

Item 3

LSP Action Log & Forward Plan

Thursday 5th November 2009



Key:

	Completed
	Not yet due
	Actions outstanding date for report agreed
	Actions outstanding no dates confirmed
	Decisions

Please Note:

To understand the context of the actions agreed and commentary arising it may be necessary to access the agenda and Board papers relating to the item in question. Item Nos. are detailed in the left hand column of the table below. The agenda and Board papers can be found on www.sandwellpartnership.co.uk – Meetings

Ref No and subject	Date of Meeting	Matters Arising/Actions	Responsible Officer	Commentary
29.01.11 <i>Stronger Communities-PRIDE</i>	29/01/09	To consider and report back on the proposal to undertake a PRIDE campaign. Involve partners and businesses (work with Education Business Partnership).	<i>John Garrett</i> <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 Outline proposals received 5th November. Further details to be shared 17th Dec

Ref No and subject	Date of Meeting	Matters Arising/Actions	Responsible Officer	Commentary
25.06.01 Performance re Breastfeeding target	25/06/09	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 <u>New Date to be confirmed</u>
25.06.04 Public Health/Good Start to Life priority	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	Cllr Darren Cooper/ Cllr Ian Jones/ Gary Bowman	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.
25.06.10 Learning and Development-PRIDE	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	John Garrett Gary Bowman/Paul Wright/Louise Barnett	Outline Proposals received at November 5th Executive Board. Update at 17 Dec
25.06.11 Learning and Development – Good Practice	25/06/09	Propose how we can improve in 'Industrialisation' of good practice. Examples include Smethwick Tasking (DC) and Tibbington (IJ)	John Garrett/ Gary Bowman	Proposals to be received at November 5th Executive Board. Now deferred to Jan 28th 2010
06.08.06 Item 3(a)	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 .	G Bowman S Bains	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 Agreement to defer to meeting on 28th January
06.08.07 Item 3 (b) Progress on actions to provide work and work experience for young people	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	ALL	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 Item 3(b) 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
06.08.11 <i>Item 3 (b)</i>	06/08/09	Consider 'softer schemes' for volunteering including LSP Accreditation of Understanding Sandwell	<i>S Dugmore 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	<i>G Bowman L Williams (Right Care Right Here) 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
06.08.21 <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 J Garrett R Bacon I Cotterill H Chinner</i>	To be reviewed in budget round of autumn/winter 2009. report to Exec Board December or February meeting (to be confirmed)

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06.08.22 Item 5 (b) Partnership Equalities Group	06/08/09	Report on work to date received, including agreed focus on anti poverty as a cross cutting area and Living Library initiative.	G Bowman S Bains K Singh	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 Item 5(b) see presentation and report included in meetings and minutes section of the Sandwell partnership website www. sandwellpartnership.co.uk
06.08.24 Item 5 (c)	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.	Thematic Partnership Chairs and Leads J Massey G Bowman	Further reports on revision of thematic partnership business plans to be reported February 2010.

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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. Task re-allocated December 1st
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>	
17.09.01 Reach and discover (item 3.2)	17.09.09	Negotiations with Lighthouse Project re funding have enabled staff to be re-recruited and centres to re-open as before.	<i>Cllr Ann Shackleton</i> <i>John Sutton</i>	No further reports needed but Issue may re-emerge SERP to update if required
17.09.02 New Arrivals in Sandwell (item 3.3)	17.09.09	Fire Service have made progress in reaching vulnerable new arrivals through collaboration with PCT and GPs. GOWM report that Central Government are reviewing the current arrangement. GOWM to share relevant information with WMFS/PCT	<i>Chris Martin</i> <i>Kevin Griffiths</i>	No further reports to Exec Board required

Ref No and subject	Date of Meeting	Matters Arising/Actions	Responsible Officer	Commentary
17.09.03	17.09.09	Collaborative meeting between HWBB and CYPTP on 'Good Start to Life' to take place and report outcomes to HWB, CYPTP and Exec Boards	Gary Bowman Alan Dean/Janine Brown	GB to write to A Dean/J Brown by 30.9.09
17.09.04 Performance Report: Risk Management (Item 4.1)	17.09.09	Risk Management Forum established. Bring forward annual review of risks to November to align better with business planning	Richard Nugent, Joy Massey, Narinder Phagura, Robin Powell	Annual Review of Risks to be reported to Exec Board. GB to write on behalf of R Nugent to call annual review by 30.09.09

Ref. no. and subject	Date of Meeting	Matters Arising/Actions	Responsible Member/Officer	Commentary
17.09.06 <i>Performance Report: Comprehensive Area Assessment</i>	17.09.09	<i>Sandwell Partners to prepare planned approach to positively communicate the results due to be published 10.12.09 as part of effort to counter poor perceptions. Promote good news points in relation to the areas highlighted by Audit Commission in the CAA report.</i>	Gary Bowman <i>Louise Barnett</i> <i>Phil Challenor</i> <i>Ian Cotterill</i>	<i>Build on August 2009 Roadshows with more local events that communicate good services, good responsiveness to local people.</i> <i>Share more widely the positive messages, slides, video clips of Forward Together events of w/c 14.09.09</i> <i>Gary to agree approach with Phil Challenor by October 31st</i>
17.09.07 <i>Performance Report: Quarter 1, 2009/10 (item 4.3)</i>	17.09.09	<i>Minutes of Performance Group noted</i> <i>Report of Performance Group includes report on status of LAA reward 2007/10. Partners urged to closely consider position with a view to generating action to achieve performance and thereby generate reward.</i>	ALL THEMATIC CHAIRS AND LEAD OFFICERS Joy Massey/Gary Bowman	<i>A report at 5th November 2009 meeting will highlight what action is required and propose where our focus will be.</i> <i>5th November 2009 meeting will also consider reward allocation decisions made previously.</i>

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<p>17.09.08 Performance Report: Quarter 1, 2009/10</p>	<p>17.09.09</p>	<p>Performance is below target (red) in the following indicators:</p> <p>NI 53 Breastfeeding Report to be received on 5th November, particularly regarding collection and reporting of performance data and trajectory for improvement towards the final year target (36.7%)</p> <p>NI 117 Young People NEET Progress report due in early 2010 (28th January). To update on progress and reflecting seasonal influx from Autumn</p> <p>NI 154 Additional new homes Report to be provided on 17th December detailing actions to be taken to address under performance</p> <p>NI 130 People receiving self directed social care support Further report required subject to performance at Quarter 2 – 17th December</p> <p>Ni 187 (ii) Fuel poverty Further report required subject to performance at Quarter 2 – 17th December</p>	<p>Roger Crouch/Rob Bacon Janine Brown Alan Dean</p> <p>Roger Crouch Kevin Dennis</p> <p>Jan Britton Kirsten Casey</p> <p>Rob Bacon Alan Dean</p> <p>Jan Britton Kirsten Casey</p>	<p>Full Recommendations are detailed on Page 1 and 2 of the report which is on the Sandwell Partnership website; <a href="http://www.sandwellpartnership.co.uk/Meetings/Executive Board/ Sept 17<sup>th</sup> 2009">www.sandwellpartnership.co.uk/Meetings/Executive Board/ Sept 17th 2009</p> <p>CYPTP to first report to PPG on outcome of actions taken to ensure comprehensive reporting of breastfeeding at 6-8 weeks (NI53) Report to PPG at January 2010 meeting regarding data for breastfeeding initiation and at 6/8 weeks</p>

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17.09.9 <i>Performance Report:</i> <i>Quarter 1, 2009/10</i>	17.09.09	<i>Performance Group to work with Strategic Intelligence Group to 'forward look' and predict performance where necessary, especially where performance reports considerably lag real time.</i>	Simon Hackett <i>John McPhee</i> <i>Alex Hawley</i>	<i>Strategic intelligence group have already prepared detailed analysis around poverty and housing and will continue to develop similar work.</i> <i>Report required to the Executive by 17th December</i>
17.0910 <i>Performance Report:</i> <i>Quarter 1, 2009/10</i>	17.09.09	<i>Environment Partnership to look at analysis of complaints with respect to environment in comparison with performance reports</i>	Peter Shirley <i>Tim Pritchard</i> <i>Joy Massey</i>	<i>Place Survey results demonstrate poor satisfaction with cleanliness whilst performance reports (NI 195) suggest good performance</i> No further report to Executive Group Responsibility with EP
17.09.11 <i>Performance Report:</i> <i>Reward Indicators 2007/10 (item 4.4)</i>	17.09.09	<i>Sandwell is currently on track to receive 60% of the reward grant originally available. Certain rewards, e.g C2.2 no longer are being pursued but the LSP and partners wish to maximise the reward for investment in further improvements. Smoking Quitters target is highly unlikely to achieve the target. Partners were again asked to strongly support the work of HWBB in increasing the number of smoking quitters</i> <i>Joy Massey will write to Council Heads of Service for responses on progress towards achieving reward grant and remedial actions to be taken</i>	ALL THEMATIC CHAIRS AND LEAD OFFICERS Joy Massey/Gary Bowman	Report to the Executive Board at its 5th November meeting Agreement to defer until meeting on 17th December

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17.09.12 Performance Report:	17.09.09	Written confirmation from GOWM is required on what data will be used to measure outturn of A4.2a percentage satisfied with cleanliness and A4.8 percentage overall satisfied with area as place to live	Kevin Griffiths	Confirmation to Joy Massey by Friday, 2 nd October
17.09.13 Performance Report: A Good Start to Life (item 4.5)	17.09.09	Thematic Partnership Boards were asked to actively promote a positive culture for breastfeeding within a 'baby friendly' action plan. i.e. return to work support for new mothers, better signage of facilities for breastfeeding, Community facilities for nursing of children in public spaces, shops etc. Collaboration through SHUDU to promote breast feeding activity, Report on breast feeding and baby changing facilities is still awaited, and should cover the above issues when provided.	ALL THEMATIC CHAIRS AND LEAD OFFICERS Joy Massey/Gary Bowman Roger Crouch Rob Bacon Janine Brown	Gary to confirm date for report with Roger Crouch/Janine Brown
17.09.14 Performance Report: A Good Start to Life (item 4.5)	17.09.09	Learning gathered from schools regarding barriers to healthy eating to be shared with CYPTP to assist in developing healthy infant nutrition and breast feeding of infants	Roger Crouch Janine Brown	Gary to confirm date for report with Roger Crouch/Janine Brown
17.09.15 Performance Report: A Good Start to Life (item 4.5)	17.09.09	Ideas/ Recommendations on school meals and curriculum in relation to food in schools were welcomed. Now need to be integrated into 'obesity action plan' being developed by Gordon Andrews.	Roger Crouch Rob Bacon Janine Brown Rosemary Kyle Gordon Andrews	Gary to confirm date for report with Roger Crouch/Janine Brown

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17.09.16 <i>Performance Report: A Good Start to Life (item 4.5)</i>	17.09.09	<i>Obesity Action Plan under preparation. LSP requested to act as critical friend in monitoring of progress. Link up with LSP Secretariat and Communities team to support use of OBA/Turning the Curve in relation to tackling obesity</i>	Gary Bowman Wenda Leslie Gordon Andrews	No further report required by the Executive Responsibility with CYPTP
17.09.17 <i>Performance Report: A Good Start to Life (item 4.5)</i>	17.09.09	<i>Campaigns needed to encourage schools to actively drive their own tackling obesity action plans in response to report of R Kyle Maximise potential of BSF in design of spaces for learning about and enjoyment of food, etc R Kyle to present report findings to Primary Partnership and Secondary Partnership. Pilot initiative(s) to maximise take up of schools.</i>	Roger Crouch Brian Aldridge Rosemary Kyle Gordon Andrews	No further report required by the Executive Responsibility with CYPTP
17.09.18 <i>Performance Report: A Good Start to Life (item 4.5)</i>	17.09.09	<i>Consider tackling obesity as a possible focus for intervention involving Prime Minister's Support Unit to be offered to Sandwell this Autumn at meeting of PMSU with Chair of LSP and CEO, SMBC</i>	Stewart Towe/Kevin Griffiths/Allison Fraser/ Gary Bowman	Update Executive Board on 5th November
17.09.19 <i>Use of resources/Total Place (item 5.1)</i>	17.09.09	<i>Initial report received outlining actions to be pursued to use resources better in context of total place and operational efficiencies push and spending restraints now being implemented to reduce public sector spending. Agreed that our focus of effort should be on the areas identified in the CAA as areas requiring attention. Response to be a whole partnership response that takes account of voluntary sector service providers and their role in local service provision Further reports to be provided commencing Jan 2010</i>	Joy Massey Shan Williams Ian Cotterill Joy Massey Mark Davis	Further reports to be provided commencing Jan 28th 2010

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17.09.20 Transition arrangements from Learning and Skills Council	17.09.09	<p>Transition arrangements shared in outline. Transition due to complete April 1st 2010. Shadow arrangements being put in place in preparation for transition.</p> <p>Strong support for increasing apprenticeships and access to work and work experience for young people including creation of National Apprenticeship Service(NAS).</p> <p>Note CYPTP will be required to oversee the 'duty to co-operate' placed on Academies that report direct to DCSF. GOWM/LSC to assist with protocols, especially to ensure shared responsibility for success of 'challenging behaviour' students. Protocol should also cover Foundation and Trust Schools.</p>	<p>Henry Seaton NAS meeting with LSP in Oct 2009</p> <p>Roger Crouch Janine Brown Brian Aldridge Kevin Griffiths Henry Seaton</p>	<p>Existing LSC Staff will be transferred to SMBC, GOWM, AWM as well as to new agencies including NAS, SFA, YPCA.</p> <p>Recommendations aligned with recommendations of Sub National Review of 2008.</p> <p>Further report to Executive in January 2010</p>
17.09.21 Third Sector Funding Strategy (item 6.1) DECISION	17.09.09	<p>Third Sector Funding Strategy Agreed in Principle</p> <p>PCT have agreed to collaborate and take it through Own governance structures Other partners urged to do similarly</p>	<p>Rob Bacon All LSP Partners</p>	No further report required to Executive
17.09.22 Information Sharing Protocols (item 6.2) DECISION	17.09.09	<p>Protocols were agreed. Documents will be sent out to partners for agreement at their own boards and signature of Chief Executives</p> <p>Partners to actively promote compliance so that information sharing is maximised, and ensure full dissemination throughout their organisations.</p>	<p>Gary Bowman Herminder Kullar</p>	Thematic partnerships HAVE ALREADY AGREED the protocols
17.09.23 News and Information (item 6.3)	17.09.09	Partners urged to disseminate widely the new Partnership News and Information Bulletin	ALL	

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17.09.24 Shared Priorities & Actions DECISION 17.09.09	17/09./09	Partners agreed the shared priorities and key actions including the explicit commitments to Every Child matters and Vulnerable People	ALL	
17.09.25	17.09.09	2010/2013 Thematic Partnerships revised Business Plans to incorporate actions using the above agreed framework of priorities and key actions	Joy Massey Gary Bowman TP Leads Steve Smith	
05.11.01 Reach and Discover	5/11/09	Following the recently announced closure of the Lighthouse Project, Cllr Shackleton reported that work had commenced to secure ongoing provision in Blackheath and Wednesbury	Jan Britton John Sutton	No further report to Exec Board. SERP will work on this
05.11.02 Shared Priorities & Actions	5/11/09	Circulate final version of shared priorities and key actions agreed by LSP	Gary Bowman	Immediate Task completed 061109
05.11.03 Good Communications	5/11/09	Ensure distribution of LSP business plans once completed is co-ordinated to maximise opportunities to raise partner awareness and to promote good news stories	Gary Bowman Joy Massey Louise Barnett Phil Challoner	To be done in advance of April 2010 Exec Board
05.11.03b Good Communications	5/11/09	Partners to respond to invitation to join a cross partner communications team for half day per week in situ at the Big House, Oldbury. Aim will be to regularly communicate good news stories	ALL	Quick Responses to be made direct to Joy Massey/Valerie Beards
05.11.03c Good Communications	5/11/09	LSP and Council communications officers to work together to derive good news stories from across LSP themes	Gary Bowman Joy Massey Phil Challoner Brian McKinstrie	
05.11.04 Good Governance	5/11/09	Set up regular workshop meetings between Cabinet and LSP in line with Governance Protocols	Gary Bowman Cllr A Shackleton Cllr S Hackett	Report to be received 17 Dec 09

05.11.05 Strategic Intelligence	5/11/09	Report child poverty needs assessment and poverty survey to LSP Executive		Report to be received 17 Dec 09
05.11.06 Audit Commission report on CAA - One place-	5/11/09	One Place report to be distributed to Thematic Partnerships and discussed by them after embargo removed on 10th December 2009 Lead thematic Partnerships to prepare improvement plans where there are identified areas of concern in the One Place report. Where there is potential for green flags, partners to identify and take actions that are likely to secure them. Prepare good news stories in lead up to publication date of ONE PLACE, 10 th December 2009	Gary Bowman Joy Massey ALL ALL Joy Massey Louise Barnett Gary Bowman	CAA to be discussed again on 17 December 09. List of possible future red flag and potential green areas with first responses from lead partnerships to be shared at the meeting
05.11.07 improving public perceptions of Sandwell	5/11/09	Place Survey and local analysis of it is generating valuable information we can use. We need to pinpoint key evidence regarding what is affecting community perception; e.g. street cleanliness information / 'hotspots' to inform targeted cleanliness campaigns. Proposals to be prepared regarding how we can get this key intelligence/data together, shared with thematic partnerships and available via an accessible website.	Cllr Simon Hackett Joy Massey Louise Barnett Alex Hawley	Potential focus within workshop element of Dec 17 meeting
05.11.08 Cross theme collaboration	5/11/09	Proposals for cross theme collaboration on key shared actions to be considered and decided Continue to work on bringing TP chairs together try 8.00am meetings prior to LSP Exec board	Gary Bowman	Proposals to be considered on Dec 17 09
05.11.09 DECISION	5/11/09	Agreed to adopt recommendations of the Stronger communities task force report received.	John Garrett Gary Bowman	Future reports will normally be made as part of PPG reports when SCTF is under discussion

		Future reports to be made to PPG where impact of activity on NIs 1-7, 14, 21, 23 will be reported.		
05.11.10	5/11/09	'Be Proud' campaign to be launched on Nov 13th for one year. Partners asked to give the campaign strong support	John Garrett ALL	Be Proud campaign could be element of Dec 17 workshop
05.11.11	5/11/09	Connecting Communities proposal to cover up to four neighbourhoods and to be submitted asap to unlock new resources. GOWM offered to consider a fourth neighbourhood for the initiative. Exec board recommended that the scheme took up the cleanliness agenda in one or more neighbourhoods, as well as the sports and sports coaching element. A mixture of effort and reward was proposed as being a good approach. Early Consultation with local communities and with schools is essential	Gary Bowman John Garrett Kevin Griffiths Gary Bowman Simon Hackett	Report progress on 17 Dec
05.11.12	5/11/09	Report on 'WE Sandwell' Initiative received. Some members including Cllr Shackleton and Gary Bowman to visit Synapse scheme in Warrington. Gary to invite Board on selected date	Gary Bowman	No further report to Executive Board necessary
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LSP Forward Plan

Thursday 5th November

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 - further request to delay report until FURTHER NOTICE
Executive	06.08.09	Report progress on actions to improve services to newcomers identified 06/08/09	J Garrett S Bains	To be received 28th Jan 2010 (date to be confirmed)
Executive	06.08.09	Proposals regarding voluntary sector forum	M Davis	To be received 17th Dec 2009 (Date to be confirmed)
Executive	06.08.09	Proposals for SCVO	M Davis	To be received 17th Dec 2009 (date to be confirmed)
Executive	06.08.09	Progress report from Environment Partnership	P Shirley	To be received 17th Dec 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)
Executive	17.9.09	Report on progress against reward indicators	Ian Cotterill	To be received 28th January 2010
Executive	17.9.09	Proposed amendments to Governance Protocols	Gary Bowman	To be received 17th December