

REPORT TO SSP PERFORMANCE MANAGEMENT GROUP

PAPER B

SUBJECT: Terms of Reference

Date of SSP Performance Management Group meeting for discussion: 21 November 2008

Approximate time to allow for discussion: 10 minutes

KEY ISSUES:

The Performance Management Group is a new group replacing the Chief Executive's Panel. The PMG is focussed on performance management and needs to agree new terms of reference which reflect the new role.

WHAT ARE THE PMG BEING REQUESTED TO DO? e.g. make a decision, recommend, consider options etc.

The Performance Management Group is asked to consider and agree the draft Terms of Reference-specifically the frequency of meetings and the membership in light of the SSPs agreement that no member of the PMG can also sit on a Delivery Partnership (Appendix 1).

ARE THERE RESOURCE IMPLICATIONS TO THE PMG?

No.

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SSP Performance Management Group Terms of Reference

1. Objectives

- Assess and manage Suffolk's Local Area Agreement (LAA) targets and advise the Suffolk Strategic Partnership (SSP) Board of any corrective action being taken to ensure achievement.
- Hold Delivery Partnerships (DPs) to account on:
 - delivery of Suffolk's Community Strategy
 - delivery of LAA2 outcomes and targets
 - the engagement of partners to support delivery of the community strategy and LAA2
 - engagement of other Delivery Partnerships in delivering cross cutting outcomes
- Monitor performance against the 198 National Indicator Set (NIS) by exception

2. Membership

Simon Ash, Chief Constable, Suffolk Constabulary
Stephen Baker, Chief Executive, Suffolk Coastal and Waveney District Councils
Shona Bendix, Chief Executive, Suffolk Association of Local Councils
David Burnip, Chief Executive, Forest Heath District Council
Andrew Good, Chief Executive, Mid Suffolk District Council
Steve Green, Suffolk Lead, Government Office – East of England
James Hehir, Chief Executive, Ipswich Borough Council
Andrea Hill, Chief Executive, Suffolk County Council (Chair)
Jacqui Martin, Chief Executive, Suffolk Carers (VCS Representative)*
Judith Mobbs, Area Director, Suffolk Learning & Skills Council
Jonathan Moore, Chief Executive, Suffolk Association of Voluntary Organisations (VCS Representative)*
Celia Hodson, Chief Executive, Suffolk Development Agency
Richard Rafe, Regional Programme Manager, Natural England
Geoff Rivers, Chief Executive, St Edmundsbury Borough Council
Pat Rockall, Chief Executive, Babergh District Council
Marcus Sibley, Area Environment Manager (Suffolk), Environment Agency
Mike Stonard, Chief Executive, Great Yarmouth & Waveney Primary Care Trust
Carole Taylor-Brown, Chief Executive, Suffolk Primary Care Trust
Edwina Child, Audit Commission (Observer)

**VCS seats are due for re-election (to take place during Nov/Dec 2008)*

3. Roles and Responsibilities of Members

- Members will be expected to consider performance management issues across all themes, Delivery Partnerships, LAA2 targets (keeping abreast of significant changes in performance of the National Indicators) and provide challenge to all areas of the partnership.
- Members can nominate one substitute to attend meetings in their absence. Names of substitutes should be provided to the Partnerships Administrator following the first meeting. If members do not attend, or send a substitute, to three consecutive meetings then their place will be withdrawn and, if appropriate, a new member will be sort to fill their place.
- Members of the Performance Management Group cannot sit on any level of a Delivery Partnership as this would cause a conflict of interest when holding Delivery Partnerships to account.

4. Frequency of Meetings

Meeting will take place on a bi-monthly basis and dates confirmed at the beginning of each year.

5. Exit Strategy

If the Performance Management Group were to dissolve before the end of the LAA2 period, Suffolk County Council, as the Accountable Body, will be responsible for ensuring adequate performance management protocols are in place. Management of delivery of Suffolk's Community Strategy would fall to the Suffolk Strategic Partnership.

6. Structures and Relationships

The Performance Management Group will:

- Provide regular update reports to the Suffolk Strategic Partnership
- Receive progress reports on delivery of action plans and outcomes from the nine Delivery Partnerships:
 - Adult Learning and Skills
 - Care, Health and Independence
 - Children's Trust
 - Community Cohesion and Inclusion
 - Creating the Greenest County
 - Culture and Sport
 - Economic Prosperity
 - Healthy Ambitions
 - Safer Suffolk
- Engage with the Scrutiny Panel, Government Office for the East of England and the Audit Commission as required.

Appendix 1
SSP PMG and overlap with Delivery Partnerships

Jacqui Martin – Care, Health & Independence
(VCS representative – current re-election process)

Jonathan Moore – Greenest County and Adult Learning & Skills
(VCS representative – current re-election process)

James Heir – Healthy Ambitions

Carole Taylor-Brown – Care, Health & Independence and Healthy Ambitions

Mike Stonard - Care, Health & Independence and Healthy Ambitions

Judith Mobbs - Adult Learning & Skills

Celia Hodson – Economic Prosperity

Shona Bendix – Greenest County

Sandra Crawley (regular sub for Tina Ellis) – Economic Prosperity
(Agreed to sit on Delivery Partnership and give up place on PMG)