

## SSP OVERVIEW & MONITORING GROUP MEETING

### Minutes of Meeting – 5<sup>th</sup> June 2007

Rosemary Power (RP)	Outgoing Faith Representative (Chair)	Tom Charnock (TC)	WALC
Joe Backshell (JB)	Equalities Representative	Alison Chamberlain (AC)	SBC
Ruth Hursey (RH)	Renewal Task Group	Cllr Colin Lovell (CL)	SBC
Peter Wynn (PW)	SWRDA	Steve Henderson (SH)	Incoming Faith Representative
Geoffrey Hammond (GH)	Environment Representative	Janet Beattie (JEB)	SBC
Renee Smith-Gorringe (RSG)	Government Office of the South West (GOSW)		
Matthew Pearce (MP)	SBC		
<b>Apologies for Absence:</b>			
Matt Gott (MG)	SBC	Steven Richards (SR)	SWRDA

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, subject to the amendment of the addition to the Consultation on Compact the Code of Practice.</p> <p>Matters arising:</p> <ul style="list-style-type: none"> <li>• New Sustainable Community Strategy – Sheila Roberts to contact the group with a list of questions and the updated strategy. AC added that the document has now gone to the designers and the Plain English company. AC to provide the group with the timeline. Timeline is: <ul style="list-style-type: none"> <li>○ Draft to group by 8/6/07</li> <li>○ Draft to LAA Board by 8/6/07</li> <li>○ Questions from Sheila to group by 12/6/07, responses back to Sheila by 15/6/07</li> <li>○ Consultation doc to printers on 14/6/07</li> </ul> </li> </ul>	AC
2	<p><u>Data &amp; Performance of the LAA Blocks</u></p> <p>Kathy Yagodich (Systems Administrator), Kim Burgess (Planning &amp; Performance Manager) and Dave Chaplin (Business Performance Manager) joined the group. AC distributed packs to the group, which included end of year data on all indicators and end of year data on the PRG targets. Kathy demonstrated the Performance</p>	

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system and explained how the data the LAA team receive is shown and answered questions from the group. There was a discussion over the removal of milestones from the system, AC confirmed that the removal of the milestones was agreed with the data providers and outcome owners following the refresh as each indicator will have it's own action plan. Each data provider will retain their own copy of the milestones for audit purposes. RSG confirmed that the milestones were internal measures and did not reflect the targets. Data following the refresh will be collected quarterly and yearly. Kathy continued that the system shows at a glance how each indicator is doing. AC added that it is envisaged that the new system will go live sometime in September, when the first data from the refresh has been received. Group thanked Kathy for her work on the system.

Kim started the discussion on Performance Management and informed the group that the LAA team have now joined the Performance Management team and the two teams are learning from each other. Kim explained the contents of the pack, how the data had been put together and asked the group how they wanted to look at the contents and what they wanted to do with the data it included. RH added that the sheets were easier to read than the system. Kim asked the group how often they wanted to look at performance and how they would like the performance team to manage it. Kim explained how SBC handles performance monitoring. Discussion followed on how the group would like to receive data in the future and how to decide on which Block Chair to be invited to discuss their block's performance. RH asked if the Voluntary Sector had been asked for data in Outcome 12. AC clarified that these outcomes are populated by the yearly Super Survey. Feedback received so far is that a 27% response has been received from the first letter, a reminder letter has been sent and a second reminder letter is scheduled to go out shortly. We are forecasted to receive a 40% return for this year's survey.

The group decided on the following actions for the reporting of Performance Management:

- Colour coding on the sheets to reflect reality – not red to show overachieving
- Quarterly reporting to the SSP OMG.
- Executive summary at the front of the report
- Paper report required
- Chair & KB/AC to decide which Chair of Block to attend meeting.

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	<ul style="list-style-type: none"> <li>• Group to receive the data sheets prior to the meeting and send comments and provide the Chair with questions prior to the meeting</li> <li>• Page numbers to be inserted in the data report</li> </ul> <p>AC explained briefly how Scrutiny Committee works. JEB to provide the date of when the LAA is reported at Scrutiny Committee – this is the 1st October 2007. AC added that we could invite a Scrutiny Officer to come to a future SSP meeting to talk about how Scrutiny works. Group decided that they would not take this offer up at the current time. TC added that SSP looks at the Performance of the LAA, Scrutiny looks at the whole picture. RSG added that if SSPOMG is doing a lot of the performance work it could be possible to send a report to Scrutiny Committee. SH asked if there would be value for 1 or 2 members of the Group to attend Scrutiny Committee, this was endorsed by JB. RH added that it would be better if 2 members attended as there is an awful lot of information to absorb in the Committee meeting.</p> <p>There was a discussion about Performance Reward Grant (PRG). GH asked who had decided on what the PRG;s would be, MP advised the PRG’s were decided by the partners in consultation with GOSW and agreed by the LAA Partnership Board. TC asked how the £5m was split, MP confirmed that it is an even split between the PRG indicators.</p> <p>Group agreed that they would like to call in Hilary Pitts, Chair of the Children &amp; Young People Block and Andy Tatam, Chair of the Safer &amp; Stronger Block to the July meeting for a brief update on their blocks.</p> <p>AC concluded that if the group had any further specific comments on the data document please feed them back to either herself or Janet.</p>	<p>Janet</p> <p>AC to arrange</p>
<p style="text-align: center;"><b>3</b></p>	<p><b>AOB</b></p> <p><b>Conference Update</b></p> <ul style="list-style-type: none"> <li>• Over 140 replies to date, with 125 confirmed attendees. Reminder has been sent.</li> <li>• Even split on workshops, choice of Community Strategy or Neighbourhood Management.</li> <li>• AC &amp; JEB to meet with Chris Sivers to discuss the Neighbourhood Management workshops.</li> <li>• Sheila Roberts to provide information/questions for the Community Strategy workshops by the end of the week.</li> </ul>	<p>SAR</p>

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	<ul style="list-style-type: none"> <li>• Displays – Central Area Action Plan manned by Forward Planning team, and maybe a Fairtrade stand.</li> <li>• RH requested a more composite breakdown of attendees to be brought to the July meeting.</li> <li>• List of attendees and workshops will be included in the delegate packs.</li> <li>• Facilitators – we are aiming to have 3 large groups for the Community Strategy workshops and 5 smaller groups for the Neighbourhood Management workshops. AC has volunteers to facilitate the workshops and asked the SSPOMG if they would like to be the facilitators or if they would rather spark the debate by being members of the groups. Group agreed they would be better used as workgroup members.</li> <li>• SSPOMG members to be introduced at the start of the Conference by the Chair.</li> </ul> <p><b>Governance arrangements</b>  RP advised that she had met with MG regarding the issues MG raised at the last meeting and agreed that this would be revisited at the September meeting where MG would bring a proposals paper.</p> <p>TC added that he is opposed to MG's suggestion of a more formal Scrutiny Committee, and added that the roles of the LAA Board and the SSP OMG are different.</p> <p>RH added that TC, JB and herself had produced a document in response to MG's thoughts about governance suggesting a way forward for the group and distributed copies for the group for consideration. RP added that as the Chair had not received the document prior to the meeting it was inappropriate for the discussion to be held at this meeting and as Governance arrangements are an agenda item for the September meeting it was agreed that discussion on RH's document would be deferred to the same meeting.</p>	
4	<p><b><u>Date and time of next meeting:</u></b></p> <ul style="list-style-type: none"> <li>• Tuesday 10<sup>th</sup> July 2007 – 4.00-6.00 pm – Function Room, Civic Offices</li> </ul>	

Agreed and signed as a correct record: ..... Date: .....