**Item 4**

**Report to Executive Advisory Group**

**Improvement East** **21st January 2009**
**Subject:** **Framework for the Annual Report**
**Report by:** **Secretariat**

**Purpose**

**To seek agreement to the proposed content of the 2008/9 Improvement East Annual Report**

**Recommendation**

**It is recommended that the Group**
- **i) notes the requirement to produce an Annual report for 2008/9**
- **ii) comments on the proposed content of the Annual Report**
- **iii) notes that a peer challenge on the report will be provided by East Midlands and North West Improvement and Efficiency Partnerships.**

## 1. Introduction

1.1 Improvement East must produce an annual progress report to satisfy the DCLG requirements of the RIEP's.

1.2 The national timetable requires draft reports to be sent to the national RIEP programme office by 13th March.

1.3 Our stakeholders for this report are
- DCLG
- the regions local authorities and fire & rescue authorities
- the partner agencies of the RIEP: Go East, Audit Commission, IDeA, PPMA, EERA, EEDA.

## 2. Approvals

2.1 National guidelines for the annual reports have been produced by the Programme Office and we aim to meet all of these requirements.

2.2 The RIEP national programme office has offered to organise a peer challenge for each of the nine annual reports. We have been paired with the North West and East Midlands for this purpose.

2.3 Through a series of meetings between CLG, LGA and the IDeA RIEP Programme Office, the annual report sign-off process should lead to the release of the RIEP funding for year 2 in April.

2.4 The Member Panel and EAG will be required to sign off the final version of the Improvement East annual report in April for printing and publication.

## 3. Content

3.1 In terms of proposed content for the annual report, it is suggested that this may take the following form (see appendix) and whilst the drafting is at a relatively early stage it would be useful were EAG to provide a steer where perceived omissions are noted.

## Conclusions

The first year of Improvement East has been concerned with putting in place the building blocks for effective sector led improvement and efficiency. The Annual Report will draw upon case studies and outcomes from across the region to illustrate the progress that is being made.

---

**Contact:** Cecilia Tredget 01284 729464 Cecilia.Tredget @eera.gov.uk

Appendix

Annual report 2008/9 outline

1. Our vision and purpose
2. Introduction from Member Panel Chair and Lead CEO
3. 2008/9 Highlights incl establishment of governance structures – case study
4. Delivering our priorities – case study
    a. Performance – supporting authorities in difficulty
    b. Efficiency – supporting innovation and efficiency
    c. LAA
    d. Skills and capacity - including support for LGR
5. Improving regional picture – high level performance overview – case study
6. How we work – structural overview and member leadership/ownership
7. Resource allocation /commitments
8. What next – the Year two delivery plan

Case studies will be used to highlight the relevant areas: intended inclusion of

- Norwich City - Housing support
- Delivery of outcomes from Dragons Lair
- Menu of Year One support
- Adult and Social Care JIP
- Bedfordshire authorities support towards LGR
- Chief Executives mentoring support
- Peterborough Solutions Hub