

## HALTON STRATEGIC PARTNERSHIP BOARD

Minutes of a meeting held on Wednesday, 7 March 2012 at the Karalius Suite,  
Stobart Stadium, Widnes

### Present:

<b>Board Members:</b>	Cllr Rob Polhill (Chairman)	HBC
	Simon Banks	Halton Clinical Commissioning Group
	Paula Cain	Chamber of Commerce
	Cllr D Cargill	HBC
	Dympna Edwards	NHS Halton & St Helens
	Kate Fallon	Bridgewater Community NHS Trust
	Cllr R Hignett	HBC
	Ray Jones	Faith Communities
	Janine Peterson	Job Centre Plus
	John Rigby	Orminston Bolingbroke Academy
	Noel Sharpe	Halton Housing Trust
	Michael Sheehan	Riverside College
	Richard Strachan	Cheshire Police
	Alex Waller	Cheshire Fire & Rescue Service
	Ann McIntyre	HBC – Children’s Trust Representative

### Advisors to the Board:

Hazel Coen	HBC
Lynn Derbyshire	HBC
Tim Gibbs	HBC
Alan Graham	HBC
M Noone	HBC
David Parr	HBC
Wesley Rourke	HBC
Shelah Semoff	HBC

Apologies for Absence: N Atkins, Lisa Driscoll, Mike Fry, T Parle and S Young

### 43 COUNCILLOR JOHN SWAIN

The Board stood in silence as a mark of respect for and the sad passing of Councillor John Swain.

### 44 MINUTES FROM THE LAST MEETING AND MATTERS ARISING

The minutes of the meeting held on 7 December 2011 having been printed and circulated were agreed as a correct record.

The Chairman reported that Beth Edwards and Diane Sproson had resigned from the Board. He took the opportunity to place on record appreciation of the work undertaken by Beth Edwards and Diane Sproson during their time on the Board.

RESOLVED: That the Board place on record its thanks to Beth Edwards and Diane Sproson and extend its best wishes to them for the future.

#### **45 RIVERSIDE COLLEGE – MICHAEL SHEEHAN**

The Board received a presentation from Mr Michael Sheehan, Riverside College which gave the Partners an update on the College in the following areas:-

- Detailed the Strategy;
- Outlined and explained the Performance of the College;
- Detailed the Partnership working that was taking place; and
- Highlighted and set out the positive impact the College was having on young people's education in the Borough.

At the end of the presentation, the Chief Executive reported that the improvements at the college over the last four years were as a result of Mr Sheehan's strong leadership. He added that the Council were 100% in support of the philosophy of the strategic approach that had been taken in education. In addition, the Chief Executive took the opportunity to congratulate the College on their success.

RESOLVED: That

- (1) The presentation and comments be noted; and
- (2) Mr Michael Sheehan be thanked for his informative presentation.

#### **46 GOVERNANCE UPDATE REVIEW**

The Board considered a report which provided SSP chair's with an opportunity to comment on the proposed revised HSPB Constitution which was presented to the Board for endorsement.

The Board was advised that at the September 2011 HSPB meeting, the need to refresh the Governance Documents of the Partnership had been agreed and a proposal made to present the revised documents for endorsement in 2012. As the first part of this process, a proposal for a revised membership was presented to the Board.

The Board was further advised that the endorsed revised membership proposals and the revisions to the membership of the HSPB should leave the Partnership with an appropriate decision making structure for the future. It was also agreed that membership and Governance arrangements would be reviewed on an annual basis. Progress made on the membership review was attached at Appendix A to the report. In addition, it was reported that the

revised draft Governance documents were also attached at Appendix B to the report.

It was reported that a number of areas of governance had been examined and refreshed as necessary as follows:-

- HSPB Constitution;
- Declarations of Interest Rules;
- Implementation of Complaints Procedure; and
- Information Sharing Protocol.

In conclusion, it was reported that once the principles of the Governance Review had been endorsed by the HSPB, the proposed new Governance documents would be checked by the Legal Department at Halton Borough Council to ensure that all aspects of Partnership Governance were appropriately covered.

It was noted that Mr Simon Banks would represent the Clinical Commissioning Group in the absence of GP representatives.

RESOLVED: That

- (1) The SSP chairs note the progress made to date on updating the Governance Documents and comments raised be noted;
- (2) Chairs give consideration to how their SSP Governance arrangements fit into the framework and revise them as necessary following adoption of the documents by the Board; and
- (3) Chairs note the progress made to date on implementing the new Board membership and make recommendations on how to resolve any remaining issues.

## **47** COMMUNICATIONS STRATEGY

The Board considered a report which updated the Partners of the progress in developing a new Communications Strategy for the Halton Strategic Partnership.

The Board was advised that the Halton Strategic Partnership did not currently have a Communications Strategy in place. The Council's Communications and Marketing Team currently provided support to the Strategic Partnership. However, due to the withdrawal of the Working Neighbourhood Fund (WNF), funding and reductions in public sector spending as a whole, this was at a reduced level than previously.

The Board was further advised that the partnership currently had in place a Community Engagement Strategy which had been endorsed by the Board in June 2011. Attached to the report was the proposed appendix for the Community Engagement Strategy. The partnership also continued to have a web presence which was in the process of being redesigned and migrated across to an updated CMS which offered greater flexibility at a much cheaper cost than the current system. A new suggested layout for the website was attached as Appendix 2 to the report.

The Board noted the list of considerations set out in paragraph 4.1 to 4.5 of the report.

RESOLVED: That

- (1) A new Communications Strategy will not be developed;
- (2) An Appendix be added to the current Communication Engagement Strategy highlighting the importance of communications;
- (3) A responsibility be included in the governance structure upon HSPB members to act in an ambassadorial role for the partnership and to disseminate key messages across both their own organisations, their contacts in other organisations and the wider partnership;
- (4) A mapping exercise to show all Communications Strategies, plans, groups and publications that currently exist across the Board agencies and the wider partnership be endorsed to enable identification of where it would be best to join up effort, reduce duplication and improve consistency of message;
- (5) The proposal for the refreshed, updated HSP website to be implemented from April 2012 be endorsed; and
- (6) The meeting summaries be produced and distributed within five working days, both Board and SSP meetings and that these be produced in the form of an e-newsletter linked to the new website.

#### **48** INFORMATION SHARING PROTOCOL

The Board considered a report which provided the partners with details and the background of a draft Information Sharing Protocol that was being developed as part of the Governance Review of the HSPB.

The Board was advised that the sharing of information between partners was a key element in the effective development and delivery of the Halton Strategic Partnership. Information sharing was essential for any partnership to work effectively together. Sharing information enabled a better understanding of

the needs of the community and improved services in order to meet these needs.

The Board was further advised that information sharing also helped to protect the safety of the workforce and volunteers to alert agencies of any potential dangers, resulting in putting people at unnecessary risk.

It was reported that partners were aware of the need to ensure that information shared by partners was stored and used in a constructive and legal manner. In order to achieve this, an overarching Information Sharing Protocol had been developed and which set out the broad principles of information sharing within the Partnership and the legal framework that governed it.

In addition, it was reported that many of the partners had been working together for years and sharing information in an informal and formal basis. The draft Information Sharing Protocol set the basis for making these relationships more formal and allowed for effective new working relationships between organisations to be formed.

The Board noted the information on considerations set out in paragraphs 4.1 to 4.8 of the report.

RESOLVED: That

- (1) The adoption of shared principles contained within the Draft Information Sharing Protocol be approved;
- (2) The proposal to undertake an audit of the full range of Data Sharing Protocols already in existence throughout the Partnership and Partner organisations to determine whether further, more detailed Information Sharing Agreements are needed be endorsed; and
- (3) A key contact from within their organisation able to provide information in support of the audit and who can assist in the development of more detailed agreements as necessary be identified.

#### **49** ENHANCED PARTNERSHIP WORKING UPDATE

The Board considered a report which detailed the completed work on the three pilot work streams; 'A Stronger Local Workforce' (Appendix B) 'Anti-social Behaviour' (Appendix C) and 'Alcohol Harm Reduction' (Appendix A).

The Board was advised that there was now appreciation and acceptance amongst local partners for the need to embrace a fundamental shift in how the wider Halton Strategic Partnership' did business, moving away from a focus on time-limited externally-funded projects, and moving forward towards much greater collaborative enhanced partnership working. It was reported that this would need to be embedded into the respective delivery and action plans of

each of the partnership SSP's and also the high level strategic work of the Board itself.

The Board was further advised that if rolled out across a broader footprint, it was believed that the framework had the potential to help Halton partners to;

- Understand the impact of cuts and potential changes in service provision;
- Establish activity based costs in order to start looking at value for money and commissioning of services; and
- Explore the monetary and social benefits of Halton's investment in more detail.

The Board noted the barriers set out in the report and some possible ways in which they could be overcome or mitigated in the future.

The results in respect of antisocial behaviour set out on pages 76-97 and the breakdown of costs set out on pages 82 and 83 was noted.

It was suggested that recommendation (3) improving health outcomes represented a very broad remit and this may need to be more focussed. In response, it was reported that overlaps would need to be identified, and collaboration between the partners in order to identify areas that would individually and collectively benefit all organisations.

RESOLVED: That

- (1) The report and comments raised be noted;
- (2) Further use and development of the model around specific partnership issues be endorsed;
- (3) The topics of supporting people into employment and improving health outcomes as further topics which to apply the methodology be approved; and
- (4) The Board commit to ensuring that information, staff time and resource is made available wherever possible in order to enable the task and mapping to be carried out.

## **50** EQUALITY, ENGAGEMENT AND COHESION UPDATE

The Board considered a report which informed the Partners of the work currently being undertaken by colleagues across the partnership.

The Board was advised that during the past five years, since the adoption of the Partnership's Engagement Strategy, there had been several policy and legal changes to the working environment, which had raised the importance of

equalities and how we empower and engage with our communities. These changes had included the Equality Act 2010, the Localism Act 2011, and the push towards a “Big Society” with community budgets at the forefront.

The Board was further advised that the Partnerships’ Equalities, Engagement and Cohesion Group had taken a strategic lead in relation to empowering and engaging with the communities, around these areas of work, with Cllr John Swain chairing. This Partnership dealt with the equalities and cohesion priorities, ensuring best practice and information was shared across Partners, whilst providing part of the strategic framework for monitoring the revamped Engagement Strategy which had been adopted by the Partnership last year.

The Board noted the current updates set out in paragraph four of the report.

The Chairman reported that nominations for a new Chairperson for the Equalities, Engagement and Cohesion Group could be sent to Shelah Semoff.

RESOLVED: That

- (1) The proposed merger of the Council’s Community Development Practitioners Forum and Partnership’s Community Cohesion Officers group be supported;
- (2) The development of the Safe About Town pilot project be supported;
- (3) Regular updates from the Equalities, Engagement and Cohesion Group be presented to the Board; and
- (4) Consideration be given to a new Chairperson for the Equalities, Engagement and Cohesion Group.

## **51 OPEN FORUM DISCUSSION TOPICS**

The Board considered a report which sought approval and suggestions from Partners on topics for the open forum discussions as agreed at the last Board meeting in December 2011.

The Board was advised that the Partnership Team suggested the following ideas:-

- Health areas;
- Getting people into employment;
- New Public Sector Architecture / New Dependency to Self Help;
- Child and Family Poverty;
- NEETs;
- Better Joint Commissioning;
- Getting the wider /adult part of the ‘Think Family’ approach right; and

- The Welfare Reform Act.

The Chairman reported that the meeting would probably be from 9 am – 12 pm and it gave the Board an opportunity to thoroughly investigate each topic area. In addition, he encouraged Partners to identify further suggestions for future topics and consider nominations for named leads for each topic area.

The Board was further advised that the Partnership Team would progress the agreed topics and the next topic to be discussed would be the Health areas on 13 June 2012.

RESOLVED: That

- (1) The list of topics above be agreed;
- (2) Partners nominate themselves as a named leader for a particular area of discussion to be supported by the Partnership Team; and
- (3) Kate Fallon be nominated lead for the Health areas topic to be considered on 13 June 2012.

## 52 SSP ACTIVITY REPORTS

The Board considered a report which provided the Partners with information from the 5 SSPs on current key activities.

The Board was advised that meeting summaries had been produced and would be shared across the wider Partnership and the key messages would be taken from the meeting summaries.

The Partners each gave a verbal update on their areas in respect of Healthy and Wellbeing, Children and Young People, Safer Halton, Employment, Learning and Skills and Environment and Regeneration.

### Health

It was reported that the Health and Wellbeing Board had met twice and established two sub groups, A Health and Wellbeing Strategy was being developed and areas of responsibility in the future would have an element of social care and this would require a more holistic approach. It was also reported that the Community Engagement Event had been very well attended and successful. In addition Kate Fallon and Mel Pickup, the organisations representatives on health were very keen to look at more integrated health and social care services. A partnership agreement with the Local Authority had been signed last week.

The Chief Executive reported that a single one to one recruitment process had been undertaken for the Director of Public Health St Helens and Halton and the successful candidate would be known by the end of March



2012. In respect of the public health function being transferred to the Local Authority, it was reported that this would feed into the reforms and the transition plan. In addition, it was hoped the new reforms would give the Local Authority more opportunities in respect of public and community health.

### Employment, Learning and Skills

It was reported that the Tesco Extra recruitment process had been completed. There had been a considerable amount of work undertaken re pre-employment training and interview skills workshops. In addition, it was reported that 635 people had participated and 1000 had been shortlisted. There had also been an induction day for the successful applicants and unsuccessful applicants would be able to use their skills for future employment opportunities.

### Environment and Regeneration

Halton Housing Summit – It was reported that due to the emerging national policy and financial changes, it had been decided that it was not the right time to develop the Housing Strategy and this had been deferred.

Local Sustainable Transport Fund - It was reported that the Council had put in a bid for £4.8 m and the results would be announced in May 2012. If successful, it would help to improve sustainable transport in the Borough. In addition, it was reported that the Council had also submitted a joint bid with Warrington and St Helens for £3m

### Children & Young People

It was reported that the Children's Trust / HSCB Joint Frontline Event 2012 would be held tomorrow (8 March 2012) and would be run as two half day sessions. In addition, it was reported that the event would give young people a real opportunity to engage and give their views.

It was reported that the Positive Behaviour Support Service (PBSS) was a new initiative which supported and improved the lives of children and adults with learning disabilities and / or autism, and who exhibited behaviour that challenged services.

It was reported that the Troubled Families Initiative was a national initiative which provided targeted support for troubled families. It was proposed that the Children's Trust and the Safer Halton Partnership should jointly oversee the work within Halton. A new post for a senior level Troubled Families Co-ordinator would be created and be based within Children and Young People Commissioning and would be monitored closely.

## Safer

It was reported that from November 2012, Police Authorities would be replaced by a Police and Crime Commissioner (PCC) and to date no candidates had been declared for Cheshire. Police and Crime Panels would be established and elected by the public. The Community Safety Team in Halton had been reviewed and were currently preparing Business Plans for priority activities that would provide the PCC with clear evidence of the benefits of investing in what was being done in Halton.

Anti-social behaviour had also reduced as a result of partnership working i.e. the bonfire initiative which had been a multi-agency approach and had demonstrated the effectiveness of joined up partnership working.

It was reported that the feedback on the victim and witness support scheme had been very good at 92% satisfaction with the service.

RESOLVED: That the report and information from the SSPs be noted.

*Note: The following items of business were for information only and were not discussed by the Board.*

### **53 SCS 6 MONTH PERFORMANCE UPDATE**

RESOLVED: That the Board noted the information report.

### **54 HEALTH UPDATE**

Dr Kate Fallon, Bridgewater Community Healthcare NHS Trust circulated a booklet 'Your community healthcare services. Your chance to get involved' on the consultation regarding their plans to become a Foundation Trust. It was reported that there had been consultation with the Health and Wellbeing Board and the Health Policy and Performance Board and public consultation events had been organised in order to obtain a public response. It was hoped that Bridgewater would have Foundation Trust status by 2014. Partners were encouraged to consider taking up membership of the Trust.

RESOLVED: That the verbal update and information report be noted.

### **55 RESIDENTS SURVEY**

RESOLVED: That the Board noted the information report.

### **56 WNF FINANCIAL SUMMARY UPDATE**

RESOLVED: That the Board noted the information report.

*Meeting ended at 11.00 a.m.*