

CORPORATE IMPROVEMENT BOARD

**Venue: Town Hall, Moorgate
Street, Rotherham.**

Date: Monday, 15 May 2006

Time: 10.00 a.m.

A G E N D A

1. To determine if the following matters are to be considered under the categories suggested in accordance with the Local Government Act 1972
2. To determine any item which the Chairman is of the opinion should be considered as a matter of urgency
3. Minutes of the previous meeting held on 10th April, 2006 (herewith) (Pages 1 - 4)
4. Update on JAR (Julie Westwood to report)
5. Corporate Assessment Update (Matthew Gladstone to report)
6. Initial Document List Update (Lorna Kelly to report)

CORPORATE IMPROVEMENT BOARD
10th April, 2006

Present:- Councillor Sharman (in the Chair) and Councillor Wardle.

An apology for absence was received from Councillor Wyatt.

19. MINUTES

Resolved:- That the minutes of the meeting held on 13th March, 2006 be approved as a correct record.

20. JOINT AREA REVIEW (JAR) - UPDATE

Further to Minute No. 15 of this meeting held on 13th March, 2005, Julie Westwood updated Members on the latest position regarding JAR making particular reference to the following :-

- the project plan was on track
- the joint set up meeting with the inspectors had identified the ten case files selected and quality assurance work was now the key
- nine of the ten selected case files related to long term health issues
- Rawmarsh had been selected as the neighbourhood area and work was ongoing as to how the study would be conducted
- the ten judgements out of the thirty six to be chosen to follow up would be based on last year's area performance. It was noted that these were not areas for improvement
- the document list had been submitted but there was the option to use a more up to date document. Thirty per cent of which had already gone through the quality assurance process
- communications strategy : running workshops with the PCT to talk to professionals and break down the communications barrier within the PCT
- Neighbourhood study would be the first three days of fieldwork
- rewriting of the self assessment had begun with outcomes followed by supporting evidence. Narrative form would be used weaving in items as sub headings
- a video library would be created to help showcase issues and a compilation DVD would be available for analysis week
- lifestyle survey responses had begun to be received

Resolved:- That the information be noted.

21. CORPORATE ASSESSMENT /CORPORATE ASSESSMENT SELF ASSESSMENT UPDATES

Lee Adams introduced the draft self assessment and updated Members on the latest position relating to the above indicating :-

- the first set up meeting had been held last week
- the inspection team members namely

Corporate Assessment Team

Brian Stevenson (Audit Commission)	- Lead Inspector
Jane Hawkes (Audit Commission)	- Inspector
Rita Greenwood (Finance – London Borough of Havering Council)	
Gareth Bernard (Conservative Bracknell Forest Borough Council)	- Peer Member
Annabel Fowler	- Project Support Officer

JAR Team

Margaret Farrow (OFSTED)	- Lead Inspector
Pixley Clarke (CSCI)	- Deputy
Jenny Gwilt (CSCI)	
Wendy Ripley (OFSTED)	
Jean Cooke (OFSTED)	
Valerie Pearson (OFSTED)	
Judith Warder (Health Care Commission)	
Aelwyn Pugh (HMI)	
Marie McGuinness (OFSTED)	
Shirley McGilton (HMI)	

Colin McShane	- Joint Inspector CA/JAR
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- it was understood the inspectors would be on site seven days
- potential meetings to inspect whilst on site
- need to explain delegated powers meetings
- stakeholder survey had been distributed
- the CPA self assessment had been considered by Cabinet/CMT last week and by CMT at an away day last Friday

- a submitted draft foreword for the self assessment
- the self assessment rewrite as a narrative had begun and programme areas had been notified of information requests etc.
- CPA KLOEs and aim to provide a couple of sides of information on each of the key issues
- feedback from Audit Commission meeting last week re inspections

Emphasis was placed on the need to ascertain elected Member requirements regarding preparation for the inspection.

Resolved:- (1) That the information be noted.

(2) That a Members' seminar be held nearer the time.

(3) That arrangements be made for elected Member one to ones with key officers.

22. INITIAL DOCUMENT LIST

Lorna Kelly presented the submitted report identifying the initial key documents requested as part of the corporate assessment and JAR. The outstanding initial document request for CPA and JAR were listed and categorised, where appropriate, as high risk.

Progress on the outstanding document requests was reported and the list updated.

Resolved:- That the information be noted.

23. EXCLUSION OF THE PRESS AND PUBLIC

Resolved:- That, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 1 of Part I of Schedule 12A to the Local Government Act 1972 (staffing matters).

24. SICKNESS ABSENCE REVIEW

Alan Swann presented the submitted report updating Members on current sickness issues, reporting information, statistics, targets and future potential developments to reduce absence levels and improve health.

Alan indicated he was chairing the North of England Excellence Group, comprising representatives from ten Councils including the North West, North East and Yorkshire and Humberside regions, formed to learn from

the best practices and carry out further research into the management of sickness absence.

It was noted that funding was to be received shortly to take the research forward.

Members discussed the submitted statistical information, sickness reporting distribution lists and trigger letters submitted to managers. Other initiatives for dealing with sickness absence were highlighted.

Resolved:- That the information be noted.

25. NEXT MEETING

Resolved:- That the next meeting of this Board be held on Monday, 15th May, 2006 at 10.00 a.m.