

**Executive Group
20 September 2007
10am-12noon
Ballroom, Retford Town Hall**

MINUTES

Attending:

Cllr Mike Quigley MBE (Chair)	Leader of BDC
Michael Newstead (Vice-Chair)	BCVS
Gillian Blenkinsop	BDC Policy
David Colbeck	Nottinghamshire Police
Richard Edwards	Manton Community Alliance (Manton Neighbourhood Manager)
Sue Gill	Bassetlaw PCT (Chair of Children & Young People Sub-Group)
Trish Pogue	DAAT
Lynn Tupling	Retford Action Centre (Chair of Environment Sub-Group)
Fran Walker	North Notts College (Chair of Learning & Skills Sub-Group)
Robert Wilkinson	BDC Economic Development (Chair of Economic Regeneration Sub-Group)
Jo Wilson	BDC Policy

1. Introductions

MQ welcomed members to the meeting.

2. Apologies

Pauline Elliott (Chair of Social & Community Development Sub-Group), BDC;
David Hunter (Chair of Community Safety Partnership), BDC;
Louise Newcombe (Chair of Health Sub-Group), Bassetlaw PCT.

3. Remit of the Group

This had been described in detail in the Constitution and therefore this item was taken first.

5. Constitution for the BLSP

Amendments

- Overall members seemed happy with the structure of the document, and while it is large, all the information needed can be found in one place.
- Members agreed in principle to the remit of the Executive Group.

- The section relating to the Board should be amended to note the Local Authority as Chair on a permanent basis – to be discussed at the next Board meeting. Requires ratification of Board.
- The Vice-Chair of the Partnership should be a position held for minimum of 2 years to allow for continuity.
- Page 12 – Change the number of Business Sector reps. on the Board to three.
- There needed to be more detailed information about the other groups that report to the LSP through Sub-Groups i.e. BEAN, New Community Group, Transport & Accessibility Group.

Action: Partners to have a further look at the document and confirm names of deputies where they are not listed. In addition, partners to confirm by email to JW that they are happy with the content relating to their individual Sub-Groups or give amends. Once completed a copy will be circulated to all BLSP members to allow for additional comments.

4. Meeting Programme

JW noted that she had produced a draft programme of dates that would be circulated to partners for them to check their diaries. Currently dates had been programmed to coincide approximately three weeks before and after Board meetings.

6. LSP Peer Challenge and Self-assessment

The Review period will run from 5-7 December, and will be led by Warwick University. Ideally they would like to attend a meeting during their visit.

Action: No BLSP meetings are currently planned for that time period. GB/ LN to look at potential for an Alcohol Group meeting.

Documentation has to be with the Review team 14 days in advance of them coming to Bassetlaw – this includes the self-assessment and other documentation.

They may want a tour of the area/ organisations. The review will include individual interviews with LSP members, focus groups/ discussions, and phone interviews. There will be a presentation on the findings at the end of the review before they leave.

Self-assessment Template

A brief discussion was had on the document. Some members had managed to complete the template and others required more time. It made partners realise that they could answer for their own area but potentially not for the whole partnership. DC commented that it was easy to lose track of people's/ organisations agendas, as things can change rapidly. He suggested holding an information session for key partners to try and ensure we had a better understanding of the work of each Sub-Group, and each partner organisation.

In addition, this would help as preparation for the review to ensure partners and the community were fully informed about the BLSP.

Action: All partners to ensure that a completed version of the self-assessment is received by BDC Policy by 25th September.

Information Session to be held on 26th October as a full morning session with lunch. JW to contact NN College on recommendation of FW.

Potential Interviewees

Chair of LSP
Leader/ CE of all local authorities
LA Members
Voluntary Sector
Elected Members involved in Sub-Groups
LSP Support Team
Frontline staff from agencies
GOEM/ EMDA/ Alliance SSP
Group of Citizen's/ CEN
Rep from Nottinghamshire Partnership
Business Sector reps
Chair of Parish Councils Association/ NALC rep.
NCC Senior Officers
BDC Senior Officers

7. **A.O.B.**

Approaches to Commissioning

TP and SG gave some advice as to approaches they take. It was agreed that the partnerships themes needed to be the basis.

New guidance had just been produced in relation to Children and Young People's Services for the East Midlands and SG felt this was a good guide.

Action: Guidance to be circulated.

TP outlined the five main steps to commissioning:

1. Assess local need – must involve stakeholders
2. Define what needs to be planned
3. Contractual Process
4. Performance Monitoring – outcomes not monitoring of hard indicators
5. Review of process

She stressed the process of commissioning was a continuous cycle, and that Policy Drivers were key influencing factors.

Data

A discussion was had around the types of data we have available to us, and how it can be made use of. There was concern about how much we could manipulate the data to map issues down to street level, to give a targeted response. This was noted as an area for development.

It was also noted that due to the lack of data around ethnicity particularly migrant workers it would be useful if the electoral form could be amended to ask a question on ethnicity, allowing us more local control over figures.

8. Dates of future Meetings

It was agreed to hold the next meeting on the 1st October, 8.30-10.30 to discuss the self-assessment further.