



## **East Midlands Improvement Partnership**

### **Board Meeting**

**Wednesday 16 September 2009**

### **Minutes**

#### **In attendance:**

<b>Councillor Martin Hill OBE</b>	<b>Lincolnshire CC</b>
<b>Councillor Fiona Martin</b>	<b>East Lindsey DC</b>
<b>Councillor Marion Brighton OBE</b>	<b>North Kesteven DC</b>
<b>Councillor Robin Brown</b>	<b>Northamptonshire CC</b>
<b>Councillor Jeremy Webb</b>	<b>East Lindsey DC</b>
<b>Councillor Tony Woods</b>	<b>Northampton BC</b>
<b>Councillor Roger Begy OBE</b>	<b>Rutland CC</b>
<b>Councillor Mary Malin</b>	<b>Kettering BC</b>
<b>Councillor David Sprason</b>	<b>Leicestershire CC</b>

#### **Observers**

<b>Councillor Neil Clarke</b>	<b>Rushcliffe BC</b>
<b>Councillor Joan Kirkbride</b>	<b>Northamptonshire CC</b>
<b>Councillor Andy Connelly</b>	<b>Leicester City</b>
<b>Councillor Ranjit Banwait</b>	<b>Derby City</b>

#### **Officers**

<b>Nick Hodgson (NH)</b>	<b>Derbyshire CC</b>
<b>Chris Allison (CA)</b>	<b>EM IEP</b>
<b>Heather Parker (HP)</b>	<b>EM IEP</b>
<b>Andrew Foster (AF)</b>	<b>EM IEP</b>
<b>Stuart Young (SY)</b>	<b>EMRA</b>
<b>Jan Sensier (JS)</b>	<b>GOEM</b>

1. Apologies

<b>Councillor Dave Wilcox</b>	<b>Derbyshire CC</b>
<b>Councillor Lewis Rose</b>	<b>Derbyshire Dales DC</b>
<b>Councillor Peter Roffey</b>	<b>Leicestershire CC</b>
<b>Councillor Alan Rhodes</b>	<b>Nottinghamshire CC</b>
<b>Councillor Chris Williamson</b>	<b>Derby City</b>
<b>Jean Morgan</b>	<b>South Northamptonshire CC</b>
<b>Garry Bryant</b>	<b>GOEM</b>

2. Minutes of the meeting held on 16<sup>th</sup> June 2009

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

3. Matters Arising

- Agenda Item 15
  - CIPEM - A request was made to ascertain how many RIEPs were funding cultural improvement programmes **Action 1 - CA**
- Agenda Item 17
  - Adult Social Care Programme - it was noted that the regional social care programme embraces all of the 9 upper tier authorities providing adult care services.
  - Member Development Programme – A request was made to investigate opportunities for post graduate courses for Member Development **Action 2 - CA**
- Agenda Item 20
  - Total Place Pilot – The board agreed that the Total Place pilot would present their report at the November Board meeting **Action 3 – CA**

3(a) EM IEP Board Membership

Item for information and noting.

4. Declarations of Interest

Councillor Webb declared an interest as the Director of the I&DeA

5 Reports back to the Board

5(a) Member Development Mapping Report

At the Board's June 2009 meeting, members requested a mapping exercise be undertaken in order to ascertain if there was any duplication between approved member development projects across the sub regions and the proposed regional programme.

The Board discussed the issue of Member development currently being delivered by local authorities across the region and also considered the overview of EM IEP projects relating to member development. The latter aimed to identify commonality between the projects within each of the five sub regional programmes and the proposed regional programmes.

The Board considered the mapping report to be useful but felt that further research was required to identify member development activity in all of the region's local authorities. The Board agreed to the proposal by Cllr Brighton, which was seconded by Cllr Webb, to undertake a survey of member development activity and expenditure currently being carried out across the 46 East Midlands local authorities. This survey

would include an assessment of demand for the Members personal development review activity **Action 4 – CA**

5(b) Project Mapping Report

The Board had previously requested the project mapping exercise to identify any duplication of projects both regionally and sub regionally. The approved projects were mapped against the three themes; Efficiency, Service Improvement and Capacity Building and the 12 stretch targets.

The Board were assured that there is no overlap on the Adult Social Care Programme, where projects were supporting shared services and business improvement. Each of the 7 themes within the Adult Social Care Programme had been assigned a Lead Member Champion.

The Board agreed that an early indication of performance against the 12 stretch targets to be provided to the board for its 27<sup>th</sup> November Meeting **Action 5 - CA/SRPs**

5(c) Efficiency savings realised during 2008/09

The Board considered the report and agreed that the efficiency savings as measured by NI 179 is now part of a much wider and urgent agenda in terms of savings required by LA's.

The Board agreed that an analysis of the current activity within councils in delivering cashable efficiencies would enable the Board to identify where additional support is required. The efficiency challenge, currently being delivered as a regional project, would provide this information. This would be reported back to the Board when available **Action 6 - CA**

The Board agreed that the sub regional partnerships should re-visit their programmes, with the purpose of achieving greater efficiency savings **Action 7 - SRPs**

The Board agreed that the Sub Regional Partnerships be tasked with presenting a position statement on anticipated efficiency savings, having completed the cost benefit analysis over each project using Mietool, to the Board at its next meeting in November 2009 **Action 8 – SRPs**

6. Audit and Final Accounts 2008/09 Report

The Board noted the audit report and final accounts.

7. Review of the Legacy Programmes Report

A final review of the delivery of the EMCE/EMIP Legacy programme was presented to the Board.

The Board considered the report and agreed the recommendation of the Steering Group that the proposal for reallocation of the uncommitted legacy programme resources, to support a critical friend review of the current EM IEP programmes would not add value. It was agreed that a self assessment, using 5 challenging questions, would be undertaken to ascertain the likelihood of, regional and sub regional, programmes delivering specified benefits by March 2011 **Action 9 - CA/SRPs**

The Board approved the recommendation that the uncommitted balances of the legacy EMCE/EMIP programme of £167k, should be held in reserve as a contingency fund.

8. Capital Programme 2009/10 Report

The Board considered the report and approved the solution to the required 20:80 capital/revenue split for the 2009/10 allocation of regional funding as set out in section 3 of the report.

The Board approved that the uncommitted capital balance of £179k be added to the 2009/10 Capital Pot allocation, for distribution to the Sub Regional Partnerships. It was noted that the 2009/10 Capital Pot allocation for the East Midlands will be available in October, which is expected to be c£2.5m.

The Board were advised of the latest sub regional position, regarding the 20:80 capital split of the core grant for 2009/10. Currently Nottinghamshire are still having some difficulties refocusing their current programmes to accommodate the required 20% capital element. The Board suggested that Cllr Clark reviews this position with Nottinghamshire SRP's accountable body (Rushcliffe Borough Council) 151 Officer **Action 10 - Cllr Clark**

9. Regional Work Programme (2009/10) Update Report

The revised regional programmes were presented by the Member Champions and considered by the Board.

*Economic Growth Programme* – The Board were advised that a meeting had taken place with the Member Champions to discuss the scope of the project, which had been developed into the programme submitted for approval.

*Community and Neighbourhood Development Programme* – the Board were advised that the funding requested will assist authorities in the delivery of their LAAs. The Board noted that the Regional Empowerment Partnership have undertaken a number of training events across the region which has supported the development of the programme. The Board discussed concerns around the following issues:

- The Place Survey – the wide regional variances required further consideration

- That rural community problems needed to be addressed

*Member Development Programme* - The Board discussed the concerns expressed on future regional scrutiny requirements and noted that efficiency should be included in the scope of this project. The Board requested that the safeguarding element of the programme should include children's and adults services. The Board requested that the working with the community event should be combined with the officers event proposed in the Community and Neighbourhood Development Programme. The Board were advised that a joint GOEM/RIEP event "Strengthening Local Democracy" is scheduled to take place on 18 September at GOEM.

*Environmental Quality Project* –The Board were advised that this project would provide service improvement and deliver efficiency savings anticipated to be c£0.25m. The Board were also advised that within the Climate Change Programme that an event had been held to engage partners to contribute to the delivery of the benefits from this programme.

*Transforming Social Care Data for Effective Commissioning Project* - The Board were advised that this project is being delivered using £300k from the capital pot grant and additional funding from CSED.

*Customer Insight and Research* – the Board were advised that the project was being funded with £200k of capital pot grant. The Board noted that a meeting has been scheduled to take place on 17<sup>th</sup> September in order to develop further thinking around this project. The Board agreed with the Steering Group's recommendation that the project needs to focus on cashable efficiency savings.

The Board were advised that details of mietool calculations are held by the officers using the tool, with the total anticipated savings for the project over 5 years provided to the support team, for publication to the Board and LGA/CLG. The Board were assured that the 5 year total would mask any confidential detail that had been included in the calculations.

The Board noted the additional £55.6k ring fenced funding from the Department of Energy and Climate change to extend the regional Climate Change Programme.

The Board approved the 5 revised regional programmes and the Customer Insight & Research Programme. The Board agreed that the scope of the Member Development Programme and the Customer Insight & Research Programme, should include a focus on efficiency savings **Action 11 - CA**

The Board agreed that the Member Development programme would also need to be informed by the survey, of member development

activity across the regions 46 local authorities, to ensure that there is no overlap of activity. **Action 12 – CA**

10. EM IEP Northamptonshire Sub Regional Report

The Northamptonshire Board Members presented the refocused programme for the Northamptonshire Sub Regional Partnership (SRP), which is now targeted at driving out efficiencies.

Revs & Bens Shared Service Project– the Board were advised that East Lindsey could share information with Northamptonshire SRP on the work currently being undertaken on their Revs & Bens shared service project. **Action 13 – Lincolnshire and Northamptonshire SRPs**

Transforming Public Services Project– concerns were expressed by the Board regarding delivery of the project within the timeframe for this programme. The Board were advised that the Lincolnshire SRP could share their experiences and documentation to speed up the development of the Business Cases that would be required for this project. The Board noted that the project could also be informed by the Total Place Pilots currently being delivered.

Reputation Management Project –The Board requested some clarity on the benefits being delivered by this project and how they supported the delivery of the region’s priority targets.

The Board endorsed the programme but sought clarity on the benefits to be delivered by the programme, the capacity of the programme management arrangements currently in place and the probability of delivery of benefits by March 2011. The Board concluded that additional information was required before the programme was approved.

The Board agreed that the project profiles for all projects and mietool efficiency calculations, where appropriate, should be provided to the support team for the refocused Northamptonshire SRP Programme. These would provide the Chair of the Board with the additional information requested to approve the endorsed programme **Action 14 - Northamptonshire SRP/CA**

Clarity was sought by the Northamptonshire SRP on the arrangements for funding projects. The Board confirmed the approved process of payment against delivered outcome milestones, noting that milestones and the payment profile should be provided for each project in the project profiles **Action 15 - Northamptonshire SRP**

11. Programme Monitoring Six Monthly Report

The Board considered the six month progress report and discussed the low level of spend/benefits currently delivered. Members were urged to

ensure that programme delivery was escalated during the remainder of the year **Action 16 - SRP Board Members/Regional Programme Champions**

The Board discussed the current level of information provided by the Sub Regional Partnerships, on the anticipated efficiencies being delivered through their approved programmes. The Board recommended that this issue is addressed for all efficiency projects at the next Board meeting in November by SRPs providing the anticipated benefits (using mietool) to the support team **Action 17 - SRPs**

The Board approved the request of the Officer Steering Group that an analysis of all RIEPs performance in delivering efficiency benefits be summarised and presented to the Board at the next meeting in November **Action 18 – SRPs/CA**

12. Annual Conference 2010

The Board agreed that the 2010 Annual Conference should be arranged for late May or June 2010, following the general election. The theme of the conference being 'delivering quality public services in times of financial stringency'

13. The Board noted the following reports for information

- Business Improvement NVQ Training Report the Board were also advised about the predicted savings from the Derby City business process reengineering pilot project
- Public Sector Food Procurement Report
- Place Survey 2009 Report

## **Priority Action Sheet – Board Meeting 16<sup>th</sup> September 2009**

**Action 1** CIPEM - Ascertain how many RIEPs were funding cultural improvement programmes - **CA**

**Action 2** Investigate opportunities for post graduate courses for Member Development - **CA**

**Action 3** The total place pilot to present their report at the November Board meeting– **CA**

**Action 4** Undertake a survey of expenditure and member development activity currently being carried out across the 46 East Midlands local authorities. This survey would include an assessment of the demand for the Members personal development review activity– **CA**

**Action 5** An early indication of performance against the 12 stretch targets to be provided to the board for its 27<sup>th</sup> November Meeting - **CA/SRPs**

**Action 6** The efficiency challenge, currently being delivered as a regional project, to provide the analysis of the current activity within councils in delivering cashable efficiencies to enable the Board to identify where additional support is required. To be reported back to the Board when available– **CA**

**Action 7** Sub regional partnerships should re-visit their programmes, with the purpose of achieving greater efficiency savings– **SRPs**

**Action 8** Sub Regional Partnerships be tasked with presenting a position statement, to the Board at its next meeting in November 2009, on anticipated efficiency savings, having completed the cost benefit analysis for each project using mietool– **SRPs**

**Action 9** Self assessments, using 5 challenging questions, to be undertaken to ascertain the likelihood of, regional and sub regional, programmes delivering specified benefits by March 2011 - **CA/SRPs**

**Action 10** Cllr Clark to review the position with Nottinghamshire SRP's accountable body 151 Officer to accommodate the required 20% capital element for the 2009/10 programme- **Cllr Clark**

**Action 11** The Member Development Programme and the Customer Insight & Research Programme be tasked to include a focus on efficiency savings - **CA**

**Action 12** The Member Development Programme to be informed by the survey of member development activity across the region's 46 local authorities, to ensure that there is no overlap of activity– **CA**

**Action 13** Lincolnshire and Northamptonshire SRPs to share data and approaches concerning shared Revs & Bens service design – **Lincolnshire/Northamptonshire SRPs**

**Action 14** Project profiles for all projects and mietool efficiency calculations, where appropriate, should be provided to the support team for the refocused Northamptonshire SRP Programme. These will provide the Chair of the Board with the additional information requested to approve the endorsed programme - **Northamptonshire SRP/CA**

**Action 15** Delivery milestones and the payment profile should be provided for each project in the project profiles for the refocused Northamptonshire SRP Programme - **Northamptonshire SRP**

**Action 16** Members to ensure that sub regional/regional programme delivery is escalated during the remainder of the year - **SRP Board Members/Regional Programme Champions**

**Action 17** The current level of information provided by the Sub Regional Partnerships on the anticipated efficiency savings is summarised for all efficiency projects (using mietool) at the next Board meeting in November - **SRPs**

**Action 18** An analysis of all RIEPs performance in delivering efficiency benefits be summarised and presented to the Board at the next meeting in November – **SRPs/CA**

#### **Reports required for the November Board Meeting 27<sup>th</sup> November**

- Review of Programmes
- Review of performance, spend, benefits (Summary Annual Report)
- Member development survey results
- Analysis of performance across 9 RIEPs
- Total Place Survey Leicester/Leicestershire (presentation)