



**North Somerset Partnership  
Executive Meeting  
12 August 2009, 10.30am – 12.30pm**

**Present:**

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| Kay Wozniak (KW) Chair | Chief Superintendent Avon and Somerset Constabulary               |
| Dr Paul Phillips (PP)  | Principal, Weston College   |
| Chris Born             | Chief Executive, NHS North Somerset                               |
| Bob Snow (BS)          | Chief Executive, Voluntary Action North Somerset                  |
| Andy Hicklin (AH)      | Wessex Area Planning & Communications Manager, Environment Agency |
| James Foster           | Strategic Policy Development Manager, North Somerset Council      |
| Charles Walker         | Chairman, North Somerset Initiative                               |

**Apologies:**

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| Clive Bodley       | Chief Executive, NSHousing                      |
| Graham Turner (GT) | Chief Executive Officer, North Somerset Council |

**In attendance:**

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| Dr Max Kammerling (MK) | Director of Public Health, NHS North Somerset (on behalf of Chris Born) |
| Emma Short (ES)        | Policy & Research Development Officer, North Somerset Council           |
| Lorraine Bush (LB)     | Policy & Partnership Development Officer, North Somerset Council        |
| Stella Milsom          | Locality Manager, GOSW  |

**Apologies**

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| Valerie Kelly | Policy and Partnership Officer, North Somerset Council |
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| Item |  | Action by                        | Deadline |
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| 1.   | <b>Welcome &amp; apologies</b><br>KW noted the apologies and welcomed Chris Born, Charles Walker and Stella Milsom to the first Executive meeting. Congratulations were extended to Paul on his honorary doctorate from Bath University  |                                  |          |
| 2.   | <b>Minutes/Matters arising from meeting held 21 May 2009</b><br>The previous minutes were agreed. Two matters arising were to be carried over to the next meeting for action: <ul style="list-style-type: none"> <li>• Developing a process and timetable to guide the allocation of PRG funds</li> <li>• Sending a CAA briefing note to Delivery Partnerships for their information</li> </ul>  | <b>ES/BS</b><br><br><b>JF/LB</b> |          |
| 3.   | <b>LAA Update</b><br>ES presented a series of slides that had been previously circulated outlining the current position of the LAA stretch targets. Key points were: <ul style="list-style-type: none"> <li>• NEET target is on track (PRG 375,000)</li> <li>• 4 week quitters (users of mental health services) – achieved the end year target, (PRG £56,877)</li> <li>• Self directed care is above target and on track (PRG £ 379,174)</li> </ul> |                                  |          |

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|    | <ul style="list-style-type: none"> <li>• Slimming is above target (PRG £189,587)</li> <li>• Domestic violence incidents above target ((PRG £441,738)</li> </ul> <p>Areas of work that are currently below target are:</p> <ul style="list-style-type: none"> <li>• Healthy schools below by 2 schools (Potential PRG £159,253) – work is underway to address this shortfall and bring it back on track</li> <li>• Primary school absence (Potential PRG £121,355)</li> <li>• Secondary school absence (Potential PRG £182, 003)</li> <li>• Inactive benefits(Potential PRG £379,174)</li> <li>• Repeat Domestic Violence incidents (Potential PRG £379,174)</li> <li>• Criminal Damage (192,482)</li> </ul> <p>AH requested that a traffic light system be used to easily indicate where targets were above or below anticipated performance.</p> <p><b>Action: To include a traffic light alert system in future LAA reports</b></p> <p>Some of the issues regarding indicators that did not have base line data have now been resolved. Namely, level 2 skills and 4 week quitters in deprived areas.</p> <p>PP requested that once targets had been set in accordance with a specific definition that this agreement should stand. The agreement relied on a consistent approach being taken not only from the partnership but also Government office. This had not been the case in relation to the Skills 2 target. However, this target was now above performance and SM confirmed that a letter would be sent to NSC from GOSW to agree the change in the base line information. The change in base line information does not affect the target that has been set.</p> <p><b>Action: Information to be circulated to the Executive about the current position of the stretched targets</b></p> <p>Extra funding had been identified by NSC and the Police to support further work to meet the repeat domestic violence and criminal damage targets. This pump priming funding will help to enable the targets to be met; progress will be reviewed in October. The extra funding will be reimbursed from PRG, as agreed by the NSP Board.</p> | ES | Quarter 2 report |
| 4. | <p><b>Annual Event Update</b></p> <p>LB thanked Executive members on Val's behalf for their responses regarding the annual event. Responses had indicated support in principle for the event to be shaped around the impact of the reduction in public sector spending on the delivery of SCS priorities. The event has been booked for the 23 November, from 10 – 1pm at the Winter Gardens. Kay, Val and Lorraine will be meeting on the 24 August to further shape the event. Following this meeting Executive members will be contacted by email to seek their views and endorsement for the approach that</p>   | ES | 7 Sept           |

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|    | <p>has been discussed. A progress update will be brought to the next Executive meeting on 23 September. KW invited comments and ideas about the event.</p> <p>Key ideas and views that were put forward were:</p> <ul style="list-style-type: none"> <li>• Opportunity to develop understanding about the total public spend in the area and explore the choices that need to be made</li> <li>• Explore options for continuing to enhance productivity in health services despite 20% efficiency savings needing to be made</li> <li>• Use technology to record and demonstrate people's choices and views during the event</li> <li>• Use scenarios for people to consider and comment upon</li> <li>• Ensure that questions are not closed but provide people with genuine choices</li> <li>• Link activity closely with the delivery of the SCS</li> <li>• Be clear about the audience – stakeholders rather than general public</li> <li>• Be clear about bringing the perspective of a range of service users</li> <li>• Demonstrate the Mosaic tool with stakeholders – giving a demonstration about what customer insight it can provide</li> <li>• Use the event to promote working together to deliver 'same or more for less money' and avoid duplication in effort</li> <li>• Sell the benefits of the partnership</li> <li>• Ensure that the objectives within the Governance Handbook are met in relation to stakeholder involvement</li> </ul> <p><b>Action: An event brief for circulation to be developed using ideas documented above following the 24 August scoping meeting</b></p> | KW/P & P team | 4 Sept |
| 5. | <p><b>Governance Arrangements</b></p> <p>Further to the adoption of the Governance Handbook at the NSP Board meeting, the executive were invited to establish suitable arrangements for establishing a quorum and the preferred policy regarding substitutes. Following discussion the Executive agreed the following:</p> <p><b>Quorum:</b></p> <p>That the quorum for Executive meetings should be one half of the membership with no less than five regular members being represented at the meeting.</p> <p><b>Substitutes:</b></p> <p>That Executive member's be allowed to nominate a single, named substitute to attend meetings on their behalf. A record of nominated substitutes is to be held by the Policy and Partnerships team</p> <p>It was also agreed that these arrangements would be reviewed regularly (6 month intervals) to ensure that they are working effectively.</p>   |               |        |

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|    | <p><b>Action: The Governance Handbook to be amended to reflect the above recommendations and circulated for endorsement by members</b></p>   | VK | 11 Sept |
| 6. | <p><b>Recession Action Plan</b></p> <p><b>Identifying ways to Improve co-ordination and promote support, advice and information services in a joined up way</b><br/> In Clive's absence JF presented the report identifying potential actions and key considerations to move this work forward. James explained that the work outlined was an opportunity to build on the joint working arrangements being developed through Council Connect and North Somerset NHS. The paper had been discussed at a Councils Corporate Management Team (CMT) meeting where there was support for a more joined up approach with partner organisations. This was seen as a natural evolution to the work currently happening, and would benefit individuals and communities as well as potentially helping to achieve efficiency savings. This initiative was being seen as a medium to long term concept.</p> <p>CW stressed that the brief should also include support, advice and information for businesses</p> <p>North Somerset NHS was keen to support if the Council could lead the development of the work</p> <p>PP suggested that further work was required to establish the limits of the work, what the core offer was in any advice point, where the synergy lies – ensuring a consistent approach to signposting people and business across organisations.</p> <p>BS explained that work would need to link and be mindful of work undertaken by CAB. BS offered to seek advice from the National Chief Officers network regarding best practice.</p> <p>SM explained that there were a number of good examples that could be drawn upon. Swindon partnership had undertaken some work recently that had benefited from being branded as partnership activity. SM would provide further information for the Executive to consider.</p> <p>Following discussion it was agreed that even though the paper was outlining steps for a longer term project, the executive was keen to ensure that the project remained recession focused and could help people now. Initiatives such as setting up advice road shows or using empty shops for advice and support one stop shops could be explored.</p> <p>KW stressed the importance of ensuring that North Somerset learns from experience else where and seeks ways to avoid having a 'lost generation'.</p> |    |         |

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|  | <p><b>Executive Recommendations:</b><br/>That the programme of activity is explored further and taken forward with NSC and NSH leading the initiative.</p> <p>That the initiative is developed in two stages:<br/>1. Scoping immediate tasks that would help people, communities and business to access information, advice and support in relation to the impact of the recession - CB<br/>2. Scoping a longer term initiative that can bring together support services more effectively and efficiently through a single point of access for public and third sector services - JF</p> <p>That the first stage of the work should be branded as a North Somerset Partnership initiative rather than a specific organisation.</p> <p><b>Action:</b><br/><b>A scoping exercise will be undertaken to meet the immediate needs of people, communities and businesses in North Somerset (North Somerset Council, North Somerset Housing and Weston College working together to develop)</b></p> <p><b>A longer-term proposal to be developed for providing a single point of access for public and third sector services</b></p> <p><b>Best practice examples will be drawn upon from the voluntary sector and other partnerships</b></p> <p><b>Green Recovery: How can sustainable development support local people in the recession?</b><br/>CB introduced a previously circulated paper which describes possible actions the partnership could take to support local people during the recession. CB asked the executive to consider if the suggestions were actions that the partnership could do and if so, who would lead, and how could the actions be progressed.</p> <p>JF explained that CMT had also considered this paper and key officers had agreed to look at how the council could support the programme of activity suggested.</p> <p>AH was keen that the TEE group consider the actions proposed to see how they could help with moving the work forward.</p> <p>The executive generally supported the work that had been outlined and made suggestions for a few changes these included:</p> <ul style="list-style-type: none"> <li>To remove the objective to establish a 'no redundancies policy' as this would limit choices and does not take into account technological change. It was acknowledged that public agencies were trying to avoid making staff redundant but this may not be possible in the future. A common</li> </ul> | <p>CB/PP</p> <p>JF</p> <p>BS/SM</p> | <p>19 Sept</p> |
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| <p>redeployment policy would help to limit redundancies and offer employees opportunities across organisations.</p> <ul style="list-style-type: none"> <li>• To add an objective about looking at opportunities to share training programmes</li> <li>• To add promoting recycling social enterprise initiatives</li> </ul> <p><b>Action: Report to be updated to reflect Executive suggestions</b></p> <p><b>Actions to be considered by TEE group on 24 Sept to identify which elements could form part of their action plan</b></p> <p><b>Each organisation to provide details of a lead person that could help to move the actions forward</b></p> <p><b>North Somerset VCS Emergency Recession Fund</b><br/> BS updated the Executive on progress that had been made on developing the new emergency recession fund. £40,000 had been secured from NSP partners and a contribution from the Fair Share Trust to support the voluntary and community sectors in times of hardship. Quartet had agreed to administer the fund on behalf of the partnership. To ensure that funds were made available as quickly as possible, the executive were asked to approve the draft agreement with Quartet and approve the application form and process determined.</p> <p>The fund aims to enable front line VCS organisations to sustain their work rather than develop new work.</p> <p>The Exec recorded a note of thanks to Bob for leading on this initiative and co-ordinating its development. It was suggested that this work be highlighted at the forthcoming Stakeholder event.</p> <p>PP and JF declared an interest in Quartet</p> <p>Queries were raised regarding the amount of small grant available to each organisation and the 10% management fee being requested from Quartet. JF had written to Quartet to clarify if there was any room to negotiate a smaller management fee.</p> <p>A slight amendment to the form was suggested to avoid confusion between capital and equipment purchases. Capital bids would not be considered.</p> <p><b>Action:</b><br/> <b>Slight amendments to be made to the forms to reflect discussions.</b></p> <p><b>The partnership agreement to be signed by the Chair of the Executive</b></p> <p><b>The emergency fund to be advertised on the NSP web site</b></p> | <p>CB</p> <p>AH/CW</p> <p>All</p> <p>BS</p> <p>KW</p> | <p>21 Aug</p> <p>24 Sept</p> |
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|            | <b>and links made from partner websites where appropriate</b>   | <b>VK</b>   |                       |
| <b>7..</b> | <p><b>Working better together – Audit Commission Report</b><br/> LB introduced a paper on the Audit Commission Report in Val's absence. Val had previously circulated this paper for partner's consideration. The paper contained a number of potential actions that could be incorporated within the Exec and Boards work programme. However, it was noted that a number of the key points raised had already been covered through the adoption of the Governance Handbook for the partnership.</p> <p>The Executive discussed the actions to be considered and agreed that they could be collated within the work plan where appropriate.</p> <p>It was considered that it would be particularly helpful to undertake a cost/benefit analysis of the partnership using a case study approach under each of the partnerships shared priorities.</p> <p><b>Action:</b></p> <p><b>Examples of case studies to be forwarded from the College to begin the process of undertaking a cost/benefit analysis</b></p> <p><b>A case study booklet to be compiled demonstrating examples of where the partnership is making a difference and the costs and benefits associated with the approach taken.</b></p> <p><b>The Board and Exec forward work plan to be amended accordingly and circulated for Exec consideration</b></p> | <p><b>PP</b></p> <p><b>JF/LB</b></p> <p><b>LB</b></p> | <p><b>17 Sept</b></p> |
| <b>8.</b>  | <p><b>CAA initial findings</b><br/> JF provided an update on progress with the CAA process since the last meeting. The Audit Commission had provided a 30 page document on 17 July outlining areas where further evidence or discussion was needed.</p> <p>Initial findings appear to indicate that North Somerset will receive no red flags and may potentially attract 2 green flags for Community Safety work and work with young people 'Not in Education, Employment or Training' (NEET). If partners have other areas that they would like to suggest regarding innovative practice James would welcome input. PP suggested that work that is being undertaken with Prisons would be a good area to consider.</p> <p>In comparison to other areas, North Somerset is fairing well. Initial findings seem to suggest that Bristol and South Glos may receive one green flag each and Banes do not appear to have any green flags being considered at present.</p> <p>In North Somerset there are 5 key areas that are being considered further these include:</p> <ul style="list-style-type: none"> <li>• Customer feedback on the street scene</li> <li>• Community Safety successes</li> </ul>  |   |                       |

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|     | <ul style="list-style-type: none"> <li>• Sustaining the impact of the Neighbourhood Management Programme</li> <li>• Housing Benefit performance</li> <li>• Affordable housing</li> </ul> <p>The timetable for the process is as follows:<br/> Final date for evidence 25 September<br/> Full narratives and scores for organisational assessments 19 October<br/> Review period up until 27 November<br/> Final report received 4 December<br/> Available to the public 10 December</p> <p><b>Action: Evidence of innovative practice to be sent to James</b></p>   | All           |         |
| 9.  | <p><b>SCS Summary</b><br/> LB circulated the SCS Summary and requested that contacts for distribution be forwarded to her as soon as possible to enable wide coverage in key public venues and within organisations.</p> <p><b>Action: Details of the College prospectus distribution list to be forwarded to the Policy and Partnerships team.</b></p> <p><b>All partners to forward details of key distribution points and raise awareness of the availability of this publication</b></p>  | PP<br><br>All | 1 Sept  |
| 10. | <p><b>Third Sector Commissioning Code of Practice</b><br/> JF explained that the Council had been working on a new third sector commissioning code of practice. This work will enable the council to move away from grant giving and enable a more sustainable funding approach to be developed.</p> <p>Members of the Executive were invited to consider if they would like to comment on the work undertaken so far and look to see where a joined up/complimentary approach could perhaps be developed. The Executive agreed that they would like to see the work and provide feedback and comments for consideration.</p> <p><b>Action: The draft third sector commissioning code of practice to be circulated with meeting notes.<br/> Comments to Phil Humphries by 11 September.</b></p> | LB<br>All     | 11 Sept |

**Date of next meeting: 23 September, 2pm – 4pm – CSU Room, Town Hall**