

**LAA Performance Management Group
27 March 2009, 10:00 – 12:00**

Attendees:

Ewen Wilson - Essex Police (Chair)
Alan Dawkes – Safer Essex Lead
Jan Plummer – Substitute for Gwyn Owen (Sustainable Essex Lead)
Miriam Stead – 2012 Olympics/Paralympic Games (2012) Lead
Marina Sherriff – Harlow LSP Lead
Nathalie Collomb – GO East Representative
Loretta Sollars – Community Wellbeing and Older People Lead
Duncan Wood – Head of Public Engagement and Corporate Analysis
Kay Asuni – Policy and Public Engagement Officer
Gill Butterworth - Essex Partnership Secretariat
Louise Crew - Essex Partnership Secretariat (Minutes)

Apologies:

Louise Aiken – Greater Essex Prosperity Forum (GEPF) Lead
Peter Featherstone – Children & Young People's Strategic Partnership (CYPSP) Lead
Kathryn Berry (Sports Essex) – 2012 Olympics/Paralympic Games (2012) Deputy Lead
Gwyn Owen – Sustainable Essex Lead
Cheryl Milton-White – Rochford LSP Lead
Dan Gascoyne – Essex Partnership Secretariat

1. Minutes of last meeting and matters arising

Minutes of the February meeting were approved.

Sam Grant was confirmed as the Safer Essex deputy lead.

Matters arising from the last meeting were outlined and confirmed as either complete or covered on the agenda.

The Chair welcomed Nathalie Collomb from GO East to the meeting and extended an invitation to all future meetings. Nathalie confirmed she will try to attend as many PMG meetings as her diary will allow, the next being the September meeting. Nathalie offered support to the group wherever possible. She stated that she had already discussed the issue of proxy indicators with Peter Lowton, but would appreciate a steer on which targets to focus on.

Action:

Ewen and Gill to review where proxy or interim indicators would be helpful, in liaison with thematic leads

2. Place Survey results

Duncan Wood and Kay Asuni gave a presentation on the Place Survey results based on County data only at this stage. They confirmed that the Audit Commission had not signed off the final results and it was not yet possible to compare with others or look at the results for each district, until the district results are available. It is possible however to compare over time and draw some conclusions. People appear to be feeling safer and there are positive improvements across all anti-social behaviour indicators. Improving activities for teenagers is emerging as a key and growing priority for the public.

The presentation will be distributed to the group via email when available, along with annotations to explain each slide.

Duncan commented that the order of questions in the survey contributes a great deal to the results. The public tend to give positive scores towards the beginning of a survey. He also outlined that they had recently completed a telephone survey of the public on the Transformation Programme which came out 75% different to the Place and Tracker Surveys. This was due to the order of questions and the fact that it was a telephone survey rather than postal therefore people are more positive on the telephone, with direct interaction.

It was suggested that action plans already in place may impact on more than one indicator and there may be opportunities for cross cutting projects which meet several outcomes. This will be explored further in future meetings.

It was also considered to be helpful to have feedback at future meetings on public engagement findings and relevant times will be scheduled on the Forward Plan.

Action:

The CYPSP to be asked to comment on what plans are in place to improve activities for teenagers

Thematic Leads to reflect on action plans to see if they impact on other indicators.

3. Performance Model and supporting documentation/guidance

Gill outlined the draft Performance Model which reflects the agreed Governance arrangements. The model outlines how the relationships should be/how we would like them to be and there is clearly more to do to make the links work better in practice, especially engagement between LSPs, target leads and the thematic partnerships. There is also an issue in how the PMG reports to EMB/EPF and the Chair asked Nathalie for examples of best practice reporting to partnership executives.

Gill also presented an improved delivery plan template, which strengthens the links with resources, and provides a summary of risks and a means of tracking PRG expenditure – which can be used to support any required self-certification of grant use. This has the advantage of having key information on delivery in one place and in a format that can be adopted by LSPs, if this is felt to be helpful. Jan suggested that Equality and Diversity should be included on the delivery plan. Gill confirmed that there is still a prompt on the template for this and this will be underpinned by guidance on how to do equality impact assessments, but that the plan is perhaps not the best place to hold the detail.

Action:

Ewen and Gill to consider how the PMG will report to EMB and EPF, in discussion with Peter Lowton and in light of any best practice examples.

Gill to publish the Model and supporting documents and guidance to the partnership website; Thematic Leads to start using the updated format for the workplan – support on reformatting is available if needed.

Gill to arrange for the Model to be shared with LSP Chairs and Lead Officers.

4. Annual report – progress and timescales

Safer Essex

Alan confirmed that he is producing an annual report for the July meeting of Safer Essex. He agreed he will bring a draft report to PMG in May and then sign it off at Safer Essex meeting in July.

CWOP

Loretta confirmed that she will bring the CWOP annual report to PMG in May, signed off by CWOP.

Sustainable Essex

Jan confirmed that Gwyn has made good progress with this report and has submitted it to Sustainable Essex for comments. He will bring it to the April meeting of PMG.

2012

Miriam had not seen the annual report guidance but confirmed she will try to complete and bring a draft to the April PMG meeting.

5. Performance issues for review

CYPSP

The Chair expressed concerns that the CYPSP were not represented and that there are apparent issues about performance which need to be addressed at the next meeting.

CWOP

The data for NI 134 (Emergency bed days) suggests concern, but this is an issue of target profiling, which is being reviewed. The position with the carers' indicator (NI135) will be discussed at the April meeting.

GEPF

Agreed as on track.

Sustainable Essex

NI 154 Increase in dwelling stock – dealt with on refresh.

LI 186 Per capita CO2 emissions in the LA area – no issues.

LI 2.2 LI 39 Affordable housing – no issues.

Safer Essex

The key issue is the indicator on repeat incidents of domestic violence, which was covered in more detail.

Domestic Violence (LI7.1/LI36)

Alan Dawkes gave an outline of his report. The data suggests that the target will not be met this year, although there are many actions in place to improve how we deal with and try to reduce incidents of domestic violence, including rolling out MARACS (multi-agency risk assessment conferences) and using PRG to support domestic violence advisor posts. Ewen, as target lead, added contextual information about the nature of the indicator. Actions being taken to raise the profile of domestic abuse and make it easier and safer to report mean that initially numbers will rise as more people feel confident to come forward and recording of incidents improves. People coming back for ongoing support are also classed as 'repeat incidents' under the definition of the indicator if this happens within twelve months. There appears to be a slowing down of the initial increase in numbers, which could mean that reporting has reached the level where we can start to see and demonstrate improvement. There are some variations in district activity which it would be interesting to explore, and as yet there is little comparative information, although other areas are experiencing similar issues with the indicator as defined.

Nathalie commented that this was a good story of improvement, that the economic downturn may increase the incidence, and that domestic violence was going up the Whitehall agenda.

6. Comparative performance

Gill distributed a publication from DCLG showing when information on the NIS will be published on Data Interchange Hub. In the early days this is likely to raise issues of data quality but the Hub will be an important resource for the Group to use to see how we compare to others and identify 'best in class'. Nathalie agreed to check which comparators or family groups would be appropriate.

Action:

Gill to arrange for members of the Group to be registered to access the Hub

7. Milestones due/forward plan review

The forward plan was discussed and content for the April agenda was agreed as per the forward plan.

8. AOB

There was no other business

LAA Performance Management Group Forward Plan

Date of meeting	Item	Responsibility
Standing items:		
Progress updates, to include: <ul style="list-style-type: none"> • agreed updates from previous meetings • other 'exceptions for attention/discussion' <p><i>achievements/good news stories; barriers to delivery and actions needed; assurance where data is not available; resource issues, including use of PRG; locality and 'hotspot' issues</i></p> <ul style="list-style-type: none"> • milestones (key actions/new information) due in next period 		Thematic Partnership Leads or deputies <i>Please send updated workplans to Gill for circulation at least 7 calendar days before each meeting</i>
Proposed items		
20 April 2009	Sustainable Essex Annual Report 2012 Annual Report (tbc) Support to carers (NI135) Preparation for Essex Strategy Review CYPSP update	Gwyn Owen Miriam Stead Loretta Sollars Adam Thompson Tbc
18 May 2009	CWOP Annual Report Safer Essex Annual Report 'Economic' Annual Report CYPSP Annual Report (tbc)	Loretta Sollars Alan Dawkes Tbc
22 June 2009		
20 July 2009		
24 September 2009		
19 October 2009	Thematic Partnership Mid Year reports x 3	Tbc
16 November 2009	Thematic Partnership Mid Year reports x 3	Tbc
15 December 2009		
18 January 2010		
15 February 2010		
22 March 2010		

Public engagement feedback (Place Survey, tracker surveys etc) – to be scheduled