

REPORT TO	The Chair and members of the Partnership Board to be held on February 25 th 2007	TITLE	NEIGHBOURHOOD RENEWAL FUND/SAFER STRONGER COMMUNITIES FUND PROGRAMME OUTTURN REPORT
REPORT FROM	THE EXTERNAL FUNDING CO-ORDINATOR	DATE	18 th May 2007
CONTACT Name	Ray Walker		
Tel	01642 444227		
e-mail	ray_walker@redcar-cleveland.gov.uk		

NEIGHBOURHOOD RENEWAL FUND (NRF) / SAFER STRONGER COMMUNITIES FUND (SSCF) PROGRAMME REPORT

1 PURPOSE OF REPORT

1.1 To inform the Redcar & Cleveland Partnership Board of the financial outturn of the NRF / SSCF 2006/07 Programme.

2. TYPE OF DECISION REQUIRED

2.1 The Partnership Board is being asked to note the financial progress of the NRF/SSCF 2006/08 programme.

3. RECOMMENDATIONS

3.1 It is recommended that the Partnership Board:

- i. Note the progress of the NRF / SSCF 2006/07 programme
- ii. revisit and note the NRF/SSCF financial commitments for the 2007/08 programme.

4 CONSIDERATION

4.1 2006/07 NRF/SSCF Programme.

4.1.1 In July 2005 the Partnership was made aware of the continuation of NRF resources and the introduction of SSCF allocations. These funds, to be managed through the Partnership, amounted to a total of just over £9.4m. over the two years of 2006/08. In order to maximise the grants it was agreed to pool both funds to support one Programme of 51 projects all commissioned through Priority Theme Groups. This Programme was formally agreed by the Partnership on the 18 November 2005.

4.1.2 The 2006/07 programme allocations against Themes and actual year end spend is as follows:

PRIORITY THEME	ALLOCATION	2006/07 SPEND
Worklessness	666,500	649,028.56
Crime	854,000	844,177.20
Education	712,000	653,724.39
Liveability	1,051,000	1,025,849.00
Health	934,134	895,225.84
Housing	300,000	264,120.81
Cross-Cutting	505,250	484,203.00
TOTALS	£5,022,884	£4,816,329.80

4.1.3 It should be noted that the initial budget allocations against priority themes were set higher than the actual grant determination of £4,982,403 in the knowledge that slippages in spend would compensate for this position. The actual year end spend of £4,816.329 allows a carry over of £166,073.40 to year 2007/08. This carry over figure translates to 3.3% of the budget and well within the Government ceiling of the 5% maximum allowed.

4.1.4 A comprehensive financial outturn report, detailing individual project spend against allocated funding streams, will be available at the Board Meeting of 25 May 2007. A summary sheet is attached as Appendix 1.

4.2 2007/08 Programme

4.2.1 The NRF and SSCF allocations are now part of the funding profiling for the wider Local Area Agreement for 2007/08. However, the allocation have been identified below against priority themes:

PRIORITY THEME	ALLOCATION
Worklessness	759,000
Crime	868,292
Education	712,000
Liveability	1,020,300
Health	914,315
Housing	315,000
Cross-cutting	521,371
TOTAL	5,110,278

4.2.2 The Grant determination against the above themes is £5,058,386. There is an under spend of £166,073 allowing a budget of 5,224,459 identifying approximately £114,000 unallocated in 2007/08 (identified as capital).

5. RESOURCE IMPLICATIONS

Personnel: None
Land: None
Environment: None
Finance: As detailed in the report

6. APPENDIX

NRF/SSCF 2006/07 outturn summary sheet.

7. BACKGROUND PAPERS

- 7.1 Individual project files kept within chief Executives Department
- 7.2 Guidance notes from GONE

Author Ray Walker
Designation External Funding Co-ordinator

Report to: Redcar & Cleveland Partnership Board

Prepared by: Head of Regeneration,
Redcar & Cleveland Borough Council

Date: Friday 25th May, 2007

1.0 Purpose of the report

1.1 This report provides an update on the activities associated with delivering the Redcar & Cleveland Local Enterprise Growth Initiative (LEGI).

2.0 Business Plan for 2007-10

2.1 The approved bid has been translated into a draft Business Plan 2007-10 to cover in more detail the operational arrangements for delivering LEGI including:

- an Action Plan;
- implementation arrangements;
- resources;
- performance management;
- communications and marketing; and
- handover strategies.

2.2 Comments upon the draft Business Plan are welcome (copy to follow) with a view to seeking formal endorsement at a future Board meeting.

2.3 The draft Business Plan has been submitted to the Interim LEGI Board, Government Office and One North East.

3.0 Chair

3.1 The approved LEGI bid outlined that a private sector chair would be recruited. A draft job description has been prepared to seek the services of a Chair. It is proposed that the post is remunerated at £5,000pa. The post will be advertised nationally and locally.

4.0 Appointment of Board Members

4.1 As Board members will recall, following the Steering Group that managed the bid coming to the end of its life in January a process of transition to the LEGI Project Board began. The LSP Board decided at its January meeting that an Interim Board would be formed until the Project Board was in place. The Interim Board met in a shadow form in February and for the first time as a Board on 25th April with the Government Office and One NorthEast in attendance as observers. A further meeting is planned for June.

4.2 The Project Board has the following responsibilities:

- providing leadership to the Initiative and acting as ambassadors on behalf of the Initiative;

- the development of the 7 workstreams;
- establishing the commissioning framework for delivery;
- effective management and development of the programme as a whole;
- preparation of annual budgets and accounting for expenditure;
- monitoring delivery and making adjustments as appropriate; and
- reporting progress and performance to partners and stakeholders.

4.3 The Project Board will therefore be required to champion the cultural change which is at the heart of the LEGI programme, form an effective team and contribute individually as well as collectively. It is proposed that each Board Member will take portfolio responsibility for a specific workstream and for each of the geographic priority areas. The Chair is without portfolio. A balance between the private voluntary and public sectors would be maintained.

4.4 It is proposed that the Board composition would be as follows:

- 5 Private Sector Representatives
- 2 Voluntary Sector Representatives
- 4 Public Sector Representatives

Advisors/observers:

- Government Office North East
- One North East

4.5 It was proposed that these organizations would be invited to form the Project Board. However, due to other organisations and individuals trying to secure Board positions and challenging the decision making process, it is now proposed that all Board positions are advertised. In April the Interim LEGI Board were asked for suggestions about who should be involved in the recruitment process and how. The Board asked that a paper be prepared on proposals for involving stakeholders and representatives.

Post Meeting Note: Following the discussions regarding the LEGI Steering Group and Board positions at Friday's meeting, the Government Office has recommended that independent recruitment consultant's are used for the appointment process.

5.0 Appointment of the Delivery Team

5.1 The bid document outlined that there would be a Delivery Team employed by Redcar & Cleveland Borough Council. It is suggested that this team initially starts at a small scale and increases in size organically based on identified needs. There would be an initial 12 posts to include:

- Project Manager;
- Enterprise Manager;

- Commissioning Manager;
- Education Manager;
- Local Business Advisors (3 no.);
- Business Growth Advisor;
- Social Enterprise Advisor; and
- Education Facilitators (3 no.).

5.2 Three staff from Redcar & Cleveland Borough Council have been seconded to the project together with a secondee from Working Links to assist in the start-up phase until the permanent posts are filled.

5.3 Three Interim Education Facilitators have also been seconded until July to assist in the preparation of Education Cluster Action Plans.

5.4 The full-time Delivery Team posts will be advertised within the next few weeks. As the Employer for the posts is the Council, we have to follow the Redcar & Cleveland Borough Council Employment Strategy. This involves:

- Stage 1 - posts being advertised within the specific Service of the Council that will employ the staff;
- Stage 2 – posts being advertised across the Council; and
- Stage 3 – posts being advertised externally via advert.

5.5 Views have been requested from the Interim Board on suitable representatives to be involved in the recruitment process.

6.0 Office

6.1 An office has been established within Redcar Station Business Centre for the back office functions of the LEGI project as the front of office work will be within the community.

7.0 Services and Products

7.1 A Framework Contract for the Education workstream has been entered into and an Education consultant, has been commissioned to:

- train 3 interim Education Hub staff (held 26th March 2007); and
- to coordinate the interim staff to create 3 cluster action plans by 1st June 2007. These plans will incorporate the views of all schools in the cluster. They will outline the activity proposed during years 1-3 of the LEGI funding, 2007 to 2010. The plans will cover the following:
 - management & staffing;
 - objectives/targets/outputs;
 - strategy including activity & hatchery;
 - CPD & training;
 - communication & marketing;
 - business development ;
 - stakeholder/partner relationships;
 - time scheduling;
 - risks;
 - resources - financial forecasts & time allocation; and
 - milestones, review and Evaluation

7.2 The consultant has also been:

- meeting with the FE, HE sectors to baseline current Enterprise activity, obtain 'buy in' to the LEGI proposal and formulate a joint strategy to compliment the cluster plans;
- undertaking an awareness programme for business partners including public and private sector Enterprise providers to ensure there is an awareness of LEGI aims and objectives;
- liaising with hub staff and heads to ensure an effective communication network exists within the clusters. This will include co-ordinating meetings each trimester of the hub heads and at least one member of the LEGI Delivery Team. It will also include ensuring the bi-weekly LEGI e-newsletter as well as any LEGI Education updates are circulated to the schools, FE and HE stakeholders;
- establishing an effective communication network with the FE sector and establish meetings to align activity both across this sector and with that taking place in the schools; and
- meeting with and liaising with representatives of other Enterprise related initiatives such as Enterprise Insight, SSAT (SEEN), NEEP, Youth Service, Connexions etc..

7.3 These activities contribute to the 'Enterprise in Education' workstream and specifically the objective to create a coordinated framework for enterprise development for students and staff across primary, secondary, further, youth and adult services to improve on the current ad hoc provision.

7.4 Work has commenced with capacity building activities with social enterprises and grants have been made to up-skill relevant organizations.

7.5 Further products and services will be introduced incrementally as outlined within the Delivery Plan. The 'Harness the Passion' and 'Premises and Places' workstreams will be ready to be launched in June/July subject to clarification upon some 'State Aid' issues and approval by Redcar & Cleveland Borough Council's Cabinet (see section 13 below).

8.0 Feedback from the Department of Communities and Local Government

8.1 The Round 2 winners were invited to attend a meeting with the Department of Communities and Local Government (DCLG) in May. DCLG outlined that making step and culture change with a relatively small amount of money looked challenging. We must keep our focus on supporting people from deprived areas.

8.2 It was stressed by DCLG that we must ensure our frameworks are in place. Funding approval is only for 2 years, with the further years subject to performance and the outcome of the Comprehensive Spending Review.

9.0 Marketing and communications

9.1 A process to appoint creative agencies to deliver the Enterprise Marketing workstream was outlined to the Interim Board in April. Three separate documents inviting quotations for the execution of services on behalf of the Redcar and Cleveland Partnership have been prepared for:

- i) brand development;
- ii) public relations strategy; and
- iii) media (advertising) strategy.

Proposals are being prepared about who will be involved in the selection of the agencies.

9.2 The LSP and Council websites are in the process of being updated to include information about LEGI.

9.3 A business briefing will be arranged in June/July for all the stakeholders who were involved in the preparation of the bid and who may be interested in delivering elements to seek views on prioritisation etc.

10.0 Performance management

10.1 Performance management software (Hanlon software) has been purchased from the set-up funds. The software includes:

- grant monitoring; and
- a Skills Register

10.2 The Skills Register will record client details, packages of assistance they have benefited from, leverage and outputs.

11.0 Finances

11.1 The Interim Board agreed to the following items to be reported on an on-going basis:

- output profiles, achievement towards end forecasts;
- spend profiles, achievement towards end forecasts;
- notification or over/underspend of performance;
- funding balance between workstreams;
- the success in attracting leverage;
- individual project information on large spend projects or those that have a significant impact towards achieving strategic objectives; and
- significant failures or problems in the project or financial monitoring systems.

11.2 Preparatory funding was secured from DCLG to be expended between January and March 2007. These preparatory funds were utilised and reported to the Interim Board.

12.0 Evaluation

- 12.1 The LEGI submission committed to the establishment of a Knowledge Transfer Partnership (KTP) with the University of Teesside. Under this arrangement the LEGI programme will sponsor a post graduate, as part of a 3 year MSc or PhD, to develop an assessment programme to capture the progress made under the LEGI and related programmes to raise aspirations and achieve the culture change sought.
- 12.2 The University has been commissioned to draw up the KTP; advertise for an appropriate graduate (ideally drawn from one of the priority areas), and supervise the research. An advance payment has been paid to the University to enable the graduate to be recruited as soon as possible. Project funding will be provided to support additional survey work which will be required.

13.0 Accountable Body

- 13.1 Redcar & Cleveland Borough Council is the proposed Accountable Body for LEGI. A report will be presented to the Cabinet in July to seek approval to the Council being the Accountable Body for the initiative. Subject to this agreement, Products and Services will be launched.

Chief Executive's Department

Redcar & Cleveland House
Kirkleatham Street
Redcar
TS10 1RT
Telephone: 0845 6126126

REPORT OF THE GOVERNANCE SUB-
GROUP TO THE REDCAR &
CLEVELAND PARTNERSHIP BOARD
25 MAY 2007

Contact Jo Waldmeyer

Direct/Ext 01642 444245

17 May 2007

LOCAL AREA AGREEMENT PERFORMANCE MANAGEMENT PROPOSALS

1 PURPOSE OF REPORT

1.1 To update the Board on the Governance Arrangements for the Local Area Agreement

2. RECOMMENDATIONS

2.1 It is recommended that the Partnership Board:

- i) Note the report
- ii) Agree that the Performance Reward Element be a standing item on Thematic Partnership Agendas

3 CONSIDERATION

3.1 **Governance Sub-Group Membership**

The Governance sub-group membership is as follows:

Chair:	Iain Sim
Cabinet Member for Resources:	Cllr Peter Scott
Public Sector Representative:	Diane Hunt
Voluntary and Community Sector Representative:	Linda Bell
Private Sector Representative:	To be agreed
Independent member	To be agreed
Support Officer	Jo Waldmeyer

3.2 The group is currently approaching voluntary and private sector representatives and will provide a further update at the next Board meeting.

3.2 Terms of Reference

The group has amended the Terms of Reference and a copy is attached at appendix 1. The Board should draw its attention to paragraph 2.12, which states that the sub-group should track decisions made by the Redcar and Cleveland Partnership Board and identify concerns regarding actions. The LSP Secretariat is establishing a decision tracking system to facilitate this process.

3.3 Reporting Timetable and Format

A copy of the LAA reporting timetable is attached at appendix 2. The Governance sub-group will meet three weeks after quarter end. They will be presented with a report summarising performance and spend in relation to LAA targets, and identifying any risks to delivery. The report will be structured in three sections – one for the Performance Reward Element, and one for the rest of the LAA and one for NRF. The PRE and NRF sections will be much more detailed and will include updates on actions.

3.3.1 The Governance sub-group will identify any major concerns regarding delivery of LAA outcomes, with a particular focus on Performance Reward Element, and will make a series of recommendations regarding interventions to reduce or eliminate risks. These recommendations will be presented to the LSP Board (scheduled to take place two weeks after the governance sub-group meets and five weeks after quarter end).

3.3.2 The Governance Sub-Group reports will be send out with the Board Papers, one week before the board meets. The only exception to this will be August, where, due to exceptional circumstances, the report will be circulated on Tuesday 14th for the board meeting on Friday 17th.

Performance Reward Element

It is fundamental for Thematic Partnerships to take ownership of the stretched targets within their LAA block. The Governance sub-group therefore recommends that reports from their stretched target lead officers are included as a standing item on Thematic Partnership agendas. This will ensure the Chairs are able to respond to any concerns raised at the Board.

Author
Designation Policy and Research Manager (LAA Lead Officer)

Jo Waldmeyer

**Redcar & Cleveland Partnership
Governance Sub-Group
Terms of Reference – Agreed April 2007**

1. Introduction

- 1.1 The Redcar and Cleveland Partnership (RCP) Governance Sub-Group (GSG) has been established to ensure that the Redcar and Cleveland Partnership and the Local Area Agreement are administered via sound corporate governance principles based on robust democratic values.

2. Purpose of the Group

The purpose of the RCP Governance Sub-Group is to:

- 2.1 Be responsible for the performance, financial and risk management of the Redcar and Cleveland Local Area Agreement and the Sustainable Community Strategy.
- 2.2 Lead the development and implementation of protocols, processes and systems by which the LAA will be managed, and ensure compliance across the partnership.
- 2.3 Ensure compliance with the LAA Grant Terms and Conditions
- 2.4 Receive and appraise quarterly progress reports from the Partnership Performance Management Group and Thematic Partnership Chairs in order to:
- 2.5 Identify issues and concerns relating to delivery, resources, performance and risk
- 2.6 Ensure that all activities funded through the Local Area Agreement grant are related to outcomes, indicators and targets in the relevant block or blocks of the LAA.
- 2.7 Scrutinise the delivery of the Performance Reward Element of the Local Area Agreement
- 2.8 Identify underperformance and over/under spend and agree a recommended course of action in line with the Ladder of Intervention.
- 2.9 Prepare a quarterly report to the RCP Board, summarising financial, performance and risk information, and make recommendations to the board regarding necessary interventions to address issues of concern.
- 2.10 Review the pooled and aligned funding arrangements for future refreshes of the Local Area Agreement, and make recommendations to all participating partners.
- 2.11 Make recommendations to the Partnership Board in relation to expenditure of LAA funding.
- 2.12 Track decisions made by the Redcar and Cleveland Partnership Board and identify concerns regarding actions

- 2.13 Prepare an Annual Report of the Governance Sub-Group to Redcar & Cleveland Partnership and Redcar & Cleveland Borough Council recommending developments in policy and governance in relation to the LAA.

3. Chair and Membership

- 3.1 The Vice Chair of Redcar & Cleveland Partnership will chair the Corporate Governance group.
- 3.2 Core group membership is as follows:
- 3.2.1 Vice Chair Redcar & Cleveland Partnership
 - 3.2.2 Redcar & Cleveland Borough Council elected member representative
 - 3.2.3 1 representative from each of the public, private and voluntary sector
 - 3.2.4 A community representative who is independent from the Partnership
- 3.3 Officers from Partnership organisations who will be co-opted to attend the Corporate Governance Group as and when required to do so.
- 3.4 Members appointed to the group will have the relevant knowledge and experience to provide good governance scrutiny for Redcar & Cleveland Partnership, the Local Area Agreement and the Sustainable Community Strategy.
- 3.5 Membership will be responsive to the needs of the partnership and will not exceed 6 (six) members.

4. Role and Responsibility of Members

Members will be required to:

- 4.1 Attend meetings of the group on a regular basis, actively participating in the LAA monitoring and review process
- 4.2 Contribute to the quarterly Governance Report to the RCP Board
- 4.3 Promptly progress and deliver on any agreed actions

5. Frequency and conduct of meetings

- 5.1 Meetings will be held on a quarterly basis, no more than 4 weeks after quarter end
- 5.2 Meetings will be conducted in accordance with Redcar & Cleveland Partnership Constitution.

6. Accountability of the Group

- 6.1 The Group will be accountable to Redcar & Cleveland Partnership Board.

7. Performance Management Support

- 7.1 The Governance Sub-Group will be supported by the Redcar & Cleveland Partnership Performance Management Group

- 7.2 The Performance Management Group will work within their agreed terms of reference (appendix 1), and will collate, prepare and present quarterly reports on performance and finance to the Governance Sub-Group

8. Meeting Support

- 8.1 Corporate Governance Group meetings will be serviced and supported by the Partnership Secretariat.
- 8.2 In conjunction with the Performance Management Group the Partnership Secretariat will:
 - 8.2.1 Organise meetings, agendas and background papers in accordance with the Partnership constitution so that the Corporate Governance Group can discharge its business effectively.
 - 8.2.2 Commission background advice and work on behalf of the Corporate Governance Group.
 - 8.2.3 Prepare the quarterly Governance Report on behalf of the Governance Sub-Group
 - 8.2.4 Oversee the protocols, processes and systems by which the LAA will be developed and managed.
 - 8.2.5 Keep appropriate decision records.