

**Minutes of Management Group meeting
Thursday 25 February 2010**

Present	Adam Wilkinson Hazel Lymbery George Cowcher	Derby City Council Derby City Partnership Derbyshire and Nottinghamshire Chamber of Commerce
	Helen Osler Keith Burn Hugh Hastie Sharon Squires	Derby City Council Jobcentre Plus Connexions Derbyshire Ltd Derby Community Safety Partnership
Advisor	Steve Battlemuch	GOEM
In attendance	Clare Labram Lisa Stevenson Heather Greenan	Derby City Partnership Derby City Partnership Derby City Council

Item	Issue	Action
1	Introductions, apologies and declarations of interest	
	Apologies were received from Andrew Flack, Michael Foote and Don McLure. Hazel introduced Alison Chambers who observed the meeting as part of her Achievement and Development plan There were no declarations of interest.	
2	Minutes of the last meeting on 14 January and matters arising	
	The minutes of the meeting on 14 January were confirmed as a true and accurate record. Corrections: Any other business issue – Matt Allbones clarified the delays with Future Jobs Fund. Item 2 (previous minutes) Hugh Hastie explained that the stretched target for NI 117 has been met for the City. This has been backed up by an impressive figure for Year 11 students as there are less leavers within Derby with only 3.8% of year 11's leaving school. Hugh highlighted that Chellaston school has 0% NEET results. Item 7 (Directors report) Sharon Squires explained that she has encouraged the neighbourhood units to take part in Inspiring Derby Week. In principal she has received agreement from a few of those that were targeted.	
3	LAA Review and Refresh including Action Plans	
	Heather presented a paper on the LAA Review and Refresh. She highlighted that an annual review meeting took place with representatives from GOEM and the Audit Commission on 20 January. During the meeting three areas focused on were alcohol, climate change and narrowing the gap. Initial feedback has been given from GOEM which was positive and they will be producing a review report which will be circulated when available. Action plans for alcohol, climate change and narrowing the gap will be created as	

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	<p>well as LAA areas of under performance where the performance forecasts supplied at quarter two show the final 2010/11 target will be missed.</p> <p>From the 21 indicators which are currently forecast to miss target, the impact of the action plans would be that 9 have green status, 6 amber, 4 red and 2 unknown.</p> <p>Progress of implementing the action plans will be monitored on a quarterly basis and any slippages will be reported to Management Group and The Performance Support Group.</p> <p>The refresh process will set targets if currently not set or amend those where there has been a definition change or there is a direct impact on performance from the economic downturn. The 2010 Refresh process is looking at targets for 8 indicators. To date negotiations are complete for all but three measures. Target negotiations have to be concluded by 8 March prior to sign off, as in previous years, by the Council's Chief Executive. The updated LAA will then be submitted to GOEM by 12 March 2010.</p> <p>Despite the targets changing so close to the final year of the LAA the final performance of the measures where targets have been changed will still count towards the final overall performance of the LAA and as such the amount of Performance Reward Grant, PRG. Indicators whose performance is exempt from the overall LAA performance, in addition to the local measures and mandatory CYP measures are:</p> <ul style="list-style-type: none"> • NI 112: Teenage Pregnancy – given the extremely stretching target all areas nationally were offered the opportunity to exclude NI 112's final performance. • NI 125: Independence for older people – as explained in Appendix 3. <p>The group noted the areas considered at the Annual Review meeting on 20 January and the action plans which are required for all areas of LAA underperformance.</p>	
4	Quarter Three Performance Update	
	<p>Heather highlighted the Performance Summary for Quarter 3. She explained that N1 152 - Working age people on out of work benefit was highlighted as a red indicator on the paper but is now working at an amber status.</p> <p>Heather also highlighted the indicators which are being taken to Performance Support Group. These were selected for a number of reasons including underperformance against target and missed milestones in delivery or action plans.</p>	
5	LPSA2 Final Outturn	
	<p>Heather presented a report on the LPSA2 Final outturn. She explained that at the end of 2008 partners were asked to bid for approximately £3 million of LPSA2 reward monies. In April 2009 a number of projects were short listed by Management Group to receive funding based on agreed criteria, for example, contribution towards LAA targets, success in LPSA2.</p> <p>The performance of the final two target areas – Target 1: Educational attainment and Target 7: Physical Activity - was established in November 2009 and was confirmed by Internal Audit shortly after to be:</p> <ul style="list-style-type: none"> • Target 1 – not met = £0 	

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	<ul style="list-style-type: none"> • Target 7 – partial achievement = £360k <p>This was less than expected and reduced the amount of LPSA2 Performance Reward Grant, PRG, by £427k.</p> <p>Given that the amount of PRG is substantially less than expected, there is now only £431k available for allocation to revenue projects compared to the shortlisted bids totalling £581k. This means that there is a shortfall of £150k. The outline impact of receiving less funding was taken to cabinet and the proposals were approved.</p> <p>Heather explained that all revenue bidders were therefore asked to submit a statement outlining the impact of funding not being received or being reduced. The impact statements were then reported to Council Cabinet and on the basis of the statements Cabinet decided on the changes to amounts of PRG some bids will receive.</p> <p>Heather highlighted that this is now the end of the process for the LPSA2 which we have benefited from. The group noted the reduction and final position.</p>	
6	Sustainable Community Strategy 2011 - 2014	
	<p>Clare attended the meeting to give an update on the SCS. During the last meeting, early project proposals were discussed. Since then a meeting has taken place with Adam Wilkinson to clarify the approach with has been refocused. It was agreed to use the opportunity to refresh the long term vision to ensure input from partners and public to show ownership of the document. It was identified that we want a new strategy for Derby to focus less on addressing weaknesses and more on seizing opportunities and building on Derby's strengths.</p> <p>It was agreed that we will take more time at the early stages of project to complete significant consultation. Innovative approaches from other areas are currently being researched including looking at case studies from successful cities and planning visits to other areas to learn from their good practice.</p> <p>Early ideas for consultation include:</p> <ul style="list-style-type: none"> • Visioning with Board, Management Group and elected members at the next Board meeting in April. • Big Brother style video box consultation • Engaging hard to reach groups using film, working with local media students • Particular focus during Inspiring Derby 2010 week at the end of June <p>A consultation meeting is due to take place and a full plan will be presented at the next Management Group meeting. The consultation will need full support from partners and require significant resources. It was asked whether Management Group would support the process with the groups communication and consultation teams to ensure we make the most of planned consultation and accessing hard to reach groups.</p> <p>Once the vision is agreed, DCP will go through a re-structure process to ensure they fit the purpose for delivering the vision. Groups will be responsible for identifying outcomes and developing action plans – these plans will be published after the high level document. Due to additional time for the significant research</p>	

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	<p>need at this early stage, the high level document will be delivered by end of April 2011. Management Group noted the changes to the process and agreed the overall plan and to the longer timescale for the project.</p> <p>Clare highlighted that the project team are now in place but are planning to add an elected member and a representative from the third sector to bring an element of challenge to the process.</p> <p>Management Group agreed the proposed governance structure for the project including the role as Project Board.</p> <p>The next step is for the cities to have an opportunity to engage in consultation events over the coming months as well as contributing in the next round of city meetings to begin to think about the high level vision.</p> <p>Hazel highlighted that this is a partnership challenge and involves cross cutting working. Helen explained that we need to gather information about what is going on within the city better.</p> <p>It was suggested that an additional meeting should take place for Performance Support Group members to become more involved in the Strategy. It was also suggested that to strengthen the group the membership should be looked into.</p> <p>It was highlighted that the Strategic Leads currently do not sit on this group however Hazel suggested that this could be changed, agreement was given for this.</p> <p>Sharon highlighted that it is very difficult to picture what Derby will be like in 20 years and wondered where we would get these ambitions from. Adam suggested that we should use what relevant data we already know and translate a forecast from that. Hazel highlighted that young people have good ideas and enthusiasm and they will be in the prime of their life in 20 years.</p> <p>Helen highlighted that the City of Culture bid which involves a range of partners working to see what they want in the city in 2020/2025 which will cost £40,000 for the project. This will bring together aspirations for culture enhancement and allow people to look broader. A lot of information is already around which we can use.</p> <p>Sharon highlighted that neighbourhood and citizenship can also be taken into consideration. Adam highlighted that he is keen to get a neighbourhood perspective and to use Inspiring Derby 2010 for this.</p> <p>Andy Hough highlighted that we should try different approaches to different groups and an idea was to go back 20 years to see what Derby was like and look at the negative parts.</p> <p>Adam highlighted that once the design and structure is identified, the theme/cities are reviewed which could lead to them changing. This will allow a clearer responsibility for the cities and action plans can be created to show how these can be owned by the boards.</p>	<p style="text-align: center;">HL</p>
7	Funding News	

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	Hazel highlighted Derby's ERDF Programme – Invitation to submit Expressions of Interest. Over its lifetime ERDF has around 6 million where just under 3 million has been committed and 3 million to commit by December 2010. An expressions of interest workshop is being held by DCP and emda on Friday 26 February where the funding will focus on Business start ups, employment opportunities and assets.	
8	Director's report	
	<p>DCP Review – Hazel highlighted the recommendations that have been received when the review report was circulated to Management Group, Board Members and the DCP Team. A report from Jonathan will be taken to cabinet in June.</p> <p>State of the City Forum – The next meeting is taking on Tuesday 23 March at 5.30pm at Quad with a theme of culture and focusing on the City of Culture 2017 bid.</p>	
9	Any other business	
	<p>Hazel highlighted that Community Action are increasing their involvement on Management Group and Board. An election was held and Hazel Simpson from Family Action was successful in the position on the groups. Hazel Lymbery to meet Hazel Simpson to talk through the process. The group agreed for Hazel to sit on this group and Board.</p> <p>Adam informed the group that during a recent meeting with the Police Authority, the membership of the Board was raised. The Police Authority have requested for a place on the Board in addition to the Police Service. It was noted that the constitution for the Board doesn't allow for this which could possibly mean that the constitution will need altering.</p> <p>Helen highlighted that this is a difficult situation that we have been in a few times in the past. If this sector is increased, it means all the other sectors will need to be increased to allow for it to be fair. However, it was highlighted that the DCP Board has not been long reviewed.</p> <p>Sharon highlighted that the Police Authority sit on the Safer, Stronger Cleaner Communities executive but rarely attend meetings. The representation can be done through the cities and the organisations do not just have to sit on Board – Issues can be fed into Board if necessary.</p> <p>Currently no place to be offered to the Police Authority.</p> <p>Andy Hough highlighted research that was undertaken by the Police Authority on confidence and Anti social behaviour. As the Council have been included in the Survey, Adam agreed to have a look at the information from Andy.</p>	<p style="text-align: right;">HL</p> <p style="text-align: right;">HL</p>
	Date and time of next meeting	
	Thursday 1 April 2010, 7 th Floor, St Peters House.	