



**Agenda Item 2(a)**  
22 September 2011  
2:30 pm – 4.30 pm  
Members Room, Shire Hall

## Notes of the meeting of Leadership Gloucestershire held on 14 June 2011

### 1. Welcome, introduction and apologies

Name	Organisation	Substitute
Cllr Steve Jordan	Cheltenham Borough Council	
Cllr Carole Topple	Cotswold District Council	
Cllr Patrick Molyneux	Forest of Dean District Council	
Cllr Paul James	Gloucester City Council	Cllr Steve Morgan
Cllr Mark Hawthorne (Chair)	Gloucestershire County Council	
Jan Stubbings	Gloucestershire NHS	
Dr. Helen Miller	PEC Chair, NHS Gloucestershire	
Cllr Rob Garnham	Gloucestershire Police Authority	
Cllr Frances Roden	Stroud District Council	
Cllr Robert Vines	Tewkesbury Borough Council	
<b>Chief Executive Advisers</b>		
Pete Bungard	Gloucestershire County Council	
Mike Dawson	Tewkesbury Borough Council	
<b>Secretariat</b>		
Jane Burns	Gloucestershire County Council	

### 2. Notes of the meeting held on 22 March 2011

Agreed.

Matters arising and follow-up actions were recorded on the separate sheet.  
One additional point was made:-

- Local Enterprise Partnership – the new Chair, Diane Savoury and the Chief Executive of GFirst, David Owen had been invited to attend the meeting. Unfortunately they had prior engagements. They would instead invite Leadership Gloucestershire members to a lunch to discuss LEP priorities. **(Action: David Owen).**

The board discussed how best to engage with the LEP and agreed to return to the issue once they had had their LEP briefing.  
**(Action: Mark Hawthorne/Jane Burns).**

- The survey of decision-making was noted.

### 3. Terms of Reference

The draft terms of reference presented to the board were based on the discussion at the inaugural meeting on the planning day. It would be important to capture what Leadership Gloucestershire will (and won't) do.

A number of comments and amendments were suggested including:

- agreement that others may be co-opted as necessary
- delete the reference to the Sustainable Community Strategy
- delete the reference to overview
- clarity over the relationship with district LSPs and thematic partnerships
- Leadership Gloucestershire to act as a “junction box” for strategic issues.

#### Agreed actions:

- (1) Terms of reference endorsed subject to the revisions above. A revised version to be produced and circulated. **(Action JB)**
- (2) A position statement of the current state of play of district LSP's be produced. **(Action: JB)**
- (3) A briefing be offered to the Gloucestershire Scrutiny Group on the work and priorities of Leadership Gloucestershire. **(Action: JB)**
- (4) Agendas and papers be published on the website, together with key messages after each meeting. **(Action: JB)**

### 4. Draft Work Programme

Following discussions at both the inaugural meeting and the planning day, a work programme had been drafted. It identified five priorities for joint working:

- health and well being (broadened to maximise opportunities from changes in legislation)
- “corporate” infrastructure
- economy and infrastructure
- communities
- communications

The board was keen to see anticipated outcomes/measures of success and milestones which could then help to communicate with the wider-world what Leadership Gloucestershire had achieved.

#### Agreed actions:

- (1) Draft work programme agreed subject to the above revisions. **(Action: JB)**.
- (2) Consideration be given to producing an annual report. **(Action: JB)**
- (3) Consideration be given on how to communicate with wider group of stakeholders. **(Action: JB)**.
- (4) The revised work programme would be commended to each constituent organisation for approval. **(Action All)**

## 5. Health and Wellbeing Board

At the last meeting it was agreed to convene a Task and Finish Group to look at developing Terms of Reference for the Shadow Health and Well-being Board.

The Board considered the initiation document produced by the Task Group, which was endorsed subject to any comments which may arise from the expected response from the Government to the “pause” on health reforms.

Discussion centered on representation by district councils and whether one rep. would sufficiently reflect their public health responsibilities. Another point was the need for the district rep(s) to have appropriate executive support/briefing.

### Agreed actions

- (1) The progress made by the task group was noted.
- (2) The establishment of the shadow Health and Wellbeing Board was endorsed, subject to any changes in legislation.
- (3) A summary of the Government’s response to the “pause” be produced and circulated. **(Action: Jan Stubbings).**

## 6. Progress Reports

### (a) Shared Services

Mike Dawson introduced the audit of shared services. It represented a huge amount of information. He had done some high level analysis of the three different types of arrangements – partnership working; collaborative arrangements; and shared services.

The board welcomed the “first stab” and discussed how to make the information more complete and accessible. The important issues was “where next”. Various options were discussed.

### Agreed actions:

- (1) Any missing information to be added. **(Action: All).**
- (2) Additional information would be provided on the financial value of the 9 shared services. **(Action: Mike Dawson)**
- (3) A revised list be provided which would then be re-circulated to members with the following brief:
  - where do you see opportunities for your organisation?
  - what priorities would you suggest for Leadership Gloucestershire to pursue?
- (4) Mark Hawthorne was nominated as “champion” for shared services.

### (b) Strategic Infrastructure

Steve Morgan reported back on behalf of the chair of the Countywide Strategic Planning Issues Group, Paul James.

The group had meet once and was still finding its feet. It was conscious not to duplicate the work on the Joint Core Strategy.

They recognised that there could be challenges in developing common approaches in a county as diverse as Gloucestershire e.g. Community Infrastructure Levy.

The board welcomed the progress to date.

A query was raised in the draft terms of reference about the group's role as "primary contact for liaison with Gloucestershire Local Enterprise Partnership". It was assumed that this related to infrastructure issues.

**Agreed actions:**

- (1) To verify the draft terms of reference description of the link with the LEP. **(Action: JB).**

**(c) Engagement Task and finish Group**

Frances Roden reported back on the progress to date. One of the key tasks had been to reassure the VCS that they still had access to strategic leaders.

The Task and Finish Group had done some initial work and recognised that they would need longer to tackle their draft priorities.

**Agreed actions:**

- (1) VCS champions were confirmed as Frances Roden, Steve Jordan and Carol Topple. **(Action: Frances Roden to inform the sector).**
- (2) The task and Finish Group continue until June 2012.
- (3) The Task and Finish Group develop and where appropriate deliver a work programme.
- (4) The Task and Finish Group carry out a light-touch review of the existing Engagement Frame work to ensure it is fit for purpose.
- (5) Develop better use of IT in order to improve sharing of information and practice, in view of the recognition that the usage of IT is weak at the present time.

**(All actions to Frances Roden and Mike Dawson)**

**(d) One Gloucestershire Estates Task and Finish Group**

The Group had broadened its membership to reflect Leadership Gloucestershire membership. Progress was slightly slower than anticipated but a spreadsheet of assets/needs was almost ready to share.

Work is also being undertaken on framework contracts and there are various bi-lateral conversations sparked by the new impetus of the Group.

### **Agreed actions**

- (1) The assets spreadsheet to be circulated to Leadership Gloucestershire members. **(Action Steve Jordan)**
- (2) The opportunities for a shared property service be pursued through the “Shared Services” Project not the One Gloucestershire Estates project. **(Action Mike Dawson)**
- (3) A further report to be brought to the next meeting on options. This would be a substantive discussion. **(Action: Steve Jordan). (JB to note for the agenda.)**

## **7. Total Place**

Pete Bungard gave an up-date on additional funding from SWRIEP and summarised progress reports on both Gloucestershire pilots – Gloucester Families and Older People in Stroud.

The SWRIEP had allocated a further £235k to Gloucestershire for Total Place-type work. A proposal had been endorsed by the Total Place Programme Board which would focus new investment on;

- Using learning and evaluation to mainstream new models of service delivery;
- Partnership development at a strategic level; and
- Culture change within partner organisations.

The important part was to secure the money for Gloucestershire.

Discussions centred on the need to spend the money wisely and to sharing the learning about new service delivery models. Other areas were also testing out new models and wished for an opportunity to access some of the new resources.

### **Agreed actions**

- (1) The Total Place Programme Board will be asked to consider any bids for funding, following an invitation to Leadership Gloucestershire members. **(Action JB)**
- (2) The proposal was agreed for submission to SWRIEP **(Action JB).**
- (3) Learning/evaluation reports on the two pilots to be brought to future meetings. **(Action JB).**

## **8. Date of next meeting**

**Thursday 22 September 2011 between 2.30 and 4.30 pm.**

## 9. Virtual Decisions

Jane reminded members to let her have any comments on the two 'virtual' decisions:

- potential opportunities for joint working in the Localism Bill.
- future Training and Development to support partnership working.

by 30 June. **(Action all).**

### Key messages

- Leadership Gloucestershire was now up and running. They have agreed terms of reference and priorities for a work programme. Furthermore, they had commissioned task and finish groups to pursue priority activities.
- Progress was already been made in terms of:
  - ❖ endorsement of a new Gloucestershire Local Enterprise Partnership
  - ❖ detailed plans for a new Gloucestershire Health and Well-being Board
  - ❖ a fresh collective approach to strategic infrastructure issues
  - ❖ an audit of publicly owned assets
  - ❖ engagement with the Voluntary and Community Sector
  - ❖ an audit of current joint working arrangements and a commitment to pursue new opportunities
  - ❖ ownership of the Total Place pilots
- Leadership Gloucestershire is looking to maximise opportunities for better outcomes at less cost and will provide a "strategic" overview of the rapidly changing environment.