

NOTES FROM PPRN MEETING

6TH OCTOBER 2004

New Forest District Council

PRESENT:

Janice Brill	Basingstoke
Rob Chambers	East Hants
Sue Sylvester	HCC
Nick Thomas	HCC
Jane Terry	Hart
Andy Rudd	Havant
Bill Cooke	Rushmoor
Roger Smith	Test Valley
Heidi Marshall	Isle of Wight
Beverley Elliott	East Dorset
Dottie Dabrowska	New Forest

APOLOGIES:

Carol Newland	Eastleigh
Geoff Charnley	Fareham
Des Welbourne	Gosport
Kelly Nash	Portsmouth
Susannah Todd	Southampton
Jackie Adams	Winchester
Nick Goulder	HIOW

1 Minutes to last meeting - 7th July 2004

ACTION DD: CPA issues to be carried forward to PPRN forward plan are:

- Prioritisation
- Policy framework
- Customer focus
- Analysis of procurement activity
- CPA 2005
- E-enabling of performance management systems
- Member support

Sue from HCC gave feedback from SE counties Performance Indicator Group. She will keep PPRN informed of future developments.

HIOW groups currently operating can be found under professional groups on www.hiow.gov.uk

2 Second generation local public service agreement

Keith Smith gave a talk on progress to date on PSA2. Overall the group agreed that it would be keen to get involved in the monitoring of PSA2 indicators.

ACTION DD: The latest draft of the PSA2 document will be made available on the HIOW PPRN webpage soon to be announced

ACTION ALL: Feedback any comments on the draft proposals, actions and measures to your authority's representative on the consultation draft for PSA2. The next meeting is on Friday 15th October

ACTION KS: To confirm to the PSA2 meeting of PPRN's enthusiasm to get involved in performance monitoring.

3 Formalising PPRN Steering group and roles

The latest position, issues and potential developments were discussed within the group. The following was agreed or supported for future development:

1. There will be no formally appointed chair – the chair will rotate to the hosting authority
2. It was agreed that there should be an secretary appointed annually. For the first year this will be Dottie Dabrowska, New Forest District Council
3. It was felt that an overall objective/ vision/ aims for PPRN would be useful. It was felt that Ch X Group could be consulted on this.
4. A forward plan was supported albeit allowing for a flexible approach to include current issues or new initiatives as they develop.
5. The group wanted to remain connected to other groups. SPIN feedback would be achieved through minutes and reps attendings from PPRN. HIOW links would be maintained on a reciprocal basis between the PPRN secretary and Nick Goulder.
6. The idea of the web page on HIOW website was supported.
7. Rob Chambers (East Hants) and Jane Terry (Hart) both expressed an interest in getting involved on the steering group.
8. The roles, responsibilities and task lists for PPRN were accepted by the group to go forward and be reviewed in the future if necessary.

ACTION DOTTIE: Check with Nick Goulder to see if any aims already exist (3)

ACTION DOTTIE: To arrange meeting with Diane, HIOW to begin webpage developments and advise PPRN of developments (6)
(Meeting arranged for Friday 29th October)

ACTION JANICE BRILL: Next steering group meeting to be arranged for some time in December (8)

4 Performance management learning

Bruce Hill gave an enlightening presentation on the performance management system and developments at Tonbridge and Malling Borough Council.

ACTION DOTTIE: The slides and other supporting documents will be made available on the PPRN webpage.

Some key developments at other authorities were discussed:

IOW are operating a system of priority improvement areas where there is either poor perf, negative media attention/inspections or persistent complaints. These areas are given priority for support and funding.

ACTION HEIDI: To make the framework available on PPRN webpage via Dottie

Test Valley: Star Chamber approach progress was discussed. The group was interested in seeing more detail about the systems in place here, Southampton and Portsmouth

ACTION ROGER, KELLY, SUSANNAH: Forward any key outline and supporting documents available to Dottie to put on PPRN webpage

Test Valley have selected 50 key indicators important/critical to the Borough. Other measures are collated and recorded but are not a priority.

ACTION ROGER: Forward details to Dottie to put on webpage

ACTION ALL: To undertake a brief assessment of your authority's performance management system and identify any key problem areas or best practice/success examples. Use proposed formats from 6/10 Agenda if it helps ie Audit commission questions or PMMI application form . This information will be used to draw together specific future presentations or topics. It has been proposed that will outcomes will also be shared with Kent and Dorset authorities.

Return to Dottie by Friday 19th November

5 Issues to be carried forward:

PPRN forward plan:

- What difference is performance management making?
- Engaging members in performance management
- Feedback on Audit Commission qualitative assessments (Basingstoke and Test Valley)

HLOW: (Dottie to speak to Nick Goulder)

- Hampshire procurement developments
- LPSA2 performance monitoring involvement
- Formalising of roles/ responsibilities/ objectives/ forward plan with HLOW/ Ch X??
- PPRN website
- Link to HLOW Ch X Agenda

SPIN:

Rob Chambers and Heidi Marshall would be attending the SPIN meeting and agreed to feed in/ back any issues arising to the PPRN group/ meeting as appropriate.

6 AOB

Havant: Andy asked if there were any business planning/ service planning available

ACTION ALL: Email Dottie current support papers if available

Hart: Jane asked the date of the next meeting to be changed.

ACTION JANICE: Email group with amended date

NFDC: There is a conference in the West Midlands called ' Learning from the Best' which will be focussing on three authorities who achieved a score of 4 in particular areas of CPA: Prioritisation/focus; Performance management; Achievement in service quality. A flyer was handed out to the group or contact 0121 6781021 or 01643 345629 for more information.

Next meetings: Basingstoke Date still to be confirmed
Fareham/ Gosport June/ July 2005