



**North Somerset partnership
Sustainable Community Strategy/
Local Area Agreement Group Meeting
10 March 2009, 2pm-4pm**

Present:

Kay Wozniak (KW) Chair	Chief Superintendent Avon and Somerset Constabulary
Graham Turner (GT)	Chief Executive Officer, North Somerset Council
Clive Bodley (CB)	Chief Executive, North Somerset Housing
Dr Max Kammerling (MK)	Director of Public Health, North Somerset PCT
Andy Hicklin (AH)	Environment Agency
Bob Snow (BS)	Chief Executive, Voluntary Action North Somerset
Mike Slawin (MS)	Weston College – on behalf of Paul Phillips
James Foster (JF)	Strategic Policy Development Manager, North Somerset Council
Emma Short (ES)	Policy & Research Development Officer, North Somerset Council
Valerie Kelly (VK)	Policy & Partnership Officer, North Somerset Council
Lorraine Bush (LB)	Policy & Partnership Development Officer, North Somerset Council
Fiona Massey (FM)	Government Office South West
Dave Ostry (DO)	Consultation Officer, North Somerset Council

Apologies:

Dr Paul Phillips (PP) Principal, Weston College

Item		Action by	Deadline
1.	Welcome & apologies KW welcomed Bob Snow, new CEO of VANS to his first meeting and Mike Slawin, Head of Quality Assurance & Organisational Profile, attending on behalf of Paul Phillips.		
2.	Minutes/Matters arising CTMB – Following the discussions around the CTMB at the last meeting LB met with Craig Bolt in Children & Young People Services. The CTMB is generally supportive of becoming a distinct delivery partnership of the NSP but also wishes to maintain its representation across the other delivery partnerships. It was noted that the CTMB may shortly become a legal entity and this could impact on the level of influence the NSP can have over their work, although this is not considered a particular problem. They would look to have dual representation on the new Executive, as they do on the NSP Board, as the capacity of their independent Chair to attend additional meetings is limited. CB noted that it is important to ensure balanced representation on the sub-group as several members already sit on both the sub-group and CTMB Board. ACTION: Short paper to be taken to April Board meeting to include:	LB	8 April

	<ul style="list-style-type: none"> • Acknowledgment of the change in structure to Executive from original document • Noting CTMB desire for dual representation from an existing member of sub-group who is also on CTMB <p>Alcohol Strategy – A revised strategy will be completed shortly and circulated to the sub-group for comment.</p> <p>BIA – BIA has outlined the networks and links they have across North Somerset and the wider area with businesses, both large and small. KW asked for further clarification of how they communicate across these networks.</p> <p>ACTION – LB to clarify with BIA how they will communicate across their networks to benefit NSP work</p>	<p>ES All</p> <p>LB</p>	<p>20 March</p> <p>End March</p>
3.	<p>MAA – ES circulated a copy of the report and Executive Summary being taken to the NSC Executive on 24 March. AH queried how outcomes would be delivered? – by individual LSPs, partners in LSPs, or the West of England (WofE) Partnership itself? ES responded that the governance processes are not yet clear. The WofE Partnership is the accountable body and the work of the NSP will contribute to the overall outcomes.</p> <p>ACTION –</p> <ol style="list-style-type: none"> 1. GT was asked to feedback on the effect/delivery of the MAA on the NSP at future meetings. 2. Sub-group comments on the MAA Executive Summary to be sent to Emma 	<p>GT/LB /VK</p> <p>All</p>	<p>Add to workplan</p> <p>17 March</p>
4.	<p>LAA refresh update – ES gave a verbal update. The ‘near final’ master LAA table has been submitted to GOSW. There are still a number of queries on the following indicators: Ni 20, Ni 21, Ni 30, Ni 159, Ni 120.</p> <p>Finalising Ni 20 (assaults with injury) is a challenge. KW asked for clarification due to changes in Home Office classification of offences. The Chair of RAG has written to GOSW to follow up the issues, setting out the North Somerset position. ES and KW offered to provide longer term information to GOSW to support this.</p> <p>Ni 159 (supply of ready to develop housing sites) Due to the economic downturn the number of planning applications being received is lower than expected. Therefore we are looking to downgrade this target to a local target so that baselines can be amended to be more reflective of current circumstances. This would also mean failure to attain targets would not affect any Performance Reward Grant (PRG).</p> <p>CB questioned whether we were reducing the target to make we sure we met it rather than challenging ourselves and considering the current level of need.</p>		

	<p>ACTION: NI 20 – Longer term data series information and papers on this indicator to be forwarded to Fiona (GOSW) Full LAA end of year report to be brought to the next meeting (21/5)</p>	<p>ES/ KW ES</p>	<p>Asap 14 May</p>
<p>5.</p>	<p>Place Survey – Dave Ostry, NSC Consultation Officer gave a presentation on provisional results from the recent Place Survey.</p> <p>The Place Survey is a random postal, public opinion survey of residents aged 18+. Government requires all local authorities to undertake the survey and provides the questions, although there is scope for some additional questions to suit local needs. The Survey generates results for around 10% of the National Indicators (Ni). Because it is undertaken across all areas it will be possible to compare results across time and across areas. North Somerset had a 53% response rate and the respondents generally reflected the profile of North Somerset. The survey will be undertaken every two years.</p> <p>The headline results appear to show that North Somerset is considered a good place to live, with low levels of crime, good health and education services but people are less happy with the opportunities to inform local decision making.</p> <p>The survey can be interrogated to provide responses for particular demographics and geographical areas.</p> <p>AH queried whether it is possible to find out if there were particular groups who had not replied, and if so, whether future surveys could be biased to gain a wider sample in these areas. DO advised that it is possible to boost the sample in these areas, but obviously at additional cost. BS asked if it was possible for partners to have access to the raw data. DO advised that the governance issues around sharing the data had yet to be discussed and finalised. There are a number of successes to celebrate and KW felt that there should be a general view about how to deal with public queries once the information is in the public domain. MK asked if specific analyses can be undertaken. This is possible.</p> <p>KW felt that it is important to share this information with delivery partnerships; it includes information specific to their work areas. Delivery Partnerships should consider the information and bring issues back to sub-group. DO can produce tailored reports for the delivery partnerships including information around the Nis linked to LAA indicators.</p> <p>MS said there were many positive messages from the survey. These would need to be presented and communicated well. GT questioned how we can reach those people that this survey didn't and those who are consistently unhappy with services and the area. It was suggested that a shortened version of the presentation should be brought to a future</p>		

	<p>Board meeting as a basis for discussion regarding wider issues but also partnership opportunities to share and build best practice around communication and engagement. AH suggested the results from the survey should be reviewed against the Sustainable Community strategy to see where the results were aligned or differed.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • To confirm governance arrangements (process) regarding sharing of data when figures finalised • DO to deliver themed presentations to delivery partnerships to inform their work. To consider Nis especially where LAA targets. • Key issues/concerns identified by DPs to be brought to Exec. • DO to bring shortened presentation to future NSP Board meeting – to discuss issues and explore communication, engagement, pool good practice. P&P to add to Board work programme and advise DO of date • NSC to lead on celebrating success from Place Survey results on behalf of NSP. Develop communication plan • To cross-check results against SCS 	<p>JF/ DO</p> <p>DO/ P&P/ DP leads</p> <p>DP reps</p> <p>DO/ P&P</p> <p>JF/ DO</p> <p>LB</p>	<p>End March</p> <p>To be agreed with DP leads</p>
6.	<p>Structure & Governance Update</p> <p>Delivery Partnerships LB provided a short update on delivery partnership development. Health & WellBeing - have set up a planning group to lead on development of the new partnership. The existing partnership will end in March with the new starting in June. Draft terms of reference are being developed. They have proposed that Max continues to be their representative on the Sub-Group/Executive until the new Chair is elected at their meeting in June.</p> <p>Transport, Economy and Environment – The group is looking at expanding their membership, action planning and building in risk.</p> <p>Stronger and Safer – there has been considerable discussion around the most appropriate model to deliver the aims under the Stronger and Safer shared priorities.</p> <p>It is clear that not all the delivery partnerships will be in place by April, as outlined in the original timeframe. This has implications for setting up the Executive as delivery partnership chairs are to be part of that. The sub-group felt that the delivery partnerships should be encouraged to be in place by April, with an elected Chair but where this is not possible they should identify an interim Chair.</p>		

	<p>Executive - LB asked for sub-group views on how the new Executive should be agreed. As detailed above under the original timeframe the Executive was to be in place by April but unless delivery partnership chairs have been elected this will not be possible.</p> <p>The sub-group identified the interests that they think should be represented on the Executive. These included: Local authority, Police, PCT, voluntary and community sector, Private sector, CTMB.</p> <p>The sub-group will need to continue until the delivery partnership Chairs are elected and then the remaining membership can be considered, to ensure appropriate representation.</p> <p>Governance Handbook</p> <p>A draft Governance Handbook had been circulated to sub-group members, together with a list of points that needed further clarification. Sub-group members were generally happy with the initial draft and will respond to queries and raise any issues via email to Valerie by 24 March. Once amended, handbook will need to be circulated to delivery partnership leads for comment. There is unlikely to be time to discuss the draft Handbook at the April Board meeting but it will be circulated with the April Board papers for consideration by Board members who will be invited to comment by email.</p> <p>ACTION:</p> <ul style="list-style-type: none"> • Follow up with delivery partnerships regarding Executive Group representation • Sub-group members to consider governance handbook and advise Valerie of any amendments, omissions, additions. • Kay to agree final draft document and take to Board 	<p>LB</p> <p>ALL</p> <p>KW</p>	<p>End April</p> <p>24 March</p> <p>8 April</p>
7.	<p>NSP Board April 2009</p> <p>Recession – LB thanked those who had already completed and returned templates providing information for the next Board meeting and asked how the sub-group felt the meeting should run. A paper summarising the templates, identifying similarities and gaps will be circulated before the meeting. GT will present a regional perspective. The focus of the meeting will be to identify clear actions to be developed. The meeting will be fairly informal and it was suggested that the CAA template questions were used to frame the session.</p>		
8.	<p>AOB – LB advised the sub-group that letters from eight Town & Parish Councils have been received expressing concern that ALCA no longer had a seat on the NSP Board. The Chair of the Partnership will be writing to all Town & Parish Councils to outline the process by which the decision was made and the opportunities available to them through the delivery partnerships and stakeholder forum.</p>		