

**EAST MIDLANDS REGIONAL ASSEMBLY  
AUDIT SUB COMMITTEE MEETING  
Friday 19 September 2008, 12.30pm,  
Woodroffe Room, Pera**

**Venue:** Pera Innovation Park  
Nottingham Road  
Melton Mowbray

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9.	Date and Time of Next Meeting – Friday 21 November 2008, 10.30am	

## Audit Sub Committee

### Minutes of the meeting held on 27 June 2008 at 9.00am, Woodroffe Room, Pera, Melton Mowbray

Present: Pat Zadora (Chair)  
Cllr David Sprason  
Cllr Ken Savidge  
Stuart Young  
Alison Neal

Apologies: Cllr Byron Rhodes  
Cllr Tony Woods  
John White  
Ashley Lang

In Attendance: Lisa Hopkins (Minutes)

ITEM		ACTION
	This meeting was not quorate and therefore decisions could not be made. Recommendations from this meeting are to be taken to the EMRA Board for endorsement.	
<b>1.</b>	<b>Apologies</b>	
1.1	Apologies were received as noted above.	
<b>2.</b>	<b>Minutes of the Meeting held on 1 April 2008</b>	
2.1	These were confirmed as a true and accurate record.	
<b>3.</b>	<b>Matters Arising</b>	
3.1	<u>LCC Audit</u>  AN confirmed that the issue arising from the audit has been resolved.	
3.2	<u>Website</u>  It was confirmed that the documentation on the website has been amended.	
3.3	<u>Financial Penalties</u>  AN confirmed that are trying to mitigate claims. AN stated that she has been ensuring recharges are in and bills are being paid in advance if necessary.  Stuart Young confirmed that he has been in contact with GOEM who have asked for as much information and notice in relation to any issues with reaching quarterly spend.	

ITEM		ACTION										
3.4	<p><u>Vacant Seats</u></p> <p>Pat Zadora asked Cllr Ken Savidge to identify Labour Members for the vacant seats on the Assembly.</p> <p>Stuart Young stressed that we are a Member-led business and there is a need to have all seats filled.</p>	KS										
3.5	<p><u>TIF funding</u></p> <p>Cllr David Sprason enquired as to who would control the TiF funding in the future. Stuart Young agreed to ask the Transport Advisors to issue a briefing note on this.</p>	SY										
<b>4.</b>	<b>Procurement thresholds</b>											
4.1	<p>Alison Neal informed Members that currently there is a distinction between research and non-research contracts. It is proposed to have no distinction between these two and also increase the limits. Alison confirmed that there would be no greater risk posed to the Assembly by increasing these limits.</p> <p>The chart is to be amended as there are slight anomalies in relation to oral and written quotations.</p> <p>Members agreed to recommend the following changes to the EMRA Board for endorsement.</p> <table border="1" data-bbox="253 1031 1289 1293"> <thead> <tr> <th>Estimated Value</th> <th>Procurement Process</th> </tr> </thead> <tbody> <tr> <td>£0 - £1,000</td> <td>One oral/written quotation</td> </tr> <tr> <td>£1,000 to £5,000</td> <td>Seek three written quotations based on written specification</td> </tr> <tr> <td>£5,000 to £25,000</td> <td>Seek three written quotations based on a written specification</td> </tr> <tr> <td>Over £25,000</td> <td>Formal tender process (minimum of 3 -5)</td> </tr> </tbody> </table>	Estimated Value	Procurement Process	£0 - £1,000	One oral/written quotation	£1,000 to £5,000	Seek three written quotations based on written specification	£5,000 to £25,000	Seek three written quotations based on a written specification	Over £25,000	Formal tender process (minimum of 3 -5)	AN
Estimated Value	Procurement Process											
£0 - £1,000	One oral/written quotation											
£1,000 to £5,000	Seek three written quotations based on written specification											
£5,000 to £25,000	Seek three written quotations based on a written specification											
Over £25,000	Formal tender process (minimum of 3 -5)											
<b>5.</b>	<b>Year end report 07/08</b>											
5.1	<p>Members of the Audit Sub Committee commended staff on achieving a close outturn position.</p> <p>Members agreed to recommend the following to EMRA Board for endorsement:</p> <ul style="list-style-type: none"> <li>• To note the position as at 31 March 2008</li> <li>• To approve the transfer of £1,313 to reserves</li> <li>• To note that reserves stand at £98,183</li> </ul>											
<b>6.</b>	<b>Risk Assessment and Action Plan</b>											
6.1	<p>Alison Neal presented this report. She informed Members that staff are protected as far as possible. Yvette Dearden has now left EMRA and the policy staff have been aligned with the Housing, Planning and Transport Team.</p>											

ITEM		ACTION
	Stuart Young confirmed that an organisational review of staff has been undertaken and the changes to risks have been reduced downwards.	
<b>7.</b>	<b>Exemptions to tender</b>	
7.1	<p>Members approved the following exemptions to tender:</p> <ul style="list-style-type: none"> <li>• Limehouse Software - £36.4k</li> <li>• Lesley Chapman EXPO Event Manager - £12k</li> </ul>	
<b>8.</b>	<b>Key Performance Indicators and Quarterly Business Plan Update</b>	
8.1	<p>Stuart Young updated Members on the quarterly business plan and key performance indicators.</p> <p><u>Corporate</u></p> <p>One cycle of Board meetings has now been completed and attendance has been good at these meetings.</p> <p>The media activity is well on target and Stuart Young has held meetings with the BBC and with John Hess.</p> <p>8.2 <u>Housing, Planning and Transport</u></p> <p>The tendering process has been undertaken and contracts have been let in relation to the SA/SEA and AA work.</p> <p>Discussions are continuing in relation to the dualling of the A46.</p> <p>The Regional Housing Strategy events have been held.</p> <p>In relation to the RFA2 guidance, Stuart Young confirmed that this is scheduled to be received by 8 July 2008.</p> <p>8.3 <u>Regional &amp; Communities Policy</u></p> <p>In relation to the transitional arrangements, work areas have been mapped. Discussions have taken place with GOEM and <i>emda</i> in relation to the Sustainable Development Champion Body and funding has been secured from Defra.</p> <p>EXPO has been scheduled for 19 November 2008.</p> <p>The Health Strategy was presented to the Regional &amp; Communities Policy Board in June 2008.</p> <p>8.4 <u>Scrutiny</u></p> <p>The Business Support review is on target.</p> <p>The Skills Pledge is due to be launched at the EMRA AGM in July 2008.</p> <p>Stuart Young to confirm the progress in relation to the Access to Finance to support</p>	

ITEM		ACTION SY
8.5	<p>entrepreneurship in disadvantaged communities and report back.</p> <p>Members of the Audit Sub Committee placed on record their congratulations to staff in relation to the sickness level and also congratulated staff on their continued commitment.</p> <p><u>Vacant Seats</u></p> <p>It was stressed the need to fill all vacant seats as soon as possible.</p>	
<b>9.</b>	<b>Fire at Office Accommodation</b>	
9.1	<p>Alison Neal updated Members on office accommodation.</p> <p>The lease with Pera is due to end on 5 September 2008. Stuart Young is to meet with Pera Chief Executive to see if this can be extended. Melton Borough Council have indicated that should be able to move back to our old Offices at the end of September.</p> <p>There has been no knock-on effect in relation to the Business Plan.</p> <p>No grant funding will be used in relation to costs relating to the fire, this is all covered by insurance, including cost of renting office space, rental of desks and overtime costs. A separate cost code has been set up for this.</p> <p>Members of the Audit Committee commended staff for their speed and efficiency in returning to business as usual.</p>	
<b>10.</b>	<b>Any Other Business</b>	
10.1	<p><u>Lease</u></p> <p>Alison Neal confirmed that LGEM have not signed the lease with MBC.</p> <p>A new lease is to be drawn up which EMRA will sign with MBC.</p> <p>Any spare office space will be offered up to MBC, however EMRA will retain the same office space which was previously held.</p>	
<b>10.</b>	<b>Date and Time of Next Meeting</b>	
	<p>The next meeting is scheduled for Friday, 19 September 2008 at 12.30pm in the Dyson Room, Pera Innovation Park.</p>	<b>ALL</b>

**EAST MIDLANDS REGIONAL  
AUDIT SUB COMMITTEE  
Friday 19 September 2008**

**MATTERS ARISING**

**Any matters to be raised at the meeting.**

**EAST MIDLANDS REGIONAL ASSEMBLY  
AUDIT SUB COMMITTEE  
Friday 19 September 2008**

**EMRA Accounts – Financial Update Report**

1. The attached statements provide details of the financial position for the period ending 31<sup>st</sup> August 2008.

The columns show the original budgets, together with the spend as at 31 August 2008 and an explanation of the main variances against profiled budget.

2. During the course of the year to date, a small number of budgets have been identified that are in need of adjusting to reflect the predicted pattern of spend.

This is largely due to changes which have occurred since the original budget was agreed.

**RECOMMENDATIONS**

1. To note the position as at 31<sup>st</sup> August 2008.
2. To approve the budget virements listed below.

## Virements – Budget 2008/9

<b>Code</b>	<b>Virement</b>	<b>Original Budget</b>	<b>Revised budget</b>	<b>Description</b>
LP 7901 OHA#	-£25,000	£1,003,000	£978,000	Salaries
LP 7901 3500	+£10,000	£40,000	£50,000	Staff travel/mileage
LP 7901 4600	+£3,000	£4,000	£7,000	Subsistence
LP 7905 4010	+£2,000	£4,000	£6,000	Admin Equipment
LP 7920 4890	-£10,000	£25,000	£15,000	Corporate other
LP 7905 8600	-£15,000	-£38,000	-£53,000	Interest
LP 7920 4510	-£5,000	£20,000	£15,000	Professional fees
New code	£40,000	0	£40,000	RFA
<b>Total</b>	<b>Nil</b>	<b>£1,058,000</b>	<b>£1,058,000</b>	

## FINANCIAL REPORT to 31<sup>st</sup> August 2008

The attached statement details the total spend to 31<sup>st</sup> August 2008. This has been split between DCLG grant funded expenditure and expenditure met from other funding.

We are continuing to campaign that we will be given some flexibility over the use of any future underspend and flexibility within our grant conditions in order to meet the future transition costs following the decision to abolish the Regional Assemblies.

In total, expenditure to 31<sup>st</sup> August 2008 showed a spend of £758,000 against a profiled budget spend of £805,000 an underspend for the year to date £47,000 or 5.8% which given the situation faced by the Assembly in the last few months is a remarkable achievement.

**GENERAL COSTS** include staffing, members' costs and other fixed costs for accommodation and office expenses. For the purposes of the grant claim, these costs are allocated over planning, policy and scrutiny on the basis of staff time allocations.

### **Note 1 Salaries**

The underspend in staff costs is due to vacancies that have arisen since the budget was agreed it is not anticipated that these posts will be filled however this budget will be vired to other projects during the course of the year to ensure that staff have the resources they need.

### **Note 2 Other fixed costs**

This budget shows an underspend of £25k at the end of the current period (august). This is predominantly due to a timing delay with recharges from LCC being received on a quarterly basis - the next one due to be charged in September.

## SPATIAL PLANNING

**Note 3** Against a profiled spend of £83k an actual spend of £91K has been achieved. This very slight overspend is largely due to under profiling of budgets.

## POLICY

**Note 4** Spend of £64k has been achieved as at the end of august with partner contributions of £94k being received against a profiled spend of 27k. It is anticipated that this budget will be fully utilised by the end of the year.

## SCRUTINY

**Note 5** Against a profiled budget spend of £32k a spend of £9k has been achieved. This is largely due to spend profile and a slight delay in payment of project expenses.

Description	Original Budget 2008/9	~Profile 2008/9	august 2008/9	Variance	Notes
<b>GENERAL</b>					
Staff Costs	1,171,000	478,241	426,080	-52,161	1
Members Costs	94,000	39,580	43,409	3,829	
Other Fixed Costs (accommodation & office expenses)	238,000	86,803	61,762	-25,041	2
Interest	-38,000	-9,500	-	9,500	2
GOEM Funding	-2,339,000	584,750	-584,750		
<b>CORPORATE (includes legal fees and publicity)</b>	143,000	16,995	12,244	-4,751	
<b>Planning</b>					
Planning Board	6,000		778	778	
Subscriptions	50,000	5,000	19,851	14,851	
<b>Spatial Planning</b>					
printing and publication of draft regional plan	20,000	10,000	10,000		
printing and publication of options consultation	30,000	15,000	15,000		
PPSS - EM planning Aid service	20,000				
RSS Technical support	27,000	10,800	11,400	600	
<b>Publicity &amp; Community Involvement</b>					
Regional housing Strategy	30,000		3,966	3,966	
Regional housing Strategy cont from partners	-30,000	-30,000	-30,000		
RSS housing research	30,000				
<b>Housing Research</b>					
Employment Land Assessments	3,000				
<b>Economic Research</b>					
Water Management	2,500	2,500		-2,500	
Lincolnshire Coastal Study	50,000				
Renewable Energy Targets	25,000				
<b>Environment Research</b>					
SA/SEA/AA Scoping study	60,000	45,000	28,997	-16,003	
SA of Options consultation	30,000				
<b>Sustainability Appraisal</b>					
Contribution to Ptolemy Model	7,000				
Development of region wide LUTI	60,000				
Dev of regional conditions and Issues report	50,000	35,000	23,325	-11,675	
<b>Transport</b>					
Publication & Distribution of Annual Monitoring Report	15,000				
Implementation of Regional Freight Strategy	45,000				
Implementation of Regional Waste Strategy	15,000		11,000	11,000	
Income	-10,000	-10,000	-19,000	-9,000	
MKSM Monitoring	5,000		138	138	

			Item 4		
CDP Annual support fee	12,500				
Seamless digital chain Development	25,000				
Consultant support AMR	38,000		15,290	15,290	
<b>Monitoring &amp; Implementation</b>					
<b>Total Planning and Transport</b>	<b>616,000</b>	<b>83,300</b>	<b>90,745</b>	<b>7,445</b>	<b>3</b>
Policy Board	250	250	730	480	
Integrated Regional Strategy	22,250	5,562	1,755	-3,807	
Integrated Regional Strategy Inc			-18,000	-18,000	
Environmental Infrastructure Exp	14,000	3,500	4,550	1,050	
Environmental Infrastructure Inc			-15,000	-15,000	
Sustainable Design and Construction Exp	10,000	2,000	1,355	-645	
Sustainable Design and Construction Inc					
Showcasing Good Practice Exp					
Behavioural Change	2,000	2,000		-2,000	
Climate Change salaries	22,500	5,625	19,515	13,890	
Climate change - other costs			26,401	26,401	
Climate Change inc			-51,400	-51,400	
Equalities	10,000	5,000		-5,000	
<b>Sustainable Development</b>					
<b>State of Region</b>					
Sustainable Energy in Homes	14,000	3,500	236	-3,264	
			-10,000	-10,000	
<b>Energy</b>					
<b>Total Policy</b>	<b>95,000</b>	<b>27,437</b>	<b>-29,858</b>	<b>-57,295</b>	<b>4</b>
Scrutiny Board	2,450	612	1,215	603	
Regional Energy	5,750	5,750	6,938	1,188	
Regional Innovation	36,500				
Regional Business support	30,200	24,160	1,057	-23,103	
<b>Emda Scrutiny</b>					
Voluntary Sector	12,100				
<b>Broaden the Focus of Regional Scrutiny</b>					
Annual Scrutiny Report	3,000		300	300	
Raising awareness and understanding	5,000	1,666	-2,500	-4,166	
<b>Performance Management and Delivery</b>					
<b>Total Scrutiny</b>	<b>95,000</b>	<b>32,188</b>	<b>7,010</b>	<b>-25,178</b>	<b>5</b>
<b>SUMMARY</b>					
<b>GENERAL</b>					
Expenditure	1,503,000	604,624	531,251	-73,373	
				9,500	
Income	-2,377,000	594,250	-584,750		
<b>CORPORATE</b>					
Expenditure	143,000	16,995	12,244	-4,751	

**SPATIAL PLANNING**

Expenditure	656,000	123,300	139,745	16,445
Income	-40,000	-40,000	-49,000	-9,000

**POLICY**

Expenditure	95,000	27,437	64,542	37,105
Income			-94,400	-94,400

**SCRUTINY**

Expenditure	95,000	32,188	9,510	-22,678
			-2,500	-2,500

**TOTAL**

Expenditure	2,492,000	804,544	757,292	-47,252
			-	-96,400
Income	-2,417,000	634,250	-730,650	

**TOTAL**

	<b>75,000</b>	<b>170,294</b>	<b>26,642</b>	-143,652
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**EAST MIDLANDS REGIONAL ASSEMBLY  
AUDIT SUB COMMITTEE  
Friday 19 September 2008**

### **Exemptions to Tender**

The following exemptions to tender have been agreed, in accordance with the Financial Regulations and under delegated powers.

<b>Company</b>	<b>Reason</b>	<b>Value</b>	<b>Date</b>
Ipsos MORI	Only one contractor to ensure valid trend comparisons	£48K	May 08

### **RECOMMENDATIONS**

- 1. To note the exemptions to tender as shown above.**

**EAST MIDLANDS REGIONAL ASSEMBLY  
AUDIT SUB COMMITTEE  
Friday 19 September 2008**

**GOEM Quarterly Review**

The attached report shows the quarter 2 return submitted to GOEM for the period ending September 2008 including the Key Performance Indicators.

**RECOMMENDATION**

Members are asked to consider the Quarterly report.

## GOEM QUARTERLY RETURN FOR QUARTER 1 (JUL - SEP 2008)

<b>Section 1</b>	<b>CORPORATE ACTIVITY</b>
------------------	---------------------------

	PROCESS – Activity	OUTPUT – Product which arises, with reference to performance indicators	OUTCOME – Impact and changes on the ground	DELIVERY		PROGRESS FOR QUARTER
				By Whom	By When	
1.	<b>Ensure that the organisation is effective at identifying, building, and maintaining key partnerships in order to manage the transition process associated with the SNR</b>	<p>Respond to the SNR implementation consultation document.</p> <p>Agreement of EMRA implementation plan for SNR.</p> <p>To support EMRA Transitional Group in informing EMRA Board in its consideration of SNR transition process.</p> <p>On-going relationship with Regional Minister for the East Midlands.</p> <p>With regional and sub-regional partners, support a regional leadership group at political non-executive level that champions and addresses regional issues and priorities.</p>	<p>Secure a successful transition to the new regional arrangements post-SNR.</p> <p>Support the development of a regional leadership model.</p> <p>The delivery of 2008/11 Business Plan and associated KPIs agreed with Members and Government.</p>	EMRA Board and Secretariat.	<p>Q1&amp;Q2 2008/9</p> <p>Q3&amp;Q4 2008 and On-going</p> <p>Quarterly</p> <p>Quarterly</p> <p>Quarterly</p>	<p>Response submitted to HM Government by 20 June.</p> <p>To be completed as scheduled once legislation and parameters of regional architecture are better known.</p> <p>Regular meetings held between Chair, EMRA and Regional Minister. Regional Minister attended Full Assembly in July 2008.</p> <p>Meetings held on a regular basis.</p>

**GOEM QUARTERLY RETURN FOR QUARTER 1 (JUL - SEP 2008)**

	PROCESS – Activity	OUTPUT – Product which arises, with reference to performance indicators	OUTCOME – Impact and changes on the ground	DELIVERY		PROGRESS FOR QUARTER
				By Whom	By When	
		<p>To support GOEM develop and implement a regional co-ordination steering group and Regional Transition Group at officer level that informs the regional response to the SNR.</p> <p>Undertake review into the future of the Regional and Communities Policy Board prior to the AGM in July 2008.</p>	<p>Secure a successful transition to the new regional arrangements post-SNR.</p> <p>Ensure the Assembly effectively delivers upon the requirements of SNR.</p>		<p>Quarterly</p> <p>Q2 2008/9</p>	<p>Meetings held on a regular basis.</p> <p>Completed as scheduled.</p>
		To identify additional sources of income and resources to support the work of the Assembly.	To establish the regional priorities which influence the development of the Business Plan of organisations that work at the regional level.	As above.	Ongoing (subject to 6 month review)	<p>No additional income identified.</p> <p>No impact on delivery of this Business Plan.</p>
2	<b>Promote and raise awareness and understanding of the role of the organisation</b>	<p>Publication of EMRA Business Plan 2008-11 (summary).</p> <p>Publication of EMRA Annual Report.</p>	<p>The views of regional partners and the people they represent are considered in the development and delivery of policy.</p> <p>Support continued engagement and awareness by Members, partners and the public of issues that impact upon the region.</p>	EMRA Board and Secretariat.	<p>Q1 2008/09</p> <p>Q1 2009/10</p> <p>Q1 2010/11</p> <p>Q2 2008/09</p> <p>Q2 2009/10</p> <p>Q2 2010/11</p>	<p>Completed.</p> <p>Completed as scheduled.</p>

**GOEM QUARTERLY RETURN FOR QUARTER 1 (JUL - SEP 2008)**

	PROCESS – Activity	OUTPUT – Product which arises, with reference to performance indicators	OUTCOME – Impact and changes on the ground	DELIVERY		PROGRESS FOR QUARTER
				By Whom	By When	
		The implementation of an integrated approach to communications, public relations and marketing through the Assembly Communications Strategy and oversight by the Communications & Marketing Group.	Reviewed through State of the Region report and other surveys.			Communication KPIs 'on track' for delivery.
		A flow of relevant information will be maintained to all stakeholders, partners, and member organisations, using electronic means, the website and provision of materials that assist Members promote the Assembly.	As above.	As above.	Quarterly	Ongoing and successfully achieved.
		Operate full Assembly meetings, Regional Boards, Advisory Groups and events relevant to the delivery of EMRA Business Plan 2008-11.	As above.	As above.	Quarterly	Ongoing and successfully achieved.
		Maintain the current high percentage attendance at Full Assembly meetings and Regional Boards.	As above.	As above.	Q4 2008/9	Q1 demonstrates an increase in attendance. Ongoing and on target for completion.
		Adopting a pro-active and programmed approach to media relations that includes developing and maintaining relationships with key media representatives and partner organisations including	As above.	As above.	Quarterly	Ongoing and on target for completion.

## GOEM QUARTERLY RETURN FOR QUARTER 1 (JUL - SEP 2008)

PROCESS – Activity	OUTPUT – Product which arises, with reference to performance indicators	OUTCOME – Impact and changes on the ground	DELIVERY		PROGRESS FOR QUARTER
			By Whom	By When	
	GNN, <i>emda</i> and County/Unitary Communication Groups.				
	Achieve a performance indicator of media coverage on 100 days out of 365.	As above.	As above.	Q4 2008-9	Ongoing and on target for completion.  At 31 August 2008, 70 days of media coverage achieved.
	As part of English Regions Network Communications Group to ensure Assembly continues to engage in the development and delivery of national Government policy.	As above.	As above.	Quarterly	Ongoing.
	By participating and presenting in conferences, research, reference groups, workshops and other promotional events to champion the EM agenda, success stories and the transfer of learning and good practice. Working with ERN on national conferences and attendance at Local Government Association National Conference.	As above.	As above.	Quarterly	Behavioural change Event May 8 <sup>th</sup> 2008 at Nottingham Arena. Contributions at both LGA SNR event and national conference. Presentation made at regional Biodiversity Partnership Conference Presentation on EM Green Infrastructure to SE Region
	To keep the EMRA website up to date and relevant with the information made available promptly, easily located and accessible to all users.	As Above.	As Above.	Quarterly	The website continues to be updated regularly and has been further developed to accommodate the RIEP function.

## GOEM QUARTERLY RETURN FOR QUARTER 1 (JUL - SEP 2008)

	PROCESS – Activity	OUTPUT – Product which arises, with reference to performance indicators	OUTCOME – Impact and changes on the ground	DELIVERY		PROGRESS FOR QUARTER
				By Whom	By When	
						The number of people visiting the website has increased (103501 visits from 1 April to 31 August compared with 89790 in the same period in 2007).
3.	<b>Ensure that the organisation complies with its legal responsibilities as an employer and that it supports and develops its members and employees and to manage organisational performance effectively.</b>	Develop and adopt best practice employment policies.	Continued development of EMRA with sound financial and support arrangements, in liaison with Leicestershire County Council as the accountable body.	EMRA Board and Secretariat.	Quarterly	Ongoing.
		To ensure effective performance management of EMRA in accordance with Business Plan.	Achievement of performance indicators and delivery of EMRA Business Plan 2008-11.  Satisfactory progress meetings held with GOEM.	As above.	Quarterly through Audit and Finance sub committee	Meetings held as scheduled.  Regular review of on-going performance undertaken at management team meetings.  Quarterly meetings with GOEM.

**GOEM QUARTERLY RETURN FOR QUARTER 1 (JUL - SEP 2008)**

PROCESS – Activity	OUTPUT – Product which arises, with reference to performance indicators	OUTCOME – Impact and changes on the ground	DELIVERY		PROGRESS FOR QUARTER
			By Whom	By When	
	Minimise the risk to staff and Leicestershire County council throughout the transition process.	TUPE transfer of staff to relevant employing organisations.	As above.	Quarterly through Audit and Finance sub committee	Regular review of risk undertaken at Audit and Finance Sub Committee and management team.
	Train and develop EMRA staff to fulfil their roles and identify and develop the skills required to be effective EMRA employees and assist with the transition process.	As above.	As Above.	Quarterly (subject to 6 month review)	Organisation away day held.  Training and development programme to be delivered from Q2 2008.
	Undertake EMRA Resource Management through: 1. Maintain staff sickness rate at 8 days per Full Time Equivalent. 2. To undertake staff development interviews for all employees each year. 3. To offer 3 training and development opportunities for staff to assist with managing the transition process	With Leicestershire County Council, to ensure that EMRA discharges its commitment as a responsible employer.  TUPE transfer of staff to relevant employing organisations.		Quarterly  Q4 2008/9  Q4 2008/9 subject to review	0.23% as at 31 August 2008.  To be completed as scheduled.  To be completed as scheduled.

## GOEM QUARTERLY RETURN FOR QUARTER 1 (JUL - SEP 2008)

SECTION 2		HOUSING, PLANNING AND TRANSPORT				
	PROCESS – Activity	OUTPUT – Product which arises, with reference to performance indicators	OUTCOME – Impact and changes on the ground	DELIVERY		PROGRESS FOR QUARTER
				By Whom	By When	
1.	<b>Develop, and keep under review, and implement the Regional Spatial Strategy (which includes the Regional Transport Strategy) for the East Midlands</b>	1. Respond to Secretary of State's proposed changes to Draft Revised Regional Plan.	Supporting changes to policy where appropriate to accommodate future climate change and promote sustainable development.	GOEM, Joint Board.	Q1 2008/9 (5 June Joint Board 2008- but dependant on GOEM	SoS proposed Changes were issued in July 2008. An Assembly response will be agreed at the 17 September 2008 Joint Board.
		2. Political agreement in principle to undertake a further RSS Review and of the broad scope of issues to be covered.	Authority to start detailed planning of the Review and to commit expenditure on preparation work.	Joint Board.	Q4 2007/8 (26 March 2008 Joint Board)	Joint Board agreed to undertake a Partial Review working jointly with emda starting in October 2008. A draft Project Plan will be agreed at the 17 September 2008 Joint Board
		3. Let contracts for: <ul style="list-style-type: none"> <li>SA/SEA Scoping Report (Report of Survey)</li> <li>AA Screening Report</li> <li>Coastal Study Scoping Report</li> <li>Regional Transport Model Scoping Study</li> </ul>	Sound evidential base that will meet statutory requirements and ensure the revised RSS will promote sustainable development and accommodate climate change.	EMRA Secretariat <i>emda</i> .	Q1 2008/9	LUC have been appointed to undertake SA/SEA and AA work, and Atkins the Transport Issues Baseline Study.  Research briefs for

**GOEM QUARTERLY RETURN FOR QUARTER 1 (JUL - SEP 2008)**

	PROCESS – Activity	OUTPUT – Product which arises, with reference to performance indicators	OUTCOME – Impact and changes on the ground	DELIVERY		PROGRESS FOR QUARTER
				By Whom	By When	
		<ul style="list-style-type: none"> <li>Collation of G&amp;T Assessments; and</li> </ul> <p>Consider the results of the 11 Housing Market Assessment nearing completion across the Region and the GOEM sponsored HMA Study.</p>				G&T study and affordable housing study are being prepared. HMA study has been completed. Consultant appointed for advising on development of regional land use/transport model.
		4. Publish jointly with <i>emda</i> (with agreement of GOEM) a detailed & fully costed Draft Project Plan to undertake a further RSS Review by 2011, along with SA/SEA Scoping Report, AA Screening Report and Statement of Community Involvement, all for 8 weeks public consultation.	Agreed process for developing revised spatial policy which will promote sustainable development, review the RTS and meet housing needs.	Joint Board <i>emda</i> GOEM.	Beginning of Q3 2008/9	Draft Project Plan will be discussed at the Joint Board meeting of 17 September 2008..
		5. Publication of RSS Options Consultation on key topics with an interim SA/SEA and AA for 8 weeks public consultation.	Consensus on preferred option(s) to promote sustainable development, review the RTS and meet housing needs.	Joint Board <i>emda</i> .	Beginning of Q1 2009/10	On course to deliver to timetable
		6. Submission of Draft Revised RSS to SoS with Statement of Public Participation, & final SA/SEA and AA.	Agreement of Draft RSS and RTS that will promote sustainable development and meet housing needs.	Joint Board <i>emda</i> .	End of Q4 2009/10	On course to deliver to timetable
		7. Produce Annual Monitoring	The AMR will provide	Joint Board.	Q4 of	Work to produce the

**GOEM QUARTERLY RETURN FOR QUARTER 1 (JUL - SEP 2008)**

	PROCESS – Activity	OUTPUT – Product which arises, with reference to performance indicators	OUTCOME – Impact and changes on the ground	DELIVERY		PROGRESS FOR QUARTER
				By Whom	By When	
		Report in Q4 of each year in accordance with CLG requirements – utilising new computerised LA monitoring system.	annual feedback on the extent to which RSS policies are being successfully implemented, and will help to inform future policy reviews.		each year (end of February)	2007/08 Annual Monitoring Report is on-going (data collection phase).
		8. To respond to consultations on major planning applications that fall within the agreed criteria within the statutory period, reporting performance to CLG.	Major planning applications will be determined in general conformity with RSS policy and which promotes sustainable development.	Joint Board.	ongoing – subject to quarterly review, reporting to CLG in June of each year	<p>EMRA received 16 consultations on major planning applications between 13 May and 28 August 2008.</p> <p>EMRA also received 3 EIA scoping opinion requests.</p> <p>EMRA responded to all major planning applications that fell within the agreed criteria within the statutory period (21 major planning applications during the period 13 May to 28 August 2008).</p> <p>During the same period EMRA responded to 4 EIA scoping requests regarding planning applications.</p>

## GOEM QUARTERLY RETURN FOR QUARTER 1 (JUL - SEP 2008)

PROCESS – Activity	OUTPUT – Product which arises, with reference to performance indicators	OUTCOME – Impact and changes on the ground	DELIVERY		PROGRESS FOR QUARTER
			By Whom	By When	
	9. Develop LDF conformity function according to timetables set out adopted Local Development Schemes.	LDFs will be developed in a way that is in general in general conformity with RSS policy and which promotes sustainable development.	Joint Board Section 4(4) Local Authorities.	Ongoing – subject to quarterly review	EMRA received 32 (inc. 4 out of the Region) consultations on DPDs and SPDs during the period 13 May to 22 August 2008.  EMRA responded to 33 consultations on DPDs and SPDs in the same period.
	10. Secure implementation of Regional Waste Strategy, including: <ul style="list-style-type: none"> <li>• reviewing RWS actions in partnership with <i>emda</i> &amp; GOEM</li> <li>• working with DEFRA to roll forward waste apportionment figures in the revised RSS to 2026</li> </ul>	To secure more sustainable resource management and waste treatment in line with the targets set out in the RWS, monitoring progress annually.	RTAB/Joint Board/RWS partners.	Ongoing - subject to quarterly review and RSS Review Project Plan	Secured funding with <i>emda</i> to carry out a review of the actions within the RWS – tender to go out shortly Working with DEFRA to update waste data to inform any change to apportionment as necessary
	11. Contribute to the development of other relevant regional strategies, including: <ul style="list-style-type: none"> <li>• Regional Climate Change Programme of Action</li> </ul>	Consistent policy with RSS promoting sustainable development.	Joint Board/ Housing Group/ Transport Group.	Ongoing - subject to quarterly review.	Officer Comments made on Regional Climate Change Action Plan
	12. Respond to Government consultations on the reform of the	To secure the development and	Joint Board.	ongoing – subject to	Joint Board agreed response to Draft

## GOEM QUARTERLY RETURN FOR QUARTER 1 (JUL - SEP 2008)

	PROCESS – Activity	OUTPUT – Product which arises, with reference to performance indicators	OUTCOME – Impact and changes on the ground	DELIVERY		PROGRESS FOR QUARTER
				By Whom	By When	
		planning system from a regional perspective including SNR consultation paper expected spring 2008.	implementation of regional priorities that promote sustainable development through national planning policy.		quarterly review	PPS4 on 26 March.  5 June Joint Board to consider response to SNR Consultation Paper and Eco-Towns Consultation Paper
2.	<b>Develop and keep under review regional transport priorities.</b>	1. Contribute to the continued development and implementation of regional transport priorities, in accordance the current RFA programme.	Development of wider transport investment priorities that will promote sustainable development and contribute to the Revised RTS.	Transport Group/Joint Board.	Progress subject to quarterly review	Following receipt from DfT of revised HA costs after Nichols Review, plus some LTA scheme increases, RFA programme reconsidered by PMG on 2/9 and Transport Group on 9/9, leading to Joint Board on 17/9.  Transport related CIF2 awards announced on 30/7; Ministers advised of regional concerns.
		2. Undertake revised prioritisation process as part of RFA2 and to inform revised RTS.	Development of wider transport investment priorities that will promote sustainable development and contribute to the Revised RTS.	Transport Group/Joint Board.	RFA2 guidance expected autumn 2008	Following announcement of RFA2 Guidance on 30/7, consultancy brief to update methodology and formulate draft submission issued on 15/8. Inception meeting scheduled for 25/9.
		3. Secure implementation of regional rail priorities, including through the EM and other RUSs	Increase in the levels of goods and passengers transported by rail.	Transport Group/Joint Board.	Ongoing – subject to quarterly	Network Rail continuing with studies for freight gauge

**GOEM QUARTERLY RETURN FOR QUARTER 1 (JUL - SEP 2008)**

PROCESS – Activity	OUTPUT – Product which arises, with reference to performance indicators	OUTCOME – Impact and changes on the ground	DELIVERY		PROGRESS FOR QUARTER
			By Whom	By When	
	and through TOC timetable proposals.			review	<p>enhancement for Peterborough-Nuneaton and for Northern routes, as part of wider national W10 network, inc EMRA funding support</p> <p>Lobbying activity with ORR in respect of (successful) NR MML upgrade bid; Nottingham signalling enhancement scheme, and East Coast paths for possible early start (Dec 09) of Lincoln-London direct service.</p> <p>Inputting to East Midlands RUS through the wider reference group.</p> <p>On going liaison with operators to secure best regional outcome from December 2008 (and beyond) timetables.</p> <p>EMRA joined Stakeholder Board established to develop</p>

## GOEM QUARTERLY RETURN FOR QUARTER 1 (JUL - SEP 2008)

PROCESS – Activity	OUTPUT – Product which arises, with reference to performance indicators	OUTCOME – Impact and changes on the ground	DELIVERY		PROGRESS FOR QUARTER
			By Whom	By When	
					and pursue upgrading of Liverpool-Norwich route.  Leading with <i>emda</i> on formulating proposals to secure EM Parkway to EM Airport bus link
	4. Respond to HA consultations on TPI Entry Schemes.	Implementation of strategic highway improvements consistent with RTS Policy which will promote sustainable development.	Highways Agency, Transport Group/Joint Board.	Ongoing – subject to quarterly review	Discussions continuing with the Highways Agency about possible phasing and modifications to the A46 scheme to keep within RFA budget constraints.  Response developed to HA's M1 J19 proposed modifications
	5. Secure implementation of Regional Freight Strategy through partnership with delivery agencies and regional stakeholders.	To secure a more sustainable and efficient regional distribution sector, monitoring progress annually.	Regional Freight Group/Transport Group/Joint Board.	Ongoing – subject to quarterly review	River Trent feasibility study underway with EMRA inputting through steering group.  On-going input to capsule pipeline project.  Financial contribution agreed to Spalding road/rail freight hub study
	6. Development and	Reduction in the rate of	Transport	Ongoing –	Preparations for

## GOEM QUARTERLY RETURN FOR QUARTER 1 (JUL - SEP 2008)

	PROCESS – Activity	OUTPUT – Product which arises, with reference to performance indicators	OUTCOME – Impact and changes on the ground	DELIVERY		PROGRESS FOR QUARTER
				By Whom	By When	
		implementation of demand management measures to reduce traffic growth.	traffic growth at the regional level, reducing congestion and the impact of traffic on climate change, within the capacity of the assembly to deliver.	Group/Joint Board.	subject to quarterly review	second (winter) edition of Regional Public Transport Map underway  Ongoing EMRA input to MKSM modal shift strategy through steering group, including stakeholder workshop on 22/7  Inputting to HA review of content of their National Network Report
3.	<b>Develop, keep under review and implement the Regional Housing Strategy (including the Regional Investment Strategy)</b>	1 Launch consultation on Draft Revised Regional Housing Strategy	Consultation on housing policies and investment priorities that will meet the needs of vulnerable people, promote sustainable development and inform sub-regional working and local housing strategies	Housing Group/Joint Board/	Beginning of Q1 2008/9	Consultation launched 9 <sup>th</sup> April, ending 27 <sup>th</sup> June
		2. Agreement of the Regional Housing Strategy.	Agreement of housing policies and investment priorities that will meet the needs of vulnerable people, promote sustainable development and inform sub-regional working and local	Housing Group/Joint Board	End of Q2 2008/9	On course to deliver to timetable

**GOEM QUARTERLY RETURN FOR QUARTER 1 (JUL - SEP 2008)**

	PROCESS – Activity	OUTPUT – Product which arises, with reference to performance indicators	OUTCOME – Impact and changes on the ground	DELIVERY		PROGRESS FOR QUARTER
				By Whom	By When	
			housing strategies.			
		3. Collate county based GTAA results to inform RHS & further RSS Review.	Reduce shortfall in supply/demand for Gypsy & Traveller accommodation.	Housing Group/Joint Board.	Q2 2008/9	Research brief for G&T study is being prepared.
		4. Make recommendations to Ministers on the allocation of G&T Site Grant.	Available resources are used to best meet the needs of Gypsy & Travellers.	Housing Group/Joint Board.	Ongoing – subject quarterly review	On-going. Regional recommendations are scheduled for Sept 08 RHG meeting. CLG attendance confirmed.
		5. Ensure that Housing Market Area Assessments are carried out to agreed timescales and results collated in a regional basis to inform RHS & further RSS Review.	Promote a better understanding of the dynamics of the housing market to inform policy development at the local and regional level, leading to a reduction in affordability problems within the region.	Housing Group/local authorities.	Ongoing – subject to quarterly review	HMA programme is nearing completion.
		6. Complete in-year recommendations regarding capital allocations to LAs.	Improvements to existing public and private sector housing stock.	Housing Group/LAs.	Q4 2008/9 dependent on GOEM	On course to deliver to timetable
		7. Monitor implementation of New Affordable Housing Programme.	Delivery of new affordable housing in line with Regional Housing Investment priorities.	Housing Group/Housing Corporation.	On-going subject to quarterly review	Housing Corp will report on delivery and Regular Market Engagement at RHG

**GOEM QUARTERLY RETURN FOR QUARTER 1 (JUL - SEP 2008)**

	PROCESS – Activity	OUTPUT – Product which arises, with reference to performance indicators	OUTCOME – Impact and changes on the ground	DELIVERY		PROGRESS FOR QUARTER
				By Whom	By When	
						meetings
		8. Implementation of the RHS.	Progress against RHS Action Plan.	Housing Group/RHS Steering Group.	Ongoing from Q3 2008/9	On course to deliver to timetable
		9. Contribute to the development of regional advice in response to the proposed RFA2.	Agreement of funding priorities to meet agreed regional objectives.	Housing Group/Joint Board/Full Assembly.	RFA2 guidance expected Sept 2008	Government Guidance expected July 2008 with submission by January 2009

## GOEM QUARTERLY RETURN FOR QUARTER 1 (JUL - SEP 2008)

<b>Section 3</b>	<b>REGIONAL AND COMMUNITIES POLICY</b>
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	PROCESS – Activity	OUTPUT – Product which arises, with reference to Performance indicators	OUTCOME – Impact and changes on the ground	DELIVERY		PROGRESS FOR QUARTER
				By Whom	By When	
1.	<b>Delivery of Integrated Regional Strategy (IRS) Framework</b>	<p>A refreshed IRS Framework appropriate to inform the development of the new Single Regional Strategy.</p> <p>Utilise opportunities to influence national and European activity and policy based on IRS Framework, including working with sub-regional partners.</p>	<p>Increased buy-in from key partners.</p> <p>Increased awareness of benefits of having a co-ordinated and integrated approach in the region to strategy development and implementation.</p>	Regional & Communities Policy Board (R&CPB) and Regional Joint Board supported by Secretariat.	Ongoing – (subject to 6 month review)	<p>IRS Framework refresh completed and launched at Full Regional Assembly meeting on 25<sup>th</sup> April.</p> <p>IRS Summary leaflet printed and distributed to Assembly members and stakeholders</p>
		An updated East Midlands Integrated Toolkit (EMIT) to reflect the IRS Framework refresh and further developed to include a strengthened inequalities element as well as relevance to Local Area Agreements.	An easily accessible and up to date on-line web resource based on IRS Framework.	R&CPB supported by Secretariat.	Q3 2008/09	EMIT continued to be maintained and updated.
		Contribute fully to other RA work streams.	Delivery of EMRA Business Plan 2008/11.	R&CPB supported by Secretariat.	Quarterly – (subject to 6 month review)	Ongoing
		A set of regional strategies developed within the IRS Framework - for example, the Regional Public Health Strategy and Regional Housing Strategy.	<p>Buy-in from key players.</p> <p>A set of regional strategies and partnerships to ensure an integrated approach</p>	R&CPB supported by Secretariat.	Quarterly – (subject to 6 month review)	Investment for Health Group continuing to work with Regional Public Health Group to revise the Regional Public Health Strategy.

## GOEM QUARTERLY RETURN FOR QUARTER 1 (JUL - SEP 2008)

	PROCESS – Activity	OUTPUT – Product which arises, with reference to Performance indicators	OUTCOME – Impact and changes on the ground	DELIVERY		PROGRESS FOR QUARTER
				By Whom	By When	
			towards achieving a shared vision, objectives and priorities as set out in the IRS Framework.			Revised Strategy due to be considered by Regional & Communities Policy Board in June.
		Identification of policy shortfall to meet priorities, in light of updated state of region information.	A set of regional strategies that together will achieve all the regional priorities.	R&CPB supported by Secretariat.	Ongoing	Work with Regeneration East Midlands in initial stages to improve the knowledge base on inequalities in the East Midlands
	<b>Transitional arrangements</b>	Transitional arrangements agreed with partners for the R&C Policy Board's areas of work beyond 2008/09.	Partnership working to agree most appropriate transitional arrangements.  Mapping work areas.  Discussions with Members and partners.  Appropriate transitional arrangement agreed.	R&CPB supported by Secretariat.	Q4 2008/09  Q1 2008/09  Q2 & Q3 2008/09  Q4 2008/09	Work areas mapped and review of regional & Communities Policy Board underway. Initial discussions also taking place with partners.  To be completed as scheduled
2.	<b>Promote Sustainable Development</b>	The establishment of a new regional Sustainable Development Champion Body through close partnership working with GOEM and <i>emda</i> .  Lead the development and promotion of action plans and	A set of co-ordinated partnership projects, each contributing towards the regional priorities and working together to create sustainable communities.  Increased awareness of	R&CPB and its Groups supported by Secretariat working closely with <i>emda</i> and GOEM.	Quarterly – (subject to 6 month review)	Discussions between partners taking place in light of SNR consultation document.

## GOEM QUARTERLY RETURN FOR QUARTER 1 (JUL - SEP 2008)

PROCESS – Activity	OUTPUT – Product which arises, with reference to Performance indicators	OUTCOME – Impact and changes on the ground	DELIVERY		PROGRESS FOR QUARTER
			By Whom	By When	
	<p>projects in partnership with <i>emda</i> and GOEM - ensuring regional and sub regional engagement - that will help to deliver the IRS regional priorities, the Regional Spatial Strategy (RSS) and 'Securing the Regions' Futures' including:</p> <p><u>Climate Change and Energy</u></p> <ul style="list-style-type: none"> <li>Working jointly with <i>emda</i> to further develop the Climate Change Programme of Action.</li> <li>Working jointly with <i>emda</i> to engage stakeholders to implement the Climate Change Programme of Action through a programme of co-ordinated actions to mainstream behavioural change, including addressing inequalities.</li> </ul>	<p>ways to improve people's quality of life and translating the awareness into real change that will improve quality of life.</p> <p>Opportunities for increasing partner involvement, buy-in and a co-ordinated regional approach.</p> <p>A programme of action to combat the causes and effects of climate change across the region.</p> <p>Regional leadership to achieve a carbon neutral region by stimulating change, showcasing solutions and promoting opportunities. Regional Stakeholder event held on behavioural change.</p> <p>Stimulation of local markets and economic activity that contributes</p>		<p>Q2 2008/09</p> <p>Q1 2008/09</p>	<p>Work on-going to finalise Programme of Action on Climate Change PoA</p> <p>Event on behaviour change held on 8<sup>th</sup> May 2008 at Nottingham Arena. Follow on projects now in planning</p>

## GOEM QUARTERLY RETURN FOR QUARTER 1 (JUL - SEP 2008)

	PROCESS – Activity	OUTPUT – Product which arises, with reference to Performance indicators	OUTCOME – Impact and changes on the ground	DELIVERY		PROGRESS FOR QUARTER
				By Whom	By When	
		<ul style="list-style-type: none"> <li>Working jointly with <i>emda</i> to support local authorities to implement the Nottingham Declaration on Climate Change.</li> <li>Continuing to work jointly with <i>emda</i> on delivering the Energy strategy, specifically the Energy in Communities workstream of the Regional Energy Framework, including affordable warmth.</li> <li>Working closely with Energy</li> </ul>	<p>to an improved natural and built environment and sustainable, vibrant communities.</p> <p>Delivering an event to share good practice across key themes including sustainable design and construction with input from Swedish partners.</p> <p>Working with local authorities to assess potential impact of climate change on service delivery.</p> <p>Publication of Detailed Action Plan across all energy themes, emphasising close links to PoA on Climate Change.</p> <p>Input into refresh of Affordable warmth Action Plan yearly programme.</p> <p>Hosting of SEN regional</p>		<p>Q3 2008/09</p> <p>Q2 2008/09</p> <p>Q3 2008/09</p> <p>Q2 2008/09</p> <p>Quarterly</p>	<p>Completed as scheduled. Additional work in discussion with REIP as main body for supporting LA</p> <p>Local Climate Impact Profiles project for LAs underway 9 graduates recruited and working with LA. Reporting event September 2008</p> <p>Work continuing to pull together a single energy strategy and implementation plan.</p> <p>Event in April to inform refreshed priorities, close links with housing strategy consultation and HI4EM data made</p> <p>ESTAC in operation early September.</p> <p>Input to Peak sub region study on</p>

## GOEM QUARTERLY RETURN FOR QUARTER 1 (JUL - SEP 2008)

	PROCESS – Activity	OUTPUT – Product which arises, with reference to Performance indicators	OUTCOME – Impact and changes on the ground	DELIVERY		PROGRESS FOR QUARTER
				By Whom	By When	
		<p>Saving Trust to establish an effective Sustainable Energy Network for the region.</p> <ul style="list-style-type: none"> <li>Supporting partners involved in Local Development Frameworks to plan for renewable energy and low carbon developments.</li> <li>Working jointly with <i>emda</i> to support communities to develop low carbon solutions.</li> </ul> <p><u>Inequalities</u></p> <ul style="list-style-type: none"> <li>Working with key partners, including <i>emda</i> to implement the recommendations contained in the report “Inequalities in the East Midlands”, to raise awareness and take appropriate action to help address inequalities in the region.</li> <li>Ensuring addressing</li> </ul>	<p>manager.</p> <p>Responding to LA requests at key stages of LDF.</p> <p>Establish Steering group for Climate friendly communities to share learning.</p> <p>Supporting Local Climate change Partnerships to deliver workshops and support to local communities.</p> <p>Working with REM to improve the knowledge base on inequality at regional and sub regional levels.</p> <p>Review EMIT to strengthen inequalities</p>		<p>through year</p> <p>Quarterly</p> <p>Q2 2008/09</p> <p>Q3 2008/09</p> <p>Q2 2008/09</p> <p>Q3 2008/09</p>	<p>renewable targets ongoing</p> <p>Established</p> <p>Event in planning for Nov 2008 at EXPO</p> <p>To be undertaken building on work with REM and UK CEED’s work with Peak Park SCS</p> <p>Event held 8<sup>th</sup> May – more details above</p> <p>To be completed as scheduled</p> <p>EMRA Secretariat</p>

## GOEM QUARTERLY RETURN FOR QUARTER 1 (JUL - SEP 2008)

PROCESS – Activity	OUTPUT – Product which arises, with reference to Performance indicators	OUTCOME – Impact and changes on the ground	DELIVERY		PROGRESS FOR QUARTER
			By Whom	By When	
	<p>inequalities is incorporated into other work areas, including strengthening the inequalities element of EMIT (see 1. above), the programme of co-ordinated actions to mainstream behavioural change (see ‘Climate Change and Energy’ above), affordable warmth related work (also above) and encouraging healthy and safe communities.</p> <p><u>Environmental Infrastructure</u></p> <ul style="list-style-type: none"> <li>Providing the regional strategic lead in the delivery of green infrastructure, particularly on the Growth Areas and Growth Points.</li> </ul>	<p>element.</p> <p>Hold behavioural change event.</p> <p>Input into refresh of Affordable warmth Action Plan yearly programme.</p> <p>6Cs Strategic Green Infrastructure Project Board (SGIPB)– to ensure GI delivery within the Growth Points. 6Cs GI Coordinator to be appointed.</p> <p>GI Strategy development commenced.</p> <p>East Midlands GI Network further development work Including annual conference (autumn). Series of regional GI a) Practitioner b) LA Member Level Awareness Raising Seminars.</p>	<p>6Cs SGIPB (EMRA Secretariat Chair).</p> <p>GI Steering Group (sub of EG)</p>	<p>Q1 2008/09</p> <p>Q2 2008/09</p> <p>Q2 2008/09</p> <p>Q2 2008/09 Ongoing</p> <p>Q3 2008/09</p> <p>Q2 2008/09</p> <p>Q4 2008/09</p>	<p>Project Director of SGIPB. ToR agreed for Board and GI Coordinator in post</p> <p>GI Strategy - consultants appointed and strategy work underway Second series (GI Practitioner) seminars being planned.</p> <p>Conference to take place with EXPO</p> <p>Work completed to identify environmental indicators for the current round of RSS AMR Linking work also nearing completion separately to identify Environmental Capacity Indicators for the RSS AMR.</p>

## GOEM QUARTERLY RETURN FOR QUARTER 1 (JUL - SEP 2008)

PROCESS – Activity	OUTPUT – Product which arises, with reference to Performance indicators	OUTCOME – Impact and changes on the ground	DELIVERY		PROGRESS FOR QUARTER
			By Whom	By When	
	<ul style="list-style-type: none"> <li>Developing an environmental evidence base to inform the RSS and SRS development.</li> </ul>	<p>Sub group of Environment Group formed to look at Regional environmental evidence base “fit for purpose” for RSS, RES and SRS.</p>	Sub gp of EG	Q2 2008/09	<p>Project to identify the role of landscape completed. Inception meeting of Regional Landscape Partnership has taken place.</p>
	<ul style="list-style-type: none"> <li>Further development of Spatial Review of Water Supply and Quality in the East Midlands.</li> </ul>	<p>Follow on work on Spatial Review of Water Supply and Quality in the East Midlands to inform the Sustainability Appraisal of the Mini RSS Review. Making links to similar work underway at <i>emda</i>.</p>		Q1 2008/09	<p>Work nearing completion, in order to feed into the RSS Partial Review SA/SEA process. Phase 2 underway to update model with new housing data</p>
	<p><u>Showcasing good practice</u></p> <ul style="list-style-type: none"> <li>Showcase good practice on</li> </ul>	<p>Identify venue and hold regular steering group meetings to undertake</p>		Q2 2008/09	<p>EPIC centre in Lincolnshire identified as venue. Regular steering group meetings held. Initial planning underway.</p> <p>To be completed as scheduled</p>
				Q1 2008/09	<p>Expo date confirmed as 19<sup>th</sup> November 2008 at EPIC centre Lincoln</p>

## GOEM QUARTERLY RETURN FOR QUARTER 1 (JUL - SEP 2008)

PROCESS – Activity	OUTPUT – Product which arises, with reference to Performance indicators	OUTCOME – Impact and changes on the ground	DELIVERY		PROGRESS FOR QUARTER
			By Whom	By When	
	<p>sustainable development from across the region working closely with <i>emda</i> and GOEM, including Expo 2008.</p> <p><u>Health</u></p> <ul style="list-style-type: none"> <li>Working closely with the Directorate of Public Health to review the Regional Public Health Strategy.</li> </ul>	<p>initial planning for Expo 2008.</p> <p>Undertake final stages in planning for Expo 2008, including engaging exhibitors and agreeing seminars.</p> <p>Hold Expo 2008.</p> <p>Contribute to final stages of reviewing strategy and achieve Investment for Health Group and Regional &amp; Communities Policy Board endorsement of reviewed Regional Public Health Strategy (relies on Boards of other organisations, including <i>emda</i> and SHA, also agreeing the revised strategy.</p>		<p>Q2 2008/09</p> <p>Q3 2008/09</p> <p>Q1 2008/09</p>	<p>in Lincolnshire.</p> <p>Event planning ongoing. Publicity in progress</p> <p>Final stages of reviewing Regional Public Health Strategy underway. Further discussions held by Investment for Health Group and due to be presented to Board in June.</p>
	<p>Support regional and sub-regional partners to develop and deliver other projects and initiatives that will help to deliver the agreed regional priorities including:</p> <ul style="list-style-type: none"> <li>Biodiversity</li> <li>Young people</li> </ul>	<p>A strong and supportive partnership of key players working together to deliver the regional priorities.</p> <p>Continue to host Regional Biodiversity Co-ordinator and UK Youth</p>	R&CPB supported by Secretariat.	Quarterly – (subject to 6 month review)	Hosting of Regional Biodiversity Co-ordinator and UK Youth Parliament Regional Co-ordinator continued.

## GOEM QUARTERLY RETURN FOR QUARTER 1 (JUL - SEP 2008)

	PROCESS – Activity	OUTPUT – Product which arises, with reference to Performance indicators	OUTCOME – Impact and changes on the ground	DELIVERY		PROGRESS FOR QUARTER
				By Whom	By When	
			Parliament Regional Co-ordinator.			
3.	<b>Performance management and delivery</b>	Working jointly with <i>emda</i> on relevant section, update State of the Region information that complements the RSS Annual Monitoring Report.  Identification of new policy direction required.	A clear understanding of the direction in which the region is moving and fit for purpose policy. Produce summary leaflet for 2008 report.  Start to compile data for 2009 report. Update information and start drafting report. Publish 2009 report.	R&CPB supported by Secretariat.	Q4 Annual  Q1 2008/09  Q2 2008/09 Q3 2008/09 Q4 2008/09	State of Region 2008 information published at Full Regional Assembly meeting in April. 2008 Summary leaflet printed and distributed to Assembly members and stakeholders  Work underway
		Working with regional and sub-regional partners to develop comprehensive information on state of the region, by advising and liaising with partners on their contributions.  Review of gaps in intelligence to develop a robust evidence base.	A co-ordinated and partnership approach to assessing and reporting on the state of the region.	R&CPB supported by Secretariat.	Quarterly – (subject to 6 month review)	Work underway with REM to improve the knowledge base on inequalities in the region.

## GOEM QUARTERLY RETURN FOR QUARTER 1 (JUL - SEP 2008)

Section 4		SCRUTINY				
	PROCESS – Activity	OUTPUT – Product which arises	OUTCOME – Impact and changes on the ground, with reference to performance indicators	DELIVERY		PROGRESS FOR QUARTER
				By Whom	By When	
1.	<b>Implement a programme of scrutiny of <i>emda</i> using the scrutiny panel mechanism.</b>	Scrutiny Panels will undertake in-depth reviews into:	Improved effectiveness of <i>emda</i> in delivery of the Regional Economic Strategy (RES).	Secretariat & Scrutiny Panel	On Going	On schedule
		Business Support.  Consultation and identification of key issues.  Final Report.	To support the region in implementing an effective business support framework.	Scrutiny Panel.	Q1 2008/9  Q2 2008/9	Work on the consultation has been fully completed, 4 <sup>th</sup> and final Panel met early August and a draft final report has been agreed. This is currently with <i>emda</i> for comments  To be taken to September RSB for sign-off.
		The role and effectiveness of <i>emda</i> in promoting the economic contribution of the 'Third Sector' in helping achieve the objectives of the RES.  Agreement of panel remit. Consultation and identification of key issues.	To support an effective partnership approach to delivering the RES and promoting access to services.		Q4 2008/9  Q1 2009/10	To be completed as scheduled.  To be completed as scheduled.

## GOEM QUARTERLY RETURN FOR QUARTER 1 (JUL - SEP 2008)

	PROCESS – Activity	OUTPUT – Product which arises	OUTCOME – Impact and changes on the ground, with reference to performance indicators	DELIVERY		PROGRESS FOR QUARTER
				By Whom	By When	
		Final Report.			Q2 2009/10	To be completed as scheduled
		The role and effectiveness of <i>emda</i> in supporting workforce skills development in the region.  Agreement of panel remit.  Consultation and identification of key issues.  Final Report.	To drive up regional productivity by increasing the skills of the current and future workforce through the appropriate implementation of the Train to Gain initiative.		Q1 2009/10  Q2 2009/10  Q4 2009/10	To be completed as scheduled.
		The role and effectiveness of <i>emda</i> in tackling worklessness and supporting all in the region to contribute to and benefit from economic growth.	To support economic growth and employment by tackling worklessness, promoting diversity and reducing economic inequality.		Q1 2010/11	To be completed as scheduled.
		The role and effectiveness of <i>emda</i> in promoting the provision of appropriate levels of high-quality employment floor-space.	To support a competitive regional economy through attracting and retaining high quality employers and		Q4 2010/11	To be completed as scheduled.

## GOEM QUARTERLY RETURN FOR QUARTER 1 (JUL - SEP 2008)

PROCESS – Activity	OUTPUT – Product which arises	OUTCOME – Impact and changes on the ground, with reference to performance indicators	DELIVERY		PROGRESS FOR QUARTER
			By Whom	By When	
		workforce.			
<b>Implement a non-panel based programme of scrutiny of <i>emda</i>.</b>	The Regional Scrutiny Board will consider and/or undertake focused, time-limited scrutiny reviews of:	Improved effectiveness of <i>emda</i> in delivery of the Regional Economic Strategy (RES).			
	<i>emda</i> bi-annual performance against targets and outcomes.	The accountability of <i>emda</i> to the region for its performance and to identify where the objectives of the RES may be better delivered in order to promote sustainable economic development.	RSB & Secretariat.	Q2 & Q4 2008/9 Q2 & Q4 2009/10 Q2 & Q4 2010/ 11	To be completed as scheduled.
	<i>emda</i> 's promotion of sustainable procurement practice in the region.	Ensuring that good practice, sustainable and efficient use of resources.	RSB and Secretariat.	Q2&Q4 2008/9	To be completed as scheduled.
	<i>emda</i> 's success in helping to support the region to maximise the economic benefits of the 2012 Olympic Games.	Supporting <i>emda</i> in the effective representation and promotion of the region in the London Olympic and Paralympic Games 2012.	RSB and Secretariat.  Other partners as appropriate.	Q2 & Q4 2008 / 9 Q3 2009/10 Q2 2010/11	To be completed as scheduled. <i>Emda</i> to report to the RA in its Stakeholder Capacity in Nov 08.
	Undertake scrutiny reviews in response to the development of strategic regional issues, as directed by the Regional Scrutiny Board, in consultation with <i>emda</i> and GOEM.	Support the development and implementation of key regional economic strategies, plans and initiatives as appropriate.	RSB and Secretariat.	2008/9	

## GOEM QUARTERLY RETURN FOR QUARTER 1 (JUL - SEP 2008)

	PROCESS – Activity	OUTPUT – Product which arises	OUTCOME – Impact and changes on the ground, with reference to performance indicators	DELIVERY		PROGRESS FOR QUARTER
				By Whom	By When	
		Regional Funding Allocations.	Support the development of effective advice to Government across functional areas to deliver against regional priorities and needs.	RSB and Secretariat.	Q3 & Q4 2008/9 (subject to Government guidance)	To be completed as scheduled.
		Delivering City, Sub-Regional and local Economic Development.	Supporting the delivery of the RES at city, sub-regional and local level through effective relationships with and between local authorities and other partners.	RSB and Secretariat.	Q2 & Q3 2008/9	To be completed as scheduled.
		Access to Finance to support entrepreneurship in disadvantaged communities.	To support the development of an effective system to support entrepreneurship in disadvantaged communities, including through the implementation of Community Development and Finance Initiatives.	RSB and Secretariat.	Q1 2008/9	We have met with emda and scoped the issue. Emda will be taking a report to the June Scrutiny Board on the topic for further examination and follow-up work.
2.	<b>Broaden the Focus of Regional Scrutiny</b>	Undertake scrutiny reviews into the following:				
		The role and effectiveness of regional innovation support and development and links between HEIs and businesses.	To support the appropriate implementation of an effective innovation strategy thereby	Regional Scrutiny Board (RSB) and Secretariat.		The remit has been agreed by RSB Chair & vice chairs and an ITT is out to tender.

## GOEM QUARTERLY RETURN FOR QUARTER 1 (JUL - SEP 2008)

	PROCESS – Activity	OUTPUT – Product which arises	OUTCOME – Impact and changes on the ground, with reference to performance indicators	DELIVERY		PROGRESS FOR QUARTER
				By Whom	By When	
		<p>Agreement of remit.</p> <p>Consultation and identification of key issues.</p> <p>Final Report.</p>	<p>promoting higher value added employment, higher skills, improved rates of regional productivity and more productive links between HEIs and businesses.</p>	<p>Scrutiny Panel.</p>	<p>Q2 2008/9</p> <p>Q2 2008/9</p> <p>Q4 2008/9</p>	<p>A panel chair will be appointed at the next RSB meeting Consultation commence Q2 as per schedule.</p>
		<p>Review the role and effectiveness of Regeneration East Midlands.</p>	<p>On behalf of EMRA, the RSB reviews progress of REM to support the delivery of its aims and objectives. In particular, the RSB is responsible for determining outputs against the financial contribution that EMRA makes to REM with specific focus upon Intelligence East Midlands, thereby promoting evidence based policy, skills development and regeneration.</p>	<p>RSB &amp; Secretariat.</p>	<p>Q2 2008/9 and on-going – subject to 6 month review</p>	<p>To be completed as scheduled.</p>
		<p>The Regional Scrutiny Board will consider and discuss update reports on:</p>				
		<ul style="list-style-type: none"> <li>▪ The transition to new forms of regional scrutiny post SNR.</li> </ul>	<p>Support the development of both Parliamentary and Local Authority-led regional scrutiny.</p>	<p>RSB and Secretariat.</p>	<p>on-going (subject to 6 month review)</p>	<p>Ongoing. EMRA Transition Group continues to consider issue – advised by</p>

## GOEM QUARTERLY RETURN FOR QUARTER 1 (JUL - SEP 2008)







	PROCESS – Activity	OUTPUT – Product which arises	OUTCOME – Impact and changes on the ground, with reference to performance indicators	DELIVERY		PROGRESS FOR QUARTER
				By Whom	By When	
						RSB.
		<ul style="list-style-type: none"> <li>Developing the Single Regional Strategy.</li> </ul>	Support the development of an effective process for preparing a Single Regional Strategy that reflects regional priorities and needs.	RSB and Secretariat.	on-going (subject to 6 month review)	Ongoing. EMRA Transition Group continues to consider issue – advised by RSB.
3	<b>Performance Management and Delivery</b>	In accordance with the East Midlands Scrutiny Protocol, an evaluation of the external effectiveness of regional scrutiny including partner engagement and the impact of and response to recommendations.	<ul style="list-style-type: none"> <li>Demonstration of value-added of scrutiny process.</li> <li>Accountability and transparency of scrutiny process.</li> <li>Supports effective <i>emda</i>, EMRA, GOEM dialogue.</li> <li>Identifies where scrutiny process, if appropriate, needs to be adjusted to improve effectiveness.</li> </ul>	RSB & Secretariat.	Ongoing	
		<ul style="list-style-type: none"> <li>Evaluation of the impact of the Scrutiny Panel Review process.</li> <li>i. Evaluation of the Regional Rural Scrutiny Review.</li> <li>ii. Evaluation of Regional Energy</li> </ul>	The implementation of an effective programme of regional scrutiny.	RSB & Secretariat.	Q3 2007/8  Q2, Q4	To be completed as scheduled.





**GOEM QUARTERLY RETURN FOR QUARTER 1 (JUL - SEP 2008)**

	PROCESS – Activity	OUTPUT – Product which arises	OUTCOME – Impact and changes on the ground, with reference to performance indicators	DELIVERY		PROGRESS FOR QUARTER
				By Whom	By When	
		<p>Scrutiny Panel Review.</p> <p>iii.Evaluation of the Regional Business Support Scrutiny Review.</p> <p>iv.Evaluation of the Regional Innovation Scrutiny Review.</p> <p>v.Evaluation of the 3<sup>rd</sup> Sector / Access to Services Scrutiny Review.</p> <p>vi.Evaluation of the Workforce Development Scrutiny Review.</p>			<p>2007/8</p> <p>Q4 2007/8, Q2 2008/9</p> <p>Q3 2009/10</p> <p>Q1 2010/11</p> <p>Q1, Q3 2010/11</p> <p>Q3 2010/11</p>	
		Promote awareness, understanding and engagement of partners in the regional scrutiny process.	The implementation of an effective programme of regional scrutiny.	RSB & Secretariat	Q1 2008/9 and on-going	Publication of scrutiny principles document April 2008.
		Production of Annual Scrutiny Report.	The review of the annual scrutiny programme in order to support the implementation of an effective programme of regional scrutiny.	REB & Secretariat	Q4 2007/8 Q4 2008/9 Q4 2009/10	To be completed as scheduled.

## Key Organisational Performance Indicators 2008/2009


Corporate Activity





Key Performance Indicators 2008/2009	Update as of 31 August 2008					
1. Maintain the current high percentage attendance at Full Assembly Meetings and Regional Boards (ongoing).	Percentage Attendance	Financial Year 2005/06	Financial Year 2006/ 07	Financial Year 2007/08	April – August 2008	Symbol
	Full Assembly	63%	64% 3 Vacant Seats	70% 2 Vacant Seats	71% 2 Vacant Seats	
	EMRA Board	73%	69% 1 Vacant Seat	68% 1 Vacant Seat	82%	
	HPT Joint Board	68%	63% 1 Vacant Seat	60% 1 Vacant Seat	62%	
	Regional Policy Board	58%	77% 1 Vacant Seat	73% 1 Vacant Seat	64%	
	Regional Scrutiny Board	76%	58% 2 Vacant Seat	68% 2 Vacant Seats	54%	
	Regional Improvement and Efficiency Partnership Board				80%	
	Audit Sub Committee		82%	72%	67%	

Progress in Achieving Objective	
<i>Activity successfully completed</i>	
<i>Activity on target for completion</i>	
<i>Activity not on target for completion</i>	
<i>Activity subject to review</i>	

Key Organisational Performance Indicators 2008/2009




Corporate Activity – con't





Key Performance Indicators 2008/2009		Update as of 31 August 2008				Symbol
2. Achieve a performance indicator of media coverage on 100 days out of 365		Financial Year 2005/2006	Financial Year 2006/2007	Financial Year 2007/2008	As of 31 August 08	
	<b>Positive</b>	44%	35%	62%	29.53%	
	<b>Negative</b>	18%	18%	7%	0.67%	
	<b>Neutral</b>	38%	47%	31%	69.80%	
	<b>TOTAL</b>	365 days 255 articles (0.70 per day) 5TV, 6 radio	365 days, 352 articles (0.96 per day) 12 Radio 7 TV	233 clips incl 27 radio/TV (0.8 per day)	156 articles 4 radio interviews 5 TV interviews <b>70 days of media coverage</b>	
	<b>Website Hits</b>		77995	<b>172094</b> Figure skewed due to website updates and statistic package	103501	

<b>Progress in Achieving Objective</b>	
<i>Activity successfully completed</i>	
<i>Activity on target for completion</i>	
<i>Activity not on target for completion</i>	
<i>Activity subject to review</i>	

## Key Organisational Performance Indicators 2008/2009




Corporate Activity – con't





Key Performance Indicators 2008/2009	Update as of 31 August 2008					Symbol
<b>3. Resource Management ongoing:</b>						
(i) Maintain Staff sickness rate at 8 days per staff member.		<b>Financial Year 2005/06</b>	<b>Financial Year 2006/07</b>	<b>Financial Year 2007/08</b>	<b>Financial Year 2008/09</b> (Reported to 31 August 08)	
	<b>Number of Days Taken by Illness</b>	45.5	47	189	<b>21.5</b> (25 staff)	
	<b>Total Possible Days to Work</b>	3996	5232	6626	<b>2628</b>	
	<b>Maintain Staff sickness rate at 8 days per staff member</b>	<i>N/A - This KPI was introduced in April 2007.</i>		1.21	<b>0.23</b>	
(ii) To undertake staff development interviews for all employees each year.	Planned for November/December 2008.					
(iii) To offer 3 training and development opportunities for staff to assist with managing the transition period.	1 <sup>st</sup> – Staff Away Day - training and development session was held on 6 May 2008. 2 <sup>nd</sup> – Limehouse Training August 2008 3 <sup>rd</sup> - The next sessions are planned for the 3 <sup>rd</sup> Quarter.					

<b>Progress in Achieving Objective</b>	
<i>Activity successfully completed</i>	
<i>Activity on target for completion</i>	
<i>Activity not on target for completion</i>	
<i>Activity subject to review</i>	

## Key Organisational Performance Indicators 2008/2009




### Housing, Planning and Transport





Key Performance Indicators 2008/2009	Update as of 31 August 2008	Symbol
1. To commence a further RSS Review by end of October 2008 jointly with <i>emda</i> , to meet identified national and regional priorities.	Preparation work for the RSS Review is on target and contracts for key elements of baseline evidence research (Sustainability Appraisal, Appropriate Assessment and Transport Conditions) have been let. This work is being undertaken in close conjunction with <i>emda</i> and in liaison with GOEM.	
2. To complete the review of the Regional Housing Strategy by end of September 2008.	The Regional Housing Strategy review is on target for completion by September 2008, and a formal launch involving the Regional Minister is under discussion.	
3. Produce an RSS Annual Monitoring Report by end of February 2009 in line with statutory requirements and Government Guidance	The production of the RSS AMR is on target for completion in February 2009. A contract for consultancy support in gathering and analysing data was let on 12 <sup>th</sup> May 2008 and a draft AMR will be available for member and officer consultation in December 2008.	

<b>Progress in Achieving Objective</b>	
<i>Activity successfully completed</i>	
<i>Activity on target for completion</i>	
<i>Activity not on target for completion</i>	
<i>Activity subject to review</i>	

## Key Organisational Performance Indicators 2008/2009




### Policy Integration, Development and Delivery




Key Performance Indicators 2008/2009	Update as of 31 August 2008	Symbol
1. Work with partners to agree transitional arrangements for the Regional & Communities Policy Board's areas of work beyond 2008/09.	Mapping exercise of work areas undertaken and initial discussions with partners underway.	
2. Work with partners to hold an annual event in Autumn 2008 to showcase good practice in sustainable development to business and other organisations.	Initial planning underway to hold Expo 2008 in November.	
3. Update the State of the Region information by March 2009.	Currently on target for completion.	

<b>Progress in Achieving Objective</b>	
<i>Activity successfully completed</i>	
<i>Activity on target for completion</i>	
<i>Activity not on target for completion</i>	
<i>Activity subject to review</i>	

## Key Organisational Performance Indicators 2008/2009

Scrutiny

Key Performance Indicators 2008/2009	Update as of 31 August 2008	Symbol
1. Complete scrutiny review into Regional Business Support by September 2008.	On target for completion as scheduled. Final Report going to RSB in September.	
2. Through undertaking a scrutiny review into regional innovation, broaden scrutiny by examining an area of activity to which <i>emda</i> makes a contribution with significant inputs from other partners by March 2009.	On target for completion as scheduled. Initial scoping work undertaken. Remit to be considered by RSB in September.	
3. Prepare a Final Assessment Report on action against recommendations identified by each scrutiny panel review within 12 months of its publication.	On target for completion as scheduled. Progress already made as per Business Plan.	

<b>Progress in Achieving Objective</b>	
<b>Activity successfully completed</b>	
<b>Activity on target for completion</b>	
<b>Activity not on target for completion</b>	
<b>Activity subject to review</b>	