

## Agenda item No: 9

### EAST MIDLANDS IMPROVEMENT AND EFFICIENCY PARTNERSHIP BOARD MEETING: 3<sup>rd</sup> February 2009

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#### Report of the Director

#### Annual Report of the EM IEP board 2008/09

##### 1. Purpose of the report

1.1 To present the Annual Report outline and timetable.

##### 2. Background

2.1 At the meeting on 15<sup>th</sup> January 09 the EM IEP Officer Steering Group received the attached report and commends it to the Board for consideration.

2.2 The Board are advised that the submission of the First Draft of the Annual Report to the LGA is now 13<sup>th</sup> March 09, with the final draft submitted by 31<sup>st</sup> March 09. The Annual Report should not exceed 25 pages.

2.3 The allocation of resources from the CLG for 2009/10 is dependent upon the Annual Report summarising demonstrable progress within the region.

2.4 It was noted by the Steering Group that the Sub Regional Partnerships had submitted their first drafts of progress, to be included in the Annual Report. Sub Regional Partnership (SRP) Programme Managers have been requested to brief their SRP Lead Member on the Partnerships progress so that they can provide a verbal update to the Board.

2.5 The Regional Director will provide the Board with a brief verbal update on the delivery of the agreed regional programmes, which will be included in the Annual Report.

2.6 It should be noted that the timetable includes presentations of the draft Annual Report to the Board/Steering Group meeting on 26<sup>th</sup> February together with the revised RIES targets.

##### 3. Recommendations

3.1 The template and timetable for the first annual EM IEP report be noted by the Board.

3.2 The Board note the basis for the Annual Report is to summarise the progress in delivering the Regional and Sub Regional programmes, as required by the LGA/CLG.

**Chris Allison**  
**Director EM IEP**

**EAST MIDLANDS IMPROVEMENT AND EFFICIENCY PARTNERSHIP  
OFFICER STEERING GROUP MEETING: 15<sup>th</sup> JANUARY 2009**

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**Report of the Director**

**Annual Report of the EM IEP board 2008/09**

1. Purpose of the report
  - 1.1 To present the Annual Report outline and timetable.
2. Background
  - 2.1 The LGA have produced a universal template for reporting RIEP progress to the CLG by the end of March 2009. This is **attached** as Appendix 1.
  - 2.2 John Healey MP, Local Minister, has made it clear to the LGA Improvement Board that release of year 2 funding for the RIEPs is dependent on the annual report showing demonstrable progress. In particular the Minister would like to see evidence of efficiency gains as a direct consequence of RIEP investments in projects and programmes.
  - 2.3 The annual report first draft will be crafted from contributions from the Sub Regional Partnerships and the EMIEP Support Team.
  - 2.4 The timetable enclosed with the report template in Appendix 1 allows for a draft document to be circulated for comments during February and a substantially completed draft to be considered at the joint Board/Steering Group/Sub Regional Partnership meeting to be held on 26<sup>th</sup> February.
  - 2.5 The final draft will be revised during March and signed off by the Board Chair/Vice Chairs.
3. Recommendations
  - 3.1 The template and timetable for the first annual EMIEP report be considered by the Steering Group.

**Chris Allison**  
**Director**  
**East Midlands Improvement & Efficiency Partnership**

## Plan for EM IEP Annual Report

### **Draft Content List**

#### **Intro from EM IEP Board Chair**

- Emphasise successes and progress
- Governance and member role

#### **Contents**

#### **Executive Summary**

- Summarise EM IEP aims and objectives
- Summarise EM local government performance – CPA scores, JAR ratings, progress vs. 3% target
- Summarise year 1 regional achievements against the RIES targets, **where practicable**
- Summarise Sub Regional Partnerships role and governance arrangements
- Summarise Sub Regional achievements
- Outline challenges for next year and how EM IEP and the sub regional Partnerships will meet them

#### **Financial Summary**

- Summary of funding allocations: Regional, sub regional programmes, programme management, secretariat, including other contributions

#### **Regional and Sub Regional Programmes Section**

##### ***Each programme to provide the following:***

- ***Vision and objectives Comment from lead Member of the Sub regional Partnership***
- ***Summary of engagement by authorities with the programme***
- ***How delivery of projects within programme Impact across the 3 themes***
- ***Chart to show funding breakdown across projects. Bullet point list of benefits anticipate and delivered to date, including details of cashable savings calculated using mietool***
- ***Good News Stories (Mini-articles) on specific projects including comment from senior officer and Member and link to full case study if applicable***
- ***Summary of plans for next year (bullet point list)***

#### **EM IEP Organisation**

Explanation of the governance arrangements implemented by EM IEP

- Governance of EM IEP and Sub Regional Partnerships
- Rationale for devolved funding
- Benchmarking and Review of Targets
- Outline secretariat function and include chart to show breakdown of spend
- Overview of monitoring arrangements
- Explain Communications Strategy and outcomes (include survey results if possible)
- Explain how EM IEP has effectively partnered with other agencies and partnerships

#### **Appendices**

- List of EM IEP Board and Officer Steering Group Members
- Case Studies (if possible)

**Pro-forma for - Regional and Sub Regional Programmes Section**

**Introduction:-** Vision and objectives of Partnership Programme

**Programme Impacts for EM IEP:-** Outline how the programme supports improvement and efficiency across the 3 themes of:

- Capacity (helping failing/potentially failing authorities or services)
- Service improvements (particularly the delivery of LAA targets)
- Efficiency (delivering cashable savings)

*Make links how projects can impact across the themes not just as silos*

**Programme:-** Provide a chart as follows of projects:

<b>Project/Activity</b>	<b>Funding Allocation</b>	<b>Improvement Benefits</b>	<b>Cashable Benefits</b> (calculated using mietool)
	<i>Approved Allocation</i>	<i>Bullet points with outcomes and delivery dates</i>	<i>Bullet points with anticipated savings and year delivered (mietool output)</i>

- **Good News Stories** – Short case study on any benefits that have been delivered to date for example -Benefits of engagement by partnership authorities with the programme (inc F&R and other partners if applicable) *i.e. added value of partnership working over and above the funding element*
- **Summary of plans for next year** – how the partnership will embrace the changes and impact of the economic downturn, refresh of LAAs, CAA and revised targets in RIES in their future development and delivery of SRP programmes

**Timetable**

**December**

SRP and Regional Programme Managers begin drafting content

**January**

Submit all returns to EM IEP Support team for first draft – 15<sup>th</sup> January  
 First draft reviewed by SRPs and feedback incorporated into second draft- 31<sup>st</sup> January

**February**

Completed second draft submitted to Joint EM IEP Member Officer event on 26<sup>th</sup> February for discussion and feedback

**March**

Revise content with feedback and submit third draft to EM IEP Board Chair for sign off

**April**

Submit to LGA /CLG