



## HARROW STRATEGIC PARTNERSHIP BOARD

### Minutes of the meeting held on Wednesday 6 April 2005

**(1) Present:**

**Harrow Strategic Partnership Board Members:**

Geoff Rose (Vice-Chair) (in the Chair)	Chair, Harrow Primary Care Trust	Harrow Primary Care Trust
Councillor Miss Lyne	Leader of the Liberal Democrat Group	Harrow Council
Councillor Marie-Louise Nolan	Communications, Partnership and Human Resources PH	Harrow Council
Dr Karim Murji	Metropolitan Police Authority	Metropolitan Police Authority
Denis Lock	Kodak Limited	Business Sector Representative
Mike Coker	Community Linkup	Voluntary and Community Sector Representative
Kris Fryer	Harrow Citizen's Advice Bureau	Voluntary and Community Sector Representative
Professor Keith Phillips	University of Westminster	Higher Education Representative
Raj Saujani	Stanmore College	Further Education Representative

**Apologies were received from:-**

Councillor N Shah (Chair)	Leader; Strategic Overview and External Affairs PH	Harrow Council
Councillor Jean Lammiman	Conservative Representative	Harrow Council
Asoke Dutta (Vice-Chair)	Harrow Association of Voluntary Service	Voluntary and Community Sector Representative
Janet Smith	MIND in Harrow	Voluntary and Community Sector Representative

**(2) Present as Representatives of the HSP Executive:**

Joyce Markham	Chief Executive	Harrow Council
Barbara Field	Principal, Harrow College	Further Education Sector
Julia Smith	Chief Executive, Harrow Association of Voluntary Service	Voluntary and Community Sector

**Apologies were received from:-**

Andrew Morgan	Chief Executive, Harrow Primary Care Trust	Health Authority Sector
---------------	--	-------------------------

**(3) Also Present:-**

David Craig	Senior Research Executive	MORI Social Research Institute
Paul Najsarek	Director of Organisational Performance	Harrow Council
Bindu Arjoon	Service Manager Policy and Partnership Section	Harrow Council

**ACTION**

**1. Minutes:**

The minutes of the Board meeting held on 27 January 2005 were agreed, subject to them being amended to reflect that Councillor Miss Lyne and Dr Karim Murji had given their apologies.

**2. Quality of Life Survey:**

Paul Najsarek, Director of Organisational Performance, Harrow Council, introduced a report which advised of a proposal to carry out a Quality of Life survey, in order to facilitate the planning of partnership activities aimed at increasing the quality of life in Harrow. The Board was invited to comment on the draft questionnaire, which was appended to the report.

At the meeting, David Craig of the MORI Social Research Institute provided more detailed information on the survey methodology and timescale. He also advised that there had been a number of changes to the questionnaire since the publication of the agenda: the HSP logo had been added in, the covering letter had been reviewed in light of comments by the HSP Executive that it was rather sterile, and formatting and typographical errors had been amended.

Discussion focused on how to ensure a good response rate to the survey, and the level of response required in order for the results to be statistically valid was outlined. Councillor Miss Lyne expressed concern that the survey would be circulated during the run-up to a general election, and that recipients might therefore discard it. Whether the survey could be done face to face was queried, but it was pointed out that a postal survey was quicker and less expensive. In addition, there was a set question about the Council which had to be asked via a postal survey, otherwise the comparability of the results was invalidated.

It was also noted that only one copy of the survey would be sent to each nominated household, and it was suggested that other members of the household should be able to ask for additional copies, in case they also wished to complete it. It was advised, however, that this would also compromise the randomness of the survey and the comparability of the results.

In response to a query from Kris Fryer about the arrangements for enabling more vulnerable people to complete the survey, it was advised that it would be available in large print, and that an additional page would also be slotted in offering the survey translated into other languages. Councillor Marie-Louise Nolan requested that translations be offered in all community languages, not just a few, and that officers ensure that the document followed the Council's usual guidelines.

Dr Karim Murji expressed concern as to whether the information resulting from the survey would be precise enough, and suggested that those completing the survey be asked to provide the first part of their postcode. It was advised, however, that this would make the survey more complex, and would also raise data protection issues. In response to question from Mike Coker, it was reported that MORI had a lot of historical data which would enable them to interpret what was driving people's perceptions, and to compare the results with perceptions of local government generally, and within Harrow. The Council also had other data with which to compare the results; it was only one part of a data set. Mr Coker felt that the voluntary sector would be interested in having access to the results of the survey to inform funding bids, and it was advised that officers were considering ways of publishing the results more widely.

Geoff Rose commented that the survey felt very much a Council document, and suggested that more mention be made of the HSP in first sentence of the covering letter; officers undertook to review this. He acknowledged that the survey would be a valuable benchmarking tool, and requested that future surveys be submitted to the Board earlier, in order that partners could have more time to contribute to and influence them.

PN/DC

**AGREED:** That (1) the timing of the survey and consultation process be approved; and

(2) members' comments on the draft questionnaire and methodology be noted.

### **3. Potential Funding for Partnership Priorities:**

The Board received a report of the Policy and Partnership Service, Harrow Council, which advised of the second round of Local Public Service Agreements (LPSAs), and suggested that this was a potential source of funding for partnership priorities.

At the meeting, Paul Najsarek, Director of Organisational Performance, Harrow Council, reported that subsequent to the production of the report, the Government had announced that it would no longer be proceeding with LPSAs. Harrow could, however, now bid for a Local Area Agreement (LAA). An LAA had some of the same features as an LPSA, and would involve the Council, on behalf of the Partnership, agreeing key priority outcomes with central Government around three key functional blocks: safer and stronger communities; healthier communities and older people; and children and young people.

The process for bidding for an LAA was outlined. The Board was requested to determine whether Harrow should proceed with a bid and, if so, to consider the focus areas, and the process for putting the bid together. It was suggested that, if it was agreed to proceed with a bid, there would need to be a meeting of the HSP Executive in early May.

In response to a number of questions, further information was provided on LAAs. In particular, it was advised that the government had not yet finalised the guidance on LAAs, and it was not known how much funding would be available. The indication from the ODPM, however, was that

LAAAs would incorporate some features of LPSAs, such as pump-priming and reward grants, and also offer the opportunity to merge ring-fenced funds. If a bid was successful, the funds obtained would be administered by the Council, but the Local Strategic Partnership would be expected to be signatories to the bid and to monitor achievement.

There was concern that Harrow may be at a disadvantage in bidding for an LAA because it was not a Neighbourhood Renewal Area (NRA), but it was noted that the Local Government Association was making the case to the Government on behalf of areas which were not NRAs. It was hoped that this, coupled with a strong bid, could result in Harrow being successful. Geoff Rose highlighted the usefulness of the vitality profiles in supporting the bid, and the usefulness of the MORI data and the community strategy consultation data was also highlighted.

Barbara Field suggested that, in light of the Government not having finalised its guidance on LAAAs, proceeding with a bid would provide an opportunity for Harrow to influence the programme as a non-Neighbourhood Renewal Area. Julia Smith also indicated that the Voluntary and Community Sector would be interested in taking a lead on the LAA, as it had for the LPSA. With regard to the administration of funding and the involvement of partners, Mike Coker referred to the Government's Compact Code of Practice on Funding and Procurement, and the Home Office publication "Think Smart...Think Voluntary Sector!" and requested that the ethos of these documents be taken on board.

PN to note

**AGREED:** To proceed with a bid for a Local Area Agreement.

PN

#### **4. Harrow Strategic Partnership Summit - 18 May 2005:**

The Board received a report of the Policy and Partnership Service, Harrow Council, which set out the proposed structure of the HSP Summit to be held on 18 May 2005.

It was advised that the 2005 Summit had been intended to have various aims, including the refresh of the HSP priorities and a discussion on the Local Public Service Agreement. However, in light of the Board's decision to now proceed with a bid for a Local Area Agreement (LAA), it was suggested that the Summit not go ahead, as work would need to focus on preparing the bid.

It was noted that, if the Summit did not go ahead, another vehicle for the publication of the HSP Annual Report would be required. Bindu Arjoon suggested that a Summit could be held later in the year, in September or October, and that the Annual Report could then also include information on future plans. Barbara Field suggested that highlights from the Annual Report be published in the meantime, to keep up momentum. Councillor Marie-Louise Nolan highlighted the need to publicise the work of the Partnership, and Dr Karim Murji noted that there would be a need to present the findings of the MORI survey to the Partnership.

BA

Joyce Markham suggested that, once the process for bidding for an LAA was firmed up by the ODPM, a revised timetable for the Summit be drawn up and circulated.

**AGREED:** That (1) the HSP Summit on 18 May 2005 be postponed until later in the year; and

All to note

(2) a revised timetable for the Summit be produced, once further information on the process for bidding for a Local Area Agreement is received from the ODPM.

BA

**5. Update on the Development and Activities of the HSP Management and Reference Groups:**

Bindu Arjoon, Service Manager (Policy and Partnership Section), Harrow Council, introduced a report which set out the current status and activities of the HSP Management and Reference Groups. A considerable amount of work had been done in the past month to ensure that the work of the Monitoring Groups was on track, and most were now focusing on producing monitoring reports. The report also advised of a mechanism endorsed by the HSP Executive for reporting and communication between the Executive and the HSP Reference Groups.

In response to a question from Mike Coker, further information was provided on the memberships of the Management Groups. It was noted that the Voluntary and Community Sector Forum was the main vehicle for voluntary and community groups to engage in the Partnership, having been established following consultation with stakeholders such as the Harrow Association of Voluntary Service. The Forum also had links, however, to the Management Groups. It was agreed that the memberships and Terms of Reference of the Management Groups be circulated prior to the next meeting. This would enable partners to make contact with particular Groups, if they had issues which they wished to feed into them.

BA

All to note

In response to a question from Keith Phillips, it was confirmed that officers would still be working to ensure that the Learning for All Management Group met by 18 May, even though the HSP Summit was not now going ahead on that date.

**AGREED:** That (1) the development and activities of the HSP Management and Reference Groups be noted;

(2) the proposals agreed by the HSP Executive at its 22 March meeting for reporting and communication links between the HSP Reference Groups and the Executive be noted; and

(3) the HSP Constitution be amended at the 2005 Summit to reflect the arrangements agreed at (2) above.

BA/CV

**6. Monitoring of the 2004 Community Strategy and the Development of the Refresh of the Community Strategy:**

Bindu Arjoon, Service Manager (Policy and Partnership Section), Harrow Council, introduced a report which advised of the progress of the Management and Reference Groups in monitoring the 2004 community strategy and developing the refresh.

At the meeting, it was noted that it was still intended to try and complete this work by the original 18 May deadline, and that monitoring information had now been received from the Healthy Harrow Management Group. It

was also noted that some Management Groups had expressed a desire to supplement the 12 HSP priorities.

In response to a question from Keith Phillips, it was confirmed that it was still intended to produce the HSP action plan by late May, as this could be used to support the bid for a Local Area Agreement, and that the action plan would be submitted to the next meetings of the Board and the Executive.

**AGREED:** (1) To note the monitoring plans that have been completed so far by the Management Groups;

(2) to note that additional work still needs to be done by some Management Groups to fully complete the monitoring plans, and that the Policy Partnership Service will continue to work with the Management Group chairs to ensure the finalisation of these plans;

(3) that an action plan for the HSP for 2005-06 (and beyond as appropriate) be developed by drawing on:

- the action plans that are being developed by Management Groups, in consultation with the Reference Groups;
- the outcomes of the MORI survey; and
- the work being done around the Local Area Agreement negotiation and outcome.

BA

7. **Report on Tsunami Disaster Multi-Faith Memorial Service and Community Conference on 22 February 2005:**

Bindu Arjoon, Service Manager (Policy and Partnership Section), Harrow Council, introduced a report which detailed the outcome of the Harrow multi-faith Memorial Service and Community Conference held on 22 February 2005.

It was noted that a steering group had been established locally to oversee the provision of medium to long-term support to affected areas, and that a working group had been set up with a specific focus on rebuilding a village in Sri Lanka. The steering group was keen to know of any activities being undertaken locally as part of the relief effort, to see if they could be linked in with other activities. Barbara Field advised of a fashion show organised by the Students' Union at Harrow College to raise funds for the disaster relief effort.

BA to note

Geoff Rose suggested that the rebuilding of a village in Sri Lanka was an initiative of which Harrow should be proud. The Steering Group were doing excellent work and Mr Rose suggested that the people of Harrow be informed of the work which was being undertaken. He suggested that there be appropriate publicity for this Harrow multi-faith project, and it was agreed that consideration be given to the production of a simple leaflet for circulation within the Borough.

BA

**AGREED:** That (1) the report be noted;

(2) the Policy and Partnership Section be advised of any activities already on-going, or of any opportunities for joint working between HSP members

All

in local relief efforts, particularly relating to medium and long-term support;  
and

(3) the actions being taken by the Council, as set out at Appendix 1 to the report, be noted.

**8. Harrow Strategic Partnership Board Meetings 2005/06:**

The Board considered proposed dates for its meetings in 2005/06.

In light of the Board's earlier decision that the HSP Summit on 18 May 2005 be postponed, it was agreed that the next meeting of the Board, which was scheduled to take place on 4 August 2005, be brought forward to June.

**AGREED:** That the next meeting of the Board be brought forward to a date in June.

All to note

[Note: The Meeting, having commenced at 6.02 pm, closed at 7.12 pm]