

Minutes

Herefordshire Partnership Performance Management Meeting held on Wednesday, 14th March, 2007 at Plough Lane, Hereford

1. Present

Will Lindesay – Herefordshire Infrastructure Consortium
Frances Roberts – Learning & Skills Council
Lynda Wilcox – Herefordshire Association of Local Councils
Shane Hancock – West Mercia Constabulary
Yvonne Clowsley – Primary Care Trust
Keith Brown – Government Office for the West Midlands
John Payne – Advantage West Midlands
Tony Geeson – Herefordshire Council
Maxine Bassett – Herefordshire Partnership Team
Mary Simpson – Voluntary Sector Assembly
Jennifer Watkins – Herefordshire Partnership Team
Chris Bucknell – Herefordshire Partnership Team

Apologies

No apologies were received

2. Declarations of Interest

No other declarations were given other than those standing.

3. Minutes of the last Meeting

Tony Geeson noted under Item 5 that the Group extended their thanks to the Partnership Team, and not just to Tony.

The Minutes were agreed as an accurate record with this alteration.

Matters Arising not on the Agenda

1. Update on position of Chair of the Performance Management Group

Jennifer Watkins reported that the Chief Executives Group had identified an organisation to take on the new Chair, which would be from Herefordshire Council. Jennifer is awaiting confirmation of who this will be from the Chief Executive, and this is expected to be in place for the next meeting.

2. Indicator Action – Homeless Households

Chris Bucknell updated on discussions that had taken place on this indicator, and that a situation paper had been circulated to a number of PMG members, including an action plan.

Mary Simpson noted that the paper had been useful.

It was agreed that Chris Bucknell, Mary Simpson and Tony Geeson would arrange to meet with Paul Towler, a one-off meeting to take forward the actions.

Action: Chris Bucknell to arrange meeting

3. **Indicator Action – Number of People helped to live at Home**

Tony Geeson noted that he is currently convening the meeting, but this has not yet been held.

4. **Indicator Action – Mortality Rate from Accidents**

Tony Geeson described the three categories of data that fall under this Performance Indicator, including road traffic accidents and falls. Tony recommended that the Performance Indicator be recast to focus on deaths by traffic accidents and falls separately. This proposal was agreed and would be taken to the Chief Executives Group.

Action: Jennifer Watkins to report back to the Chief Executives Group on this change.

4. **Performance Report on LAA/LPSA2 and Community Strategy Performance Indicators**

- 4.1 Chris Bucknell took the Group through the Exception Report and the work on the processes. She noted the 10 Red Indicators, 60 Green and 28 Amber, but noted that these were with more robust data and systems behind them, providing a more accurate picture.

Performance Indicator No. 4a: % of Working Age Population with qualifications at Level 3 & 4

An initial meeting between the LSC and Herefordshire Partnership Research was held to progress this Indicator and a meeting with the HE Project Manager planned. A report will be given at the next PMG meeting.

Performance Indicator No. 13: Average length of stay in B & B Accommodation for Homeless Households

Action: Identified earlier under Matters Arising.

Performance Indicator No. 15: Number of unscheduled Acute Hospital Bed Days

Contact with Government Office has been made to reach a conclusion and way forward, and identifying if this is a national problem. Yvonne Clowsley and Keith Brown to investigate the outcomes and report back.

Action: Yvonne and Keith to report back to the next meeting.

Performance Indicator No. 30: % of Peoples achieving 5+ GCSE A* to G

This Indicator is Red for the first time and was missed by a total of 40 pupils. Discussions are currently underway to action for this academic year.

Performance Indicator No. 20:

Yvonne Clowsley asked why this had gone Red and the difference between initiating breast feeding and continuing to breast feed at 6 weeks. There was a possibility that there was a mix up between wrong targets applied. The Group agreed that there was a need for consistency in data, and a conversation with the PCT was required.

Action: Chris Bucknell to liaise with the PCT on this Indicator, and the reasons for it turning Red.

Keith Brown gave an update on the LAA Refresh stating that the refresh process was now completed, and there will shortly be a letter to our Local Authority Chief Executive and LSP Chairs, with a copy also going to the HP Team.

In terms of the Herefordshire Refresh proposals, discussions are underway on the Single Pot and the significant increase in money, which had been noted. It is expected that the reviews will soon be signed off in advance of the Chief Executives Meeting on the 30th March. No significant changes were anticipated.

- 4.2 Chris Bucknell circulated two updated papers on the perception and tracker indicators.

Maxine Basset described the work undertaken on rationalising the perception and tracker indicators as agreed at the last meeting, and their collection frequency, partly dependent on the frequency of monitoring.

The discussion held at the PMG meeting last time had now moved forward to capture those Indicators that were not reported on a frequent basis. The Group agreed the proposals as contained in the updated papers, and the frequency for the Indicators proposed.

- 4.3 Chris Bucknell introduced the paper on LPSA2 monitoring procedures, and emphasised the role of LPSA2 within the Local Area Agreement, and the funding attached. Chris took the Group through the Performance Management arrangements already in place, including the role of the LPSA2 Management Group, and where the funding was being spent.

Chris reiterated the Partnership approach required for this to happen, and the next stages in the Performance Monitoring Process, including the Challenge meetings and escalation. The Group agreed that this was a positive approach and that the LPSA2 Performance Management Group needed teeth, but also agreed that support and opportunities should be a vital part of this process.

Action: Chris to instigate the implementation of this new Performance Management process.

5. LAA Single Pot

- 5.1 Current position regarding the underspend:

Chris Bucknell took the Group through the processes that had been undertaken since the last meeting on underspend within the LAA Single Pot

this year, and allocation to other activities. She emphasised that this current financial year was a pilot, and processes had now been developed to ensure that a number of proposals/funding opportunities were in place for next year if there was an underspend.

The proposals from the last meetings were circulated, and had included comments from Jean Howard regarding the role of the Alliance in the Voluntary Sector Assembly (VSA). Work had been undertaken between the VSA, Jean and the Alliance on moving these comments forward.

It was agreed through written procedure that £10,000 of funding would be allocated to the VSA with conditions regarding the engagement of the Alliance in the LAA process and the VSA. The Group endorsed the progress made.

- 5.2 Chris Bucknell took the Group through the paper on the procedures for the Single Pot for 2007/2008, and the stages set out for monitoring the spend and outputs, including tolerance levels to trigger further action. A discussion was undertaken around the knowledge of accountable officers in terms of their client groups, and particularly on how to involve the VSA in the delivery of these actions and identification of further actions required.

The Group agreed with the proposal that future investment would support Red Performance Indicators for 2007/2008.

6. 2007/2008 Indicators and Lead Organisations

- 6.1 This item was mainly for information to inform the Performance Management Group of the full list of indicators for 2007/2008.
- 6.2 The Group discussed the circulated paper setting out the Performance Indicators where the change in lead organisation had been changed or suggested, and new Performance Indicators for 2007/2008 requiring a lead organisation.

A number of members agreed or commented on the proposed changes to the lead organisations. After discussion it was agreed that Partners would come back to Chris to confirm which Performance Indicators they would take up, and that Chris would circulate a deadline for this to happen. Chris will then negotiate any leftover indicators with Partners, bringing a full list back to the next meeting, or by written procedure if all are agreed prior to this meeting.

- 6.3 Chris Bucknell circulated a revised Performance Management Template with a number of suggested changes to improve and sharpen the information required for grading and coming to PMG. This included a summary of in year performance and frequency of the data collection, and owners for Partners as well as Local Authority.

An extra line had also been added to the top regarding the priority for the Lead organisations.

Chris circulated the deadlines for the 2007/2008 Performance Cycle to give officers advance notice. The Group agreed that the template was an improvement on the current one, and that the changes would be made.

7. Action Planning Process

Jennifer Watkins updated the Group on the current thinking of developing the Action Plan during 2007 to commence to April 2008. She emphasised that this be a strategic process looking to the medium and long term with strategic actions providing a road map from where we are to where we want to be within both the Local Area Agreement and the Community Strategy.

It was noted that a report would be circulated to Chief Executives Group for their comments. The PMG will be kept updated with the planning of this Action Plan. A simplified Action Plan will be developed for 2007/2008 based on key actions within Performance Management templates, and actions in the LAA Single Pot.

8. Local Government White Paper

Tony Geeson took the PMG through the main chapters and recommendations within the Local Government White Paper launched in November 2006. He put it within the setting of the Government's CSR and the Lyon's Enquiry on Future Funding and Devolution due to be launched shortly. The Group welcomed this update, and the strategic context in which the PMG played. Lynda Wilcox noted the tiers of Government, the role of Town and Parish Councils in devolution, and further work that may be required.

9. LAA End of year Review

Keith Brown noted the LAA Review and Refresh processes that had been discussed in Item 4, and noted that there were changes to the Local Area Agreement from April 2008, which Herefordshire would need to consider.

10. Any other business

1. Chris Bucknell noted the Herefordshire Partnership website, and the need for the information on Performance Indicators to be made available to the public. She suggested the use of case studies to show how this could be undertaken, and circulated a number of examples for comment.

It was agreed that in principle the Group were happy, and that this would be on a future agenda for further comment.

2. Chris noted that the meetings were key, and a lot of paper was circulated so she will endeavour to circulate papers 2 weeks before the meeting. It was agreed that Chris would identify dates for meetings for the remainder of the year 2007/2008 as part of the Performance Management cycle, and circulate to the Group for diaries.
3. Tony Geeson noted that the Best Value General Survey would soon publish the results, which may be of use to the Performance Management Group as a whole. It was agreed to put this on the next meeting agenda.

11. Date of next Meeting

The meeting was agreed as Thursday, 17th May, 2007 at 2 pm. to be held at Plough Lane.