

**Meeting:** RIEP Board Meeting  
**Location:** Regional Partnership Centre, Birmingham  
**Time:** 17<sup>th</sup> April 2008 at 2.00 PM – 4.00 PM  
**Chair:** Nina Dawes, CEO, Lichfield DC

| Agenda Item | Details  | Responsibility |
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| 1.          | <p><b>Welcome, apologies, and Minutes of the Previous Meeting</b></p> <p><b>Present:</b><br/>           Nina Dawes – Lichfield District Council<br/>           Kevin Dicks – Bromsgrove DC<br/>           Cllr Norman Davies – Solihull MBC<br/>           Trish Haines – Worcestershire CC<br/>           Frank Sheehan – West Midlands Fire &amp; CD Authority<br/>           Laura Rowley – Shropshire CC<br/>           Andrew Sparke – Dudley MBC<br/>           Laura Rowley – Shropshire CC<br/>           Howard Davies – IDeA<br/>           Phillipa Holland – GOWM<br/>           Phil Jones – Audit Commission<br/>           Olwen Dutton – WMLGA<br/>           Colin Williams – WMLGA<br/>           Andy Hancox – WM RIEP<br/>           Tony Ashfield - WMRIEP</p> <p><b>Apologies:</b><br/>           Paul Lankester - Stratford on Avon<br/>           John Harmeston – Bridgnorth DC<br/>           Steve Wellings – Telford &amp; Wrekin UA<br/>           Ged Bowles – WM RIEP</p> <p>Several new members of the Board were welcomed. In particular, Andrew Sparke was welcomed who will be taking over the Chair in May</p> <p>Minutes Approved and accepted.</p> |                |
| 2.          | <p><b>Feed-back &amp; Updates with RIES sign off etc</b></p> <p>AH provided an overview of the national development of the RIEPS, the sign off of Regional Strategies, and the allocation of resources by CLG</p> <p style="text-align: center;"><b><u>Comments</u></b></p> <p>The West Midlands Strategy was positively commented</p>   | All            |

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|          | <p>on. It was noted that there was now a very substantial delivery challenge which needed strong Board ownership and involvement.</p> <p>It was also noted that there were a rapidly growing range of expectations on the RIEPs and the likelihood both of more government resources being channelled through them, but also a risk of a growing number of potential expectations for funding.</p>   |                                |
| <b>3</b> | <p style="text-align: center;"><b>WMRIEP Strategy</b></p> <p>The final version of the RIES was fully endorsed and approved by the Board.</p> <p style="text-align: center;"><b><u>Comments</u></b></p> <p>The relationship between the RIEP Board and Regional CExec's Group (RCEG) was discussed. In particular the point was made that the RCEG were a key group of stakeholders who needed to be kept closely informed of progress, but that programme decisions were the role of the RIEP Board.</p>   |                                |
| <b>4</b> | <p><b>Plans for implementing the Strategy</b></p> <p><b>4a</b> AH presented the Transitional Implementation Plan and invited comments.</p> <ul style="list-style-type: none"> <li>▪ In order to manage the growing expectations referred to in <b>Item 2</b> above can we set out what the RIES will support and those activities that are not being supported very early on.</li> <li>▪ We also need to be clear about our expectations of those engaging with the RIEP.</li> <li>▪ The strategy does go some way to do this and whilst we may want to set something out we need to be aware of leaving in flexibility to be able to manage new initiatives and any funding that the government releases to go with them.</li> <li>▪ Linkages between various programme areas need to be made e.g. Economic Development, Leadership development &amp; staff skills development</li> </ul> <p><b>4b</b> Board Update / Governance - A series of issues for consideration were raised and agreed as follows:</p> <ol style="list-style-type: none"> <li>1. Are the Board satisfied with the composition of</li> </ol> | <p>AH &amp; CW to progress</p> |

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|  | <p>the proposed new Board arrangements? In terms of the LAA representative, how should this be selected? Should this be an LSP Chair or a Local Authority Officer and be nominated through the emerging regional LSP Network?</p> <p>The composition of the Board was agreed subject to the proposal for LAA representation being placed on hold.</p> <p>2. Chief Executive Membership – Within the context of a 17 strong Board, do members wish to maintain a core of 10 or should further Chief Executives keen to become involved be encouraged to do so and specifically should Steve Robinson be invited to join the Board</p> <p>The Board agreed to invite Steve to become a Member.</p> <p>3. Post the establishment of the new Board, it is suggested that future Chief Executive membership should be determined through RCEG?</p> <p>Agreed by the Board</p> <p>4. Board Roles: Given the growing emphasis of the RIEPs on sector led improvement, it is suggested that there are 2 key roles for Board Members;</p> <ul style="list-style-type: none"> <li>▪ Oversight of strategy, implementation and performance – a collective responsibility</li> <li>▪ Taking a strategic 'lead' responsibility for particular areas of RIEP activity,.</li> </ul> <p>Agreed by the Board with the request that a short list of Roles &amp; Responsibilities be produced for Board Members to adopt at the next meeting.</p> <p>5. With regard to this, four broad lead roles are identified where active Board level leadership would add real value:</p> <ul style="list-style-type: none"> <li>▪ Efficiency – the approach to the overall agenda</li> <li>▪ Improvement – support for poor and weak authorities and ensuring sector led improvement</li> <li>▪ LAA's and delivery of key regional outcomes</li> <li>▪ Delivery and Performance</li> </ul> <p>This approach was agreed by the Board and AH is to follow this up by inviting members for their expressions</p> |  |
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|           | <p>of interest in any of the lead roles.</p> <p>6. In order to support the Board, a Strategic Intelligence Group, comprising representatives of key regional agencies and the Board Advisers has been established to provide enhanced intelligence and information on authority and service performance. Relevant officer networks have been identified to help develop and drive each of the key programme areas. Of particular importance are the development of the Joint Improvement Partnership in Adult Social Care and the Regional Children's Forum.</p> <p>Agreed by the Board</p> <p>In addition it was agreed that Worcestershire's role as the Accountable Body would continue for the interim and be further discussed prior to the next meeting.</p> <p>2008/09 budgets, proposed high level structure and relationship management arrangements</p> <p>All issues in this paper (4c) for consideration by the Board were agreed with the following comments/provisos:</p> <ul style="list-style-type: none"> <li>▪ Secondments is a good idea but can we also consider job-shared post to reduce the impact upon the authorities that are providing secondees?</li> <li>▪ Delivery plans to be provided at the next Board away day.</li> <li>▪ In the interim period, to ensure that there is no unnecessary delays in progressing initiatives it was agreed that responsibility to assess and approve projects up to £25,000 would rest with the Director for Improvement Services and for more significant amounts delegated responsibility would rest with the Chair &amp; vice-chair of the Board with all members being kept informed of these decisions when taken.</li> </ul> <p>Organisational structure</p> |  |
| <b>4c</b> |  |  |
| <b>4d</b> | <p>All issues in paper 4d for consideration by the Board were agreed with the following comments:</p> <ul style="list-style-type: none"> <li>▪ The Relationship Managers will be expected to be a first point of contact but will be supported through Colin, Andy and Howard.</li> </ul>  |  |

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|    | <ul style="list-style-type: none"> <li>▪ The skill sets for the RMs and which localities they will work to needs to be managed carefully.</li> </ul>   |              |
| 5  | <p><b>RCE / CB.<br/>F Programmes &amp; Budgets</b></p> <p>The report on the existing RCE and CBF budgets and programmes was tabled and briefly discussed. A number of amendments to the programme were outlined and agreed.</p> <p>Board Members were invited to follow up particular areas of interest with appropriate programme leads. A full presentation on progress to be made at the July Board</p>   | AH to action |
| 6  | <p><b>Information Papers</b></p> <p>Three papers for information purposes were provided on:</p> <ul style="list-style-type: none"> <li>• <b>New LAAs – overview of emerging position and support programme</b></li> <li>• <b>Emerging Adult Social Care JIP</b></li> <li>• <b>Emerging Adult Social Care JIP (Joint Improvement Partnership)</b></li> </ul>  |              |
| 7  | <p><b>Communications Strategy Progress</b></p> <p>The outline branding for the RIEP was tabled and noted by the Board.</p>   |              |
| 8. | <p><b>AOB and next Meeting.</b></p> <p>Under AOB the importance of the recent issues regarding collusion of suppliers publicised nationally was raised as an area that the RIEP (procurement) team needed to be aware of.</p> <p><b>Next meeting will take place on the 17<sup>th</sup> July and it is proposed to be an all day meeting from 10.00am till 4.00pm. Arrangements to be confirmed.</b></p> <p><b>Following this there is a RIEP Board meeting on the October</b></p> |              |