

Agenda item No: 7

EAST MIDLANDS IMPROVEMENT AND EFFICIENCY PARTNERSHIP BOARD MEETING: 3rd February 2009

Report of the Director

Hosting Arrangements for Local Authority Cultural Improvement Programme East Midlands (CIPEM)

1. Purpose of the report
 - 1.1 To report back the outcome of further examination of the CIPEM programme and proposed transfer to the EM IEP, as requested by the Board.
2. Background
 - 2.1 At the meeting on 15th January 09 the EM IEP Officer Steering Group received the attached report to confirm the negotiated arrangements for the transfer of accountable body status of the CIPEM programme to Nottinghamshire County Council on behalf of EM IEP, to agree representation from the Board onto the Board of CIPEM, and confirm progress on outcomes arising from the CIPEM programme.
 - 2.2 The Officer Steering Group recommends the report to the Board noting that a local authority has yet to be agreed to host the secondees until the end of the programme. Discussions continue with Leicester City Council and Nottinghamshire County Council on this issue.
 - 2.3 The Steering Group also recommend that a review of the CIPEM programme and governance arrangements is undertaken during 2009, before any further programme activity is considered for 2010/11.
3. Recommendations
 - 3.1 The Board endorse the arrangements for the transfer of accountable body status of the CIPEM programme from Culture East Midlands to Nottinghamshire County Council.
 - 3.2 The Board nominate a representative to sit on the Board of CIPEM
 - 3.3 The Board note and endorse the CIPEM Programme 2008/09 and 2009/10
 - 3.4 The Board agree that a further review of the future of CIPEM programme and governance arrangements be undertaken during early 2009/10.

Chris Allison
Director EM IEP

**EAST MIDLANDS REGIONAL IMPROVEMENT AND EFFICIENCY OFFICER
STEERING GROUP MEETING: 15 January 2009**

Report of the Director

**Hosting Arrangements for Local Authority Cultural Improvement
Programme East Midlands (CIPEM)**

1. Purpose of the report

- 1.1 To confirm arrangements to the Board for the transfer of accountable body status of the CIPEM programme to EMIEP, to agree representation from the Board onto the Board of CIPEM, and confirm progress on outcomes arising from the CIPEM programme.

2. Background

- 2.1 At its meeting of 10 November 2008, the Board agreed, in principle, to the transfer of the CIPEM project to EMIEP for 2009/10 with effect from 1 April 2009, subject to issues regarding transferral funding, accountable host arrangements and liabilities being addressed. The Board requested a further report on these issues together with details of the programme for 2009/10 to be considered at its February meeting.

3 CIPEM Programme

- 3.1 A copy of the CIPEM programme for 2008/09 and 2009/10 is attached as Appendix 1 to this report.

- 3.2 The programme shows that a key focus of last years work was:-

- ◆ Cultural Portfolio Induction programme and briefings for Members with cultural and sport responsibilities.
- ◆ Regional workshops on Local Area Agreements to raise awareness and influence that culture and sport has in delivering LAA outcomes.
- ◆ Sharing best practice within the Region and to other Regions in the country.
- ◆ Developing sub-regional senior culture and sport networks.
- ◆ Facilitating the delivery of Towards an Excellent Service Improvement tool for cultural services.

- 3.3 The focus for the programme going forward to 2009/10 will be on:-

- ◆ Delivering a Leadership Programme for aspiring Senior Cultural Managers through the National Cultural Forum.

- ◆ Delivering a Beacon funded project on measuring the impact and outcomes of culture and sport on hard to reach groups.
 - ◆ Developing stronger Culture and Sport Member Networks within sub-regions and across the region.
 - ◆ Developing a common performance framework for measuring impact of culture and sport in the delivery of LAA outcomes.
- 3.4 The programme currently has resources to fund the delivery of the programme to the end of 2010.

4 Transfer of Accountable Body Status

- 4.1 Discussions have now taken place with Nottinghamshire County Council and the Director of EMIEP, and it is proposed that the financial resources of Culture East Midlands, the current accountable body of CIPEM (which will be wound up by 31 March 2009), will be transferred in full to a ring fenced account hosted by Nottinghamshire County Council. The budget profile is attached as appendix.
- 4.2 It is proposed that contracts for the sub-regional Secondees will be transferred to a Local Authority who will host the programme until the end of 2010. Full financial provision for the costs of the Secondees is included within the transferral budget. Various proposals as to which Local Authority could act on behalf of all partners and host the transferring arrangements are being reviewed. Discussions are currently progressing with Leicester City and Nottinghamshire County Council on this matter.
- 4.3 The CIPEM Project Manager who is part time and freelance supports the day to day activity of the programme. It is anticipated that the new Accountable Body will continue to engage the manager to the end of the term of the project. The full cost of supporting this function is included within the budget presented.
- 4.4 The CIPEM programme funds amount to £602,639 of which remains a circa budget of £300,000. The attached management accounts (Appendix 2) shows actual spend to date of £335,109 and total commitments of £528,859 with £73,780 remaining for 2009/10. As the Secondee and Project Manager salaries are the only fixed costs, there is flexibility within the individual budget lines to re-direct funds in-line with the programme priorities and activities.

5. Governance Arrangements

- 5.1 A key opportunity exists with the new hosting arrangements for EM IEP Board to play a proactive role within the CIPEM programme. It is proposed that initially an EM IEP Board Member is nominated onto the CIPEM Board (currently chaired by Mick Gallagher, Chief Executive of Boston Borough Council) with a fuller review of governance taking place during the early Summer when a full review of the future of the programme beyond 2010 will take place.

5.2 It is worth noting that elsewhere in the country; other regional IEPs are taking on sister programmes and arrangements, most notably East of England, the West Midlands and the South West.

6. Key Outcomes Achieved

6.1 The following key outcomes have been secured to date with the CIPEM programme, which has been recognised nationally as an exemplar delivering regional and sub-regional improvement programmes for cultural and sports services:-

- ◆ More informed Cultural Member Champions
- ◆ Wider understanding and recognition of Chief Executives and Members over the impact of Culture and Sport in delivering LAA outcomes
- ◆ Improved cultural network established to share best practice and promote continuous improvement
- ◆ Greater peer support to weaker local authorities
- ◆ Culture and sport playing a greater role in delivering quality of life outcomes for communities in the East Midlands
- ◆ More local authorities undertaking self improvement Planning for Cultural Services
- ◆ Secured the support of key regional agencies into the local government improvement journey and process.
- ◆ Programme nationally recognised for its exemplary work, giving profile to the region and its local authorities.
- ◆ Through the programme we financially supported the National piloting of the new cross cultural services single improvement tool (Northamptonshire / Districts)
- ◆ The East Midlands is the only region to have at least one Cultural indicator in all top tier LAA's, driving innovative working and performance improvement

7. Recommendations

The Steering Group recommend to the Board that:

- 7.1 arrangements for the transfer of accountable body status of the CIPEM programme from Culture East Midlands to Nottinghamshire County Council be endorsed.
- 7.2 the Board nominate a representative to sit on the Board of CIPEM.
- 7.3 the CIPEM Programme 2008/09 and 2009/10 be noted and endorsed.
- 7.4 A further review of the future of CIPEM programme and governance arrangements be undertaken in Summer 2009.

Chris Allison

Director

This report was prepared by **Bill Cullen**,
Deputy Chief Executive, Hinckley & Bosworth

**CIPEM PROGRAMMED ACTION
2008/2009 SUMMARY**

QUARTER 1 April – June	Status	QUARTER 2 July – September	Status	QUARTER 3 October - December	Status	QUARTER 4 January - March	Status
<ul style="list-style-type: none"> • Appoint Programme Co-ordinator - (March) 	● Green	<ul style="list-style-type: none"> • Review Sub-regional Action Plans to include budget allocations 	● Green	<ul style="list-style-type: none"> • Review & update Regional & Sub-regional Action Plans to include costings 	● Green	<ul style="list-style-type: none"> • LAA / CAA “Making it Real” Event – 5 Feb 	● Green
<ul style="list-style-type: none"> • Develop & agree Sub-Regional Action Plans arising from CIPEM LAA workshops 	● Green	<ul style="list-style-type: none"> • Key priorities for leadership programme to be identified with a view to launch in January 09 – Core Mini Group established to scope existing development opportunities & gather sectorial baseline data 	● Green	<ul style="list-style-type: none"> • Cross sector penetration in LAA’s, LSPs, Sustainable Community Strategies – on-going 	● Green	<ul style="list-style-type: none"> • Facilitated Workshop to identify & capture impact of CIPEM – 10 Feb 	● Green
<ul style="list-style-type: none"> • Programme Joint workshop review priorities – to include CIPEM Board and Secondees - February 2008 	● Green	<ul style="list-style-type: none"> • Clarity over what a successful cultural offer looks like in a locality linked to Cultural Planning Toolkit – addressed during N’hants TAES feedback presentation 	● Green	<ul style="list-style-type: none"> • Identify use of the NI set & it’s impact on culture & sport in the region – examples to be showcased at event on Feb 5 	● Green	<ul style="list-style-type: none"> • Identify proposals & methodology for evidencing delivery & impact of culture & sport in the region – to be explored during above session 	● Amber
<ul style="list-style-type: none"> • Engage with Strategic Leaders of LA’s over impact of culture on emerging LAA’s 	● Green	<ul style="list-style-type: none"> • Seeking opportunities to share best practice – on-going 	● Green	<ul style="list-style-type: none"> • Disseminate & share learning from the Northants TAES process 	● Green	<ul style="list-style-type: none"> • Review & update Regional & Sub-regional Action Plans 	● Green
<ul style="list-style-type: none"> • Targeted approach to Chief Executives to update on programme and sustain buy-in 	● Green	<ul style="list-style-type: none"> • Cross sector penetration in LAA’s, LSPs, Sustainable Community Strategies – to be explored further in future events 	● Green	<ul style="list-style-type: none"> • Regional Cultural Skills & Leadership Development programme proposal to be agreed and signed off by the Board 	● Green	<ul style="list-style-type: none"> • Roll-out of the Cultural Leadership Development Programme 	● Green
<ul style="list-style-type: none"> • “A Passion for Excellence” - Regional launch of the National Improvement Strategy for Culture & Sport 	● Green	<ul style="list-style-type: none"> • Identify proposals & methodology for evidencing delivery & impact of culture & sport in the region – on-going 	● Amber	<ul style="list-style-type: none"> • Board Meeting – 12 Dec 	● Green	<ul style="list-style-type: none"> • Clarity over the role of members in relation to Chief Cultural Officers Groups & other key leadership bodies 	● Green
<ul style="list-style-type: none"> • Disseminate supplementary guidance for “Integrating Culture & Sport into LAAs in the East Midlands” 	● Green	<ul style="list-style-type: none"> • “Demystifying Strategic Commissioning” Regional workshop to identify best practice procedures in commissioning – 10 Sept. 	● Green			<ul style="list-style-type: none"> • Smooth transition of CIPEM’s Accountable Body 	● Amber
<ul style="list-style-type: none"> • On-going updating & monitoring of CIPEM Website 	● Green	<ul style="list-style-type: none"> • Board Meeting – 5 Sept 	● Green				

Key: ● Green = on target ● Amber = Further progress required ● Red = Area of Concern/Action required

**CIPEM PROGRAMMED ACTION
2009/2010 SUMMARY**

QUARTER 1 April – June	Status / £	QUARTER 2 July – September	Status / £	QUARTER 3 October - December	Status / £	QUARTER 4 January - March	Status / £
<ul style="list-style-type: none"> • Delivery of Regional Cultural Leadership Programme for aspiring Senior Cultural Managers • Delivery of Beacon funded project on measuring impact of culture & sport in hard to reach areas • Regional TAES / SIT Event • TAES follow-up activity & action planning • Update & review sub-regional Action Plans • Development of regional & sub-regional Culture & Sport member networks • Development of PMF for measuring impact of culture & sport in delivery of LAA outcomes • SNA & Baseline Study update • Website Update & PR 	<p>£28k ● Amber</p> <p>£6K ● Amber</p> <p>£5K ● Amber</p> <p>£6441 ● Amber</p> <p>● Amber</p> <p>● Amber</p> <p>● Amber</p> <p>● Amber</p> <p>£4k ● Amber</p> <p>£1003 ● Amber</p>	<ul style="list-style-type: none"> • Continuation of Regional Cultural Leadership Programme • Event – tbc (e.g. Cultural Tariffs / Spatial Planning) • TAES follow-up activity & action planning • Update & review sub-regional Action Plans • Continuing development of regional & sub-regional Culture & Sport member networks • Website Update & PR 	<p>● Amber</p> <p>£5K ● Amber</p> <p>● Amber</p> <p>● Amber</p> <p>● Amber</p> <p>● Amber</p> <p>● Amber</p>	<ul style="list-style-type: none"> • Continuation of Regional Cultural Leadership Programme • Event – tbc • TAES follow-up activity & action planning • Update & review sub-regional Action Plans • Continuing development of regional & sub-regional Culture & Sport member networks • Website Update & PR 	<p>● Amber</p> <p>£5K ● Amber</p> <p>● Amber</p> <p>● Amber</p> <p>● Amber</p> <p>● Amber</p> <p>● Amber</p>	<ul style="list-style-type: none"> • Evaluation of Regional Cultural Leadership Programme • CIPEM Celebration event • TAES follow-up activity & action planning • Update & review sub-regional Action Plan • Continuing development of regional & sub-regional Culture & Sport member networks • Website Update & PR • Final CIPEM Programme Evaluation 	<p>● Amber</p> <p>£5K ● Amber</p> <p>● Amber</p> <p>● Amber</p> <p>● Amber</p> <p>● Amber</p> <p>£5K ● Amber</p>

**N.B. 2009-2010 Secondee Time is reduced to half a day per week
All Costings are approximate**

Key: ● Green = on target ● Amber = Further progress required ● Red = Area of Concern/Action required

**Cultural Improvement Partnership East Midlands
Management Accounts**

Appendix 2

Income	H&B	LGEM	CEM					Income	Received	Outstanding
East Midlands Improvement Partnership	57000		193000	250000	20000			270000	270000	0
Sport England East Midlands	39950			39950	0			39950	39950	0
Sport England East Midlands		44000		44000	0			44000	44000	0
Sport England East Midlands				19000	0			19000	19000	0
County Champions - LGEM		61000		61000	0			61000	61000	0
MLA East Midlands	10000			10000	0			10000	10000	0
Renaissance East Midlands	5000		5000	10000	0			10000	10000	0
Arts Council England East Midlands	9000			9000	0			10000	9000	1000
Arts Council England East Midlands	Instalment 1							50000	50000	0
Arts Council England East Midlands	Instalment 2							40000	0	40000
Arts Council England East Midlands	Instalment 3				0			10000	0	10000
IDeA contribution			3000					3000	3000	0
IDeA contribution	Leicester Tigers							689	0	689
Sub Total		139950	105000	198000	442950	20000	0	567639	515950	51689
In kind support										
REM Officer Time								5000	5000	0
Arts Council Officer Time								5000	5000	0
Sport England Officer Time								5000	5000	0
MLA Officer Time								5000	5000	0
Culture East Midlands Officer Time								5000	5000	0
Cultural Observatory Time								5000	5000	0
LGEM Officer Time								5000	5000	0
Sub Total								35000	35000	0
Total Income								602639	550950	51689

Expenditure	2006-07		2007-08		2008-09		2009-10		Total	Remaining	Spent to date	
	Commit		Commit		Commit		Commit		Total	Committed		
	Budget	ment	Budget	ment	Budget	ment	Budget	ment	Budget to date	(to date)		
Secondments	79877	79877	138672	138672	83000	75542	45000	39659	346549	333750	12799	208691
Seconded expenses	0	0	1949	1949	3000	3000	3000	3000	7949	7949	0	2142
Project Coordinator	0	0	2158	2158	22792	22792	20050	20050	45000	45000	0	12622
Recruitment	0	0	852	852	0	0	0	0	852	852	0	852
Member Pilot	0	0	10304	10304	0	0	0	0	10304	10304	0	10304
Cultural Leadership Development	0	0	7426	7426	18000	0	10000	0	35426	7426	28000	7426
Regional Cultural Implementation workshops and events	0	0	2500	2500	11132	9361	20170	0	33802	11861	21941	11861
TAES Reviews/Validation/Action Planning	0	0	2500	2500	9059	9059	11441	0	23000	11559	11441	11559
Sub-regional Programmes	0	0	0	0	27311	27311	0	0	27311	27311	0	0
Independent Evaluation of Programme Impact	0	0	0	0	0	0	5000	0	5000	0	5000	0
Website and PR	0	0	7541	7541	5125	5125	1003	0	13669	12666	1003	10355
Social Network Analysis & Baseline Study	0	0	6000	6000	0	0	4000	0	10000	6000	4000	6000
Management Fees	4000	4000	7500	7500	5000	5000	5000	0	21500	16500	5000	16500
Meetings and Hospitality	0	0	1392	1392	1032	1013	2993	0	5417	2405	3013	1550
Miscellaneous	0	0	206	206	70	70	0	0	276	276	0	247
Sub Total	83877	83877	189000	189000	185521	158272	127656	62709	586055	493859	92197	300109
In kind time - on salaries	0	0	0	0	0	0	35000	35000	35000	35000	0	35000
Sub Total			189000	185521		162656			35000	528859	92197	335109
Total									621055			
VAT to be refunded back into CEM									19177			
Total - balance if all VAT above reclaimable									760			