

LAA 4th Theme Task Group

Held on 15th October 2008, 2pm
Larkbeare House, Exeter

Present:

Tim Jones	DEP Chair	Keri Denton	DCC
Andrew Lightfoot	DEP Executive Officer	Paul Sadler	Environment Agency
Tony Skeel	LSC	Andrew Southall	SWRDA
Gaynor Hughes	South Hams DC	Ellen Vernon	North DC
Phil Markham	Dartmoor NPA	Gordon Cleaver	Mid Devon DC
Philip Oldfield	Exeter CC	Keith Bowden	DCC
Leanne Crawford	DEP Administrator		

Apologies

Jen Brogan	DRN	Jill Borrow	DCC
Rachael Butler	Jobcentre Plus	Ian Morris	GOSW
Paul Gompertz	Devon Wildlife Trust	Mel Sealey	RE4D
Simon Timms	DCC	Mary Ridgway	DSHG
Keith Williams		Sara Cretney	DCC
Tim Stokes	Exmoor NPA	Gill Wainwright	Exeter CC
Ian Hobbs	DCC	John Baker	DCC

1.0 Welcome and Introductions

Introductions were given.

2.0 Performance Monitoring Framework


Keith Bowden gave a presentation and demonstration of a potential database on SPAR.net that could be used for collecting monitoring information. This would be held on the DCC server but would be externally accessible.

The database would have the facility to email named officers for information input when required, to be entered directly into the database by the officer(s) concerned, and it would enable the production of reports for further analysis.

A number of points were raised:

- The database could be used to feed into central Government
- Data would be validated against hub DCLG values
- The database would specify that performance indicators entered should always be accompanied by a comment
- The people who would actually enter information into the database need to be identified asap, i.e. the project officers
- The Devon Economic Strategy would offer a broad brush approach to look at indicators not included in the LAA
- The database will be a central information collation point for cross-cutting work
- Information could be stored on any level of geography, and data could be exported for mapping purposes
- There could be potential for automatic data transfer from District councils that are already using SPAR.net
- Quality of information would be the responsibility of all Local Authorities and the officer concerned in the first instance, therefore some form of internal audit would be needed

Next Steps: pin down how to supply information and make the process as simple as possible



Action: Database model to be demonstrated to indicator leads, with workshops for those who will be inputting data

Action: 30 key indicators to be loaded into database by end October, remaining indicators by year end

Action: Document circulated in meeting to be forwarded to all partners

3.0 Reporting Style

Andrew gave a brief introduction to the proposed Quarterly Bulletin, which would be used to produce headlines with links to more detailed information if required. The first draft was available for view on www.devoneconomy.co.uk, under 'reports and research'.

Action: the quarterly bulletin will be finalised by 24th October. All comments and feedback to Andrew for the next edition in January

A number of points and issues were raised:

- Each bulletin would focus on one or two priorities
- Past editions would be archived on the website
- Input in terms of content would be welcomed
- The bulletin would be collated and produced by Step Ahead
- Scrutiny and monitoring – interim reports between bulletins would be expected
- The audience was questioned and explained that there was insufficient resource to produce several versions. It would be expected that partners would tailor information to make the bulletin more relevant to own areas
- Caution was expressed over the need to ensure information was not misinterpreted
- The message in the Bulletin would be from the DEP not DCC

Action: A final copy of the Bulletin would be available on the website for view, with note to be sent round

4.0 Delivery Plans and Financial Projections

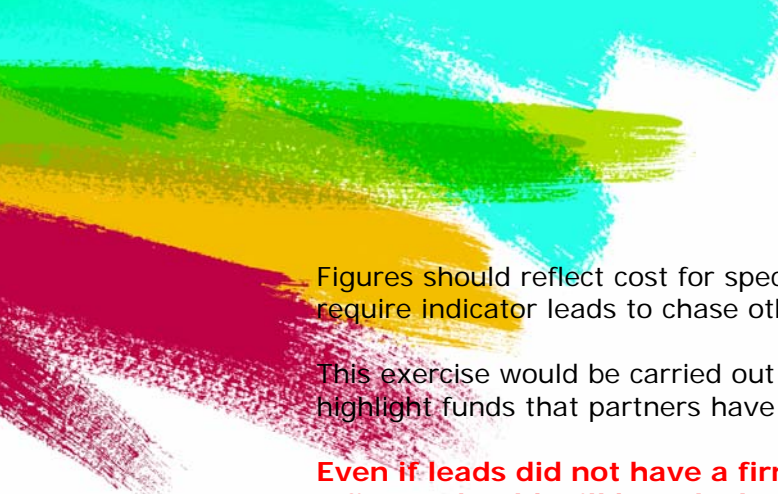
It was stated that each outcome had its own delivery plan, with some more developed than others.

These Plans were available to view on the DSP website (<http://www.devonsp.org.uk/sustainablecommunitystrategy/outcomes/devonlaa08-11.html>)

It was confirmed that these needed to be updated in terms of provision or further information around milestones and targets over the next three weeks to inform the next DSP Delivery Board meeting.

A notion was needed on the available finance necessary to make incremental differences that form the basis of the indicators, i.e. resources that partners are putting in already or intend to.

Action: All leads to look resources partners are putting both financially AND staff time to analyse what finance is actually needed for delivery, by 11th November for consideration in next years budget. *These only need to be broadbrush figures and not too much detail*



Figures should reflect cost for specific requirements for delivery and will require indicator leads to chase other partners for information.

This exercise would be carried out for all 38 indicators, and will help to highlight funds that partners have previously been unable to tap into.

Even if leads did not have a firm idea of partners' and specific costs, a figure should still be calculated to ensure consideration in the following years' budget

Action: note on LABGI funding to be circulated

Action: LPSA2 activities – information to be circulated

Action: all enquiries to Andrew or Chris Phillips (DCC)

5.0 Links Between Outcomes

It was questioned whether financial input could be by project, which may cover more than one outcome.

Action: Future meeting to be held (early November) to highlight links for areas of work that do not currently have obvious linkages

A measured view of own indicators would be used as a starting point.

An update on MAA's was given with several areas where there is already an overlap in priorities, including housing, skills, transport, and employment space and business support.

6.0 Impact in Localities

A table was circulated for information and elaboration by partners.

It was confirmed that the LAA refresh work would begin in October 2008, to be completed by February 2009, to take effect by April 2009.

Needs for target revision would be highlighted in each delivery plan; with a two way process in place to feedback to Government on targets that did not have an initial baseline set. The gaps and failures would also be addressed.

Action: Note of progress to date to be circulated

A brief update was given on work achieved on disadvantaged communities, skills, ICT, innovation, business, worklessness, environment, housing.

It was questioned whether work around National Park Authorities linking in with resources and learning could be initiated.

An update was given on the Employment Space Strategy, with an expected deadline of 31st October. A small working group had been gathered to begin work on the development of an Action Plan, resource and funding, delivery, and monitoring and evaluation.

7.0 Future meeting/communication arrangements

The DSP conference on 7th November would require an update on the LAA



Action: contributions of information from partners required

It was proposed that the 'environment' outcome leads would meet regularly, co-ordinated by Pauline Warner, and the 'economic' leads, co-ordinated by Andrew, would meet separately with the two groups coming together once or twice a year. This arrangement certainly should not discourage communication between outcome leads but would enable more focussed discussions. Locality representation would be invited for both groups.

It was stated that a DEP group looking at EU funding had been initiated with a request for volunteers; this invite was extended to the LAA group. Gaynor expressed an interest.

Actions: Details to be circulated

8.0 Minutes of last meeting

All agreed

9.0 Next meeting

Thursday 13th November 2 pm, venue to be confirmed