



A18

NOTES OF A CONNECTED CUMBRIA PARTNERSHIP STRATEGIC BOARD MEETING

Held on Friday 25 January 2008 at 10.00 in the Town Council Chamber, Kendal Town Hall

Present

Nick Fardon	Allerdale District Council
Mick McKinnell	Barrow Borough Council
Cllr John Mallinson (until 12.08)	Carlisle City Council
Angela Brown	Carlisle City Council
Cllr Norman Williams (from 10.40)	Copeland Borough Council
Cllr Joan Stocker	Cumbria County Council
Alan Cook	Cumbria County Council
Ruth Atkinson	Eden District Council
Cllr Stan Collins (Chair)	South Lakeland District Council
Cllr Hilary Stephenson (from 10.35)	South Lakeland District Council
Brian Benson	South Lakeland District Council

1. APOLOGIES FOR ABSENCE

Cllr Mike Davidson	Allerdale District Council
Cllr Ken Williams	Barrow Borough Council
Terry Chilcott	Copeland Borough Council
Cllr Colin Nineham	Eden District Council
Lawrence Conway	South Lakeland District Council

2. MINUTES OF THE PREVIOUS MEETING OF 28 SEPTEMBER 2007

APPROVED as an accurate record.

3. ACTIONS FROM THE PREVIOUS MEETING OF 28 SEPTEMBER 2007

ACTION 28SEP/01	Action completed. Finance update as standing item on Agenda
ACTION 28SETP/02	Action completed
ACTION 28SEPT/03	Action completed
ACTION 28SEPT/04	No meeting held. BB taken on role of Project Leader

ACTION 28SEPT/05		Action completed
ACTION 28SEPT/06		Action completed
AOB	Current projects	ICT Shared Service still ongoing and live. CCC maintaining watching brief. No progress on other shared services
	Future meetings	Two monthly meetings agreed. However, in discussion on exchange of information and answers to issues raised with CLASB, it was felt it would be advantageous to have an electronic forum to communicate between the meetings and prepare for the agenda.

ACTION 25JAN/01	Brian Benson to set up electronic forum
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4. MATTERS ARISING

There were no matters arising.

5. CONFIRMATION OF OFFICERS

Officers requested to confirm to Brenda Warriner their members/officers for the year.

ACTION 25JAN/02	Officers to send list of members/officers to Brenda Warriner
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6. FUTURE STAFFING OF THE CCP

Brian Benson presented the report to fill the current vacancy of Programme Manager on a rolling two year contract and seek continuation of the partnership office: the current funding ceasing on 31 March 2008. In discussion Nick Fardon voiced the difficulty in employing someone until clarity of the funding. However, not every partner had allocated an equal share of the funding required in their budgets, Ruth Atkinson advising that Eden DC had only allocated an amount according to the CLASB protocol of proportion by population. Alan Cook pointed out that CLASB had not accepted the recommendation on Shared Services on the population formulae and CCC would not be able to fund 50%. Nick Fardon advised that the similar issue had arisen through ACE whereby funding was on equal share for some projects while others were on population formulae. Cllr John Mallinson felt that in fairness the funding should be on population basis but was not sure if it would be right to ask CCC to fund 50% as this could be seen as half the input in funding half the influence which was disproportionate and suggested that the ultimate decision must lie with the individual authority at CLASB.

Cllr Mallinson proposed that CLASB receive a report on the funding of CCP as discussed.

This was **agreed** with amendment that a revenue budget and outputs be included in the report. Alan Cook confirmed that a business plan would be prepared.

Subject to the Chief Executive's review on CCP governance being undertaken on behalf of CLASB, and agreement on funding, the post of Programme Manager be

advertised as a two year rolling appointment (subject to an annual review of targets and performance).

ACTION 25JAN/03	Brian Benson in conjunction with Alan Cook to prepare a report for CLASB in consideration of the funding of CCP from 1 April 2008.
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7. CCP FINANCES

Alan Cook explained the breakdown of the CCP finance outlined to 31 March 2008. This covered both the CCP Programme office costs and the Cumbria Information Hub.

The report was noted.

ACTION 25JAN/04	A finance report is prepared and circulated at all future meetings of the board.
ACTION 25JAN/05	Alan Cook to clarify spending on the CIH for the next board meeting.
ACTION 25JAN/06	Brenda Warriner to prepare glossary of terms used within the agenda and reports and attach to agenda

INPUT/OUTPUT FROM CLASB

- i. Brian Benson to present an update paper to CLASB arising from this meeting.
- ii. The Chief Executives of CCC, Eden, South Lakeland District Council and Nick Fardon (Allerdale) are to meet to discuss the future shape of the CCP governance model on 6 February 2008.

ACTION 25 JAN/07	Brian Benson to represent paper to CLASB and report back to the CCPSB through the electronic forum
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8. SHARED SERVICES STRATEGY INCLUDING POWERPOINT PRESENTATION

Alan Cook outlined the background to the Shared Services Strategy and introduced Phil Swan from Aperia Government Solutions who gave a Powerpoint presentation illustrating the transformation of services and how these can be shared to provide more efficient and effective services to realise savings.

Following a searching question/answer session and discussion the **Project Initiation Document was noted and it was agreed that**

- i. the CCSPB oversee the delivery of the project through the CCP office
- ii. SLDC be the lead authority
- iii. Project Board to be formulated with senior representation from each member authority
- iv. Brian Benson for lead authority to seek nominations for the Project Board in week commencing 28 January 2008
- v. Report to be brought back to the CCSPB

It was noted that Eden DC was to participate in this project.

ACTION 25JAN/08	Brian Benson to seek nominations for the Project Board
ACTION 25JAN/09	Brian Benson to report back to the next CCSPB

BUSINESS ARCHITECTURE POWERPOINT PRESENTATION

Alan Cook introduced James Blacklock from Aperia Government solutions who gave a PowerPoint presentation on Business Architecture. This outlined the aims, methodology and outcomes to link into the Shared Services Strategy, target areas of duplication and adopt a 'common language'. Six partner authorities have signed up to BA and partnered as follows - CCC with Allerdale, Barrow BC with SLDC and Carlisle City with Copeland BC. Eden DC was not participating although resource has been allocated for the DC to join at a later date should they wish to. Project dates are being co-ordinated through the CCP programme office.

After a full question/answer session and discussion, **the CCPSB noted the report and agreed to support the project internally to ensure the relevant resources are made available.**

ACTION25JAN/10	Alan Cook to monitor and report progress of projects
ACTION25JAN/11	Brenda Warriner to obtain electronic Powerpoint presentations and circulate to the CCSPB via the electronic forum

9. HORIZON SCAN

Suggestions for future agenda were requested. The following are to be included –

- Standing item on finance/funding
- For meeting of 28 March 2008
 - Review of the Shared Services Strategy
 - Review of the Business Architect
 - Presentation on the HUB

The items were agreed.

11. FUTURE MEETING DATES

Programme of future meeting dates was noted.

12. ANY OTHER BUSINESS

i. Cumbria Information Hub

A report from Brian Benson was submitted for consideration. The CCIH was created and owned by the CCP to provide a single view on government services in Cumbria but the CCP have lost sight of the product and it was proposed to establish a management board to monitor and support the CCIH.

Brian Benson advised that the project was match funded by the partnership to central government ISB4 funds, the partners' committing to fund the maintenance of the CCIH

following completion of the project for three years. The amount each authority had committed for the three years was £10,000pa. This was not apportioned but a standard figure. To date no claim had been made by Barrow BC/SLDC on the available funding for maintenance and support. A SLA is currently being prepared; The SLA is pending the insertion of detailed operational procedures that will be completed post the deployment of the secondary hub to Barrow BC

The CCSPB agreed to the establishment of a management board to monitor and report on the development of the CIH.

ACTION 25JAN/12	Brian Benson to seek nominations to the board from each partner authority
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13. DATE AND TIME OF NEXT MEETING

Friday, 28 March 2008 at 10.00 – 13.00 in the Whelpdale Room, Mansion House, Penrith.

