

Draft

West Sussex Public Service Board

The Ionic Suite, The Charmandean Centre, Worthing, West Sussex
22nd June 2009

Present:

Henry Smith, Leader, West Sussex County Council (Chairman).
Julia Carrette, Worthing and Adur VCS Representative
Julia Coneybeer, Natural England
Tom Crowley, Chief Executive, Horsham District Council
Myles Cullen, Leader, Chichester District Council
Richard Emmens, GOSE
Peter Evans, Chairman, Community Safety Partnership Board
Debby Gill, Job Centre Plus
Richard Hammond, Environment Agency
Lee Harris, Chief Executive, Crawley Borough Council
Michael Harris, Chairman, PCT
John Jory Mid Sussex District Council
Liz Lamport, Crawley VCS Representative
Robert Lanzer, Leader, Crawley Borough Council
Jeremy Leggett, Action in Rural Sussex
Gordon Marples, Leader, Mid Sussex District Council
John Marsland, Chief Executive, Chichester District Council
John Mitchell, representing Adur District and Worthing Borough Councils
Robert Nye, Leader, Horsham District Council
John Peel, Chairman, Economic Skills & Enterprise Board
Nigel Scott-Dickeson, Horsham VCS Representative, Springboard Project
Kate Scales, Chichester CVS
David Smith, Learning and Skills Council
Janice Spence, Mid-Sussex VCS Representative
Ian Sumnall, Chief Executive, Arun District Council
Martin Walker, Chief Superintendent, Sussex Police
Martin Wright, Highways Agency

Sharon Ward, Strategic Partnership manager West Sussex County Council
Alison Crabb, Principal Member Support Officer, West Sussex County Council
Matt Hall, Partnerships Performance Manager, West Sussex County Council

Apologies

Mark Hammond, Chief Executive, WSCC
John Haffenden, Shoreham Airport
Gilly Bartrip, SEEDA
Gill Brown, Leader, Arun District Council
Pat Arculus, Chairman of Children's Trust Management Board
Ian Lowrie, Chief Executive, Adur and Worthing
Keith Mercer, Leader, Worthing Borough Council

1. Welcome and Apologies

Henry Smith welcomed everyone to the meeting and noted additional apologies not already notified.

2. **Minutes of meeting held on 1st December**

The Minutes of the meeting of the Board held on 1st December 2008 were approved as an accurate record.

3. **Matters Arising**

There were no matters arising not covered elsewhere on the agenda. It was noted that all actions had been completed.

At this point Liz Lamport raised the issue of representation from the third sector on the Public Service Board Executive and whether or not they could receive copies of the minutes of the Executive meetings.

With regard to membership of the Executive it was agreed that this would be looked at as part of a future review of the Executive. It was agreed that minutes of the Executive would be distributed to all members of the Public Service Board and that PSB CVS representatives would be added to the circulation list for LAA bulletins.

Action: Alison Crabb and Matt Hall

4. **Report from the Chairman of the PSB Executive**

Henry Smith briefly introduced the 6 monthly update from the Executive to the Public Service Board, which covered meetings held on 9th February and 11th May. The report also included reports from each of the four thematic partnerships. The PSB **NOTED** the report.

5. **LAA 2 Annual Refresh 2009/10**

Sharon Ward introduced the item that reported on the agreed LAA refresh submitted to CLG at the end of February 2009. The report highlighted the main changes following discussions at the last Board meeting and renegotiation discussions with GOSE. The Appendix set out the final list of indicators that included a new national indicator on fuel poverty. The PSB **NOTED** the report.

6a. **LAA1 Performance Report Quarter 4**

Matt Hall introduced the final performance report for LAA1. It was noted however, that monitoring would continue until March 2010 and that a further report would be brought to PSB in November. The report also detailed the level of Performance Reward Grant anticipated and when payment would be received.

At this point David Smith, LSC, commented on the need to ensure that areas of concern from LAA1 were taken forward to LAA2 and particularly mentioned looked after children and young people not in education, employment or training (NEET).

It was **NOTED** that the area of NEETS would be partly addressed through a proposed Strategy that was to be developed as part of the Keep West Sussex Working campaign. The PSB would be involved in

the development of this Strategy and a report would be brought to a future meeting. **Action: Ron Crank**

The looked after children issue was already being addressed through the extra funding being put into the recruitment and retention of social workers.

6b **LAA2 Performance Management Report**

Matt Hall introduced the report, which explained how data on LAA2 indicators would be reported through the use of 'Perform' – an online performance management database. The report also detailed the areas of risk and the areas of good or improving performance. All NI leads would produce annual reports and a final report. A quarterly narrative on progress would be provided and a standard format for presentation was being discussed. The report also detailed the areas of risk and the areas of good/improving performance. Members asked to be kept informed on the progress in respect of NI59. The recommendations were **AGREED**.

7. **West Sussex Sustainable Community Strategy**

Sharon Ward introduced the report that was an update on action planning and monitoring of the four identified Pointers for Action within the Sustainable Community Strategy.

It was proposed and **AGREED** that the relevant Chief Executives would produce update reports for each Pointer for Action for the Public Service Board Executive on 27th July

8. **Keep West Sussex Working**

Ron Crank introduced the item, which was in two parts. The first part was a brief update on the implementation of the Keep West Sussex working and Action Plan and the work of partners in mitigating the effects of the economic downturn. He explained that there was a lot of activity and support from all partners and made particular mention of the following areas:

- continuing unemployment/employment issues
- Support to CABs in terms of debt advice
- Development of credit union
- Development of community banking partnership
- Implementation of the skills framework
- Apprenticeships – districts and colleges involved
- NEETs 14-19 Strategy development
- Early payment of invoices to businesses
- Fuel poverty/energy saving

The second part of the item was a presentation from Debby Gill, District Manager of Surrey and Sussex Jobcentre Plus. The presentation covered three areas:

- Services offered as business as usual from Jobcentre Plus
- New services for Jobseekers Allowance claimants, and

- An overview of the newly created Future Jobs Fund

A short discussion took place on both sections of the item and issues were raised around the following areas:

- Future Jobs Fund criteria in respect of target employer and benefit to local communities
- Support available to the self employed in terms of retraining and financial management
- Percentage of professional executives on Jobseekers list
- Payment of invoices to voluntary groups as well as SMEs
- Voluntary sector involvement in the Keep West Sussex Working Action Plan
- Consideration of use of local businesses in the WSCC procurement strategy

In response the following actions were noted:

- Debby Gill to look at what information was available in terms of professional executives
- Ron Crank to discuss involvement of voluntary sector in Keep West Sussex Working and the payment of invoices
- Ron Crank to liaise with Samantha Butler of WSCC procurement on the procurement strategy

9. **Joint Strategic Needs Assessment**

Jacqueline Clay, Shared Intelligence Manager, WSCC gave a presentation that gave a high level resume of the full Joint Strategic Needs Assessment report. She explained that this was a process that required the involvement of the PCT, the County Council and partners. The presentation concentrated on the high level concerns and challenges in each of the 6 key areas identified in the JSNA and the links between them and the LAA priority targets. The presentation was given to help the members of PSB understand how they can contribute to the JSNA.

In discussion members of PSB commented on the following areas:

- Hospital DNAs (people who do not attend appointments)
- Drinking to get drunk comparative data
- Housing relates issues
- Voluntary sector involvement and use of existing networks

10. **Any Other Business**

There were no issues raised under this item.

11. **Date of Next Meeting**

Monday 30th November 2 p.m. Charmandean Centre

