

Item 3

LSP Action Log & Forward Plan

Thursday 6th August 2009



Ref No and subject	Date of Meeting	Matters Arising/Actions	Responsible Officer	Commentary
<i>Sept/25/3</i> New Arrivals to Sandwell	<i>25 Sept</i>	Report on potential improvements to new arrivals service	(John Garrett) <i>(Pat Evans)</i>	Report to Executive Board Meeting – 19.3 09 Deferred to 6th August
<i>29.01.1</i> Aligning resources to priorities	<i>20/01/09</i>	To undertake a further review of the resources being allocated towards the achievement of priorities and targets in the LAA as a result of partner business plan reviews for 2009/10. Performance Group to lead and report back decisions made to Exec. Board.	Gary Bowman <i>I Cotterill</i> <i>J Massey</i>	Report to be received at Executive Board Deferred to 17th September
<i>29.01.11</i> Stronger Communities-PRIDE	<i>29/01/09</i>	To consider and report back on the proposal to undertake a PRIDE campaign. Involve partners and businesses (work with Education Business Partnership).	John Garrett <i>Gary Bowman</i>	Action agreed in relation to all of the 'behavioural targets' in the LAA Initial report received at Executive Board 30th April Full report required by 5th November
<i>25.06.01</i> Performance re Breastfeeding target	<i>25/06/09</i>	To undertake and report on an audit of facilities for breast feeding and baby-changing in Sandwell's public and private buildings including food outlets and supermarkets.	Roger Crouch	Proposals and timetable to be received at Sept 17th Executive Board
<i>25.06.02</i> Reducing Child Obesity	<i>25/06/09</i>	Recapture ideas already generated to tackle obesity for Healthy Towns Bid in Autumn 2008. Review and share action plan to tackle child obesity with Executive Board	Roger Crouch	Proposals to be received at Sept 17th Executive Board

Ref No and subject	Date of Meeting	Matters Arising/Actions	Responsible Officer	Commentary
25.06.03 <i>Reducing Child Obesity</i>	25/06/09	Share findings of reports from Rosemary Kyle, PCT and Murrayhall trust relating to Obesity	<i>Richard Nugent/ Gary Bowman</i>	Proposals to be received at Sept 17th Executive Board
25.06.04 <i>Public Health/Good Start to Life priority</i>	25/06/09	Executive Board to consider major campaign on Good Start to life.	<i>Allison Fraser/ Gary Bowman/Alan Dean/Rob Bacon/Roger Crouch</i>	Proposals to be received at Sept 17th Executive Board
25.06.04 <i>Public Health/Good Start to Life priority</i>	25/06/09	Health and Wellbeing board and Children and YP trust Board to meet together to prepare a Public Health/Good Start to Life Improvement Plan	<i>Cllr Darren Cooper/ Cllr Ian Jones/ Gary Bowman</i>	Proposals to be received at Sept 17th Executive Board Update: Exec Board on August 6 th 2009 asked for date of joint meeting to be confirmed ASAP.
25.06.05 <i>Impact of recession on Young people and NEETS target</i>	25/06/09	Work up the initiatives proposed at the YP /Recession conference held on 5 June 2009.	<i>Gary Bowman</i>	Proposals to be received at August 6th Executive Board Specific support will be required of partners to enable proposals to be implemented. Co-ordinating group will make requests.
25.06.06 <i>Impact of recession on Young people and NEETS target</i>	25/06/09	Report on the outcome of bid made to Inspiring Communities for work with young people in Tipton	<i>Gary Bowman Ian Cotterill</i>	Circulate information once decision is reported to lead bidder. BID WAS NOT SUCCESSFUL.
25.06.07 <i>Improving mortality rate/Smoking quitting rate</i>	25/06/09	HWBB to consider Data gathering in Sandwell regarding household smoking to enable targeted work on quitters. Ian Jones has data relating to Walsall and can advise	<i>Cllr Darren Cooper/Rob Bacon/ Ian Jones/Alan Dean</i>	Proposals to be received at Sept 17th Executive Board

Ref No and subject	Date of Meeting	Matters Arising/Actions	Responsible Officer	Commentary
25.06.08 <i>Performance Improvement</i>	25/06/09	Agreed recommendations from Performance group to report on underperforming targets and on reward indicators at risk.	<i>Joy Massey Roger Crouch Rob Bacon</i>	See recommendations 2.1.4. 2.1.7, 2.1.8, 2.1.9, 2.1.10 in LAA performance overview, Quarter 4 2008/9 performance report to the LSP Executive, dated 25 th June 2009. Report at September 17th 2009 LSP Executive
25.06.09 <i>Managing Risk</i>	25/06/09	The Executive Board, PPG and Risk management Forum to undertake a formal annual review of performance and risk	<i>Richard Nugent Joy Massey/Gary Bowman/Narinder Phagura</i>	Proposals to be received at November 5th Executive Board including date and recommended approach to annual review
25.06.10 <i>Learning and Development-PRIDE</i>	25/06/09	The Executive board to consider a big push on PRIDE, pride in our children, families, work, streets, neighbourhoods, towns, Sandwell. Use Neighbourhood Forums to communicate positive messages	<i>John Garrett Gary Bowman/Paul Wright/Louise Barnett</i>	Proposals to be received at November 5th Executive Board
25.06.11 <i>Learning and Development – Good Practice</i>	25/06/09	Propose how we can improve in 'Industrialisation' of good practice. Examples include Smethwick Tasking (DC) and Tibbington (IJ)	<i>John Garrett/ Gary Bowman</i>	Proposals to be received at November 5th Executive Board
06 08 00	06/08/09	Agenda and Attendance Register available on website		
06.08.01 <i>Item 3(a) Potential Improvements to new arrivals service</i>	06/08/09	Simon Hackett to meet Linda Lawrence to establish better co-operation with Strategic Housing Forum	<i>Simon Hackett Linda Lawrence</i>	Actions 06.08.02 to 06.08. arose from a presentation and discussion regarding newcomers to the borough. For more detail of this item <i>Item 3(a)</i> see presentation included in meetings and minutes section of the Sandwell partnership website www. sandwellpartnership.co.uk

Ref No and subject	Date of Meeting	Matters Arising/Actions	Responsible Officer	Commentary
06.08.02 <i>Item 3(a)</i>	06/08/09	SMBC Scrutiny panel on refugees to be informed by S Bains L Lawrence, J Garrett	<i>J Garrett</i> <i>S Bains</i> <i>L Lawrence</i>	
06.08.03 <i>Item 3(a)</i>	06/08/09	Assess timeliness and accuracy of information gathering re newcomers and propose improvements, especially where there are vulnerable families and children (some may be being placed by other authorities in Sandwell)	<i>S Dugmore</i> <i>S Bains</i> <i>L Lawrence</i> <i>C Martin</i>	
06.08.04 <i>Item 3(a)</i>	06/08/09	Approach Cape Hill GP practice Smethwick with a view to identifying addresses of vulnerable families who could benefit from fire service home visiting service and other services provided by partners.	<i>C Martin</i> <i>G Bowman</i> <i>R Nugent</i>	
06.08.05 <i>Item 3(a)</i>	06/08/09	GOWM to speak to other boroughs about how to co-operate cross boundary when placing asylum seekers	<i>P Bradley</i> <i>R Crouch</i>	
06.08.06 <i>Item 3(a)</i>	06/08/09	LSP to create work programme for service improvements re newcomers to be monitored by the partnership. Progress report by November 5 th .	<i>G Bowman</i> <i>S Bains</i>	All of the above actions 06.08.01 to 06.08.06 to be included in a report back to the LSP exec on November 5th
06.08.07 <i>Item 3 (b)</i> <i>Progress on actions to provide work and work experience for young people</i>	06/08/09	Partners urged to be ambitious in creating work and work experience opportunities for young people. 2% of partners total budget (£1billion) (or 20, 000 for every 1 million pounds spent generates 1000 apprenticeship opportunities	<i>ALL</i>	Working group on young people and recession due to meet again on Oct 7 th . Further update to Board to be provided November 5 th 2009 will include progress in relation to items 06.08.08 to 06.08.13 For more detail of this item <i>Item 3(b)</i> see papers included in meetings and minutes section of the Sandwell partnership website www. sandwellpartnership.co.uk

Ref No and subject	Date of Meeting	Matters Arising/Actions	Responsible Officer	Commentary
06.08.08 <i>Item 3 (b)</i>	06/08/09	Use Future Jobs Fund, also ESF for Entry to Employment (E2E) this and future rounds open on a monthly basis to secure funds for action. Align Sandwell's activity programme with various initiatives coming from Government.	G Egginton <i>I Cotterill</i> <i>J Sutton</i> <i>K Mocroft</i>	
06.08.9 <i>Item 3 (b)</i>	06/08/09	A bespoke committed co-ordination team to be established from across the partnership to work on development of the programme, creation of opportunities with partners and setting up the schemes, in line with Government's 'flexible routeways' Partners to be ready to offer personnel to join such a team	B Oakley <i>G Bowman</i> <i>S Towe</i> <i>G Egginton</i> ALL	Recommend co-ordination team meets in September 2009
06.08.10 <i>Item 3 (b)</i>	06/08/09	Brian Oakley confirmed as Champion, who in turn demanded the support of all partners in making the initiative a practical success.	B Oakley <i>G Bowman</i> <i>S Towe</i> <i>G Egginton</i>	
06.08.11 <i>Item 3 (b)</i>	06/08/09	Consider 'softer schemes' for volunteering including LSP Accreditation of Understanding Sandwell	S Dugmore <i>I Cotterill</i>	
06.08.12 <i>Item 3 (b)</i>	06/08/09	Ensure the jobs created by the construction of hospital, schools and regeneration programme are incorporated into the work and work experience plans	G Bowman <i>L Williams (Right Care Right Here)</i> <i>BSF team</i>	All of the above actions 06.08.07 to 06.08.12 to be included in a report back to the LSP exec on November 5th
06.08.13 <i>Item 4 (a)</i>	06/08/09	The minutes of the performance group (insert date) were noted		

Ref No and subject	Date of Meeting	Matters Arising/Actions	Responsible Officer	Commentary
06.08.14 <i>Item 4 (b)</i> Audit Commission feedback on Comprehensive Area Assessment	06/08/09	Audit Commission to take account of 08/09 data available at time of assessment and review data as part of a rolling process of CAA.	J Massey G Stevens /K John	Progress on CAA to be reviewed at Exec Board of 17 September 2009 . This meeting will include the formal feedback that will be then developed into the CAA report for Sandwell. Items 06.08.15 to 06.08.21 to be reviewed at 17 Sept. meeting. For more detail of this item <i>Item 4(a)</i> see presentation included in meetings and minutes section of the Sandwell partnership website www.sandwellpartnership.co.uk
06.08.15 <i>Item 4 (b)</i>	06/08/09	Issues relating to housing, especially observations on homelessness to be discussed by S Hackett and Inspectorate.	S Hackett K John	
06.08.16 <i>Item 4 (b)</i>	06/08/09	Ensure information on PREVENT, Cohesion is clearly conveyed to audit commission	J Garrett S Dugmore P Bradley	
06.08.17 <i>Item 4 (b)</i>	06/08/09	Audit commission to review use of language 'limited concern re crime' which Board view as not an accurate reflection of substantial crime reduction in the borough	J Garrett S Dugmore K John G Stevens J Massey	
06.08.18 <i>Item 4 (b)</i>	06/08/09	MORI analysis describing predictable results of place survey depending on characteristics of places to be circulated to Exec Board members	G Bowman T Aston	Completed
06.08.19 <i>Item 4 (b)</i>	06/08/09	Partners urged to keep strong dialogue going with Audit Commission and inspectorates especially in lead up to shared review of inspectorates due on Sept 10 th	ALL	

Ref No and subject	Date of Meeting	Matters Arising/Actions	Responsible Officer	Commentary
06.08.20 <i>Item 5 (a)</i> <i>Report from Stakeholders Board meeting July 9th 2009</i>	06/08/09	Dialogue with Lighthouse Project and other 'reach and discover' partners affected by Reduced WNF grant is ongoing.	<i>Cllr A Shackleton</i> <i>J Sutton</i> <i>K Mocroft</i>	Progress reports to be shared with Exec Board as progress is made.
06.08.21 <i>Item 5 (a)</i>	06/08/09	Process to be established to support partners in making decisions regarding savings and efficiencies that ensures impact on partners in voluntary sector and especially impact on vulnerable communities is properly assessed.	<i>G Bowman</i> <i>J Garrett</i> <i>R Bacon</i> <i>I Cotterill</i> <i>H Chinner</i>	To be reviewed in budget round of autumn/winter 2009. report to Exec Board December or February meeting (to be confirmed)
06.08.22 <i>Item 5 (b)</i> <i>Partnership Equalities Group</i>	06/08/09	Report on work to date received, including agreed focus on anti poverty as a cross cutting area and Living Library initiative.	<i>G Bowman</i> <i>S Bains</i> <i>K Singh</i>	Report to Exec board in February 2010 regarding efficacy of group in enabling partners to be more efficient and effective in tackling inequality and progress of work. For more detail of this item <i>Item 5(b)</i> see presentation and report included in meetings and minutes section of the Sandwell partnership website www. sandwellpartnership.co.uk
06.08.23 <i>Item 5 (c)</i> <i>Shared Priorities for Sandwell 2010-2013</i>	06/08/09	Agreed three shared priority headings for Partnership. Also agreed to contribute SMART actions (approximately 6) under each heading via consultation with thematic partnerships Three shared priorities agreed are: Fit and Well People A safe clean place to live Educated and skilled people in employment.	<i>Thematic Partnership Chairs and Leads</i> <i>L Barnett</i> <i>G Bowman</i>	Note: a request to include 'Attractive' within the place to live priority was made. Cabinet will confirm their decision on priorities and supporting SMART ACTIONS on Sept 16 th . LSP exec board to confirm their decision on priorities and supporting SMART ACTIONS on Sept 17th For more detail of this item <i>Item5(c)</i> see presentation included in meetings and minutes section of the Sandwell partnership website www. sandwellpartnership.co.uk

Ref No and subject	Date of Meeting	Matters Arising/Actions	Responsible Officer	Commentary
06.08.24 <i>Item 5 (c)</i>	06/08/09	These shared priorities to inform the 2010-2013 thematic partnership business plans and influence the allocation of partner resources to meet shared priorities.	<i>Thematic Partnership Chairs and Leads</i> J Massey G Bowman	Further reports on revision of thematic partnership business plans to be reported February 2010. Exec Board meeting on Sept 17th to consider proposals and progress towards use of resources to meet shared priorities.
06.08.25 <i>Item 6 (a)</i> <i>Tackling health inequalities</i>	06/08/09	J Middleton reported on widening inequalities gap relating to life expectancy and infant mortality and analysed the causes. Discussion identified a series of actions to be taken by partners. Referral of smoking quitters by partners especially WMFS, WM Police and PCT (those with home visiting services) to NHS stop smoking service.	<i>ALL</i>	Progress in relation to Health Inequalities is a regular item at the Performance group and the Executive Board. Progress on items 06.08.27 to 06.08.36 to be addressed and reported to future meetings Partners encouraged to appoint champions for staff welfare in workplaces (as Jobcentreplus) and provide them with information, materials and resources to enable staff to stop smoking For more detail of this item <i>Item 6(a)</i> see presentation included in meetings and minutes section of the Sandwell partnership website www.sandwellpartnership.co.uk
06.08.26 <i>Item 6 (a)</i>	06/08/09	Partners to attend workshops on smoking/alcohol to take place in autumn. <i>(Insert dates from News and info bulletin)</i>	<i>ALL</i>	<i>Flyers to be circulated shortly</i>

Ref No and subject	Date of Meeting	Matters Arising/Actions	Responsible Officer	Commentary
06.08.27 <i>Item 6 (a)</i>		Partners to utilize 'latent underused facilities', e.g. Hadley Group now using exercise facilities in WM Fire Service training Centre next door. Partners to contribute to making available to each other a list of facilities that promote improved fitness and health. Lists to be made available to workforce champions (see 06.08.28)	<i>ALL</i> <i>G Bowman</i> <i>T Aston</i> <i>LSP team to gather list of 'latent facilities'</i>	Partners to encourage breastfeeding which is a great equalizer, prevent obesity, and increases life expectancy. Partners to undertake work force education and promote messages to employees families.
06.08.28 <i>Item 6 (a)</i>		Information on SHUDU to be made available to Environment Partnership	<i>J Middleton</i> <i>P Shirley</i> <i>T Aston</i> <i>G Bowman</i>	
06.08.29 <i>Item 6 (a)</i>		Partners urged to reflect scale of challenge and distance to be travelled in allocation of resources to meet health needs and challenges.	<i>ALL</i> <i>J Middleton</i>	Review of resources to be considered further via reports to be made to Exec Board. Dates to be confirmed and reported to Exec via Forward Plan Report on use of resources and 'Total Place' currently being piloted in some authorities (e.g Birmingham) to be considered by Exec Board. A Key Sandwell focus needs to be 'Tackling Health Inequalities' Consider neighbourhood management targeting approach of disadvantaged areas in Smethwick, Wednesbury and Tipton as highlighted by statistics of life expectancy.
06.08.30 <i>Item 6 (a)</i>		Partners, especially voluntary sector to be briefed re National Lottery Open Spaces Programme and strong Sandwell bids to be assured through co-ordination and support.	<i>G Bowman</i> <i>M Davis</i> <i>I Cotterill</i> <i>H Chinner</i> <i>R Fisher</i>	

Ref No and subject	Date of Meeting	Matters Arising/Actions	Responsible Officer	Commentary
06.08.31 <i>Item 7 (a)</i> <i>News and Information</i>		Launch of Sandwell Hub to be supported by partners to ensure people who visit residents homes are primary target group for the launch event	<i>G Bowman</i> <i>T Aston</i> <i>ALL</i>	Flyer to be circulated shortly
06.08.32 <i>Item 7 (a)</i>		Forthcoming Police re-organisation will mean emphasis on whole of Sandwell policing but impact on Sandwell not expected to be great More news to be communicated via Partnership once available	<i>S Dugmore</i>	

LSP Forward Plan

Thursday 6th August

Source	Date	Item	Responsible Officer	Completion Date
Executive	Aug 2008	Report on towns review	John Garrett	March 19 th (now to be progressed within actions) recommendations arising from SCTF report due Nov 5th 2009
Executive	Mar 2009	Review of Rewind	Rob Bacon	To be received 6 th August 2009 Agreed to defer to 17th September
Executive	29.1.09	Alignment of resources to priorities	G Bowman/I Cotterill	To be received 17th September
Executive	25.6.09	Good start to life	R Crouch/J Brown	To be received 17th September
Executive	25.6.09	Data gathering by household to support targeted work on smoking quitters	I Jones	To be received 17th September
Executive	25.6.09	PPG to report progress against underperforming targets/reward indicators	J Massey	To be received 17th September
Executive	06.08.09	Report progress on actions to improve services to newcomers identified 06/08/09	J Garrett S Bains	To be received 5th November 2009 (date to be confirmed)
Executive	06.08.09	Proposals regarding voluntary sector forum	M Davis	To be received 5th November 2009 (Date to be confirmed)
Executive	06.08.09	Proposals for SCVO	M Davis	To be received 5th November 2009 (date to be confirmed)
Executive	06.08.09	Progress report from Environment Partnership	P Shirley	To be received 5th November 2009 (date to be confirmed)
Executive	06.08.09	scale of challenge and distance to be travelled in allocation of resources to meet health needs and challenges	J Middleton	To be received 5th November 2009 (date to be confirmed)