

**RURAL WEST AREA PARTNERSHIP BOARD
COMMITTEE ROOM 2A, COUNTY HALL
7 JULY 2009
(9:30am – 12:30pm)**

Present: Alison Roylance-White (Chair), CCA
Samantha Baucre, Connexions
Rob Callow, Area Manager Rural West, CWC
Martin Dowle, Cheshire Fire & Rescue Service
Steve Kent, Director CWC
Paul Knight, CDHT
Jane Makin, CWC - Safer Stronger Communities
Councillor Stuart Parker, CWC
Roger Parkin, ChALC
Patrick Sebastian, Area Working, CWC
Nicky You, JCP

Apologies: Phil Hodgeson, Cheshire Police
Robin Hughes, CH64
Councillor Kay Loch, CWC

Meeting Summary

Welcome and Introductions

Chair, Partnership Board Members and support officers introduced themselves.

Rob Callow Area Manager explained that the meeting had been convened to discuss (in an informal session) members understanding of the roles of the APB, and the pressures to deliver.

Expected Outcomes from the Session

Items discussed:

- Framework for Action Plans
- Mechanism for Delivery
- Roles of Delivery Leads

Chair informed that the Lead for Adult Health and Well Being would be the Chief Executive of the Primary Care Trust.

Area Priorities

- Delivery Plan Priorities (Supplementary paper circulated - **Appendix 1**)

Discussion of whether the priorities 'wording', for example Safer Stronger Communities (SSC) and APB, to be the same

- All about 'Service Provision'
- Engagement and Involvement – a priority.
- Action Plans – ensure APB plans fit in with other priorities - recording and monitoring of delivery.

Discussion on the role of Thematic Groups and how, in some instances there may be no cross-over in terms of Area priorities.

Important to take into account Village Plans and Design Statements. How to evaluate topics referred from Community Forums.

Obsession with national indicators, does the APB create its own measures?

Aspirations vs Delivery – same approach, realistic, adding value.

Role of Delivery Leads

Delivery Lead Role – mechanisms for support?

- Utilise Community Intelligence.
- Set up Outputs.
- Need to add value, find gaps in service, influence others to adapt.
- Monitor.
- Understand the priorities and 'drill down beneath them'.

Role of Board members – subject for later discussion

(Supplementary paper circulated - **Appendix 2**)

- Lead must have the authority to encourage participation.
- Intensive piece of work.
- Possible 'co-ordination group' of 5 Leads?
- Utilise Local Indicator Forums – utilising existing plans as a start – eg LAA.

Action Planning and Action Plan Template

(Discussion point supplementary paper circulated - **Appendix 3**)

Importance of communications, and the need to advertise outcomes. Need to avoid duplication between the work of APB's. Area Managers to co-ordinate, and come up with a single model.

APB to work within the Action Plan for the LAA to influence Thematic Partnerships.

Consistent approach and shared templates versus 'keeping it local' / rural west specific.

Understand the 'mechanistic' approach to action planning through asset management and national indicators versus 'organic' approach working through community aspirations.

Draft Action Plan document circulated – **Appendix 4)**

Who signs off?

Delivery Structures

- Formal group / virtual group
- Existing Groups and networks
- Preventing duplication
- Governance Structure – who do we report to – who reports to us?
- Responsibility for servicing meetings / supporting groups?

Rob Callow set out the framework and interaction between LSP, APBs and Community Forums.

Discussion on how to draw in information from Community Forums. 5 Group Leads to set objectives?

Managing Performance

Discussion on whether APB would require all data, or just summary information on key targets.

- Geographical information by ward? (No)
- or Key Issues – priorities (Yes)

Use of newsletters and existing partnership networks to distribute information and marketing communications. Develop networks by tapping into existing events.

Summary and next steps

- Headlines – 3 questions, measurable timescale
- Gathering Input from Partners
- Structure – to include sub-groups where appropriate
- Lead Roles – flexibility of approach – key role in terms of delivering APB outputs
- Circulate / Communicate outputs
- LAA indicators - Community Views

Area Manager, Rob Callow to meet with Leads in advance of the next meeting of the Area Partnership Board.