words “in the first instance..” in the penultimate line of paragraph 6 - CA

5. Review of the Regional Strategy - timetable

The Board agreed the proposed process as set out in the report.

The report and recommendations were approved.

Action: Consultation on the RIES targets and potential revisions to commence in December with the Sub Regional Partnerships and professional networks. A seminar to be organised in the new year to shape the final targets for 2009/10 - CA

6. Review of the Legacy Projects/Capacity Building Programme

The report set out a review of the 31 EMCE/EMIP legacy projects. Consideration to be given to redistribute the £1.0m of uncommitted legacy funds to the sub regional partnerships (£200k each), with the balance of £508k of uncommitted regional support funds to be held in a reserve pool.

Councillor Brown felt consideration should be given to devolving the £508k immediately.

Councillor Brighton considered there should be a 70:30 split and felt it very late in the day to be retaining £508k for a regional programme.

Members voted upon a proposal made by Councillor Brighton to delegate £240k to each of the sub regional partnerships. The proposal was not approved.

CA confirmed there are emerging programmes which the CLG have requested be looked at in relation to Empowerment, Worklessness, LAAs, Climate Change and Environmental Services. DCSF are requesting support in schools and children’s services. NH confirmed that the £508k will be kept under review. A regional programme will be developed in consultation with the Sub regional partnerships and a report brought to a future Board meeting

Councillor Webb felt there is a need to take a regional view and the Board to be accountable. Councillor Parsons also considered that the £508k should be kept centrally and Sub Regions should make further bids if required and demonstrate they can actually spend the requested funds.

Councillor Webb requested clarification on the sum of £766.9k overhead identified in the report. CA confirmed that the core team costs of 2008/09 were £566.9k (8% of the total grant) and £200k had been set aside for potential liabilities as requested by the accountable body and as previously approved by the Board.

CA noted there is a need for caution regarding CLG funding for years 2 and 3 as this was not guaranteed.

Action: A report on the regional programme developed in conjunction with the Sub regional partnerships will be brought to a future Board meeting - CA

7. Sub Regional Partnerships Programmes

CA introduced the paper to the Board. Councillor Clarke had raised concerns in relation to representation on the Board. Stuart Young explained the requirement that EM IEP Board Members have to be full Assembly Members. It was confirmed that Sub Regional Partnership Chairs had observer status.

The EM IEP support team will review the sub regional projects to ascertain what regional support can be provided to the Sub Regional Partnerships, where there is commonality across the region.

Action: The EM IEP support team will look at the projects to ascertain what regional support can be provided to the Sub Regional Partnerships, where projects are identified as a priority across the region. CA

Nottinghamshire Sub Regional Partnership – Councillor Stocks advised that the Nottinghamshire group have made progress at getting the programmes off the ground. The initial list in the report is a result of combining projects where there is a similarity. A further 11 projects are being worked on and will be brought forward at a later date. 3 Projects were identified by The Nottinghamshire Partnership that would be of values across the region:

- A regional tool kit for shared services
- Knowledge management network – sharing of information across authorities regionally
- Regional approach to safeguarding children

Councillor Stocks requested that a meeting is brokered in order to bring sub regional groups together on commonality projects. It is essential that lessons learned are shared across the region.

HP advised that steps had been taken to share sub regional information. Programme Managers from the sub regions have formed a group to meet regularly and are already sharing experiences, knowledge and documentation. Case studies will be produced by the Support Team's Communications officer on all regional and sub regional projects once these have been delivered.

The Board requested further information to be provided on the following projects:

- Improving turnout at elections – Providing more clarity on the partnership involvement and benefits
- Single person discount review – More clarity on the benefits of the partnership approach to confirm that this is not work that should be carried out as 'business as usual'.
- Developing a common approach to an integrated first point of contact for the county - More clarity on the implementation and commitment of partners to delivery of the shared service. The Board also noted the project should take account of the best practice and lessons learnt already in this area by Derbyshire and Lincolnshire (East Lindsey).

Action: Further information to be provided to Chris Allison for review by the Chair of the Board on the following 3 projects:

- **Improving turnout at elections**
- **Single person discount review**
- **Developing a common approach to an integrated first point of contact for the county**

- Councillor Stocks

Derbyshire Sub Regional Partnership – Councillor Wilcox clarified the position with regard to the initial 12 projects identified by the Management Board.

The Board commented on the following projects

- Joint ICT Service – This project was for a feasibility study. the Board requested further information and clarification of the commitment to implementation of the shared service
- Joint Building Control Service – The Board noted that there have been similar project undertaken in Lincolnshire and Nottinghamshire and North Derbyshire. This project should take account of the best practice and lessons learnt from these projects.
- Dusk to dawn lights – The Board noted that this was a good project.
- Domestic Abuse – secure information – The Board noted that the learning from this project should be shared across the region.

Action: Further information to be provided to Chris Allison for review by the Chair of the Board on the Joint ICT Service project – Councillor Wilcox

Northamptonshire Sub Regional Partnership – Councillor Woods presented the 17 projects to the Board. Councillor Hill confirmed that funds will be rolled over from year to year.

- Projects 1 to 6 – Councillor Parsons questioned why NAPS joint procurement services had been chosen rather than using an existing procurement body – i.e. ESPO/OGC. Further information required as to how these projects will link into existing procurement bodies.
- Shared Services feasibility work and pump priming funds for clusters – further information requested on the implementation and commitment of partners to shared services
- Learning from exemplars – this should be undertaken with learning and best practice information shared across the region
- Leadership Development – the Board considered there is scope for a lead on this work across the region in order to avoid duplication, with delivery locally.

CA noted that the Leadership/Member development proposals have been received from the Leadership Centre to provide support for authorities. Councillor Parsons commended the work of the Leadership Centre to the Board.

Action: Further information to be provided to Chris Allison for review by the Chair of the Board on the procurement projects 1 to 6 and Shared Services feasibility work and pump priming funds for clusters – Councillor Woods

Lincolnshire Sub Regional Partnership – Councillor Brighton presented the Year one Programme of projects to the Board.

- Improving Efficiencies - The Board requested more information on all of the projects and clarification that the consultancy activity is used for delivery and implementation of efficiencies not feasibility studies
- Service Improvements – Building Control cluster of 4 districts in the south of the county – account should be taken of the best practice and lessons learnt from the north Derbyshire shared building control service.
- Building Capacity – As noted for other sub regions the Board considered there is scope for a lead on this work across the region in order to avoid duplication, with delivery locally.

Action: Further information to be provided to Chris Allison for review by the Chair of the Board on all of the Improving efficiency

projects and clarification that the consultancy activity is used for delivery and implementation of efficiencies not feasibility studies - Councillor Brighton

Leicestershire and Rutland Sub Regional Partnership – Councillor Parsons presented the projects to the Board.

- Shared Revenue Service – the Board requested further information on the implementation strategy and commitment to deliver the shared service. Account should be taken of the best practice and lessons learnt from work that has been carried out in Northamptonshire recently on shared revenue services.
- Winter Maintenance Shared Service - The Board wanted confirmation of the level of grant requested for this project.
- Equalities and Diversity - The Board noted that the learning from this project should be shared across the region.

Action: Further information to be provided to Chris Allison for review by the Chair of the Board on the Shared Revenue Service Project and confirmation of the level of grant requested for the Winter Maintenance Shared Service project - Councillor Parsons

Austin Brady advised that sub regional partnerships have kept monies in reserve for possible projects on the horizon. He identified similarity in projects in Nottinghamshire and Northamptonshire on Mosaic knowledge management – scope for joint working on licensing issues.

Action: investigate the possibility of the procurement of a regional licence for the Mosaic - CA

All programmes were approved, subject to the above comments, and the Board urged that effort be expended to ensure early delivery

8. Support for Rutland County Council

Rutland County Council have requested resources from the “Support for councils in difficulty budget” to enable further improvement activities to be undertaken at Rutland.

CA confirmed there is currently £349k in this budget and explained the criteria for judging councils in difficulty –

- CPA scores
- Shared intelligence between the support agencies
- Service Inspection scores

It was noted that there were three councils in the region with perceived weaknesses/difficulties, which were being addressed

The report and recommendations were approved.

9. Adult Social Care funding allocation

The Board agreed the use of CLG ring fenced resources of £212,000 in 2008/09 for the programme of work set out in the report and acknowledged the implied commitment of EM IEP resources in 2009/10.

The report and recommendations were approved

10. Local Authority Cultural Improvement Programme East Midlands (CIPEM)

The Board noted that they were not aware of the CIPEM project. This project is currently an officer led process which would have to be Member led in the future.

The report and recommendations were approved.

Action: A further report to be provided for discussion at the next Board meeting on how the CIPEM project could fit within the EM IEP region work programme and the arrangements for transferring resources from Culture East Midlands on 1st April 2009.– CA

11. EM IEP Board Conference – 12 March 2009 @ Pera, Melton Mowbray

The Board agreed the conference should be a half day event, commencing mid morning. John Healey to be invited to speak at the conference.

Action: Arrangements to be made with Pera – CA.

Action: John Healey to be invited to speak at the conference –CA

Regional Assembly – 6th February 2009 – Councillor Hill agreed to provide a presentation on behalf of the Board relating to the progress of the Sub Regional programme as a contribution to Regional Improvement.

Action: Presentation provided for EMRA on 6th February – CA/Councillor Hill

12. Dates of EM IEP Improvement Partnership Board meetings

3 February 2009

8 June 2009

Due to the forthcoming elections it was agreed that the 8 June 2009 meeting be rescheduled to take place in late June.

Action: 8 June meeting to be rescheduled. Date to be obtained from Councillor Hill's diary – SY

EM IEP Board Meeting 10th November 08 Priority Actions

- 1. Action: A list of capital schemes to be identified and a report be prepared for consideration at the next meeting – CA/NH**
- 2. Action: Board papers to be circulated 7 days prior to the meeting – SY**
- 3. Action: protocols report to be prepared for consideration at the next meeting – CA**
- 4. Action: Scheme of Delegation to be amended – that a semi colon be inserted after the words “in the first instance..” in the penultimate line of paragraph 6 – CA**
- 5. Action: Consultation on the RIES targets and potential revisions to commence in December with the Sub Regional Partnerships and professional networks. A seminar to be organised in the new year to share the final targets for 2009/10 - CA**
- 6. Action: A report on the regional programme (£508K) developed with the Sub regional partnerships will be brought to a future Board meeting – CA**
- 7. Action: Further information to be provided to Chris Allison for review by the Chair of the Board on the following 3 Nottinghamshire projects:**
 - Improving turnout at elections**
 - Single person discount review**
 - Developing a common approach to an integrated first point of contact for the county**
 - Councillor Stocks**
- 8. Action: Further information to be provided to Chris Allison for review by the Chair of the Board on the Derbyshire Joint ICT Service project – Councillor Wilcox**
- 9. Action: Further information to be provided to Chris Allison for review by the Chair of the Board on the Northamptonshire procurement projects and Shared Services feasibility work and pump priming funds for clusters – Councillor Woods**

- 10. Action: Further information to be provided to Chris Allison for review by the Chair of the Board on all of the Lincolnshire Improving efficiency projects and clarification that the consultancy activity is used for delivery and implementation of efficiencies not feasibility studies - Councillor Brighton**
- 11. Action: Further information to be provided to Chris Allison for review by the Chair of the Board on the Leicestershire Shared Revenue Service Project and confirmation of the level of grant requested for the Winter Maintenance Shared Service project- Councillor Parsons**
- 12. Action: investigate the possibility of the procurement of a regional licence for the Mosaic - CA**
- 13. Action: A further report on the transferring of the CIPEM project to the EM RIEP to be provided for discussion at the next Board meeting. – CA**
- 14. Action: Arrangements to be made with Pera for the annual conference– CA.**
- 15. Action: John Healey to be invited to speak at the conference –CA**
- 16. Action: Presentation to be provided for EMRA on 6th February – CA/Councillor Hill**
- 17. Action: 8 June meeting to be rescheduled. Date to be obtained from Councillor Hill's diary – SY**