



MEETING OF THE BOARD
Tuesday, 9th June, 2009
2.00 pm , Committee Room 1, Civic Offices, High Street, Epping

1.30 'til 2.00 lunch (provided) and networking opportunity

AGENDA

1. **WELCOME/ NEW MEMBERS**
2. **APOLOGIES**
3. **MINUTES OF THE LAST MEETING (26/02/2009)/MATTERS ARISING (Pages 3 - 16)**

(Ref : Attachments 3a and 3b)

STRATEGIC ITEMS

4. **BMG REPORT - PRESENTATION ON THE RESULTS OF PUBLIC OPINION RESEARCH COMMISSIONED BY THE LSP.**

Presenter Lys Coleman (BMG) – to start at 2pm in Council Chamber
5. **CHILDREN & YOUNG PEOPLES STRATEGIC PARTNERSHIP (CYPSP). PRESENTATION ON REVIEW OUTCOME**

Lonica Vanclay

OPERATIONAL ITEMS

6. **UPDATE REPORT FROM LSP STEERING GROUP (Pages 17 - 22)**

Chair. Minutes of Steering Group – 4th April 2009 attached
(Ref : Attachment 6)
7. **UPDATE REPORTS FROM THEME GROUPS ALSO IDENTIFYING ANY STRATEGIC ITEMS (Pages 23 - 44)**

Local Strategic Partnership Board**Tuesday, 9 June 2009**

Children & Young People	Caroline Skinner	Chair	(Ref : Attachment 7a)
Safer & Stronger Communities	John Gilbert	Chair	(Ref : Attachments 7b1 and 7b2)
Healthier Communities (Verbal Report)	Alison Cowie	Chair	
Sustainable Communities/Credit Crunch T&F	John Preston	Chair	(Ref : Attachment 7d)

8. UPDATE REPORTS FROM TASK & FINISH TEAMS (Pages 45 - 52)

Sustainable Community Strategy	Derek MacNab	Chair	(Ref : Attachments 8a0, 8a1 and 8a2)
Communications	John Houston	Chair	(Ref : Attachment 8b)

9. UPDATE ON PRG PROJECTS

Safer Communities (verbal report)	Caroline Wiggins
Community Transport (verbal report)	Angela Canham

10. LSP MANAGER UPDATE (VERBAL REPORT)**Date of Future Meetings**

24 September	2-4pm	Committee Room 1	Epping Forest District Council
17 December	2-4pm	Committee Room 1	Epping Forest District Council

EPPING FOREST LOCAL STRATEGIC PARTNERSHIP
BOARD MEETING

Date: 26 February 2009

Time: 2.00 - 4.30 pm

MINUTES

Present:

Mrs D Collins	Epping Forest District Council (Chairman)
C O'Connell	Epping Forest Locality Director, West Essex Primary Care Trust (Vice Chair)
Q Buller	Representing Epping Forest College
A Cowie	Director of Health, West Essex Primary Care Trust
G Ellis	Representing Faith Communities
J Foile	Chief Officer, Voluntary Action Epping Forest
Mrs A Grigg	Epping Forest District Council
D Macnab	Deputy Chief Executive, Epping Forest District Council
C Skinner	Epping Forest CYPSP
B Surtees	Representing Parish and Town Councils
C Thompson	Representing Parish and Town Councils
Y Wetton	Essex County Council

Presenting Items:

John Gilbert	Epping Forest SCP (CDRP)
Alan Hall	Director of Housing, Epping Forest District Council
John Preston	Director of Planning and Economic Development, Epping Forest District Council

Supporting Officers:

John Houston	LSP Manager
Tom Carne	EFDC PR and Marketing
Colin Rowell	LSP Administrator
David Wright	LSP Administrator
Nicola Leach	EFDC PR and Marketing
Perryn Jasper	CYPSP Development Manager

Apologies:

M Bird	Essex Learning and Skills Council
Mrs A Haigh	Faith Forum
R Skinner	Essex Fire and Rescue Service
P Thomson	City of London Corporation
S Williams	Essex Police

1. WELCOME

The Chairman introduced and welcomed new Board member, Caroline Skinner, Chair of CYPSP, and new staff, John Houston the new LSP Manager, and David Wright, the new LSP Admin Officer. The Chairman also welcomed Quentin Buller from Epping Forest College who was deputising for Jeannie Wright the new acting Principal of the College, Perryn Jasper, CYPSP Development Manager, and Tom Carne and Nicola Leach, EDFC Communications Officers.

The Chairman thanked Caroline Skinner for taking on the role of CYPSP Chair, which was a very important part of the LSP, and she thanked the outgoing Chair Cllr Ann Haigh for her excellent work leading the CYPSP in recent years.

The Chairman took soundings on the idea of having a networking opportunity at the beginning of the quarterly Board meetings. The Board **agreed** that the pre-meeting lunch and networking opportunity was successful and should be continued for future meetings.

The Chairman confirmed to members that LSP Board meetings are open public meetings and requested that this fact should be publicized widely to enable people to attend. Members were asked whether they agreed to future meetings being webcast. Derek Macnab said that the webcasting of Cabinet meetings was successful with viewing figures between 3000 and 3500 per month. The webcasts are broadcast live and archived for future viewing. Future webcasting of LSP Board meetings was agreed.

2. APOLOGIES FOR ABSENCE

Apologies which had been received were read out by the Chairman

3. MINUTES OF THE LAST MEETING (18/12/2009)/MATTERS ARISING

The minutes of previous Board Meeting (18 December 2008) were **agreed** with one amendment. The date for the interviews of the LSP Manager in Item 5 was changed from Jan 16 to Dec 16.

There were no matters arising.

John Houston outlined the process for more effective managing of matters arising, and tracking the implementation of Board decisions. A sample spreadsheet was distributed which would be used in future to ensure activity was completed in line with target dates. It would be updated after every Board meeting and progress reviewed at the next Board meeting. The use of the new spreadsheet was **agreed**.

4. GYPSY AND TRAVELLER CONSULTATION JOINT RESPONSE (20 MINS)

John Preston, Director of Planning, gave a short introduction setting out the context and key elements of the consultation programme which started in November and is now complete. The deadline for the LSP had been extended to allow the LSP Board the opportunity to respond following the cancellation of its special Board meeting. There had been over 3000 on-line responses and thousands from individuals and groups in one of the largest exercises undertaken by Epping Forest District Council. The results are currently being analysed and the agreed LSP response will be fed into this process. The consultation arose following a Government Direction. Of relevance was the Single Issue Review of the East of England Plan which proposed an additional 49 pitches on top of the 90 plus pitches currently in the district.

Representations have resulted in a recommended reduction to 39 sites which the Secretary of State will review. The government view of the Inspector's report is to be published and there will be a further opportunity to comment.

John Houston thanked everyone who had contributed to production of the draft response. He then gave an overview of the response which set out the LSPs understanding of the issues surrounding the consultation together with a commentary on social cohesion, impact on services and fear of crime. The LSP submission clearly acknowledged the disadvantages suffered in the past by members of the Gypsy and Traveller communities and committed the partners to working positively to ensure these needs were met in the future. The LSP also acknowledged problems with the number and location of the additional provision, and technical problems associated with the 'Traveller Count' which had led to a disproportionate increase in pitches being required from the Epping Forest area.

While there was consensus from the members with the general tone and content of the report some members were concerned with the emphasis in a number of areas and a number of revisions were suggested and agreed.

Paragraphs 3.1 and 3.2 dealing with Crime and Fear of crime were replaced, following a vote, by an alternative proposed by John Gilbert Chairman of Safer Community Partnership who felt that the revised wording better represented the views of members of the SCP on perceptions of the link between encampments and offending.

Anne Grigg was happier with original wording which she thought better captured the community sentiment. She said there was undocumented evidence that supported the perception.

Di Collins agreed with Anne with regard to the fear of crime being very high but that the lack of statistical evidence made it difficult to draw concrete conclusions. John Gilbert stated that, while not dismissing these fears, with regard to fixed Gypsy Sites there was no evidence that crime was any worse but added that the report did not distinguish between illegal transitory pitches and fixed settled sites.

John Houston added that the lack of data was highlighted in the original wording but he pointed out that the Police had been very clear that there were no added issues when policing sites in their areas. A further amendment was proposed whereby the word 'However' at the start of John Gilbert's proposed paragraph 3.2 was removed.

Yvette Wetton objected to the last sentence in paragraph 5.3 and it was **agreed** that this should be deleted.

Brian Surtees proposed changing paragraph 8.3 to bring it into line with the revised section 3 by deleting the 3rd sentence, 'The Partnership feels it is unhelpful...' This was also **agreed**.

With the above agreed amendments the report as a whole was **agreed**.

Catherine O'Connell stated that the PCT had already responded in advance of the formulation of the LSP response and therefore did not wish to be included in the LSP response.

The Chairman read out the contents of a covering letter which would accompany the submission and then passed it around the members for review. It was **agreed** that the amended letter could be signed by the Chairman on behalf of the LSP members.

5. NEW WAYS OF WORKING UPDATE (20 MINS)

John Houston introduced a report looking at how the Board's decisions from the previous meeting on its structures could best be put into effect. The changes will enable the LSP to move to the next level, and put into effect structures that can focus on outcomes and improved delivery. The report recommended the setting up of two new fixed theme groups, around Healthier Communities and Sustainable Communities, and a number of task and finish groups focusing on key areas of work such as redrafting the community strategy, the credit crunch and improving communications. The Board was asked to approve the new structures and ways of working as set out in the report and suggest Board members to lead or support the new groups.

The Board was asked to nominate Chairs for the new Fixed Theme Groups. It was suggested that Anne Grigg become Chairman of Sustainable Communities Theme Group. This was **agreed**. It was also **agreed** that the PCT should Chair the Healthier Communities Theme Group. It was **agreed** that Alison Cowie become interim Chair while waiting for the appointment of a deputy Director at the PCT who could lead this work stream

The report recommended that Theme Group Chairs should now become full members of the LSP Board and this was **agreed**.

The report recommended retaining the existing Fixed Theme Groups, the CYPSP and CDRP (under the Chairmanship of Caroline Skinner and John Gilbert, respectively) and this was **agreed**.

The Board wished that the Steering Group could be established as quickly as possible to put all the changes agreed into effect. The next meeting of the Steering Group was proposed for the week commencing 23rd March. Officers were asked to move ahead with establishing all the agreed new groups quickly.

The Report set out a list of 5 potential Task and Finish Teams to take forward some of the priority work the Board had previously identified while the Sustainable Community Strategy was being redrafted. The Board Agreed three Teams should be established immediately, with the other two suggested Task and Finish Teams following when these are completed.

The Chairman suggested that the 'Communications' Task and Finish team should be a very short project for a small team looking at 'how we publicise ourselves better'. This was **agreed**. It was **agreed by the Board following discussion** that the two most important Task and Finish teams to get up and running are 'Sustainable Community Strategy' and 'Meeting the Challenges of the Credit Crunch' .

It was **agreed** that these three Task and Finish Teams be established, with the LSP Manager Chairing the Communications Group, The Deputy Chief Executive of EFDC Leading the group redrafting the Sustainable Community Strategy with further work necessary to identify a Chairman for the Task and Finish team dealing with the Credit Crunch.

Yvette Wetton suggested that CYPSP should also look at 'Improving Educational Attainment' as part of their brief. This was **agreed** by Caroline Skinner.

The Board discussed its membership from the perspective of ensuring that the right people from the right organisations were represented at the right level on the Board.

There appeared to be little engagement from the Business community in the work of the Board itself and this was an area that needed to be strengthened significantly with the support of the Chamber of Commerce and Federation of Small Business. Catherine O'Connell suggested approaching individual large employers to try and recruit a 'big hitter'. Gay Ellis thought that the turnover in senior positions in the larger businesses meant that a medium-sized business might be more fruitful and suggested Higgins.

Jacqui Foile said that the current business representative had changed job and that given the LSP's new impetus might be interested in becoming involved again. She suggested John Houston should contact him. It was **agreed** that informal approaches be made to potential candidates by Board members and that this should be progressed by the Steering group which should have responsibility for reviewing Board membership on an ongoing basis.

The report suggested that the Board should work with external consultants to constantly review its effectiveness and look at learning from other partnerships to challenge and enhance its performance on an ongoing basis. The LSP manager had met with the East Of England Regional Authority (EERA) who can offer a free consultancy and review service called Aspire to Perform. The Comprehensive Area Assessment and how it would assess the LSP would be a key area for review. The Board **agreed** that a brief be produced by EERA setting out what it could offer for discussion and agreement by the Steering Group.

The report suggested that a small officer working group be established initially to project manage the schemes being funded by LAA Reward Grant. Eventually these schemes would report performance to the relevant Fixed Theme Group. This was **agreed**.

The report also set out a new framework for managing the Board's Finances and asked that the constitution be amended in line with the changes suggested in this report and for further implementation of the recommendation to be passed to the Steering Group. All these recommendations were **agreed**.

It was **agreed** that the Chairman should write to the Chairs of the previous Working Groups thanking them and those people who had supported them for the work they had done on behalf of the LSP and setting out the new structure. It was further suggested that it was important that members of these working groups represent a bank of expertise that should be utilised in the new Theme Groups or Task and Finish Teams as appropriate. It was agreed that this should be acknowledged when setting up the new groups/teams and action groups such as the Economic Prosperity group should be approached to take on new projects such as dealing with the credit crunch.

6. CONSULTATION ON PCT 5 YEAR PLAN (20 MINS)

Catherine O'Connell, gave the Board a presentation outlining the key components of the Primary Care Trust's new strategic plan. Priorities for preventing early deaths in Epping Forest District were outlined. Issues of major concern included reducing smoking, combating heart disease and tackling childhood obesity which can lead to health problems in later life. Among other concerns for the area's children was a lower than hoped for take up of the MMR vaccine. Instances of measles are increasing.

Local hospitals have made huge improvements in patient safety. MRSA infections in local hospitals are now lower than in most other areas.

Life expectancy of the population is improving. Work is focusing on narrowing the gap between those groups at the lower end of the life expectancy range and the top.

Catherine O'Connell was also proud of the PCT record in providing NHS dentists to any local resident who now needs one. Residents can be referred to their nearest available local dentist through just one phone call.

It was **agreed** following discussion that there were 4 areas that help from the LSP should concentrate on. These were Obesity, Smoking, Health Inequalities and Teenage Pregnancy. The Chairman thanked Catherine for her very informative presentation.

7. EFDC'S DRAFT HOUSING STRATEGY 2009-2012 (20 MINS)

Alan Hall, Director of Housing at EFDC gave a presentation to the Board on the launch of the consultation on the Draft Housing Strategy, and the key strategic issues underpinning it. The presentation highlighted the fact that, according to the draft Strategic Housing market assessment more than 7,000 households are "not in suitable housing", while 1,300 families are assessed as in 'housing need'. Over 4,000 families are listed on the Housing Register. Property prices in the District (in 2008) were 11 times average earnings. Up to 2021 there is projected district-wide shortfall of 5,700 affordable homes. Building new affordable homes is closely associated with private sector development. The current slow-down in the commercial new-build market is therefore affecting the number of new-build affordable homes developed. Young people are moving out of the district due to high property prices and the population profile is of an increasingly ageing population.

Forty-five actions are listed in the draft plan to address housing issues. Among these actions are facilitating the provision of 200 new affordable homes by 2010. Ongoing work with local residents continues to prevent people becoming homeless. The Council will work with a Housing Association to provide a Mortgage Rescue Scheme. All council homes are on course to achieve the 'Decent Homes' standard by 2010.

A number of points were raised in the discussion which followed the presentation. These included:

- The prevention of homelessness figures was commended.
- A question was asked about the timescale for the Young Parent Housing Scheme in Ongar. Detailed planning permission has been granted but the development has been delayed due to the economic climate.
- It was noted that Epping Forest has much higher property prices than Harlow but not much greater income, resulting in a much higher property price:income ratio. This had probably helped contribute to an overall net emigration from the District.
- It was also commented by one member that there was a need to develop good quality retirement homes to allow for downsizing. This could allow larger (family) homes back onto the market.

8. ESSEX COMPACT (10 MINS)

The LSP Manager introduced a report setting out the terms of the new compact produced by the Essex Partnership and designed to support better partnership working across the county. The New Compact complemented arrangements that exist at a local and national level to provide a clearer platform to support work between statutory and voluntary sectors. The report requested that the LSP Board endorse and sign up to the new Essex Compact

Following discussion the Board **agreed** to sign up to the provisions of the New Compact, but to refrain from nominating a Compact Champion at this time.

9. UPDATE ON RESEARCH FROM BMG (10 MINS)

The LSP Manager presented a report providing an update on the initial results of the public attitude survey, sponsored by the Board, and undertaken by BMG. Some key figures contained in the report highlighted the issues local people are most concerned about in their lives (which included crime and health services), and the things they think need to be improved most (which included road and pavement repairs and activities for teenagers). The report demonstrated very high levels of satisfaction among people with their area as a place to live (86%) and their homes (91%). The Board noted the report and asked for a more detailed presentation on the findings be brought to the next meeting when all the analysis had been completed.

10. CYPSP UPDATE (10 MINS)

Caroline Skinner, the new Chairman of CYPSP, updated the Board on the Theme Groups activity over the last quarter. It was reported that the CYPSP was undertaking a thorough review of commissioning and looking at ways to improve communication.

The LSP Chairman thanked the outgoing Chairman of CYPSP, Cllr Ann Haigh for all the hard work and support she had given to the Theme Group in her time as Chairman.

11. CDRP UPDATE (10 MINS)

John Gilbert the Chairman of CDRP updated the Board on activity over the last quarter. It was reported that crime activity is down – Epping is 300 crimes under profile for the year and 40 under for the month. There is, however, concern about the level of vehicle theft, robbery and domestic violence. The face to face public session had unfortunately been postponed. However, the Reality Roadshow pilot ran at St. John's school, and Crucial Crew will continue later this year. The Limes Farm special action group had now closed after delivering a very effective programme.

During discussion, Board members questioned whether any action was being taken to tackle farm robberies. It was noted that the police are currently working on this issue.

12. LAA REWARD GRANT (10 MINS)

The LSP Manager presented a report setting out the latest position on the allocation of Local Area Agreement Reward Grant, and outstanding funding issues. The LSP had been successful in securing £453,000 in reward grant funding to support local schemes that the Board had previously endorsed. There was however a budget shortfall of £44,059. Two options were suggested as a means of managing this shortfall, a straight percentage 'top slice' of all schemes, or the largest three schemes consuming the shortfall. Discussion had already taken place with the manager of the

three largest schemes who had **agreed** to accept the budget shortfall in full, thus protecting the viability of a number of the smaller schemes. The Chairman thanked them for their support and flexibility, and asked that the projects move forward as quickly as possible. An Officer Working Group had already been agreed elsewhere on the agenda to manage the introduction of the schemes and coordinate activity and performance reporting.

13. FUTURE STRATEGIC DISCUSSIONS (5 MINS)

Board members were asked to suggest topics for future presentations or discussions to maintain a focus on key strategic issues affecting the locality.

The Chairman of the CDRP suggested that Building Resilience to Violent Extremism (NI 35) could be such a topic. The LSP is required to monitor this indicator and should be completing a self assessment report on the subject by 31 March 2009. It was suggested we use MOSAIC software to get a more detailed picture of the religious makeup of the local community. This is currently underway in the CYPSP group. **Action 20**

It was also suggested that Comprehensive Area Assessment (CAA) could be a subject for the next meeting, together with the presentation suggested from BMG. It was agreed that Ian Davidson from the Audit Commission who will be involved with undertaking the Comprehensive Area Assessment be invited to tour the area with members of the Board.

The Board **agreed** to feed any further suggestions for Strategic Discussions through to the LSP manager.

14. ANY OTHER BUSINESS

Board members were informed that the LSP Chairman and Manager will be attending the Overview and Scrutiny Committee on 5th March 2009.

15. DATE OF NEXT MEETING

Tuesday 9th June 2009 at 1:30 pm lunch and networking opportunity for 2.00pm start in Conference Room 2, EFDC Offices.

CHAIRMAN

LSP Board Actions

Attachment : 3b

KEY	No Target date has been set	On schedule to complete by Target date	this may not be complete by Target date	This will miss the target date	Closed. It will be archived after review at next Board meeting		
Action Ref	Meeting Date	Item Ref	Item	Key Actions	Target Date	Update / Outcomes	Lead Officer
BO-26/02 -01	26/02/09	Section 1 Welcome	Arrange Webcasting of future meetings	1. Investigate what is required. 2. Provide meeting dates and locations	24/09/09	Request submitted to Council. Costings being produced. 21/4 JH Webcast booked for 9/6. Decision on future meetings to be made following analysis of take-up 24/4 DW Target date changed from 9/6 to 24/9	LSP Manager
BO-02/26 -02	26/02/09	Section 4 Gypsies and Travellers	Submit revised report and accompanying letter to Consultation	1. revise report and letter. 2. Chair to sign 3. Deliver to	27/03/09	Report and letter revised. Letter signed by Chair Report and letter delivered on 27/03 Closed	LSP Manager and Chair
BO-02/26 -03	26/02/09	Section 5 New ways of Working	Establish new Steering Group	1. Identify members. 2. Arrange first meeting 3. Set Agenda	31/03/09	Initial meeting set for 03/04/09. Agenda sent out Closed	LSP Manager and SG Chair
BO-02/26 -04	26/02/09	Section 5 New ways of Working	Establish the 'Healthier Communities' Group.	1. Identify members. 2. Arrange first meeting	09/06/09	Chair identified, discussions held concerning scoping meeting and terms of reference 21/4 JH Future scoping meeting to be held. Target date set to 9/6. 02/06. Discussed by Steering Group on 28 th May. Progress slowed due to impact of swine flu. LSP Manager to meet with PCT to progress.	LSP Manager and HC Chair

LSP Board Actions

Action Ref	Meeting Date	Item Ref	Item	Key Actions	Target Date	Update / Outcomes	Lead Officer
BO-02/26 -05	26/02/09	Section 5 New ways of Working	Establish the 'Sustainable Communities' Group.	<ol style="list-style-type: none"> 1. Identify members. 2. Arrange first meeting 	09/06/09	<p>Chair and lead officer identified. Initial scoping meeting being planned.</p> <p>21/4 JH Target date set to 9/6. Discussed at Steering Group on 28th May. A list of potential members is being drawn up. It was agreed to prioritise Credit Crunch T&F, with new members to be drawn from this group.</p>	LSP Manager and SC Chair
BO-02/26 -06	26/02/09	Section 5 New ways of Working	Establish the 'Improve Communications' Task and Finish Team.	<ol style="list-style-type: none"> 1. Identify members. 2. Arrange first meeting 	31/03/09	<p>Membership Identified.</p> <p>Meeting being planned for end of March. EFDC/PCT/LSP/Epping Forest College.</p> <p>Meeting date set for 27/4</p> <p>Closed</p>	LSP Manager
BO-02/26 -07	26/02/09	Section 5 New ways of Working	Establish the 'Sustainable Community Strategy' Task and Finish Team.	<ol style="list-style-type: none"> 1. Identify members. 2. Arrange first meeting 	31/03/09	<p>Scoping meeting held.</p> <p>Planning team being established. Data presentation for first meeting in preparation.</p>	EFDC Deputy Chief Exec
BO-02/26 -08	26/02/09	Section 5 New ways of Working	Identify Chair of 'Dealing with the Credit Crunch'	<ol style="list-style-type: none"> 1. Short list candidates. 2. Approach candidates 	09/06/09	<p>Group chair identified.</p> <p>Members of Econ Prosperity Group being approached to participate. Policy support identified.</p> <p>21/4 JH target date set to 9/6</p>	LSP Manager
BO-02/26 -09	26/02/09	Section 5 New ways of Working	Establish the 'Dealing with the Credit Crunch' Task and Finish Team.	<ol style="list-style-type: none"> 1. Identify members. 2. Arrange first meeting 	09/06/09	<p>See BO-02/26 -08 update</p> <p>21/4 JH target date set to 9/6</p>	Chair of Task & Finish team

LSP Board Actions

Action Ref	Meeting Date	Item Ref	Item	Key Actions	Target Date	Update / Outcomes	Lead Officer
BO-02/26 -10	26/02/09	Section 5 New ways of Working	Children and Young People Theme Group to look at 'Improving Educational Attainment' as part of their brief.		09/06/09	Awaiting update 21/4 JH target date set to 9/6. CYPSP away day set for 18/5. Core element to review strategy including educational attainment. CYPSP chair to update at next Board meeting. 02/06 – discussed by Steering Group on 28 th May. It was agreed this should be progressed as part of the SCS renewal.	CYPSP chair
BO-02/26 -11	26/02/09	Section 5 New ways of Working	Prepare list of potential Board members for Steering Group approval. Increase Board representation from target sectors	<ol style="list-style-type: none"> 1. Identify potential members from organisations such as Lee Valley Board, Job Centre Plus, Federation of Small Businesses, etc. 2. Approach candidates informally 3. Board members to take sounding and suggest ideas for potential members to be discussed at Steering Group 	31/03/09	To be discussed at Steering Group meeting. List to be agreed of potential candidates to be approached. Agreed. 03/04 DW Steering Group meeting action SG-03/04-14 takes over from this one. 3/4 DW Closed	LSP Manager and Steering Group
BO-02/26 -12	26/02/09	Section 5 New ways of Working	Approve Board membership	<ol style="list-style-type: none"> 1. Add to agenda. 2. Recommendations for additional membership to be presented to the Board by the Steering Group 	09/06/09	See above 21/4 JH Recommendation to be brought to Board meeting following discussion with suggested members. 02/06 – to be agreed at Board Meeting on 9 June.	Steering Group Chair

LSP Board Actions

Action Ref	Meeting Date	Item Ref	Item	Key Actions	Target Date	Update / Outcomes	Lead Officer
BO-02/26 -13	26/02/09	Section 5 New ways of Working	Update LSP Constitution to reflect new Board membership (including Theme Group Chairs) and Steering group responsibility for control of Board membership	<ol style="list-style-type: none"> 1. Update member list 2. Following recommendations and agreement (see BO-02/26 -12) , amend Constitution. 	09/06/09	Following agreement of new members. Constitution to be fully amended in light of change to working practises. 02/06 – following agreement of membership at LSP Board meeting on 9 th June, constitution to be fully amended.	LSP Manager
BO-02/26 -14	26/02/09	Section 5 New ways of Working	Ask EERA to produce a brief setting out what it can offer. Re: Aspire to perform	<ol style="list-style-type: none"> 1. Contact EERA. 2. Present brief to Steering Group 	31/03/09	EERA requested to produce brief for discussion at Steering Group. Steering Group to confirm participation and structure of review. 9/4 DW Self Assessment approved see Steering Group Action SG-03/04-15 9/4 DW Closed	LSP Manager
BO-02/26-15	26/02/09	Section 5 New ways of working	Establish small officer working group to manage LAA Reward Grant projects.	<ol style="list-style-type: none"> 1. Identify list of members 2. Arrange first meeting 3. Identify key performance indicators to monitor outcomes. 	29/05/09	Meeting will be established following publication of guidance from ECC on grant management and release of support grant. 21/4 JH target date set to 29/5 24/4 DW meeting set for 11/5 02/06 First meeting held and new DMF being produced. Closed.	LSP Manager
BO-02/26 -16	26/02/09	Section 5 New ways of Working	Write to the Chairs of the previous Working Groups thanking them and those people who had supported them for the work they had done on behalf of the LSP and setting out the new structure.	<ol style="list-style-type: none"> 1. Prepare letter. 2. Send out to Chairs. 3. Relay to WG members 	31/03/09	Letter being prepared. Article in 'Fairs Fair' newsletter to reiterate thanks. Letter sent out 27/03. Closed	LSP Manager, Chair, Working Group chairs

LSP Board Actions

Action Ref	Meeting Date	Item Ref	Item	Key Actions	Target Date	Update / Outcomes	Lead Officer
BO-02/26-17	26/02/09	Section 5 New ways of working	Contact John Preston re setup and chair of Credit Crunch Task and Finish Team	1. Discuss and agree approach with Economic Prosperity Working Group	31/03/09	This action is included in Action Ref BO-02/26 -08. No further action required Closed	LSP Manager
BO-02/26 -18	26/02/09	Section 8 Essex Compact	Sign up to the provisions of the New Compact,	1. Formally confirm sign-up with Essex Partnership	31/03/09	Essex partnership contacted and participation confirmed. LSP Manager to act as contact. Closed	LSP Manager
BO-02/26 -19	26/02/09	Section 9 Research from BMG	Ensure that a more detailed presentation on the BMG findings be brought to the next meeting.	1. Contact BMG rep to find out when report complete. 2. Prepare presentation.	09/06/09	BMG being contacted. Presentation details being confirmed. Potential additional costs being established. 21/4 JH Presentation to be done at 9/6 board meeting.	LSP Manager
BO-02/26 -20	26/02/09	Section 13 Future Strategic	Prepare Board meeting item on Building Resilience to Violent Extremism (NI 35)	1. Prepare presentation /report 2. add to agenda	09/06/09	To be discussed at Steering Group and presented/agreed for next Board. 21/4 JH Presentation may not be at next board meeting but a future one TBC. 02/06 – subsequently agreed at Steering Grp on 28 th May that it was more appropriate for the presentation to be brought before the Steering Group. Presentation made at that meeting.	CDRP chair

LSP Board Actions

Action Ref	Meeting Date	Item Ref	Item	Key Actions	Target Date	Update / Outcomes	Lead Officer
BO-02/26 -21	26/02/09	Section 13 Future Strategic	Prepare Board meeting presentation on Comprehensive Area Assessment (CAA). Invite Ian Davidson from the Audit Commission, who will be involved with undertaking the CAA, to tour the area with members of the Board.	1. Contact Ian Davidson 2. Prepare presentation /report 3. Add to agenda 4. Plan tour	09/06/09	Ian Davidson cannot present to the next Board Meeting. Discussion on future district tour continuing. 02/06 – Ian Davidson to be invited to September meeting	LSP Manager

EPPING FOREST LOCAL STRATEGIC PARTNERSHIP Steering Group Meeting

Date: 4th April 2009

Time: 9.30 - 11.30

MINUTES

Present

Cllr. Di Collins (DC)	Chair - LSP Board
Catherine O'Connell (CO)	Vice Chair - LSP Board
John Gilbert (JG)	Chair - Safer Communities Partnership
Cllr Ann Grigg (AG)	Chair - Sustainable Communities Theme Group
John Houston (JH)	LSP Manager (Chair Comms Task and Finish Team)
Perrin Jasper (PJ)	representing CYPSP
Derek MacNab (DM)	Chair - Sustainable Communities T & F Team
John Preston (JP)	Chair - Credit Crunch T & F
Alex Stewart (AS)	EERA – Aspire to Perform
Joe Reay (JR)	EERA – Aspire to Perform

Notes

David Wright (DW) (LSP Administrator)

Apologies

Alison Cowie (AC) Chair – Healthier Communities Theme Group
Caroline Skinner (CS) Chair – CYPSP Theme Group

1. Welcome

The Chair welcomed everyone to the meeting.
The Terms of Reference for the Steering Group as set out in the LSP Constitution and the previously agreed 'New Ways of Working Report' were discussed and confirmed.

2. Apologies

Apologies were received from Caroline Skinner and Alison Cowie.

3. Outcomes of the Last Board Meeting and Matters Arising

The LSP Manager updated the Steering Group on progress on Key actions emerging from the last Board meeting. All actions are on track.

The Steering Group was informed that Webcasting the next Board meeting would cost in excess of £200. Following discussion it was agreed that this cost should be met and a longer term decision would be taken when final yearly costings were available and take up data on the first webcast session was reported. Members did indicate, however, their general support for the idea which it was felt would enhance accountability and raise the profile of the LSP.

Action - JH

It was further agreed that projects on the Matters Arising list would be given a traffic light rating (green - on schedule, amber - might miss target date, red - will miss target date) and that, once reviewed, closed issues should be archived.

Action – JH

4. **Combating Violent Extremism – LSP Role**

The Chair of Safer Communities Partnership introduced a report setting out how the LSP would manage its new responsibilities to report on NI35 – Combating Violent Extremism. This followed on from the brief report to the last Board meeting which set out the LSP's new responsibilities and a draft plan to address them. The Board had already agreed that a presentation which had been received by the Safer Communities Partnership should be made to the next Board meeting.

Action – JG

The Steering Group discussed the report and key recommendations and the following points were made:

- Work in this area should be proportionate to risk.
- Linkages to organisations in London, as well as Essex wide should be investigated.
- Confirmation should be sought on whether the lead on this issue at Essex level is Essex County Council or the LSP county theme group.
- The work of the Multi Faith Forum could be central to making contact with key people from the Faith groups, including representatives of the local Muslim community, and drawing up an effective and appropriate response. The Steering Group agreed to look at what help and support it could offer the Multi-Faith Forum in this respect.
- The knowledge, skills and experience of existing partners should be used to design and deliver actions.
- The LSP acknowledges its role in promoting social cohesion as well as working to minimise risk.
- The Chair of the Safer Communities Partnership agreed to take these issues into account when designing any response. The Steering Group agreed the following recommendations as set out in the report:
 - i. accept that the SCP/CDRP act as the lead on behalf of the LSP for NI 35
 - ii. approach the County Council with a view to entering into a joint arrangement in respect of the action planning criteria of NI 35
 - iii. draw up a formal self assessment against the NI 35 criteria
 - iv. produce a further report to the LSP in due course on the actions required to achieve level 2 against all NI 35 criteria for 2009/10, and
 - v. work closely with the Multi Faith Forum to produce an agreed approach.

Action - JG

5. **Operational Issues/Progress Reports**

Safer Communities Partnership

The Chair of SCP tabled a report highlighting the latest performance statistics on crime and disorder. Basically, this was showing the majority of targets being met or exceeded. These figures had yet to be ratified by the Home office. It also set out a number of key events which were being undertaken over the coming months. There was some discussion on the effects of the recession and its potential impact on crime

statistics. The SCP Chair felt that any adverse impact was likely to be seen in subsequent issues of the statistics.

In discussion it was acknowledged that the CDRP was widely recognized by external organisations to be operating at a high level with a very good reputation.

It was agreed that Ian Davidson from the Audit Commission should be invited to the Crucial Crew event on 8th June as part of his tour of the District.

Action – JH

It was also agreed that all publicity material from all Theme Groups should, in future, carry the LSP logo, and be effectively branded.

Action - All

Sustainable Communities, and Credit Crunch Task And Finish

It was reported that the Sustainable Community Group now had a Chair and a lead officer with John Preston, Director of Planning, EFDC, to undertake the role initially. John will also lead the work of the Credit Crunch Task and Finish team which was closely related to work of the Sustainable Communities Theme Group, and to which progress would be reported. Policy and research support has been identified for the Task and Finish team and initial membership of the group, based on the previous Economic Prosperity Theme group is being confirmed. Members have been canvassed for dates for the first meeting. It was agreed that there is a need to ensure effective and wide-ranging involvement with the relevant organisations and sectors, including effective links with the ECC working party in this area. The Steering Group was anxious to see both groups begin work as soon as possible, but was particularly anxious for the Credit Crunch Task and Finish Team to meet and report at the earliest opportunity.

Action -AG/JP

Healthier Communities

It was reported that a Chair had been identified to lead this work and an initial meeting to plan the process for establishing the Theme Group had been held. It had been agreed that a small group of key people would be pulled together to scope the future role, remit and composition of this Theme group. It was further agreed by the Steering Group that it was essential that this group should be intelligence-led and focus on 3 or 4 key issues that would add real value, and where the impact would be significant. It was hoped that this group will have met and an initial programme of work drawn up for discussion at the next Board Meeting.

Action - AC

Children and Young People

It was reported that changes in the way CYPSP was organized across West Essex were currently being investigated and an update on outcomes was expected in due course. The CYPSP would be holding an Away Day on 18th May to examine strategic direction and review ways of working. Following discussion, it was agreed by the Steering Group that the reconfiguration of the CYPSP could have implications for the work and organisation of the LSP and should be kept under review, and progress reported regularly to both the Steering Group and the Board. A report on the outcomes of the Away Day should be brought to the next meeting of the Board.

Action - CS

It was reported that the Deputy Chief Executive had recently attended a very useful meeting of the Education Delivery Group, which covers work with the 14-19 age group. It was suggested that, given the Board's wish to support work in the education field, it would be appropriate to invite the chair of this group to sit on the Board. This was agreed by the Steering Group. Discussion was also held on effective engagement with adult learning, it was agreed that this issue be reviewed at a later date when more was known of how the merger of LSC/ECC was to be brought about.

Action - JH

Improving Communications T&F

The LSP Manager reported that a meeting had been arranged to progress improving the communications performance of the LSP. This meeting would be supported by communications staff from EFDC, PCT and Epping Forest College. A draft programme of potential projects were highlighted including

- Joint Citizens Panel
- Joint magazine
- Web site updating and joining up of portals
- Media support for the Theme Groups
- Introduction leaflet
- Re-branding
- Mobile displays
- Defining key messages

The steering Group expressed support for these projects but acknowledged that the key consideration would be potential costs. A further report, with an action plan will be brought to the Steering Group following the first meeting of the team.

Action - JH

The Steering Group briefly discussed the use of Mosaic data, and it was felt that it has very useful information including what means of communication are most effective for particular groups in the District. Maximising use of this 'profiling' data could help the LSP target its communication more effectively, and it was agreed that this should form part of the work of the T&F Team.

Sustainable Community Strategy T&F

The Deputy Chief Executive introduced a report highlighting the 'issues and options' for updating the Sustainable Community Strategy (SCS). This is the LSP's major statutory requirement and a target completion date of October 2009 has been agreed by the Board. This report identified the key outcomes needed from the SCS, together with a list of central questions pulled together following an initial scoping meeting held at EFDC. The Deputy Chief Executive outlined some of the conclusions of this scoping meeting:

- The strategy in the SCS should drive the content of the LDF. The production of the LDF is already underway, but if the refresh of the SCS is ready by the autumn then it could still influence the LDF. The SCS project plan needed to join these together wherever possible.
- The SCS should concentrate on the next five years, but still needed to look beyond that as the LDF will have a fifteen year view.
- The current SCS gives a district overview, particularly on data, but doesn't effectively recognise the diversity within the district. This should be addressed by giving the district 'big picture' but highlighting local data that particularly affects

different parts of the District. This 'localisation' of issue and response would be a key part of the new strategy.

- The SCS must be about 'adding value' and 'achieving concrete outcomes' in a very focused manner.

The Steering group agreed the approach as set out, and further agreed to submit any other questions (to those listed in the report) or additional comments to the LSP Manager by Friday 10th April.

Action - All

6. LSP Budget Update

The LSP Manager updated the Board on the latest budget position. Reserves at the start of the next financial year are estimated at £80k. Ongoing salary costs are now outstripping core funding by £7k. Police funding has been reduced next year by £2k leaving an anticipated revenue budget of £68k. However, significant additional expenditure was anticipated when the LSP begin to take undertake its core work programme. The LSP Steering Group noted this report and agreed to keep this area under review. Invoices will now be sent to funding bodies for next years support.

Action – JH/Steering Group

7. Board Composition

The Steering Group had been requested by the Board to consider expanding membership to increase the expertise, skills and sectors being represented on the Board. Following discussion, and review of the initial list of suggestions from the board, it was agreed that the following organisations should be approached by the LSP Manager to participate in the work of the partnership.

- Lea Valley Regional Park Authority
- Federation of Small Businesses
- Job Centre Plus
- Education (as highlighted previously in these minutes)
- Town Centre Partnership

The Steering Group also identified a number of individuals from the various bodies who should be approached in the first instance. Progress will be reported at the next Board meeting, to which potential new members should be invited.

Action - JH

8. 'Aspire to Perform'

The LSP Manager introduced Alex Stewart and Joe Reay, who manage the 'Aspire to Perform' programme for the East of England Regional Assembly (EERA).

The LSP was investigating ways to continually improve its performance. This included having opportunities for an external assessment that would also help it to anticipate and meet effectively the challenges of the Comprehensive Area Assessment (CAA).

Alex introduced the process and positive outcomes that could be expected from participation in the programme, which was fully funded by central Government. He also highlighted the wide range of support that was available to partnerships and individual organisations from central government via 'Inspire East' including a range of

consultancy services. The Steering Group spent some time discussing the potential support that might be available collectively and individually from EERA.

Following discussion, it was agreed that the self assessment review should take place in June, encompassing approximately 4 days of interviews with members of the partnership (each lasting 1.5 hours), and that the final report, which would be presented in confidence, would be produced by July. Steering Group members would receive a draft report for discussion prior to a presentation to the Board.

Action – JH/AS

It was also noted that the LSP was sponsoring an EERA 'Skills and Worklessness Seminar' being held in Epping on 5th May.

9. **AOB**

The LSP manager reported that Performance Management is likely to be a key feature of the future role of the Board and a central part of CAA assessment. An Audit Commission Report on making LSP's more effective, with a major feature on performance management is expected in April. The LSP team is investigating the status of the existing 35 LAA targets that the LSP had signed up to 'have regard to' and to what extent the data is SMART and available at district level. The team will also be conducting an exercise to allocate these LAA targets to relevant Theme Groups. Performance monitoring will be undertaken by the Steering Group and, where possible, Theme Chairs will provide updates at Steering Group and Board meetings.

Action – JH & Chairs of Theme Groups

10. **Dates of Future Meetings**

The dates of the next three meeting were agreed.

Thursday 28th May	2pm - 4pm
Thursday 27th August	2pm - 4pm
Thursday 26th November	2pm - 4pm

EPPING FOREST LOCAL STRATEGIC PARTNERSHIP

TASK AND FINISH TEAM - MEETING THE CHALLENGE OF THE CREDIT CRUNCH

NOTES OF MEETING HELD ON THURSDAY 30 APRIL 2009 (2.30 - 4.00 P.M.)

COMMITTEE ROOM 2, CIVIC OFFICES, HIGH STREET, EPPING

In Attendance:

John Preston (Director of Planning and Economic Development EFDC - in the Chair)
Tina Dulieu (Federation of Small Businesses)
Jacqui Foile (VAFF)
John Houston (LSP Manager - EFDC)
Julia Milanovic (Epping Forest CAB)
Barbara Stock (Epping Forest College)
Yvette Wetton (Essex County Council)
Chris Overend (Policy and Research Officer, EFDC)

Apologies:

Liz Hand (Job Centre Plus)
Keith Hughes (Business Link Essex)
Vicki Willis (Economic Development Officer, EFDC)

ACTION

1. TERMS OF REFERENCE

Following a major review of how it was working, the LSP had determined a new, more outcome focused approach to carrying out its role. As part of that approach it had agreed to the setting up of a number of Time-Limited Task and Finish Teams of which this, dealing with how the District could best respond to the challenges of the 'Credit Crunch', was one of the first. The LSP Board had asked John Preston to chair the Team.

Agreed Terms of Reference as follows:

"To review the nature and extent of the economic downturn in the Epping Forest District;

To assess how the local economy and employment might be best supported;

To assess how the partners should invest in, or change the focus of, public services to better support local residents; and

To work with local expert groups and academic institutions in producing recommendations to the LSP Board".

Noted that the LSP was expecting a quick turnaround time from the team in terms of completing its work with finalisation due by September 2009 and, as such it was agreed that, dependant on resources, viability and practical considerations, the Team might ALL

ACTION

have to prioritise between 5-10 of any measures/improvements it identified, as being those it would recommend for more immediate implementation.

Agreed that any more readily achievable quick win measures identified by the Team should be reported to the LSP Board in June, with the full list of proposals to be included in the Team's final report to be submitted to the LSP Board at its September 2009 meeting.

JH/JP

2. MEMBERSHIP OF TEAM

Agreed that the list of partners set out on the agenda for the meeting seemed to cover most of the obvious organisations who needed to be represented on the Team but that involvement by EXDRA and others from the business community should be explored.

JP/VW

3. EXISTING PROVISION

Agreed that all partner organisations represented on the Team should provide details of activities and initiatives already being carried out which are helping alleviate the impact of the economic situation.

ALL

Also agreed that further information on the background to the setting up and operation of Essex Savers Credit Union should be obtained.

CO

Further agreed that full details of the background to the operation of 'Banking on Essex' should be obtained.

YW

Noted details of the EEDA event to be held at Epping Hall on Tuesday 5 May, to which all were welcome to attend.

ALL

4. WORK PROGRAMME

Agreed that, to get a picture of the impact of the 'Credit Crunch' on the Epping Forest District, each organisation represented on the Team should provide relevant information for key areas (redundancies, business start-up, business closures, numbers seeking debt advice, income from business rates, rent arrears, numbers employed/ unemployed were some of the areas identified) broken down by categories as appropriate, comparing the situation now with (say) a year ago, and the Epping Forest District with other Districts.

ALL

Also agreed that a final decision regarding the remaining work programme would be determined at the next meeting when the gap in required provision and needs analysis could be determined in the light of details of existing provision (as per 3 above) and the information on key areas described in the paragraph above.

ALL

5. GUIDANCE AND GOOD PRACTICE ELSEWHERE

Members of the Team were in receipt of a list of potential measures for implementation compiled by C Overend from good practice guidance documents prepared by LSPs and other partner organisations from a variety of other Districts.

Agreed that the list represented an excellent base to start from and that the Team could begin the process of reviewing that list, adding to it or amending it as required at the next meeting in the light of further information received. ALL

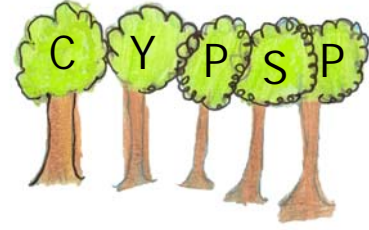
Further agreed that the newsletter produced by South Staffordshire LSP represented a good model and that the possibility of something similar being produced for the Epping Forest District LSP should be explored with the District Council's Public Relations staff.

6. DATE OF NEXT MEETING

Agreed that the next meeting should be held at 10.00 a.m. (to finish no later than noon) on Friday 29 May 2009.

Also agreed that, at the next meeting, there would be a presentation on the method deployed and measures introduced by Essex County Council in response to the economic situation. YW

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**EPPING FOREST CHILDREN & YOUNG
PEOPLE'S STRATEGIC PARTNERSHIP**

EPPING FOREST CHILDREN & YOUNG PEOPLE'S STRATEGIC PARTNERSHIP (CYPSP)

MINUTES - MANAGEMENT BOARD MEETING

Tuesday 21st April 2009 10 am – 12:15 pm

EFDC Offices

Present

Name of attendee	Position Held
Caroline Skinner (CS) (Chairman)	Senior Public Health Improvement Advisor, West Essex PCT
Sarah Hurwood (SH) (Vice Chairman)	Head, Epping Upland Primary School, Epping Forest Rural LDG
Magde Brewin (MB)	St John's School
Julie Chandler (JC)	Assistant Director Community Services and Community Relations, EFDC
Paula Davies (PD)	ECC
Cllr Ann Haigh (AH)	EFDC
John Houston (JH)	Manager, Epping Forest LSP
Andrea Norton (AN)	St John's School
Lonica Vanclay (LV)	Locality Group Manager, West Essex
Colin Rowell (CR)	Administrator, Epping Forest LSP

	Welcome/Apologies for Absence	ACTION
	CS thanked Cllr Ann Haigh for her work during her time as Chairman. She also thanked Sarah Hurwood for taking on the Vice Chair role CS read apologies from Brenda Towle, Cllr John Spencer, Simon Werrett, Morag Strycharczyk, Gill Mann and Charlotte Copping. Gill Mann has retired and therefore will not be attending further meetings. CS thanked Gill for all her hard work on the group. Round table introductions were made.	
1	Minutes of the Last Meeting & Matters Arising	
	Minute accuracy – Ann Haigh had given her apologies to the previous meeting. This was not reflected in the minutes.	
2	Feedback from County CYPSP and Chairs meetings - LV	
	LV was not at the last meeting. Information was available via meeting papers. Main developments are A new director of commissioning (Wendy Ogle-Welbourn) has been appointed. A recent Audit Commission report and the Joint Area Review of the county CYPSP have recommended strengthening partnership commissioning. Essex CYPSP is keen to move this on. There will be	

WORKING TOGETHER TO IMPROVE THE WELL-BEING OF CHILDREN & YOUNG PEOPLE

	<p>a review of the children's trust approach which will look at integrated locality working and commissioning.</p> <p>The process will include</p> <ol style="list-style-type: none"> 1. discussion with ECC staff in May and report end May 2. discussion with schools and report end July 2009 3. discussion with partners and multiagency workshops from June with report end Sept 2009 4. final report with recommendations end Nov 2009. <p>The new Director of Commissioning also has a view that partnership approach to commissioning needs to be strengthened. There is a proposal that CYPSPs might adopt a Quadrant / Quartile approach. Consultation questions are being developed. The proposal is that CYPSP consider these at the Away Day on 18th May.</p> <p>The Essex Director of Children's Services will be meeting with schools forums, PCT and DC CEOs and other organisations to discuss the review process and questions and there will be a number of multiagency workshops.</p> <p>The role of LGM has also changed. LGMs responsibility has moved from oversight of TASCC delivery to commissioning and partnership development. LGMs will also play a big role in review discussions across local CYPSP areas.</p> <p>Sue Thomas at a County level and Elaine White for West Essex are taking over the LGM role of oversight of TASCC delivery.</p> <p>The County Children and Young Peoples Plan is out for consultation and will be published in June 09. The county plan needs to inform the local plan. Feedback on the County plan is sought from local CYPSPs. It was agreed that the County CYPP will also be reviewed at the CYPSP Away Day on May 18 2009 and feedback given to the County CYPSP.</p> <p>It was pointed out that the County Children and Young Peoples Plan (CYPP) should underpin all organisations' priorities and activities for children.</p> <p>There was discussion about the nature of the County CYPSP organisation. It was generally agreed that it had a very top down approach, which seems to go against partnership working. AH has spoken with other local authorities about how the process works for them. It seems that the model works well for unitary authorities. It doesn't seem to work for local authorities.</p> <p>JH said that it was easier to deliver in a single tier organisation. He also said that the relationship between CYPSP and the EF LSP was not clear and asked who are the 'masters' – county CYPSP or local LSP. Feedback from the last EF LSP Board meeting was that CYPSP is a subgroup of the EF LSP. It was agreed that the CYPSP reports to both the LSP and the County CYPSP and that therefore future CYPSP Board meetings should include a standing item – LSP feedback to the CYPSP Board.</p> <p>JH outlined the new LSP structure.</p> <p>JH also said that there will be a community event later in 2009 – expected to be before October. It was agreed that CYPSP could lead a workshop at this event – and that this would take the place of the CYPSP stakeholder forum.</p>	
3a	08-09 Commissioning Performance Monitoring - PD	
	<p>PD gave an update on the current performance status of existing contracts. The ADAS contract was used as an example to illustrate the available data. PD pointed out one KPI caveat – returns are based on contacts with clients rather than actual delivery. Financial draw down (the amount spent) is shown in blue column.</p> <p>At the end of the agreement period, it is possible for the Authority to return any under spend. The organisation will be contacted before</p>	

	<p>contract end to try and avoid this. The final column shows a qualitative summary taken from a bigger document. This gives the CYPSP a flavour of what has been delivered. PD pointed out that the document is confidential. She asked for comments on the presentation of the report. It was agreed that the data was extremely useful and should feed in to any future commissioning rounds, but there should be strict guidelines on the use of the data. The data shown is for EF projects only. PD asked that members let her know if they are aware of organisations in the area not delivering as expected. CS pointed out that the data could be useful in the reorganisation of CYPSPs.</p> <p>AH asked that red background be changed as it was difficult to read black on red.</p> <p>The Just for Dads project was transferred to East Potential but did not progress. East Potential is keen to reapply for funding for this project. JC queried the red highlighted data against Ormiston Childrens Trust. PD will investigate.</p> <p>PD said that 6 monthly reporting does not always cover the commissioning gap. The organisation may be delivering for 9 months before any reporting is done – this is too long. Current monitoring asks for organisations delivery across the whole district. This gives an idea on the capability of an organisation to deliver in the area.</p> <p>JH suggested that the level of monitoring is proportionate to the amount of money awarded. 3 funding bands were suggested. It was noted that any change of this nature would have to County wide. It was also suggested that summary / exception reporting be available for the CYPSP Board.</p> <p>It was also suggested that data be available in advance of meetings.</p>	<p>PD</p> <p>PD will take up the banding suggestion back to County</p>
3b	09-10 Commissioning Update - LV	
	<p>The Local Priority Fund tender is out for applications with responses due mid May. It was noted that there was no schools representative on the review panel. Magde Brewin agreed to join the panel. The review panel will meet on June 12 2009 to review bids.</p> <p>It was noted that there will be a mechanism for young people to feed into the commissioning process. Youth Council reps can feedback to the panel via Youth Action Workers.</p> <p>The amount available for Extended Services funding will be clarified shortly. The process for this funding is</p> <ul style="list-style-type: none"> Review what projects have been funded so far Agree those projects to be continued Identify new projects for funding <p>It was noted that across the County local schools feel CYPSP commissioning of Extended Services has not fully involved them or delivered against the core offer requirement and for this reason and timing, CYPSP would commission LDGs to deliver any remaining funding for this financial year.</p>	<p>LV and LDGs are to meet in the next 2 weeks to discuss commissioning.</p>
4	LAA PRG plans and Development Priorities - PJ	
	<p>PJ began by outlining progress with NI 51 – camhs project. Results are good so far for the National education project, but there is little feedback to date from schools as to their wishes for this to be extended. It was noted that all procurement must now be made via BRAVO – the County online procurement system. In response to the question as to whether the contract with NET can be extended without needing to go through BRAVO, PD stated that NET would need to apply on behalf of LDGs via BRAVO. Any tender for funding in the 3 PRG priorities will have to be open and therefore all applications will need to be submitted via BRAVO. PD stated that the funding period had already started (in April 2009). The application process may be able to be speeded up, with a 3 week application turnaround, plus a</p>	<p>LDGs and PJ to firm up plans for</p>

	<p>streamlined process to ensure quick release of funding. PJ agreed that the NI 51 application would go ahead if 8 schools showed interest. Currently there 3 or 4 showing interest. It was noted that anger management is currently planned for secondary schools only rather than primary schools – but work on emotional wellbeing should cover all ages.</p> <p>With reference to the youth activities work, JC pointed out that anti social behaviour is a large problem in Roundhills – Waltham Abbey in general is a major problem area and this should be a focus area. JH outlined the role of the LSP Performance Indicator monitoring group. PJ was invited to join this group. This item will be continued at the next CYPSP Board meeting.</p>	<p>project</p> <p>PJ, LV and PD to ensure plans are tendered via Bravo and circulate CYPSP with details</p>
5	CYPSP End of Year Review - All	
	<p>Director of Commissioning (Wendy Ogle-Welbourn) has asked for a report on all CYPSPs work over the last year. LV has written a first draft. This will be emailed to all members of the Board for feedback to LV by 27th April.</p>	LV / Board members
7	CYPSP Away Day - LV	
	<p>This item was moved up the agenda.</p> <p>After discussion it was agreed that the agenda for the Away Day would be determined once outcomes from the day have been determined. It was agreed this would be comments on CYPP and the commissioning element of the CTA review. It was suggested that there be an input on good practice from elsewhere.</p> <p>Agreed participants are Board members and sub group chairs – expected to be approx 20 people in total.</p> <p>The Away Day will be a focused event, the agenda to be developed by LV, PJ and JH.</p> <p>A separate stakeholder event to be held in Autumn 2009 was agreed and may form part of the LSP Community event. Commissioned organisations will be invited to outline their work.</p> <p>JH raised the issue of reported teenage pregnancy in Epping Forest. The newspaper reported figures showed the highest termination rate in the UK. The PCT will confirm the numbers.</p>	<p>LV, PJ, JH</p> <p>CS</p>
8	Youth Council links and views	
	<p>CS received a letter from the EF Youth Council in March 2009 asking about progress on publicising young people's views. The letter was prompted by issues highlighted in the Big Youth debate. A website has been developed by the EFDC but the YC were unable to find it. It was agreed that more effort should be made to provide useful feedback on issues to young people. In particular the Youth Council should be contacted with information about PRGs that affect them. PJ will contact the Youth Council re funding for children and young people activities and the mental health service.</p> <p>PJ will also approach the YC about providing input to their meetings. It was suggested and agreed that a young peoples drama event should be included in the Community Event. JC will follow up on this.</p>	<p>PJ</p> <p>JC</p>
6	Children's Centre Board Report – AH for HRG	
	<p>This item was moved down the agenda.</p> <p>AH led discussion on the report. There are issues in the district concerning how centres are publicised. Where centres are located can also be an issue. Concern was raised about ownership of buildings / services and which provider has responsibility. This has resulted in the hold up of provision in some instances. HRG is working hard to resolve this problem.</p> <p>It was noted that virtual centres are often more effective because they are able to provide a higher proportion of outreach working.</p> <p>This item will be a standing item on future CYPSP Board agendas.</p>	

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9	AOB	
	<p>A new young persons officer (Diane Butler) has been appointed by EFDC.</p> <p>PD reported that 1 item was deliberately excluded from the monitoring report – excess monies paid for the mapping project.</p> <p>After discussion it was agreed that PD would attend the Sept 09 Board meeting.</p> <p>CS reported successful commissioning of the breastfeeding project in Waltham Abbey.</p> <p>LV was thanked for all her help and support with the board.</p>	

Date of next meeting: Away Day – AM 18 May 2009
Board meeting – 16 June 2009

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**EPPING FOREST DISTRICT
SAFER COMMUNITIES PARTNERSHIP
STRATEGY PANEL**

Attachment : 7b1



Notes from the meeting:
16 March 2008 2.00 pm
Committee Room 1
Civic Offices, EFDC

Members Present:

Epping Forest District Council	Chandler, J - Assistant Director: Community Services & Community Relations Gilbert, J - Director, Environment & Street Scene Nolan, J - Asst Director, Environment & Street Scene Wiggins, C - Safer Communities Manager Stavrou, Cllr. S - Portfolio Holder Community & Wellbeing
Essex County Council	Wetton, Y - West Essex Area Co-ordinator
Essex Fire & Rescue Service	M ^c Millan, S - Assistant Divisional Officer
Essex Police	Ray, A - District Commander
Essex Probation Area	Woollard, P - Partnerships Liaison Manager
VAEF	Foile, J - Chief Officer Harrison, L - SCP Co-ordinator
West Essex PCT	Cowie, A - Director of Public Health
Observers:	
Local Strategic Partnership	Houston, J - LSP Manager
Apologies:	
Essex Police	Williams, S - Superintendent
Essex Police Authority	Jackson, Cllr A

1. WELCOME & INTRODUCTIONS

Members / observers were welcomed to the meeting.

2. APOLOGIES FOR ABSENCE

These were received and recorded as listed above.

3. STRATEGY PANEL TERMS OF REFERENCE

Members whose signatures remain outstanding were not present - this item was deferred to the next meeting.

4. MINUTES OF THE PREVIOUS MEETING 15 December 2008

It was agreed that these were an accurate record of the previous meeting.

5. MATTERS ARISING

There were no matters arising.

6. CO-ORDINATING GROUP MEETING 2 March 2009

Statistical data on Killed / Seriously Injured Road Traffic Casualties continue to be difficult to receive from Essex County Council. However, representatives are in discussion with ECC to provide intelligent data on this subject. The Epping Forest Road Safety Officer has made a request to make a presentation to EFDC Cabinet. A Task & Finish Group will also be set up to look at data collection and promotional activities.

Action: A request to be made to Cabinet for a Road Safety presentation

CW

Joint Area Groups continue to work well, the Domestic Violence Forum has reformed and the Limes Farm Special Action Group has closed and passed its role to local NAPs and Residents' Associations.

The PPO Panel process is being reviewed to provide better direction for the CDRP funded PPO Co-ordinator who will now take over the meetings administration and develop a joint Harlow and Epping Forest meeting structure. A Cross Scheme PPO Panel looking at offenders who commit crimes in other districts has also been established.

Nigel Varnam has so far been unable to accept the appointment of chair of the Young People's Action Group; a recommendation has been made and approved to change this group to a Citizenship & Community Engagement Group with a new chair to be appointed.

The Hate Incident Panel will shortly be deciding on a new chair due to the resignation of Nich Taylor, EFDC Housing.

The position of SCP Support Officer employed by VAEF has been changed to a full-time post with the new title of Partnership Officer and the added responsibility for campaign planning and organisation. Recruitment is currently taking place.

**7. POLICING GREEN PAPER: LOCAL POLICING PLEDGE
From the Neighbourhood to the National**

Local members of the EFDC Liaison Committee have expressed concern about the ways local people are able to influence the priority setting process.

It was noted that the appropriate way for this to take place is by joining Neighbourhood Action Panels. Agency Representatives were encouraged to promote this form of local involvement.

Standing Action: Updated versions of the Policing Pledge to be circulated to Panel members

SW
LH

8. SAFER ESSEX

The Safer Essex County Group is currently carrying out a refresh of LAA2 targets. This process started with the target Feeling Safe, a consultation report has been circulated to members.

It was noted that although Essex has one of the highest levels of 'feeling unsafe' in the Eastern Region, actual crime figures show low levels of crime. The Group agreed that Essex needs to improve at communicating messages of community safety. Results of the recent on-line questionnaire on Feeling Safe being carried out by staff on the EFDC Management Development Programme should be available for the next meeting.

Action: MDP staff to be invited to make a presentation on the EFDC questionnaire at the next Strategy Panel meeting

CW

9. STRATEGIC RESPONSIBILITIES

The 2009 version of the Strategic Assessment was circulated to members prior to the meeting. Members agreed that the next version should include wider coverage of available data from all member agencies.

Action: Comments on the report to be sent to the EFDC Safer Communities Manager by Monday 23 March 2009

ALL

Action: Member agency logos not included in the report to be sent to EFDC Safer Communities Manager

AC
PW

A draft version of the Executive Summary will be available at the next meeting.

Action: A copy of the draft Executive Summary to be circulated to members prior to the next meeting

CW

Organisation of the SCP Public Consultation event(s) will become the responsibility of the Citizenship & Community Engagement Group when this group is formed. Members were informed of the work of the Essex County Council Group Engage Essex which is producing a calendar of public consultation events across Essex.

After a discussion on the role of the LSP and the specific role of the SCP as a sub-group of the LSP, members accepted that the two organisations have separate but complimentary responsibilities. Co-operation and close working should be promoted as a way to meeting the joint aims of both the umbrella organisation and the sub-group.

10. PERFORMANCE MONITORING

The latest report from the Crime and Disorder Network Executive on crime reduction performance was circulated to members prior to the meeting.

Improvements in performance in Epping Forest were noted.

A copy of the recent CDRP report made to the LSP Board was also circulated to members.

NI35 Building Resilience to Violent Extremism

Members were informed that Home Office Guidance on this national indicator was discussed at the last LSP Board Meeting. Districts have a responsibility to understand local Muslim community issues. A County-wide action plan is being developed on this matter. The closing date for responses is Monday 23 March 2009.

Action: Discussions on communication with the Muslim Population at Epping Forest College to take place with the EFC Principal

JH
JG

11. CHAIRMAN'S REPORT

The Strategy Panel Chair informed members of his visit to the Essex Probation Service offices at Cullen Mill. Progress on Community Payback schemes is now taking place and a development officer has been appointed to work with local communities to establish work opportunities.

Action: Development Officer to be invited to make a presentation on Community Payback at the next meeting

CW

After a discussion on the proposal to set up a Communications Sub-group, members agreed to consider the following suggestions:

- Set up a communications sub-group as part of the proposed Citizenship & Community Engagement Group
- Joint working on communications with the LSP
- A joint group with the Safer Harlow Partnership

Action: Further discussion on this matter to take place when the SCP Partnership Officer is appointed

CW

12. SAFER CLEANER GREENER

The response vehicle driver has been appointed at EFDC Environment & Street Scene Directorate; neighbourhood officer recruitment remains on-going. A formal launch of the new team will take place in March / April 2009.

The SCG strategy document will go to the next EFDC Overview and Scrutiny Panel for approval.

13. CDRP 2008/09 BUDGET REPORT

A copy of the latest budget report was circulated to members for information.

It was noted that the following new bids have been approved for funding:

Bid	Amount £
Hate Incident Mobile phones for victims	250
Limes Farm Festival	1500
Mow & Grow Project	1000
Farmers' NAP Night Vision Binoculars	900
Domehawk CCTV	6000
Mind the Gap - Tube Station Acquisitive Crime Operation	4000
Way 2000	2000
Purse Chains	1380
Unipar Speed Camera	2000
Car Parking Tickets - Advertising	850

Go East has agreed to the carrying over of £10,000 from the Police 2nd Homes Rebate fund which has been designated for use on the Buckhurst Hill CCTV underpass project. This expenditure has been delayed due to contractor issues.

Action: Cllr Stavrou to be kept informed of works progress in this area

CW

Underspend from the PPO fund which is designated for use on a burglary initiative will be used in June/July.

Signage for use with Essex Watch has been delayed pending approval from ECC Highways.

The group congratulated the Safer Communities Manager for her skilful handling of the 2008/09 budget. Approval was sought and given for the continued funding in 2009/10 of the following Partnership posts:

- Women's Safety Worker, Essex Probation
- SCP Partnership Co-ordinator, VAEF
- SCP Partnership Officer, VAEF
- Essex Police CDRP (Western Division) Analyst
- Essex Police CDRP (Western Division) PPO Co-ordinator

In addition to the above, approval was sought and given to the request from ECC to support the County Domestic Violence Co-ordinator role by the amount of £700.

14. ANY OTHER BUSINESS

National Centre for Domestic Violence

Members were informed of this new resource. Details are available at <http://www.ncdv.org.uk/>

Home Secretary Letter: Essex Police Single Target to Improve Public Confidence

This target has been set to reduce organisational red tape and requires input from local authorities and Police Forces. Members were advised to ensure they have read and understand the letter from the Home Secretary.

BRIDGE Programme

An update was made to the group on the Essex Probation programme which offers an alternative to custody and normal community sentencing options to offenders. Early figures indicate a low drop-out rate although offenders need motivation to complete the course.

**EPPING FOREST DISTRICT
SAFER COMMUNITIES PARTNERSHIP
STRATEGY PANEL**

Notes from the meeting:
16 March 2009



PCCG Meeting

The next Police Consultative meeting will take place on 16 April 2009.

Feeling Good, Keeping Safe, Bogus Call Theatre Workshop

This event is scheduled to take place on 29 April 2009.

Action: Members who wish to attend to contact EFDC Safer Communities Manager for details

ALL

Reality Road Show Pilot 5 February 2009

The final report on this event is now available.

Action: Report to be circulated to members

LH

DATE OF THE NEXT MEETING

Monday 15 June 2009 2.00 pm Committee Room 1 EFDC

DATE OF 2009 STRATEGY PANEL MEETINGS

Date	Day	Time	Location
16 March	Monday	2 pm	EFDC Civic Offices Committee Room 1
15 June	Monday	2 pm	EFDC Civic Offices Committee Room 1
21 September	Monday	2 pm	EFDC Civic Offices Committee Room 1
14 December	Monday	2 pm	EFDC Civic Offices Committee Room 1

General Overview: Performance Monitoring

All crime

Essex Police hold daily call briefings as at 26th May 2009
(Essex Police local targets 2009-10) Epping Forest was approx 52 crimes over profile on the year to date 3 over month to date.

May 2008 – April 2009

Category	LAA ²	Target	Actual	Previous Year Actual (May 08 Apr 09)	Percentage Reduction
All Crime		* ¹	8077	8735	-8% Down 658

Areas performing well in Epping Forest

Category	LAA ²	Target	Actual	Previous Year Actual (May 08 Apr 09)	Percentage Reduction
Assault with less Injury	NI 20	587	493	585	-16%
Young Victims April 08 – Mar 09			540	678	
Police Recorded ASB April 08 – Mar 09		N/A	4994	5960	
Criminal Damage		N/A	1092	1328	-18%
Wounding (serious & Other)		N/A	546	615	-11%
Theft / Unauthorised Taking of Vehicle		N/A	421	551	-24%

Areas of concern

May 2008 – Apr 2009

Category	LAA ²	Target	Actual	Previous Year Actual (May 08 Apr 09)	Percentage change
Theft from Vehicle		N/A	963	958	+1%
Robbery Personal Property		N/A	110	118	-7%
Serious Acquisitive Crime	NI 16	TBC	2374	2452	-3%

¹ 2009-10 Targets to be confirmed

Category	LAA ²	Target	Actual	Comparison	Percentage change
Domestic Violence Repeat Incidents (Apr 08 – Mar 09)	LI 35	377	601	N/a	N/a
Domestic Burglary * (May 08 – Apr 09)			863 (May 08 – Apr 09)	805 (May 07 – Apr 08)	Up 58 + 7%
Domestic Burglary April 09			48 (April 09)	66 (April 08)	Down 68 -25%

Statutory Responsibilities

Document / Event	Date	Comments
Strategic Assessment	March 2009	Final draft presented to Strategy Panel: 15 March
Partnership Plan		Currently being updated
Executive Summary	June 2009	A public document, available at the end of June
Face the Public Session		Early discussions are taking place regarding the possibility of organising a joint event with Essex Police Authority

Highlights

Events	<p>PPO Cross Scheme Offenders intelligence sharing initiative has established itself as best working practice. The scheme developed by EFDC Safer Communities involves the regular information sharing on identified cross border prolific and other priority offenders.</p> <p>At the meeting held on 21st May participants included neighbouring CDRPs of Essex Police Western Division, East Herts, Broxbourne, London Boroughs of Redbridge, Waltham Forest, and Havering. The scheme is planned to be extended to include LB Enfield, British Transport Police and Essex Police South Western Division.</p> <p>On 12th May Safer Communities organised and provided specialist training input for Western Division police officers and supervisors regarding evidence gathering and obtaining ASBOs & partnership problem solving.</p> <p>Operation Liberal week commenced 18th May is a week of crime prevention advice aimed at beating rogue traders and bogus callers.</p>
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This was carried out in partnership with Essex Police and Essex County Trading Standards. Assistance was given to police to resource information stalls around the district giving advice and crime prevention products. Over 1,500 persons were seen and spoken to.

Police used the SCP sponsored re-furbished CCTV van with ANPR capability and arrested a person in possession of 8 large containers of counterfeit products, which is being dealt with by Trading Standards officers. Two radio interviews were given during this time highlighting measures to prevent crime and promoting the Safer Communities led Theatre Project about bogus callers.

Anti-social behaviour officers(s) are linking with Police to provide intervention support for 2 dedicated anti-social behaviour vehicles (Operation Aluminium). These answer calls to ASB related incidents and if further intervention work is required in relation to persons identified details are forwarded to Safer Communities ASB officer(s) for the necessary action. To date there have been 8 referrals all of whom have had warning letters sent to parents.

In response to several serious complaints concerning racially aggravated abuse, anti-social behaviour, disorder and low level drug dealing at Roundhills Shops, Waltham Abbey. In mid April, Safer Communities implemented an evidence gathering action plan, This included sending diaries to complainants, liaising with local police, mounting a re-deployable CCTV camera in the identified problem area and implementation of tasking requests to identify ringleaders. The evidence gathered in the form of diaries and CCTV footage was transferred to an intelligence briefing package and was handed to police. A jointly staffed and planned ASB operation was concluded on 14th May using pre-planned CCTV deployment under RIPA (obtained by police DIU). All persons identified have now been dealt with. Two females have been arrested for racially aggravated public order identified using EFDC CCTV. A return visit to complainants on 26th May received a positive endorsement of the actions taken and confirmation the problem had stopped. Police command and control incidents in this area have reduced to zero so far in May. Reported incidents had been running at 6-7 per month.

During the evening of Friday 3rd April Safer Communities Officers supported Operation Stay Safe a multi agency sweep in the Loughton area for youths involved in anti-social behaviour. Participants included Social Care, EYPDAS, outreach workers and Police. Nine persons were detained and interviewed.

At a recent conference held on 12th -13th May – Delivering Safer and Confident Communities Together, Prime Minister Gordon Brown sited Epping Forest District as working best practice by supporting the Farmers Neighbourhood Action Panel using e-mail families. A

	<p>Crime reduction initiative is now being explored to bulk purchase discounted tracker devices with the support of the NAP chair, Safer Communities, police and NFU. This is currently in the planning stages. Corporate signage for member farms has been installed and there has been a reduction in offences at farm premises.</p>
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Dates to Note

<p>Crucial Crew</p>	<p>Event to take place 8th -19th June 2009 Gilwell Park VIP Visitor Day 12.00pm Tuesday 16th June 12.pm</p>
<p>Reality Roadshow</p>	<p>5 events at schools dates to follow</p>

SCS Consultation Doc Draft Structure

- | | | |
|----|---|---|
| 1. | Foreward – Chair | About the partnership, about Epping Forest SCS |
| 2. | Mission Statement & Strapline | |
| 3. | Introduction – Vice Chair | How we have put this document together, why we have, what it contains, how it might work, when we will review, how you can help, how it fits in with the County & Region, how it influences the LDF. How it works – not everything in here, concentrates on areas where LSP can ‘add value’ or make a difference. |
| 4. | Profiling the District – Police Commander | Extracts from Story of Place, key information about how the District has / is controlling emerging issues, what people have said about these areas, aspirations / needs – what has informed our choice of issues. |
| 5. | Our Values | How the LSP works, how we engage, equality, diversity, cohesion.
Engagement – outcome focussed
Communication & transparency |
| 6. | Key Priorities | Building a Safer Community
Building a Sustainable Community
Raising Aspiration & Attainment
Healthier Communities for all |
| | each section will be in the format | Why is this an issue
What are we doing individually and how will we work collectively
How will we know if we have succeeded |
| 7. | Consultation & next steps | How you get involved |

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REPORT TO LSP BOARD

SUBJECT : SUSTAINABLE COMMUNITY STRATEGY (SCS):UPDATE

AUTHOR : CHAIR OF SCS TASK AND FINISH PANEL

DATE : 28 May 2009

1.0 Purpose

To update members of the LSP Board on progress made on taking forward the refresh of the SCS, and to seek guidance on next steps.

2.0 Recommendations

That members note and comment on the attached draft SCS structure and outline project plan which has been produced as a basis for discussion.

3.0 Background

3.1 An initial scoping meeting has been held to discuss issues and options around refreshing the SCS. This discussed key outcomes required, effective linkages with the Local Development Framework (LDF), and opportunities to demonstrate 'added value' in the strategy. A key outcome of this meeting was recognition that to be relevant in such a diverse district the SCS must have a degree of 'localism', where different communities can see their needs reflected in the document. A first step to the process was agreed, this would bring together available data at ward levels to build up a profile of the district, how it is changing, the factors generating change and impact on communities. Essex County Council and Epping Forest District Council would run this stage in conjunction with research work to underpin the LDF. A second stage would be to approach the county for funding for consultation, as part of their enhanced engagement programme round National Indicator 4, and hold initial discussions with VAEF about leading this element of the SCS work on behalf of the partnership.

4.0 Update

- 4.1 Since the last meeting of the LSP Board discussions with several members of the partnership have been held to plan and agree future approaches. Exploratory discussions with the officers responsible for producing the LDF have been held. Government guidance indicates that where possible the SCS should play a key role in defining core policy of the LDF. Work has been undertaken to develop a key document/strategy list that will feed into the SCS, and an initial list has been produced. Officers have been identified in the Planning Department to support the initial research process, which will help produce the SCS and the LDF, and a meeting has been held with county to coordinate efforts.
- 4.2 Work with the ECC engagement team has developed around pulling together a data picture of the district, using a wide variety of sources. Pulling this comprehensive information together is proving to be quite a challenge, although it is hoped that the second draft of the 'data picture will be available to be tabled at the meeting.

- 4.3 ECC have confirmed that up to £10,000 will be available to support a community engagement/consultation programme around developing the community strategy. This programme will involve the voluntary sector managing and leading the engagement process. Initial discussions have confirmed that VAEF would be happy to undertake this work in principle, though further discussions would need to be held defining exactly what was required.
- 4.4 Harlow 20/20 have been approached to examine the potential of 'joining up' some consultation work as both LSPs will be reviewing their Community Strategies at the same time. However they feel that this is not something they wish to do at the present time.
- 4.5 The LSP manager has attended the CYPSP away day in order to provide an opportunity for members of the theme group to feed into discussions on the nature and content of the SCS at an early stage. This also looked at the best way theme groups could help shape the document. A number of potential priority issues and objectives were identified as a first trawl of ideas where the SCS could add value. It may be appropriate for Safer Communities to undertake a similar exercise and feed into the production of an early draft, but it is unlikely that the Health theme group and the Sustainable theme group could undertake a similar exercise so early in their development. Other methods would need to be developed to populate these sections, though much data clearly already exists around the JSNA. Guidance is sought on the best way forward to help produce the initial draft SCS. It has been suggested that a mini Board away day could be held to brainstorm issues and options and help frame the vision, and values/ key objectives that might comprise the consultation draft.

5.0 Future Plans

- 5.1 Attached at appendix one is a draft outline of a project plan for the production of the SCS to aid discussion. This highlights some of the key stages in the production of the strategy, based around an initial research stage, taking soundings from key partners, a consultation stage, culminating in a community conference, and a final drafting stage leading to the agreement of the Strategy at December LSP Board meeting. Views on this approach are sought.
- 5.2 Attached at appendix 2, again as a prompt for discussion, is a list of potential sections and structure for the SCS document. This basically follows a formula of sections lead by different members of the partnership, and highlighting key issues, why we think they are important, what we intend to do about them, and how we will know if we are successful. The intention at the moment is that the SCS should be a Strategic long term plan concentrating on outcomes. It would be refreshed every three years but would require an annual delivery plan to be produced. The SCS could then be used to inform the Corporate Plans of participating partners.
- 5.3 The views of the LSP Board are sought on the best way forward on these various issues at this stage. It would also be helpful if some guidance were given on the structure of the Community Conference

in the autumn to consult/sign off the SCS. Suggestions on potential keynote speakers would be particularly welcome.

6.0 Conclusion

The SCS offers the opportunity to provide a clear vision, and structure to the work of the LSP and its constituent parts. It provides the chance to define what represents real 'added value' in the Epping Forest context. Given the importance of the document for all the partners, particularly those subject to inspection, it warrants spending sometime 'getting it right'. This means understanding the key messages from the data analysis and getting 'buy in' and ownership of the document and its objectives, through extensive consultation with partners.

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Potential SCS Timeline / Project Plan

April May June July August September October

Establish T & F

Key issue – data gathering. LDF ↔ SCS Analysis
Supported by EFDC Planning
ECC Community Engagement Team

Drafting SCS (1)
Core

Engagement – lead by VAEF. Voluntary section, Schools
& Young People, Newspaper Articles, Forester feature –
top ten issues

Redrafting –
SCS II

Community
Conference – Oct
Confirming
priorities / actions

**Strategy to be ratified at LSP Board
meeting Dec 17 2009**

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