



DtS Board  
Stronger & Sustainable  
Doncaster

**2:00pm Monday 5 October 2009  
Doncaster Chamber**

## **AGENDA**

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Next Meeting date: 10 December 2009

## Minutes of DtS Stronger & Sustainable Executive Board

Meeting held at 1:00pm on Wednesday 12 August 2009  
at the Priory Suite, Doncaster Mansion House

**Present:**

Name	Organisation
Jane Miller (JM)	Doncaster Council (Chair)
Maggie Hoyland (MH)	Learning Skills Council
Sue Davies (SL)	Job Centre Plus
Theo Jarratt (TJ)	Doncaster Council
Guy Gibson (GG)	Yorkshire Forward
Chris Stainforth (CS)	NHS Doncaster
Vic Holbrey (VH)	Doncaster Chamber
Norma Wardman (NW)	Doncaster CVS
Karen Wardman (KW)	Doncaster CVS - CEN
Nicola Dixon (ND)	Doncaster CVS (Minutes)

### Agenda

1. Welcome, Introductions & Apologies
2. Introduction
3. Chairing Arrangements
4. Sub Boards
5. Support Arrangements
6. Terms of Reference
7. Inaugural Meeting of the New Board

Ref	Notes	Action
<u>1.</u>	<p><b><u>Welcome, Introductions &amp; Apologies</u></b> The chair opened the meeting and welcomed those present.</p> <p>Apologies:</p> <ul style="list-style-type: none"> <li>• Nick Whitehouse – SY Police</li> </ul>	
<u>2.</u>	<p><b><u>Introduction</u></b> The need for an additional Partnership in DtS was explained, including the extensive spectrum which this fifth board would cover and its spread of work creating a need for various sub boards.</p> <p>Presentation – Karen Wardman (see copy of slides)</p> <p><b>There was discussion on the role of the board and the following points were agreed:</b></p> <ul style="list-style-type: none"> <li>• This board will not duplicate the work of the other theme boards.</li> <li>• The board will manage direction rather than undertake delivery.</li> <li>• The board has a leadership and support role. For instance, its role in terms of equalities will be to develop good practice and embed it across the partnership.</li> <li>• As the board is new there may be opportunities to learn from existing good practice and develop further good practice to influence other boards.</li> <li>• The membership felt that a launch event would be a good way to generate</li> </ul>	

	<p>ideas and wider engagement with partnership.</p> <ul style="list-style-type: none"> <li>• This board will not just look at LAA indicators and priorities but will also have a wider strategic role. These issues need to tie in with other theme boards, make links within partnerships and obtain a wider representation for different issues.</li> </ul>	
<p><b>3.</b></p>	<p><b><u>Chairing Arrangements</u></b> (see copies of report)</p> <p><b>Recommendations – Agreements Reached:</b></p> <ul style="list-style-type: none"> <li>○ The role of the chair will include chairing the meetings, assisting in planning and preparing the meetings, and ambassadorial functions.</li> <li>○ It was agreed that DMBC and CVS would rotate the roles of Chair and Vice Chair on an annual basis. Jane Miller, DMBC will be the chair for the first year and Norma Wardman, CVS will be the Vice Chair.</li> </ul>	
<p><b>4.</b></p>	<p><b><u>Sub Boards</u></b> (see copies of report)</p> <p><b>Recommendations - General principles of report agreed</b></p> <ul style="list-style-type: none"> <li>○ Agree the role of sub boards</li> <li>○ Determine what sub boards will be set up and their specific remit</li> <li>○ Agree principles on the membership of the sub boards</li> <li>○ Clarify how the Executive Board and sub boards will interact</li> <li>○ Determine how support arrangements will be addressed</li> </ul> <p><b>Agreements reached in relation to Sub Boards:</b></p> <ul style="list-style-type: none"> <li>• The three sub boards were agreed as Stronger Communities, Stronger Places, and Sustainable Environment.</li> <li>• Three co-ordinators for the sub boards were nominated to organize a first meeting, in advance of the next executive board meeting. They will be asked to convene the meeting, identify appropriate attendees, and potentially chair the meeting. Each meeting should have a presentation from Karen Wardman, will need to consider how they will deliver the objectives agreed by the executive board (see sub boards report table), what additional work may be included, and start to consider a Terms of Reference and work plan. <ul style="list-style-type: none"> <li>○ Stronger Communities – CEN, Karen Wardman</li> <li>○ Stronger Places – DMBC, Gavin Baldwin</li> <li>○ Sustainable Environment – DMBC, Gill Gillies</li> </ul> </li> <li>• The above co-ordinators of the sub boards will be asked to give a presentation on their first meetings to the next executive meeting.</li> <li>• The executive board will be open to feedback in relation to the future development of the sub boards eg Stronger Places is focusing on one LAA area and Sustainable Environment is focusing on six LAA areas this may require review.</li> <li>• Once chairs of sub boards are agreed they will join the membership of the executive board to ensure that close relationship are established.</li> <li>• The board agreed that the sub boards should look at how they could link up with existing activity.</li> </ul> <p><b>Membership:</b></p> <ul style="list-style-type: none"> <li>• Through discussion it was clarified that the membership of the executive board will be senior officers that can make decisions. Appropriate officers will need to be identified by each partner organisation.</li> <li>• In terms of sub board membership, Jane Miller recommended that she would</li> </ul>	

	<p>put forward; Gail Newton/Pat Higgs for the Stronger Communities Sub Board, Gavin Baldwin for the Stronger Places Sub Board, and Gill Gillies for the Sustainable Environment Sub Board.</p> <ul style="list-style-type: none"> <li>• NHS Doncaster will field people into each sub board and will seek to involve DRI and RDASH.</li> <li>• Membership of Fire Service was recommended.</li> <li>• The board felt that each partner organisation did not necessarily need a representative on all three boards and the membership of each may vary.</li> <li>• The board welcome Third Sector and Private Sector representation.</li> </ul> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• Karen Wardman to attend the first meeting of each of the sub boards to provide presentation (as agenda item 2).</li> <li>• Jane Miller to brief Gavin Baldwin and Gill Gillies to co-ordinate their sub board meetings.</li> <li>• Karen Wardman, Gavin Baldwin and Gill Gillies to prepare presentations for the next executive meeting.</li> <li>• The board members in attendance agreed that they would email details of people who would be appropriate to attend each board.</li> </ul>	<p>KW</p> <p>JM</p> <p>KW/GB/ GG</p> <p>All</p>
<p><b>5.</b></p>	<p><b><u>Support Arrangements</u></b> (see copies of report)</p> <p><b>Recommendations – Agreements Reached:</b></p> <ul style="list-style-type: none"> <li>○ Determine future support arrangements for the board as no budget, including: <ol style="list-style-type: none"> <li>1. Strategic co-ordination</li> <li>2. Administrative assistance <ul style="list-style-type: none"> <li>• It was agreed that CVS would provide strategic co-ordination and administrative assistance for one year.</li> </ul> </li> <li>3. Budget <ul style="list-style-type: none"> <li>• Pooling of resources – this is mainly venues for meetings, partners agreed to offer rooms in kind and rotate the meetings around each members organisation.</li> <li>• DtS would be approached for a small budget especially in terms of a launch event.</li> <li>• Agendas for meeting should be emailed and each person will be responsible for printing their own copies.</li> </ul> </li> </ol> </li> </ul> <p><b>Issues Raised:</b></p> <ul style="list-style-type: none"> <li>• Need to look at how DtS is funding other theme boards.</li> <li>• The sub boards would also need to consider pooling resources as they would have the same issues.</li> </ul> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• Need to feedback to the next DtS meeting for a starter budget.</li> <li>• Karen Wardman will amend the terms of reference to state that each person will be responsible for printing their own papers.</li> </ul>	<p>KW</p> <p>KW</p>
<p><b>6.</b></p>	<p><b><u>Terms of Reference (TOR)</u></b> (see copies of draft TOR)</p> <p><b>Amendments to the draft TOR as follows:</b></p> <ul style="list-style-type: none"> <li>• Points made earlier to be reflected in the TOR, including: <ul style="list-style-type: none"> <li>○ The added value of the role of the board.</li> <li>○ That duplication will be avoided.</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• Structure, Roles &amp; Accountability – Point 3 – add in, steer and influence partners agendas to deliver the LAA.</li> <li>• Meetings of the Executive Board will be bi-monthly, to keep up to date on issues. Where possible schedule meetings to precede DtS meetings. Inaugural meeting agreed for end of September. Prepare a work plan of meeting dates and topics to help room bookings and attendance.</li> <li>• There will be an Annual Review to reflect on what has been achieved.</li> <li>• The quorum for meetings in the TOR states no less than three people, this is to be changed to state 50% of membership with ‘x’ amount of organizations in attendance, once the membership has been agreed. In turn a membership list for each board will be drawn up.</li> <li>• The TOR will be formally adopted at the inaugural meeting.</li> </ul> <p><b>Issues Raised:</b></p> <ul style="list-style-type: none"> <li>• Structure, Roles &amp; Accountability – Point 2, the boards role in Commissioning was discussed. There is presently no budget but it was agreed that this maybe a future role for the board.</li> </ul> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• Prepare a work plan of meeting dates and topics to help room bookings and attendance.</li> <li>• Karen Wardman to update and bring a refreshed copy of TOR to next meeting.</li> </ul>	<p>Next Meeting KW</p>
<p><b>7.</b></p>	<p><b><u>Inaugural Meeting of the New Board</u></b></p> <p><b>Next Meeting</b> – To be arranged for end of September</p> <p><b>Agenda Items:</b></p> <ul style="list-style-type: none"> <li>• Presentations by sub board chairs</li> <li>• Feedback from DtS meeting</li> <li>• Discuss launch event</li> <li>• Overview of current performance including coverage of full range of LAA indicators and current status ie performance indicators – suggested Jim Drake from the performance improvement team to present.</li> <li>• CAA feedback.</li> <li>• 5 minute presentations from Executive board members – ie what can they bring to the group and what will they do as a result of the meeting.</li> <li>• Pull together a work plan of meeting dates and topics</li> <li>• Re-occurring agenda item – what to put on next agenda</li> </ul>	<p>KW</p> <p>TJ TJ</p>

## Action Plan

**Updated: 13 August 2009**

Ref	Date Raised	Action	Who responsible for	Date Action to be completed by	Action Completed	Update comments
1	13/08/09	Karen Wardman to attend the first meeting of each of the sub boards to provide presentation (as agenda item 2).	KW	During August/ September		
2	13/08/09	Jane Miller to brief Gavin Baldwin and Gill Gillies to co-ordinate their sub board meetings.	JM	As soon as possible		
3	13/08/09	Karen Wardman, Gavin Baldwin and Gill Gillies to prepare presentations for the next executive meeting.	KW/GB/GG	05/10/09		
4	13/08/09	The board members in attendance agreed that they would email details of people who would be appropriate to attend each board.	All	As soon as possible		
5	13/08/09	Need to feedback to the next DtS meeting for a starter budget.	KW	01/09/09		
6	13/08/09	Karen Wardman will amend the Terms of Reference to state that each person will be responsible for printing their own papers.	KW	05/10/09		
7	13/08/09	Prepare a work plan of meeting dates and topics to help room bookings and attendance.	Next Meeting	05/10/09		
8	13/08/09	Karen Wardman to update and bring a refreshed copy of TOR to next meeting.	KW	05/10/09		
9	13/08/09	Arrange next meeting for end of September.	KW	As soon as possible	20/08/09	Arranged for 05/10/09
10	13/08/09	Prepare feedback from DtS meeting.	All	05/10/09		
11	13/08/09	Arrange for Jim Drake from the performance improvement team to present an overview of current performance including coverage of full range of LAA indicators and current status ie	TJ	05/10/09		

		performance indicators.				
<b>12</b>	13/08/09	Prepare 5 minute presentations – ie what can they bring to the group and what will they do as a result of the meeting.	<b>All</b>	05/10/09		
<b>13</b>	13/08/09	Start to pull together a list of meetings dates for a work plan.	KW	05/10/09		
<b>14</b>	13/08/09	Prepare CAA feedback.	TJ	05/10/09		

## **TERMS OF REFERENCE**

### **PURPOSE**

The purpose of the Board is to develop, drive and deliver stronger and sustainable communities outcomes for Doncaster.

### **STRATEGIC REMIT**

The Board will be responsible for strategically driving partnership work in relation to the following Borough Strategy priorities:

- Improving Neighbourhoods Together
- Equality of Opportunity
- Environmental Sustainability

The Board will have a strategic overview of plans and be responsible for improvement in relation to the following Local Area Agreement priority indicators:

- NI 4 % of people who feel they can influence decisions in their locality
- NI 5 Overall/general satisfaction with local area (local indicator)
- NI 7 Environment for a thriving third sector
- NI 11 Engagement in the arts
- NI 140 Fair treatment by local services (local indicator)
- NI 186 Per capita CO2 emissions in the LA area
- NI 188 Adapting to climate change (local indicator)
- NI 189 Flood and coastal erosion risk management (local indicator)
- NI 192 Household waste recycled and composted
- NI 195 Improved street and environmental cleanliness
- NI 197 Improved local biodiversity (local indicator)

The Board may take on additional work in relation to this thematic area.

### **STRUCTURE, ROLES & ACCOUNTABILITY**

The board will comprise an Executive board and sub boards.

The role of the Executive board will be:

1. To maintain a strategic overview of work in relation to the Stronger and Sustainable theme
2. To identify, commission and co-ordinate delivery of partnership work in relation to this theme
3. To undertake a leadership role in relation to cross cutting work. This will include steering and influencing partners in the delivery of the LAA, identifying cross cutting work, developing frameworks for wider partnership use, and coordinating implementation across the boards
4. To performance manage delivery of the Stronger and Sustainable priorities and indicators. This will include overseeing the development of appropriate plans and strategies, reporting to the DtS Board on performance within the agreed LAA reporting protocols, and the provision of exception based reports where activity is at risk.
5. To develop strong working relationships with the DtS Board and Theme Boards. This will include identifying joint work opportunities, and maintaining effective communications.
6. To receive work as delegated by the DtS Board

The role of the sub boards will be:

1. To develop and deliver LAA indicator improvement plans
2. To develop and deliver additional strategic plans in relation to their theme as delegated by the Executive Board
3. To monitor delivery and provide performance reports to the Executive Board
4. To develop a strong working relationship with the Executive Board, including maintaining effective communications

## **MEMBERSHIP**

Membership of the Stronger and Sustainable Board will:

- Be drawn from organisations that can contribute to the planning and delivery of stronger and sustainable communities outcomes.
- Be representative of public, third and private sectors

Members of the Executive Board will be:

- Senior officers that hold responsibilities in relation to the work of the Board
- Senior officers that can contribute to the work of the Board
- Third sector and private sector representatives
- Chairs of the sub boards

Membership of the sub boards will be:

- Officers identified as Indicator leads
- Officers that can contribute to the work of the sub board
- Third sector and private sector representatives

## **MEETINGS**

The Executive Board will meet bi-monthly.

The sub boards will meet at least four times per year, at a frequency determined by each board.

The Chair and Vice Chair of the Executive Board will rotate annually between DMBC and DCVS.

The Chairs of the sub boards will be determined by members at their inaugural meetings.

The quorum for meetings will be 50% of membership including a mix of organisations.

Papers for meetings will be circulated electronically to members at least five working days in advance of the meetings. Members will print their own papers for meetings.

Agendas will be determined by members of the Board and agreed by the Chair. They will include strategic planning and performance management in relation to the priorities and indicators.

Minutes of meetings will be taken. Draft minutes will be agreed by the Chair prior to the distribution of papers.

## **SUPPORT**

Support to the Board will rotate annually between DCVS and DMBC. This will include:

- Planning and notifying members of future meeting dates, times and venues
- Planning the agenda for meetings in liaison with Board members and the Chair
- Ensuring that appropriate officers are notified in relation to the production of papers that are requested by the Board
- Collating and distributing the papers for Board members
- Taking minutes of the meetings, and agreeing draft minutes with the Chair
- Briefing the Chair on the agenda and papers for the meetings
- Attending the DtS Officers meetings to ensure that the work of the Board is integrated into the wider partnership

## **ANNUAL REVIEW**

The Board will undertake an annual review to assess its performance and ensure that its structure and practice remains fit for purpose.

## **AMENDMENTS**

Amendments to the terms of reference may be proposed by any members of the Board and should be formally agreed at a Board meeting. Any changes that substantially alter that role and remit of the Board should be agreed by the DtS Board as well.

# **STRONGER AND SUSTAINABLE DONCASTER BOARD**

## **BOARD LAUNCH EVENT**

### **INTRODUCTION**

On the 12 August, it was agreed that members would consider holding a launch event for the new board. This paper sets out considerations for members in planning this event.

### **RECOMMENDATIONS**

Board members are asked to determine whether or not the launch event will go ahead. If an event will take place, members are also asked to assist in planning it.

### **PURPOSE OF THE EVENT**

In initial discussions, members felt that a launch event would be a positive step to raise the profile of the new board with partners and to develop its integration within the existing partnership structure. If an event will be held, further clarification around its objectives will be needed.

### **RESOURCES**

As there is currently no budget for this theme board, it is suggested that members consider how it can be run using partner resources. As a minimum, the following will be required:

1. A suitable venue
2. Appropriate refreshments
3. Publicity
4. Any materials needed on the day e.g. delegate pack

### **ADDITIONAL QUESTIONS**

Further questions for board members to consider are as follows:

1. When should the event be held?
2. How long should the event be?
3. What format do members want e.g. speakers, workshops etc...?
4. Are any members able to offer assistance in the planning and running of the event?

**Report Author**  
**Karen Wardman**  
**CEN Manager**

# STRONGER AND SUSTAINABLE DONCASTER BOARD

## WORK PLAN

### INTRODUCTION

On the 12 August, it was agreed that members would develop a work plan for the year. The work plan would include as a minimum dates for future meetings and topics to be discussed. This paper sets out the dates for future meetings, and aims to highlight a few areas for consideration in developing the work plan.

### FORMAT OF MEETINGS

The terms of reference states that the agendas for board meetings will include both strategic planning and performance management in relation to the priorities and indicators. The following items are suggested for standing agenda items:

1. **Sub board feedback** – to invite the sub board chairs to provide feedback from their respective meetings (which are all likely to take place shortly before executive meetings). This will assist the board in maintaining an overview of work undertaken across the theme, and to performance manage this work through ongoing dialogue in relation to work plans.
2. **DtS Partnership feedback** – to invite the chair of the Stronger & Sustainable Executive Board to provide feedback from DtS Board meetings. There may also be discussion about relevant issues to feed in to the DtS Board. Consideration might also be given to how the board wishes to interact with other theme boards.
3. **Performance Reports** – to invite the thematic performance lead to provide information on performance against the LAA indicators.
4. **Strategies and plans** – to consider strategies and plans developed by the sub boards and determine next steps.

### FUTURE MEETINGS

The table on the next page highlights the date and time of meetings for the next year. Members are requested to consider what particular topics should be included on the agendas. In addition, members are asked to identify which of these if any they can host.

**Report Author**  
**Karen Wardman**  
**CEN Manager**

DATE	TIME	VENUE	TOPICS FOR DISCUSSION
5 October 2009	2pm – 4pm	Doncaster Chamber	<ul style="list-style-type: none"> <li>• Sub Board presentations</li> <li>• DtS Board Feedback re budget</li> <li>• Terms of Reference</li> <li>• Launch event planning</li> <li>• Performance Report</li> <li>• CAA feedback</li> <li>• Presentations from executive board members</li> <li>• Work plan of meeting dates and topics</li> </ul>
10 December 2009	2pm – 4pm		
11 February 2010	10am – 12noon		
8 April 2010	10am – 12noon		
10 June 2010	10am – 12noon		
5 August 2010	2pm – 4pm		<ul style="list-style-type: none"> <li>• Annual Review</li> </ul>