

SSP OVERVIEW & MONITORING GROUP MEETING
Minutes of Meeting – 11th March 2008
DRAFT

Tom Charnock (TC)	(Chair)	Steve Henderson (SH)	Faith Representative
Stella Milsom (SM)	(GOSW)	Ruth Hursey (RH)	Renewal Task Group
Alison Chamberlain (AC)	SBC	Steven Richards (SR)	SWRDA
James Griffin (JG)	SBC	Janet Duffield (JD)	SBC
Kim Burgess (KB)	SBC		

Apologies for Absence:

Geoffrey Hammond (GH)	Environment Representative	Cllr Colin Lovell (CL)	SBC
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ITEM	DISCUSSION	ACTIONS
1	<p><u>Minutes and matters arising</u></p> <p>Minutes of the last meeting were agreed and signed off as a true record.</p> <p>Matters arising:</p> <ul style="list-style-type: none"> a) Funding: Discussion about Climate Change funding for bicycle users – apparently Government are looking for towns to volunteer to be part of the scheme. It could potentially bring £2m to Swindon but would need to be Match funded. Discussion about how bids are communicated from Government. b) Alison to chase rural issues info from Caroline Cooper again. c) <u>SCF</u> – RH wrote to GJ who asked her to contact Chris Sivers. They are meeting on 19th March. RH did talk to Bruce Clarke but the issues were not fully resolved. RH talked about how the accountability of community groups is different from statutory Partners as there's no money involved but that they bring other strengths to the table. d) Discussion about funding cuts of £84k from grants and the paper going to Cabinet on 12th March. TC agreed to go to Cabinet to get more information. 	<p style="text-align: center;">AC</p> <p style="text-align: center;">TC (Cabinet minutes)</p>
2	<p>Q3 Data LAA1</p> <p>Group asked AC to send exec summary to Partnership Board for information. KB talked to the group about the problems with data collection and comments. Group asked that Partnership Team challenges the data collectors more to ensure more accurate data. Data collectors should ensure Quarterly data – even if it's an</p>	<p style="text-align: center;">AC</p>

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	<p>estimate.</p> <p>KB talked to the group about reporting in general and said she was pulling together end of year data to close out LAA1. TC suggested that we use the data collection as a ‘tool’ to brief data collectors as to what ‘good’ and ‘bad’ data looks like. James added that LAA2 is very different and that robust delivery plans will be put in place this time whereas last time action planning didn’t work as well as it could have.</p> <p>KB talked about the Performance Management Office (PMO) which will happen within the next few months. The group discussed how to ‘make’ partners give us the info – they discussed the ‘Duty to Cooperate’ which is a formal agreement through partners and is different from the first LAA. SR talked about the fact that LAA1 was very aspirational and this was a steep learning curve for all partners – LAA2 will be based on a much firmer evidence base.</p> <p>KB talked about procedures in the Performance Team for collecting data at the moment and added that she was to arrange that SBC team “burrows-down” into the partners teams to find the very person that collects the data/numbers for LAA2. She wanted to build up a working relationship with that very person and to have them understand the critical nature of how their figures are used and to the overall impact of failing to provide those figures. All present felt that such a process would be of immense benefit to LAA2.</p>	
<p>3</p>	<p>SBC’s approach to External Funding</p> <p>JD joined the group to talk about External Funding. She talked about review of external funding protocols in 2006/07. She briefly explained ‘Bid Track’ and how it works, she also talked about practice leaders who help around the Council. RH asked how Community Groups could access Bid Track, JD told them that they can do it through Paul Dixon at VAS. JD talked about some of the funding which had been received. Next steps could be extension of bid track to other local strategic partners in line with the LAA framework. TC asked about the Council being the ‘accountable’ body or fund manager. JD explained that all this really means is that we should have an ‘open book’ policy, re paper trail etc.</p> <p>There was a discussion about Swindon losing out on funding that V&C orgs have brought to Swindon in the past. Discussion about groups not relying on commissioning rather they look at bidding for funds to become sustainable. SH asked how groups are made aware of this, JD said that Charities Commission will be raising awareness of bidding protocols. TC asked if Bid track could be extended out to Parish Councils. JD replied that she didn’t think this would be a problem. Discussion about who else could be involved and asked if there could be a Comms Strategy around Bidtrack. RH asked who in the Community dept was involved. JD said</p>	

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	<p>that she works closely with Paula Harrison and Mark Feeney.</p> <p>TC expressed concern around bid timescales. SR added that he is aware that the Council are doing their very best but it needs to be realistic as resources are very stretched. JG rounded things up and said he is happy that things are as scientific as they can be at the moment and not ad hoc as they have been in the past. RH suggested that SBC could have someone who sign-posts the worthwhile bids to groups. SR said that's not realistic as 'funding' is on top of the day job.</p> <p>SM talked about funding and recommended that groups could try the Centre of Excellence who offer support to bids. Jayne Erskine is the lead at GOSW.</p> <p>RDA update – SR talked about the next 3 years spending round – they have had significant cuts for this period. They have very little 'headroom' and will need to cut admin costs. Corp Plan is out to Consultation – its good news for Swindon, its seen as a priority and key themes are regeneration of Town Centre and keeping business base happy and on board. They have already put £12m into Swindon and will also support University bid/Science Museum bid and Pilots around social inclusion. Rural Renaissance will be ending in March – there is a transition fund – Wilts lead on this at the moment. Market Town funding is also ending.</p>	
<p style="text-align: center;">4</p>	<p>Feedback from Partnership Board TC talked about what's been happening at Partnership Board. SM talked about the robust challenge during February and March over indicators for LAA2. Group discussed the way forward with indicators. Group discussed Housing issues within Swindon.</p> <p><u>Feedback from Blocks</u> – Notes from HCOP block were circulated with the agenda.</p>	
<p style="text-align: center;">5</p>	<p>OMG – the way forward JG talked about why the paper has come to the group and asked the groups approval to review OMG. He talked about why a review is timely – and how we can move this forward. He talked about clarifying the role of the group – completion date of which could be by Q1. He asked the group what they would like to achieve and how can the SSP as a whole mature effectively. He outlined what a 'light touch' review would look like ie. Interviews with the group and key stakeholders, then SWOT analysis. RH asked why we had to be reviewed again as its only 2 years since we reviewed and she would be reluctant to do a full review – as this would be time consuming. TC talked to the group about how OMG came about and how things have changed over the</p>	

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	<p>last 2 years since LAA1 commenced. TC suggested that the JG review would ensure that we are 'fit for purpose' for the next 3 years or so. SM said that review would be good as it would answer questions about the group at the moment and how they measure themselves and move forward and are effective in the community. SH said his one big ambition over the next year would be that Stakeholders feel we are valuable in the Community.</p> <p>RH asked about Matt's involvement with OMG and why he had not formally resigned and could we check on Cllr Lovell's attendance.</p> <p>JG received a mandate to do the review – next steps: contact group members, contact stakeholders, start mapping achievements.</p> <p>Chair has received Joe Backshell's letter of resignation from the OMG. Group expressed their thanks for Joe's hard work on the group over the years. JB to be replaced, AC to discuss replacement with VAS.</p>	<p>AC</p> <p>JG/AC</p> <p>AC</p>
6	<p>LAA2 JG updated the group on the process and where we are so far. We have 29 indicators so far, AC to send sheet to the OMG for them to see. Delivery Plans are the next step. RH asked JG to make sure if they include community groups then they are 'run by' the groups concerned so that they are kept informed.</p>	<p>AC</p> <p>JG</p>
7	<p>AOB None.</p>	
8	<p><u>Date and time of next meeting:</u> 8th April 2008 – 3.30-5.30 pm – CR2, Civic Offices</p>	

Agreed and signed as a correct record: Date: