



NORTH EAST SCOTLAND JOINT PUBLIC SECTOR GROUP

WOODHILL HOUSE

22 AUGUST 2006

MINUTES

Present:

Alan Campbell	Aberdeenshire Council (Chair)
Douglas Paterson	Aberdeen City Council
Richard Carey	NHS Grampian
Richard Haigh	Grampian Fire and Rescue
Colin McKerracher	Grampian Police
Jennifer Crow	Scottish Enterprise Grampian
Ewan Robertson	NHS Grampian
Kath Beveridge	Aberdeen City Council
Graeme Craig	Aberdeenshire Council
Ailsa Duncan	Aberdeen City Council
Steve Homer	NESJPSG Programme Manager

Also in attendance:

Richard Flint	ACPOS Fleet Co-ordinator
Jack Winchester	Aberdeen City Council
Craig Stirrat	Aberdeen City Council

At the outset, the Chairman of the Group invited the NESJPSG Programme Manager to describe his activities over the first three months of his appointment. These included:

- i) Supporting the delivery of the leadership conference in June
- ii) Networking with improvement groups, project teams, senior management teams, NESJPSG Members, national individuals and agencies
- iii) Developing operational approaches and methodology

The minutes from the NESJPSG's last meeting on 11 April 2006 were approved with no matters arising.

1. Delivery Plan

The Group's delivery plan was discussed, focusing on the agreed action points.

Agreed actions:

- ***Over the next fortnight, Ailsa Duncan and Steve Homer will identify and recommend appropriate Group Members to take a lead on respective action points, the process being informed by previous discussions and notes. Review dates will be suggested. Updated copies of the plan will then be e-mailed to all Group Members.***

2. Programme Manager's budget

The Programme Manager's costs & expenses budget were presented.

The scale of the total costs was approved.

The Group agreed that if any additional costs were to be raised they would need to be considered by the Group as and when they arose.

It was agreed that the overall budget should be shared across the Member organisations on a pro rata basis against gross budgets.

It was agreed that for this year only, the budget would be shared across all Members, with the exception of Scottish Enterprise Grampian. It was recommended that the Finance Network Group helps to identify the formula.

Agreed Actions:

- ***Members to take the matter back to be addressed by their finance officers***
- ***Steve Homer to progress the formula with Derek Yule***

3 a) Property and asset sharing

The proposed shared emergency Headquarters

The Group supports in principle, the approach of having a shared headquarters for the emergency services based on North Anderson Drive, subject to any qualifications arising from the Police and Fire & Rescue Shared Programme Boards.

Public Sector Property Group

The Group considered a Memorandum of Understanding (MoU) proffered by the Public Services Property Group. The Programme Manager suggested that as a minimum, improvement groups might develop a MoU or equivalent supported by strategic practical steps to demonstrate their commitment and viability as a proactive group.

The NESJPSG acknowledged the Property Group's contribution to date and thanked the Group for it.

The NESJPSG agreed to the Memorandum of Understanding in principle. It was also agreed that they would be able to sign off the MoU at executive level, with Members having the option to put a note to their Boards resultantly. It was noted that identifying a bigger ambition within the MoU would help the Property Group build upon their good work to date.

Agreed Action:

- ***Steve Homer would work with the PSPG to develop a MoU linked to a more inspirational mission or vision, to be presented at the next NESJPSG meeting.***

3 b) Fleet management and shared garaging

Richard Flint presented his findings on fleet management, following an extensive review. These included:

- iv) Detailed and significant anticipated efficiency savings
- v) Findings based on data, leading to assumptions with scope for some minor - but not major - deviation
- vi) Identified options

Richard's recommendations:

- Collaboration should be pursued with potential for: large savings; improved partnership working; best value achievements; co-ordinated waste strategies
- Separate synergies should be pursued – emergency services versus local authorities, although the wider potential benefits should not be ignored

The Group endorsed Richard's recommendations. Richard Flint's report is approved for access by fleet managers and other interested parties.

Agreed actions:

- ***Senior managers will be identified in Aberdeenshire and Aberdeen City Councils to take responsibility for progressing fleet management on a collaborative basis across the local authorities; Alan Campbell will take the lead on this***
- ***Alan Campbell to raise this agreed action with Alastair Keddie of Moray Council***
- ***Alan Campbell to forward a copy of Richard Flint's reports to Alastair***

3 c) Procurement

A report was put to the Programme Manager by the Procurement Improvement Sub-Group, to be included on the NESJPSG's agenda. Unfortunately it was presented well

past the deadline for papers to be circulated to Group Members (one week before the date of the meeting).

The Programme Manager represented the most salient points from the report. These included the: McClelland report highlighting the need for strategic collaboration; examples of good practice already in place; need to further develop a collaborative approach to procurement across the Aberdeenshire and City Councils.

It was noted that Aberdeen City and Aberdeenshire are about to invest heavily in consultancy input on procurement. It was observed that other partners may be able to add items for the consultants to appraise or include in respect of savings.

Agreed Action:

- ***Steve Homer would liaise between the respective groups to help move things forward.***
- ***Steve Homer to work with the Procurement Group to develop a more detailed paper for the next NESJPSG meeting, as appropriate.***

3 d) Human Resources

No specific activities were brought forward for consideration. The Group discussed this as an area where progress should be made. A suggestion was raised that it might need one named Member or a Director to take responsibility to drive it forward within the context of the Delivery Plan.

The Members discussed specific potential opportunities such as occupational health, and manual handling training.

Agreed action:

- ***Steve Homer to work with Member Organisations' human resources professionals to identify areas of potential joint working, assess those areas and to report back to the next NESJPSG meeting.***

During discussion, the Group also agreed it would be useful to gain a list or menu of prioritised projects from the Network Groups, supported by detailed business cases. These could then be selected and/or prioritised by the Group.

Agreed action:

- ***Steve Homer to develop a portfolio of projects for consideration.***

3 e) Information and Communications Technology (ICT)

Steve Homer described how the ICT Improvement Sub-Group is re-focusing itself through a development day, with anticipated outcomes including: identification of a new Chairperson; constitution reviewed and if appropriate refined; identification of opportunities for joint working; identifying the resources required to make progress.

4. The North East Safety Centre Project Proposal

The Group stated its position that it was not a clearing house for projects and that it had no budget to fund discrete projects.

This proposal was rejected by the Group.

5. Torry Total Community Pilot within a Total Communities Strategy

The Group supported the principles underlying this initiative.

The Group supported the initiative specifically, particularly bearing in mind the greater strategic potential for the North East of Scotland and its residents.

6 a) Jack Winchester presented a paper in support of the NE Data Share Network.

Jack's recommendations to enable the NEDSN to progress this work are to have the NESJPSG confirm:

- a. Its continued full executive support for the project;
- b. Its funding support once costs are available and any other potential funding sources are identified;
- c. That it agrees to investigations into the various platform options identified above to provide access to and analysis of aggregated data by all partners;
- d. That it agrees to investigating funding from the Scottish Executive, based on the Bichard report;
- e. That it agrees to ensuring links with the Pan Grampian Data Share and Standards Partnership are thoroughly investigated; and
- f. That it agrees to discussions continuing between Aberdeenshire and Aberdeen City, involving Moray, in relation to joining up/sharing GIS and Gazetteer services to deliver Best Value/Efficient Government.

The NESJPSG supported these recommendations in principle.

6 b) Craig Stirrat presented a paper providing an update on the Pan Grampian Data Sharing and Standards Partnership.

Craig supplemented his original paper with an updated copy which he circulated on the day. The update included a proposed partnership structure.

The Partnership Board's requested agreement and support for their decisions taken by the Board Members on 26 June and request that each organisation:

- g. Nominates appropriate chief officer representative(s)
- h. Approves the Chair of the Board (on the basis of Scottish Executive guidance)
- i. Approves the secondment of the Data Sharing Team from Aberdeenshire Council to NHS Grampian

- j. Confirms agreement to the attached operating structure and the above project priorities
- k. Identifies and considers opportunities for contributing to the aims and the outcomes of the NE Data Share Network

The NESJPSG supported these recommendations and a proposed Partnership structure in principle.

Richard Carey was happy to take the seconded role into NHS Grampian, with the proviso of potentially deferring to anyone else if they were particularly keen to take on the role.

Agreed action:

- ***Alan Campbell to confirm with Richard Carey whether NHS or Aberdeenshire Council put forward a Data Sharing Manager secondment.***

The Group recommended that the names of these respective network groups should be better differentiated. Changes need to be made to accommodate this.

Agreed action:

- ***Steve Homer to facilitate the changes.***

7. Supporting & Protecting Adults from Abuse

A memo was tabled as a paper from Anne Slee, Integrated Service Manager on behalf of a cross Grampian Joint Agency Group. Steve Homer met with Anne prior to the NESJPSG meeting and she was happy for Steve to present the paper on her behalf.

The NESJPSG agreed that this matter should be taken forward within the same forum as the Child Protection Committee.

Agreed action:

- ***Steve Homer to follow this up with Anne Slee.***

8 Any other business

8 a) Web page

The development of a Group web page was an agreed action from the Delivery Plan.

The content of the NESJPSG public and Members' web pages and their location within the Community Planning website were agreed by the Group.

Agreed action:

- ***Steve Homer to take the web pages forward.***

- 8 b) The Group agreed to a proposal that the initiation of web pages should be used as an opportunity for the Group to relaunch its vision, strategy and underlying principles. The latter should be specifically identified.

Agreed action:

- *Steve Homer to take this forward.*

- 8 c) The Group agreed that a budget line should be introduced into each Member organisations' financial processes to ensure that their NESJPSG commitment is adequately planned and resourced.

Agreed action:

- *Group Members to add a line to the budget for future years to cover their NESJPSG commitment.*

The next meeting will be at 12 noon on 3 October at the Townhouse.