

**MEETING OF THE BOARD**  
**Thursday, 18th March, 2010**  
**1.30 pm , Committee Room 2, Civic Offices, High Street, Epping**

1.30 'til 2.00 lunch (provided) and networking opportunity

**AGENDA**

**1. WELCOME / NEW MEMBERS / APOLOGIES**

Welcome from the Chair

**2. MINUTES OF THE LAST MEETING (17/12/2009) / MATTERS ARISING (Pages 3 - 18)**

Papers: Minutes and Matters Arising 5 mins  
Review of minutes of last Board meeting and outstanding items  
John Houston

**3. USE OF NATURAL RESOURCES REVIEW (Pages 19 - 22)**

Update on Audit Commission review of natural resources use 15 mins  
and implications for partners  
Report from John Preston – Director of Planning and Economic Development

**4. JOINT RISK MANAGEMENT REGISTER**

Oral report on opportunities for joined up responses to risk management 10 mins  
Derek Macnab

**5. PREVENT STRATEGY (Pages 23 - 36)**

Report on the Prevent Strategy and delivery of the recently adopted 15 mins  
Action Plan  
John Gilbert – Chair Epping Forest SCP,  
Director of Environment and Street Scene

**6. BOARD AWAY DAY**

Oral report on the outcomes of the Board Awayday of 26<sup>th</sup> February 15 mins  
John Houston

**7. UPDATE ON SUSTAINABLE COMMUNITY STRATEGY**

Oral report on the status of the revised SCS 20 mins  
John Houston

**8. ANNUAL REPORT (Pages 37 - 54)**

Year Review  
Overview of annual report to be approved by the Board 10 mins  
John Houston

**9. ORAL REPORT FROM THEME GROUPS**

Oral report on discussions, key activities and decisions from the 20 mins  
Four Theme Groups

Julie Chandler	Children's Partnership
John Gilbert	Safer Communities Partnership
Anne Grigg	Sustainable Communities
Pam Hall	Healthier Communities

**10. LAA PROJECT UPDATE (Pages 55 - 62)**

Update on the end of year report and preparations for the 10 mins  
Essex Partnership forum on 23 March 2010  
David Wright

**11. PERFORMANCE REWARD GRANT - PROJECT UPDATE**

Oral update on the CCTV project related to NI 17 15 mins  
Caroline Wiggins

**12. REVIEW OF OUTCOMES FROM WEBCAST PILOT**

Discussion on the results from the Board meeting webcast pilot 5 mins

**13. AOB / OPEN FORUM**

**14. DATES OF FUTURE MEETINGS**

Dates of future meetings

17 June	2-4	Committee Room 1	Civic Offices, Epping
7 October	2-4	TBC	
16 December	2-4	TBC	

**EPPING FOREST LOCAL STRATEGIC PARTNERSHIP  
BOARD MEETING**

**Date:** 17<sup>th</sup> December 2009

**Time:** 2.00 - 4.00 p.m.

**MINUTES**

**Present**

Councillor Di Collins (DC)	(Epping Forest District Council) (Chairman)
Keith Brown (KB)	(Federation of Small Businesses)
Jacqui Foile (JF)	(Chief Officer, Voluntary Action Epping Forest)
John Gilbert (JG)	(Chair Epping Forest SCP, Director of Environment & Street Scene)
Councillor Anne Grigg (AG)	(Chair of Sustainable Communities Theme Group, EFDC)
Councillor Ann Haigh (AH)	(Chair of Epping Forest Faith Forum, EFDC)
Pam Hall (PH)	(West Essex PCT)
Derek Macnab (DM)	(Deputy Chief Executive, EFDC)
Councillor Valerie Metcalfe (VM)	(Essex County Council)
Colin Thompson (CT)	(Representing Town and Parish Councils)
Yvette Wetton (YW)	(Essex County Council)
Simon Williams (SW)	(Essex Police)

**Presenting Items**

John Houston (JH)	(LSP Manager)
Sarah King (SK)	(Planning Officer, EFDC)
Sally Panrucker (SP)	(Voluntary Action Epping Forest)
Adrian Petty (AP)	(Safer Communities Partnership)
John de Wilton Preston (JP)	(Chair of Credit Crunch Task and Finish Panel, Director of Planning, EFDC)

**Supporting Officers**

Colin Rowell (CR)	(LSP Administrator)
David Wright	(LSP Administrator)

**Apologies**

Julie Chandler (JC)	(Asst. Director, Community Services & Community Relations)
Reverend Gay Ellis	(Representing Faith Communities)
Catherine O'Connell	(Chief Executive, West Essex PCT) (Vice-Chair)
Councillor Brian Surtees	(Representing Town and Parish Councils)
Sue Wainwright	(Customer Service Operations Manager, Job Centre Plus)

**1. Welcome / New Members /Apologies**

The Chairman welcomed new members Cllr Valerie Metcalfe, Julie Chandler, Pam Hall, and Geoff Mangan and apologies were read out.

**2. Minutes of the last meeting / Matters arising**

Minutes of the last meeting (24<sup>th</sup> September 2009) were **agreed** as a true record.

JH reported that all matters arising were either on track or closed. There were no questions and no further matters arising.

**3. Ward Profiles**

SK gave a presentation on the Epping Hemnall Ward Profile which was still under development and the first of 33 profiles for EF district. These profiles would complement the "Shaping the Future Report" giving key statistics from a range of partners at a local level. Following discussion it was agreed that the **profiles should be updated regularly and connections made with other data gathering projects to avoid duplication.**

**ACTION 01 SK**

**4. Shaping the Future Stakeholder Conference**

DM updated the Board on the Annual LSP consultation event which had been held on 11 December and this year focused on identifying priorities for the refresh of the Sustainable Community Strategy (SCS). This conference was the best attended LSP event to date with 80 people expected and 103 representatives of local groups eventually attending. There were 15 stalls showcasing local groups and activities, 9 more than expected. **A conference report will be produced and include feedback from workshops and the question time panel**, this information will form part of the input to the Sustainable Community Strategy. A draft SCS will be published in first quarter 2010. The Chairman thanked Colin Rowell and the team from VAEF for all their help on putting together such a successful event.

**ACTION 02 CR**

**5. East of England Regional Assembly Consultation**

JP updated members on the latest position with regard to the East of England plan. The first consultation is now closed with EFDC submitting a formal response. The second consultation will be held early in 2010, which offered the LSP an opportunity to submit a response on this important document for the future development of the district. It was suggested **a workshop be arranged in January/February for LSP members to discuss the plan and issues it raises in detail and formulate a response. This was agreed.**

**ACTION 03 JP**

**6. CCTV**

A presentation was given by Adrian Petty from the Safer Communities Partnership. This item was moved to the end of the meeting and received in private session due to the content of the information which was discussed. Adrian's presentation concentrated on the achievements of the current CCTV network with practical examples of the cameras aiding in the detection and prosecution of crime in the district. It also examined potential opportunities for the expansion of the system. Performance Reward Grant supplied by One Epping Forest would be used to support the development of this successful project. The Chairman thanked AP for a very detailed and interesting presentation.

**7. Comprehensive Area Assessment**

DM gave an overview of the recent outcome from the Comprehensive Area Assessment (CAA) of Essex County Council (ECC) and the Performance Assessment of Epping Forest District Council (EFDC). A green flag was given to ECC

for its innovative 'response to recession', however a red flag was given for 'safeguarding children' reflecting concerns in the Joint Area Review. It was also noted that EFDC had good levels of recycling and high numbers of people satisfied with the district as a place to live and with their own homes. KB suggested that the district start a business recycling scheme similar to that offered in Chelmsford which was supporting recycling from business and other large consumers. JG responded that EF district does not have the facilities to do this at the moment but **would look at other ways that businesses could be actively supported to increase their recycling rates locally.**

**ACTION 04 JG**

VM stated that the red flag is an area of acknowledged concern and that ECC were working very hard on this key priority with approximately 40 extra staff recruited and a number of new initiatives, including a re-organisation around Children's Trusts, put in place. AH also expressed her concern and suggested that the deployment of staff was an issue which required particularly careful handling to ensure that issues were addressed correctly, and resources remained focused. **VM agreed to keep this important area under review.**

**ACTION 05 VM**

## **8. Report from Steering Group**

JH gave a summary of the Steering Group report and issues which had arisen since the meeting.

### **Safer Communities**

Overall crime remains down, but burglary was up and the team continued to target this as a priority. JG added that the Face the Public event on Nov 17 was very successful. There has also been a successful Scrutiny Panel meeting with another due in February 2010, which will be open to the public.

### **Multi-Faith Forum**

AH reported that the MFF has been invited to attend the Hate Crime Panel and that a number of events were being planned around arts activity, with a successful event on the credit crunch and faith community responses held in the autumn.

### **Sustainable Communities**

The Terms of Reference (TOR) have been revised and agreed. Initial work is to be scoped from 4 key topic areas, housing, transport, economy and environment. AG reported that a subgroup of key partners including the business community is to be set up to review the work-plan with particular focus on the credit crunch response.

### **Healthier Communities**

PH reported that the group has now met twice and is reviewing key data in detail about the drivers of ill health in the district but particularly in hotspots around Waltham Abbey. Some smaller areas in this hotspot appear to be showing declining life expectancy. This data would focus the work of the theme group.

### **Children's Partnership (formerly CYPSP)**

JH reported in JC's absence that this new theme group has been formed following the establishment of the Children's Trusts and the move away from district Children's and Young Persons Strategic Partnerships (CYPSP). The group has agreed its membership and TOR and has met once. Old CYPSP priorities are being reviewed and will be prioritised during Jan 2010.

### **Future Jobs Fund Bid**

The bid by the West Essex Partnership (WEP) made up of One Epping Forest, Harlow20/20 and Uttlesford Futures had been successful, with the amount awarded in excess of £1million. Over 30 local groups will benefit from this fund with 160 work placements being made available to young long term unemployed people from the area. The Chairman thanked all those who had participated in this very successful bid and pointed out that this was the sort of 'outcome' that would make the partnership really important in responding to local needs.

### **West Essex Partnership (WEP)**

The latest WEP meeting took place on Dec 16 and looked at future funding opportunities and developing a shared service/efficiencies Task and Finish team. It was agreed that the Total Place initiative and the drive for significant reductions in public expenditure over the short and medium term would be a major challenge for all three local partnerships and the sectors that take part in them. It was agreed that the Local Improvement Advisor which the partnership had secured would **facilitate a Seminar early in the New Year to look at opportunities for better joint working/efficiency across West Essex** with all major public service partners invited.

**ACTION 06 JH**

### **Police Authority Representation**

There has been a request from the Essex Police Authority to become a member of the OEF Board in its own right. After discussion it was agreed that **Essex Police Authority be invited onto the Board.**

**ACTION 07 JH**

## **9. LAA Project Update**

The Board received one of its programmed updates from its LAA funded projects on progress and achievements. JF reported on the work of the Supported Mental Health project which places volunteers with mental health in work with registered partner organisations. Currently 29 people have been referred to the project, 23 have been interviewed and 10 people are in volunteering roles. JF thanked the group for its help and support. JF stated that although numbers may seem low at present, it is on track to meet targets. The project will be looking for funding to sustain the project beyond its current 2 year funding allocation.

SP gave a presentation on the Artability project, which supports people with mental health issues in engagement with the arts. This project has 1 paid co-ordinator and runs trips to art galleries and runs workshops. The ultimate goal is to give people the confidence to move in to paid employment. A group choir has also been established.

## **10. AOB**

JH reported that the LSP will be producing an annual report at the end of the year to highlight outcomes and achievements. KB agreed that this was a good idea, perhaps it be published in the Forester. DM agreed **to seek approval for this idea.**

**ACTION 08 DM**

It was also suggested that the EFDC PR team be involved in promoting the work of the partnership more widely. JP suggested that the **West Essex Partnership be invited along to the RSS workshop. This was agreed.** **ACTION 09 JP**

CT reported a problem in Ongar with the proposed replacement of the Ongar Health Centre. He asked if the LSP Board should be involved. PH stated that after discussion with CT she would look into the situation and **report back to the Healthier Communities group on progress on this issue.** **ACTION 10 PH**

DC raised the issue of the development of a new practice on North Weald airfield, which seems to have stalled. PH will also **look in this and report back**.

**ACTION 11 PH**

DM stated that health scrutiny was the responsibility of the West Essex Area Forum, with input from the LSP. YM agreed that any major changes to services should be reviewed in this forum.

JH asked that everyone look at the new website [oneppingforest.org.uk](http://oneppingforest.org.uk) which was being updated regularly with new information. CT asked if the site had hit counters. JH replied that it does. JH also pointed out that the website has links to partner websites and **asked that partners include links to the OEF website**.

**ACTION 12 ALL**

**11. Dates of Future Meeting**

18 March	2-4pm	TBC	Epping Forest District Council
17 June	2-4pm	TBC	Epping Forest District Council

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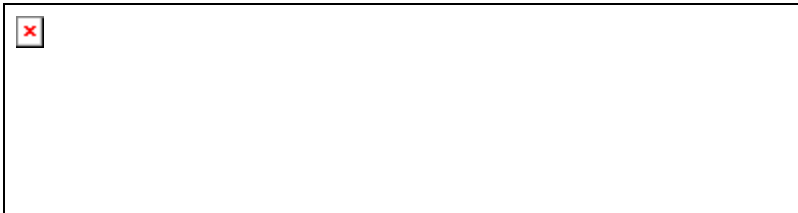


# One Epping Forest Board Actions

<b>KEY</b>	No Target date has been set	On schedule to complete by Target date	this <b>may</b> not be complete by Target date	This will miss the target date	Closed. It will be archived after review at next Board meeting
All comments in the Update/ Outcomes column should be preceded by the date the update was made and the initials of the person providing the update. To ensure that the audit trail is continuous and complete changes to items such as the target date must be documented in the Update/Outcome column.					

Action Ref	Meeting Date	Item Ref	Item	Key Actions	Target Date	Update / Outcomes	Lead Officer
Page 9	26/02/09	Section 5 New ways of Working	Establish the 'Sustainable Community Strategy' Task and Finish Team.	<ol style="list-style-type: none"> <li>1. Identify members.</li> <li>2. Arrange first meeting</li> <li>3. Report on progress of SCS revision exercise</li> </ol>	31/03/10	<p>11/3 DW Scoping meeting held. Planning team being established. Data presentation for first meeting in preparation</p> <p>17/6 JH Team established with key partners. Data gathering ongoing, consultation plan being drafted, funding from county secured for first meeting in preparation.</p> <p>11/9 DW Activity no. 3 added</p> <p>11/9 DW Target date changed from 31/03/09 to 31/02/10 to reflect activity no.3.</p> <p>11/9 JH Consultation plan drafted, leaflets being produced, website being built, surveys agreed, stakeholder conference being organised.</p> <p>04/3 DW Draft SCS reviewed at Awayday on 26/2. Drafting group to be established.</p>	EFDC Deputy Chief Exec

## One Epping Forest Board Actions



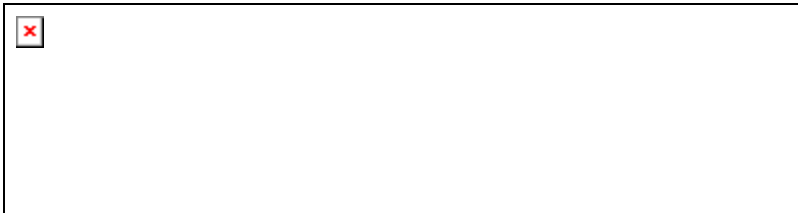
Action Ref	Meeting Date	Item Ref	Item	Key Actions	Target Date	Update / Outcomes	Lead Officer
BO-02/26 -10	26/02/09	Section 5 New ways of Working	Children and Young People Theme Group to look at 'Improving Educational Attainment' as part of their brief.		24/09/09	<p>11/3 DW Awaiting update</p> <p>21/4 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.</p> <p>09/06 DW CYSYP Chair <del>unable to make board meeting.</del> Above entry deleted as this was incorrect. Target date changed from 09/06 to 24/09.</p> <p>17/6 JH Steering Group agrees that this action should be addressed as part of the discussions around updating the community strategy.</p> <p>11/9 JH This will be influenced by CYPSP review and reorg of Children's Trust.</p> <p>13/11 DW Lead officer changed from CYPSP chair to EF Children's Partnership Chair.</p> <p>04/3 DW This included in draft SCS and will be picked up by the SCS working group.</p> <p><b>Closed</b></p>	EFCP chair

## One Epping Forest Board Actions



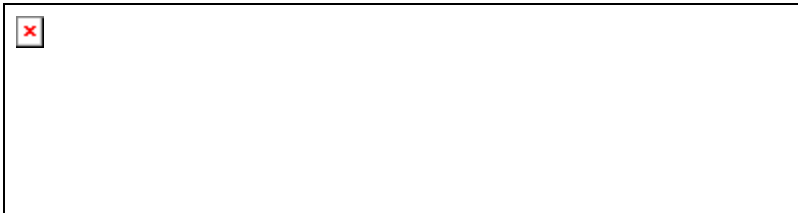
Action Ref	Meeting Date	Item Ref	Item	Key Actions	Target Date	Update / Outcomes	Lead Officer
BO-02/26 -13	26/02/09	Section 5 New ways of Working	Update LSP Constitution to reflect new Board membership (including Theme Group Chairs) and Steering group responsibility for control of Board membership	1. Update member list 2. Following recommendations and agreement (see BO-02/26 -12), amend Constitution.	31/03/10	11/3 DW Following agreement of new members. Constitution to be fully amended in light of change to working practises. 09/06 DW Board endorsed new members. 17/6 JH Target date changed from 9/6 to allow for updating constitution 30/9 11/9 JH target date changed from 30/09/09 to 31/03/10 because the BOARD Awayday in 02/10 will review working of LSP structure. 04/03 DW Not discussed at Board Awayday	LSP Manager

## One Epping Forest Board Actions



Action Ref	Meeting Date	Item Ref	Item	Key Actions	Target Date	Update / Outcomes	Lead Officer
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	17/12/09	<p>11/3 DW. 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.</p> <p>17/6 JH. Presentation made to Steering Group, however agreed that this might be a useful presentation for the Board. Date to be confirmed.</p> <p>17/6 DW Target date changed from 9/6 to 24/9 to allow for presentation date to be agreed.</p> <p>11/9 JH Continuing pressure on Board agenda means that this has been put back for consideration at later Board. Target date changed from 24/09/09 to 17/12/09</p> <p>24/9 DW JG informed Board that developments in area had meant closer working with neighbouring London boroughs on NI 35 and that report to Board had not been forgotten.</p> <p>04/03 DW This was covered very briefly at the Board meeting on 17/12. It will be covered at next board meeting under proposals for the prevent strategy.</p> <p><b>Closed</b></p>	CDRP chair

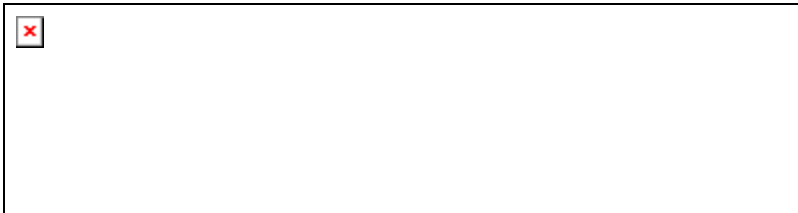
## One Epping Forest Board Actions



Action Ref	Meeting Date	Item Ref	Item	Key Actions	Target Date	Update / Outcomes	Lead Officer
BO-06/09 -03	09/06/09	Section 7.1 CYP TG update	Introduce a process to allow for young people to feed into the bid evaluation process and Board activities.	<ol style="list-style-type: none"> <li>1. Define new process.</li> <li>2. Prepare Briefing to explain how young people can provide feedback.</li> <li>3. Plan briefing delivery.</li> <li>4. Deliver Briefing.</li> <li>5. Progress to be reported at next Board meeting</li> </ol>	31/12/09	11/9 JH update to be given at Board meeting of 24/9. 13/11 Lead officer changed from CYPSP chair to EFCP Chair. Target date changed from 24/09 to 31/12 04/3 DW This no longer relevant as commissioning done through the WE CTB. <b>Closed</b>	EFCP chair
BO-06/09 -07	09/06/09	Section 7.2 SCP TG update	To encourage local business representatives to participate on SCP co-ordinating group.	<ol style="list-style-type: none"> <li>1. Approach potential candidates.</li> <li>2. Forward name to SCP Chair.</li> </ol>	24/09/09	04/3 DW KB is to discuss with Caroline Wiggins. The action has been picked up by the SCP TG. <b>Closed</b>	Keith Brown
BO-06/09 -12	09/06/09	Section 8.1 SCS T&F update	Arrange Board annual Awayday for the autumn to review how the LSP is working.	<ol style="list-style-type: none"> <li>1. Agree date in late autumn</li> <li>2. Book venue, refreshments etc</li> <li>3. Agree agenda.</li> <li>4. identify facilitator</li> </ol>	28/02/10	11/9 JH target date changed from late Autumn to 28/02/10 to reflect agreement the awayday will take place in February to allow review of implications of draft SCS. 04/03 DW Awayday took place on 26/2. <b>Closed</b>	LSP Manager/adm in team

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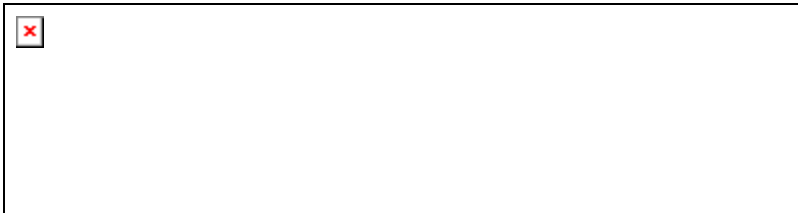
## One Epping Forest Board Actions



Action Ref	Meeting Date	Item Ref	Item	Key Actions	Target Date	Update / Outcomes	Lead Officer
BO-06/09 -14	09/06/09	Section 8.1 SCS T&F update	Draw up a wide ranging consultation plan for the SCS..	<ol style="list-style-type: none"> <li>1. Secure funding</li> <li>2. identify consultation lead,</li> <li>3. draw up and agree consultataion plan</li> <li>4. Identify partners to be involved to ensure local people/groups/stakeholders have an opportunity to influence its contents.</li> <li>5. Hold mini Board Awayday if required</li> </ol>	31/03/10	<p>11/9 JH Plans at advanced stage. Funding secured. Process being led by VAEF. Consultation plan agreed. Progress to be reported to Board.</p> <p>13/11 JH Consultation activities underway. Over 10k survey leaflets distributed. Online survey up and running. Stakeholder conference arrangements underway.</p> <p>04/3 DW Stakeholder conference held on 11/12 and Awayday on 26/2. Consultation complete.</p> <p><b>Closed</b></p>	LSP Manager/ SCS Team/ VAEF
BO-06/09 -15	09/06/09	Section 8.2 Comms T&F update	Consult with partner agencies on cost and feasibility with a view to establishing setting up a joint, multi-agency citizens panel if funding and support can be found among sufficient partners.	<ol style="list-style-type: none"> <li>1. Confirm costings</li> <li>2. Contact Partners to see whether they want to participate and potential level of funding support.               <ol style="list-style-type: none"> <li>a. Contact partners</li> <li>b. Arrange meeting.</li> <li>c. Notify Board of outcome</li> </ol> </li> <li>3. Calculate cost per partner.</li> <li>4. Revisit interested partners for commitment to support and fund.</li> <li>5. Establish Citizens Panel user Board</li> <li>6. Procure supplier</li> </ol>	31/03/10	<p>11/9 JH Need to identify agency to lead this programme</p> <p>15/9 DW See action BO-24/09-04.</p> <p>13/11 JH Key Actions from BO-24/09-04 added as 2 a, b and c. Board Vice Chair added to lead officer responsible for 2a,b and c</p> <p>04/3 DW This to be picked up as part of BO-09/24-05.</p> <p><b>Closed</b></p>	LSP Manager Board vice chair

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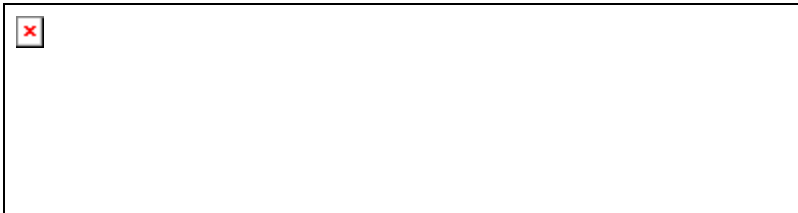
## One Epping Forest Board Actions



Action Ref	Meeting Date	Item Ref	Item	Key Actions	Target Date	Update / Outcomes	Lead Officer
BO-06/09 -16	09/06/09	Section 8.2 Comms T&F update	Consult with partner agencies on cost and feasibility with a view to establishing setting up a joint, multi-agency LSP Magazine if funding and support can be found among sufficient partners.	<ol style="list-style-type: none"> <li>1. Establish costs.</li> <li>2. Contact Partners to see whether they want to participate and potential level of funding support.</li> <li>3. Establish management board</li> <li>4. Examine options for redesign</li> <li>5. Initiate go-ahead</li> </ol>	End of financial year	11/9 JH Need to identify agency to lead this programme. 15/9 DW See action BO-09/24-04 04/3 DW This to be picked up as part of BO-09/24-05. <b>Closed</b>	LSP Manager
BO-06/09 -20	09/06/09	Section 9 LSP Managers update	Confirm final list of Performance Indicators and targets for the LSP to focus on following the agreement of the Sustainable Community Strategy.	<ol style="list-style-type: none"> <li>1. Identify PIs that relate to new SCS.</li> <li>2. Prioritise PIs for inclusion in LAA and Essex Strategy.</li> <li>3. Present to Steering Group.</li> <li>4. Get Board Approval.</li> <li>5. Notify Essex Partnership.</li> </ol>	30/06/10	04/3 DW The target date for the completion of the SCS has moved back to June so the target date on this action has changed from 31/3 to 30/6	LSP Manager/Admin Team
BO-09/24-01	24/09/09	Section 3 A2P Report	Organise, with partner support, an excellence in public service seminar.	<ol style="list-style-type: none"> <li>1. Identify Speakers and availability.</li> <li>2. Identify attendees</li> <li>3. Organise venue</li> <li>4. Send out agenda and invites</li> </ol>	31/03/10	04/3 DW This will be considered again at a later date if appropriate. <b>Closed</b>	LSP Manager

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## One Epping Forest Board Actions

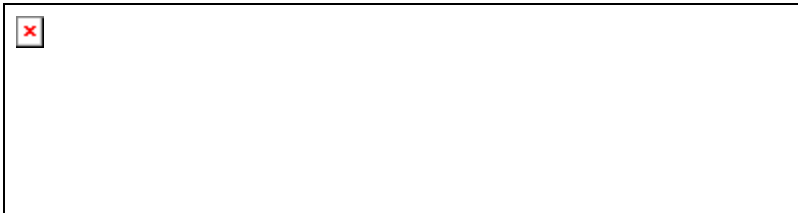


Action Ref	Meeting Date	Item Ref	Item	Key Actions	Target Date	Update / Outcomes	Lead Officer
BO-09/24-02	24/09/09	Section 4 Credit Crunch	Obtain and review copy of the Basildon guidance on contracts and clauses re employing local people.	<ol style="list-style-type: none"> <li>1. Contact Basildon Council.</li> <li>2. Review contract.</li> <li>3. Write paper on findings.</li> <li>4. Distribute to Board.</li> </ol>	17/12/10	<p>15/12 DW Procurement office at Basildon DC were not aware of this clause.</p> <p>04/3 DW Keith Brown supplied contact details at December Board meeting</p> <p>04/3 JH this has been resolved.</p> <p><b>Closed</b></p>	LSP Manager
BO-09/24-03	24/09/09	Section 4 Credit Crunch	Prioritisation of the recommendations in section 8 of Credit Crunch report to be carried out by the Sustainable Communities Theme Group.	<ol style="list-style-type: none"> <li>1. Add to agenda of next SC TG meeting</li> <li>2. Prioritise at meeting.</li> <li>3. Publicise prioritised list</li> </ol>	31/11/09	<p>04/03 DW this were discussed at SCTG meeting on 22/01 and an action was raised at that meeting to select recommendations for action.</p> <p><b>Closed</b></p>	SC TG Chair
BO-09/24-05	24/09/09	Section 7 Steering Group	Set up Task and Finish Team with broad scope to look into shared services.	<ol style="list-style-type: none"> <li>1. Write remit for team.</li> <li>2. Identify lead and participants.</li> <li>3. Remit to include Citizens panel and Joint Magazine</li> <li>4. Local Improvement Advisor to facilitate a seminar</li> </ol>	17/12/10	<p>04/3 JH External consultancy support secured. Discussion undertaken with local authority. Essex Partnership agreed to support. Date currently being sought</p>	LSP Manager
BO-09/24-06	24/09/09	Section 10 AOB	A summary paper to be written on the options affecting EF in EERA East of England plan	<ol style="list-style-type: none"> <li>1. Write paper.</li> <li>2. Distribute to Board</li> </ol>	17/12/10	<p>04/03 DW JP reported at 17/12 meeting that first consultation was closed and that the LSP could submit a response to the second consultation this action is superseded by BO-12/17-03</p> <p><b>Closed</b></p>	EFDC Director of Planning

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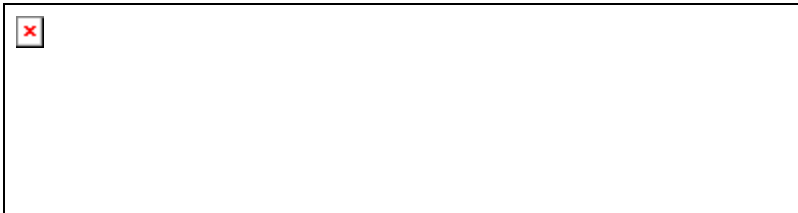
## One Epping Forest Board Actions



Action Ref	Meeting Date	Item Ref	Item	Key Actions	Target Date	Update / Outcomes	Lead Officer
BO-12/17-01	17/12/09	Section 3 Ward Profiles	Ward profiles to be updated regularly and connections made with other data gathering projects to avoid duplication.		17/12/10	04/3 DW Email sent to Sarah requesting status	Sarah King
BO-12/17-02	17/12/09	Section 4 Stakeholder Conference	Produce conference report and include feedback from workshops and the question time panel.	1. Write paper. 2. Distribute	31/03/10		LSP Admin
BO-12/17-03	17/12/09	Section 5 EERA consultation	Arrange workshop in January/February for LSP members to discuss the plan and issue raised and formulate a response.	1. Arrange workshop 2. Write response 3. Circulate for review 4. Submit to EERA	31/03/10		EFDC Director of Planning
BO-12/17-04	17/12/09	Section 7 CAA	To look at ways in which businesses could be actively supported by EFDC to increase their recycling rates locally.		31/03/10	04/3 JH Action transferred to SC TG <b>Closed</b>	SCP Chair
BO-12/17-05	17/12/09	Section 7 CAA	To keep under review the CAA red flag issue of safeguarding children.		31/03/10	04/3 JH Transferred to EF CP <b>Closed</b>	Cllr Valerie Metcalf
BO-12/17-06	17/12/09	Section 8 SG Report WEP	The Local Improvement Advisor to facilitate a seminar to look at opportunities for better joint working/efficiency across West Essex		31/03/10	04/3 DW This covered by action BO-09/24-05 <b>Closed</b>	LSP Manager

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## One Epping Forest Board Actions



Action Ref	Meeting Date	Item Ref	Item	Key Actions	Target Date	Update / Outcomes	Lead Officer
BO-12/17-07	17/12/09	Section 8 SG Report EPA Rep	To invite Essex Police Authority rep to join the Board.			04/03 DW Invite sent to EPA and Cllr Anthony Jackson nominated as rep. <b>Closed</b>	LSP Manager
BO-12/17-08	17/12/09	Section 10 AOB	To seek approval for the Annual report to be published in the Forester.		31/03/10		EFDC Deputy Chief Exec
BO-12/17-09	17/12/09	Section 10 AOB	To invite the West Essex Partnership to the RSS workshop.		31/03/10	4/03 JH Done <b>Closed</b>	LSP Manager
BO-12/17-10	17/12/09	Section 10 AOB	To report to HC TG on progress of replacement of the Ongar Health Centre.		31/03/10		HC TG Chair
BO-12/17-11	17/12/09	Section 10 AOB	To report back on development of a new practice on North Weald airfield.		31/03/10		HC TG Chair
BO-12/17-12	17/12/09	Section 10 AOB	Partners to include links on their websites to the OEF website.		31/03/10		ALL

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**USE OF RESOURCES WORKING PARTY**  
**KLoE Performance Characteristics**  
**(for 2009 Use Of Resources Assessment)**

**January 2009**

## MANAGING RESOURCES

### KL0E 3.1 IS THE ORGANISATION MAKING EFFECTIVE USE OF NATURAL RESOURCES?

#### 1. The council understands and can quantify its use of natural resources and can identify the main influencing factors

##### Performance Characteristics (Level 2):

The council is developing a strategy to reduce its own use of natural resources and its impact on the environment. The council is gathering information to set a base-line of the natural resources it uses and understands where it can most effectively intervene to reduce its use of natural resources.

The development of its strategy is based on a clear understanding of its own:

- carbon emissions;
- water use; and
- consumption of other resources.

The council shows evidence of working with others across its area in developing its strategy. It is also engaging with its staff and gaining their commitment to and ownership of the council's approach to reducing its impact on the environment. It has identified some initiatives to support its strategy and reduce its impact on the environment. It is producing plans to deliver these initiatives.

##### Performance Characteristics (Level 3):

The information that the council has on its impacts on the environment is being used to help reduce its use of natural resources. It knows which of its operations produce most carbon and is targeting these areas as a priority.

It has a strategy which shows how it will reduce its own use of natural resources and its impact on the environment. This strategy is supported by delivery plans, for example to address climate change mitigation and adaptation, achieve energy and water efficiency, and optimise the use of renewable resources. Other corporate plans within the council, such as financial or HR plans support the delivery of its strategy. It is working effectively with partners in developing, implementing and monitoring plans.

#### 2. The council manages performance to reduce its impact on the environment

#### 3. The council manages the environmental risks it faces, working effectively with partners

##### Performance Characteristics (Level 2):

The council is establishing systems and processes to manage its own performance to:

- reduce its use of energy, fuel, water and raw materials through reducing demand and using more efficient approaches or products;
- reduce the waste it produces, and reusing and recycling resources wherever possible; and
- manage habitats to increase biodiversity.

The council is incorporating targets into its arrangements and establishing the systems it needs to monitor progress in achieving these targets.

### **Performance Characteristics (Level 3):**

The council has reliable information (this links with KLOE 2.2) which it uses to monitor its performance and manage progress in achieving its strategy. It is communicating performance against its strategy to the public, stakeholders and staff and engaging effectively with them.

It is making progress in delivering against its strategy, plans and targets. It is reducing its environmental impacts and consumption of natural resources from its operations in line with the targets it has set itself. This progress is spread across the organisation. It has identified the significant environmental risks that could impact on the delivery of its operations.

Sustainability impact appraisals are undertaken for all major projects and programmes. Where assessments show potential negative impacts, the council can demonstrate how it has responded for example, by either changing its policy, mitigating risks or having a plan to manage the effects.

The council considers the environmental impact of its suppliers of goods and services within its commissioning and procurement decisions and is working with them to achieve improvements.

The council is using its partnerships to help it to reduce its own impacts on the environment and preparing for climate change for example, using shared buildings.

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**Report to the Cabinet**

**Report reference:** C-060-2009/10  
**Date of meeting:** 21 December 2009



**Epping Forest  
 District Council**

**Portfolio:** Community Safety & Transport

**Subject:** The “Prevent” Strategy and Preventing Violent Extremism (PVE) Action Plan

**Responsible Officer:** J Gilbert (01992 564062).

**Democratic Services Officer:** Gary Woodhall (01992 564470).

**Recommendations/Decisions Required:**

- (1) That the content and intent of the government’s “Contest” and “Prevent” strategies be noted;
- (2) That the “Prevent” Action Plan be considered and adopted; and
- (3) That the Epping Forest Local Strategic Partnership (“One Epping Forest”) be requested to establish a “Prevent” Partnership Group to oversee the delivery of the Action Plan

**Executive Summary:**

The “Prevent” agenda is a key part of the governments approach to managing violent extremism within communities. It sits within the overarching “Contest” policy which deals with all types of extremism and terrorist activities. A summary of the Contest strategy is attached to the agenda.

This report provides background information to the “Prevent” agenda and puts forward for consideration a local Preventing Violent Extremism (PVE) Action Plan which sets out how the Council will seek to address the “Prevent” agenda

**Reasons for Proposed Decision:**

National Indicator 35, “Building Resilience to Violent Extremism” is one of the new suite of indicators which came into place with effect from March 2009. All local authorities are required to report against it and this recommended action plan sets out how the Council will address the key issues.

**Other Options for Action:**

Whilst all local authorities have to report, it is possible, subject to government consent, for authorities in two tier areas to develop joint action plans. However, to date, there has been no clear indication that this approach is deliverable within Essex and therefore the Council must develop an action plan of its own. Therefore, at this time, there are no alternatives available

## **Report:**

### Background

1. NI35, "Building Resilience to Violent Extremism", is one of the set of National Indicators and is unusual insofar as it places responsibility upon the Local Strategic Partnership (LSP) for assessing the level of resilience for the area. However, the responsibility for reporting to government on the indicator remains with the Council. The LSP has recognised its role and has placed the responsibility for the indicator with the Safer Communities Partnership. The Corporate Executive Forum has, given the role of the Community Safety Team within the Environment & Street Scene Directorate, placed the responsibility for the reporting process with the Director of Environment & Street Scene.

2. The "Contest" strategy has four main strands:

- Pursue – to prevent terrorist attacks;
- Prevent – to stop people within communities becoming terrorists or supporting terrorist activities and beliefs;
- Protect – to strengthen the UK's resilience against terrorist attack; and
- Prepare – to be able to mitigate the effects of a terrorist attack

3. NI35 is the national indicator which deals with the "Prevent" part of the "Contest" strategy. It is measured against four main criteria, each of which attracts a score of between 1 and 5 and requires the Council to:

- (i) develop an understanding of and engagement with Muslim communities;
- (ii) develop knowledge and an understanding of the drivers and causes of violent extremism and the "Prevent" objectives;
- (iii) develop a risk based PVE Action Plan; and
- (iv) ensure the effective oversight, delivery and evaluation of projects and actions.

4. It can be seen from criteria 1 that the PVE agenda is primarily focussed on the Muslim community. However, more recent announcements from government have indicated a shift in approach to recognise that extremism can arise from a range of different community groups and it is important to recognise this mix of risks. In the light of this and the nature of the community of the Epping Forest District, the Action Plan which has been developed aims to tackle these issues from a broader community perspective.

5. Given the demographic makeup of Epping Forest District it would be easy to form the view that such matters are of little concern. However, this District borders onto a number of London Boroughs where members of different religious and ethnic communities make up a much higher percentage of the population. This means that events or incidents which arise in this district can adversely affect local community cohesion in these adjoining London Boroughs.

### Council activity and the PVE Action Plan

6. The Council has already established a successful Multi Faith Forum (MFF), which includes within its membership, the local Imam. The MFF is represented on the Epping Forest LSP. However, the Council has not specifically sought to directly engage with its own Muslim community beyond that contact within the MFF.



7. Since the events in Loughton, the Council has sought to commence this engagement, through for example discussions with the Essex Independent Advisory Group, which is an organisation which acts as a critical friend to the Essex Police in respect of all religious, disability and equality matters. Officers have also met with their Community Safety colleagues from the London Borough of Redbridge, and further meetings are scheduled on a regular basis.

8. The Essex Police have appointed a number of “Prevent” support staff whose role is to assist Safer Community Partnerships and local authorities in their understanding of the “Prevent” agenda and in the production of their PVE Action Plans. The Police officer allocated to this District has been in frequent contact with officers and presented an overview on the subject to the LSP Board at its last meeting in late September. The proposed PVE Action Plan which is attached to the agenda, has been produced on the basis of that officer’s advice and guidance.

9. The PVE has the following sections:

- (a) an introduction;
- (b) aims & objectives;
- (c) an overview of NI35;
- (d) partnership working ; and
- (e) action plan tables.

10. One of the key suggestions in the partnership section of the PVE action plan is the creation of a Prevent Partnership Group, which should be comprised of organisations which are best placed to take the strategy forwards. Given the nature of this task and where the overarching responsibility lies, it is suggested that the task of setting up the Partnership Group should rest with the LSP.

### **Resource Implications**

There are no immediate resource implications arising from the report and its recommendations. From this Council’s perspective the initiative will be driven via the existing Safer Communities Unit, and the delivery of the action plan itself revolves around the enhancement of existing networks and partnerships. There may be costs associated with training and attendance at conferences etc but these will be accommodated within existing budgets.

### **Legal and Governance Implications:**

As the report sets out, whilst the LSP is responsible for action plan, this Council holds the responsibility for reporting on NI35. The LSP has placed responsibility upon the Safer Communities Partnership for the delivery of the strategy whilst this Council has placed the Director of Environment & Street Scene in the role as Lead Officer for NI35.

Given this split of responsibilities it will be important to ensure on-going partnership between the Council and the LSP in the delivery of the strategy and the action plan.

### **Safer, Cleaner and Greener Implications:**

The “Prevent” strategy is seen as key in the maintenance of community stability. The

demographic makeup of the communities in the adjoining London Boroughs results in a need for this Council to remain vigilant and to be aware of any potential causes of religious or other tensions and to engage with the relevant communities accordingly

### **Consultation Undertaken:**

Report to be considered by the LSP Steering Group and the LSP Board on 26 November and 17 December 2009 respectively. Any observations will be made available to Cabinet at the meeting.

### **Background Papers:**

DCLG – “Preventing Violent Extremism: Next Steps for Communities”

HM Govt. – “Pursue, Prevent, Protect, Prepare: The United Kingdom’s Strategy for Countering International Terrorism”

HM Govt. – “The Prevent Strategy: A Guide for Local partners in England”

HM Govt. – “Preventing Violent Extremism: A Strategy for Delivery”

### **Impact Assessments:**

#### Risk Management

There are two main identified risks given the nature of the makeup of the District’s community:

- (1) the Council does too little through its action plan or fails to be sufficiently alert to and respond to intelligence relating to tensions arising outside of our borders; or
- (2) the Council, through the best of intentions, does too much, and creates tensions within the community where none exist at present.

These risks will require a careful monitoring of the action plan and the maintenance of close partnership ties with the relevant communities and partner agencies

#### Equality and Diversity:

*Did the initial assessment of the proposals contained in this report for relevance to the Council’s general equality duties, reveal any potentially adverse equality implications?* No

*Where equality implications were identified through the initial assessment process, has a formal Equality Impact Assessment been undertaken?* No

*What equality implications were identified through the Equality Impact Assessment process?*

Not relevant

*How have the equality implications identified through the Equality Impact Assessment been addressed in this report in order to avoid discrimination against any particular group?*

Not relevant

## **Epping Forest Local Strategic Partnership**

### **National Indicator 35 – Building Communities Resilient to Violent Extremism**

#### **Action Plan**

##### **Introduction**

This Strategy and Action Plan sets out the Local Strategic Partnership's commitment in working together with partner agencies and our local communities in developing, implementing and monitoring programmes that relate to the objectives of the National Prevent Strategy. These in turn, will contribute to making our communities safer and harmonious.

This document has been produced in response to the Government's counter-terrorism strategy known as CONTEST, and to meet the National Indicator (NI) 35, which all local authorities are expected to report against, from April 2009.

The Prevent strand of the CONTEST strategy is concerned with tackling the radicalisation of individuals, both in the UK and elsewhere, which sustains the international terrorist threat. The Government seeks to do this by:

- tackling disadvantage and supporting reform by addressing structural problems in the UK and overseas that may contribute to radicalisation, such as inequalities and discrimination;
- deterring those who facilitate terrorism and those who encourage others to become terrorists by changing the environment in which the extremists and those radicalising others can operate; and
- engaging in the battle of ideas by challenging the ideologies that extremists believe can justify the use of violence, primarily by helping Muslims who wish to dispute these ideas to do so.

Evidence from this country and from overseas seems to suggest that there are some key interlocking factors that lead to violent extremism:

- an ideology which justifies terrorism by manipulating theology as well as history and politics;
- radicalisers and their networks who promote violent extremism through a variety of institutions and media;
- individuals who are vulnerable to the messages of violent extremists;
- communities, which are sometimes poorly equipped to challenge and resist violent extremism; and
- grievances, some genuine and some perceived, and some directed very specifically against government.

It is the understanding of the above factors that has led to the development of the objectives of the National Prevent strategy. They are:

1. To undermine extremist ideology and support mainstream voices.
2. To disrupt those who promote violent extremism, and strengthen vulnerable institutions.
3. To support individuals who are vulnerable to recruitment by violent extremists.
4. To increase the capacity of communities to challenge and resist violent extremism;
5. To effectively address grievances

In addition to these key objectives there are two strategic enablers:

1. developing understanding, analysis and information; and
2. improving strategic communications.

The threat from violent extremism is one that we all share and the solution therefore requires a community response. Nevertheless, we and our partners recognise that in the current threat context, our Muslim communities could be particularly vulnerable to illegal or radicalising influences. It is therefore imperative that we work closely with our Muslim and non Muslim communities to formulate a proportionate and supportive response. Terrorist and violent extremists are criminals that undermine the common values which we all share.

### **Aims and objectives**

This action plan seeks to develop our approach to community cohesion, where people from all backgrounds feel valued, are able to contribute to and experience equal opportunities. The Local Strategic Partnership and its partners constantly strive to create a safer and more inclusive place regardless of race, religion, gender, disability or sexual orientation.

The objective of the action plan is to ensure that the core principles of inclusive and cohesive communities are safeguarded within the context of managing any possible threat from violent extremism. All partners will continue to follow and promote this approach.

### **National indicator 35**

NI 35 is a new national indicator from 2009/10 which requires Local Strategic Partnerships to assess the standard of a local area's arrangements to evaluate the effectiveness of 'Prevent' related work programmes – i.e. building resilience to violent extremism. Prevent is one of four strands to the UK's broad counter-terrorism strategy. Its high level aim is to stop people becoming or supporting violent extremists. Reporting on NI 35 is a district level responsibility.

NI 35 has 4 key targets which require local authorities to deliver on:

1. Understanding of, and engagement with, Muslim communities;
2. Knowledge and understanding of the drivers and causes of violent extremism and the Prevent objectives;
3. Development of a risk based preventing violent extremism action plan, in support of the Prevent objectives and;
4. Effective oversight, delivery and evaluation of projects and actions.

The 4 key targets above will be ranked 1 – 5 in terms of delivery, with 1 being the lowest and 5 the highest. The main aim of NI 35 will be to measure overall progress by assessing the levels of engagement and understanding that local partners have of the local community, the strength of their partnership working and the effectiveness of their strategies. NI 35 will also be part of the Comprehensive Area Assessment process that closely examines the effectiveness and delivery of services provided by a local authority.

### **LOCAL PARTNERSHIP**

There is an expectation from Central Government that a local partnership group will be established to take forward the Prevent Strategy. This group should possess the skills, knowledge and interest in community engagement and cohesion which will be needed to produce the local strategy and action plan to meet NI 35. Four steps have been outlined in national guidance to help deliver the programme of action:

- a. Establish, co-ordinate and task a Prevent Partnership Group;
- b. Understand the challenge through strategic assessment;
- c. Address the local challenge with a targeted programme of actions and;
- d. Evaluate and review annually.

### **ACTION PLAN**

The Action Plan below has been produced as an initial response to the challenges set by NI 35.

**Epping Forest District Local Strategic Partnership  
NI 35 action plan – building resistance to violent extremism**

NO.	ACTION (Key Target Criteria)	MILESTONES	TIMESCALE	LEAD/ DELIVERY PARTNERS	OUTCOMES	PROGRESS
1.	Map Faith Groups & BME Communities	<ul style="list-style-type: none"> <li>• Identify key groups</li> <li>• Establish contact with key leaders</li> <li>• Complete Police Community Profiles</li> <li>• Effective process for identifying new migrants to the area</li> </ul>	February 2010	Essex Police / EFDC/LSP	<ul style="list-style-type: none"> <li>• Have named leads</li> <li>• Know where the BME groups are</li> <li>• Understanding of faith and BME communities</li> <li>• Gaps in information identified</li> </ul>	Local Neighbourhood profiles are an on-going process
2.	Engage and build positive relations with faith communities	<ul style="list-style-type: none"> <li>• Scope all service provision to faith communities and migrants</li> <li>• Continue to work with Faith communities in the District via Inter-Faiths Forum</li> <li>• Islamic Awareness Conference</li> </ul>	February 2010  On going  April 2010	Essex Police / EFDC/LSP	<ul style="list-style-type: none"> <li>• Positive partnership working</li> <li>• Faith communities actively contribute to community planning and actions</li> <li>• Timely and considered partnership intervention in the event of an incident</li> <li>• Improved perception of community cohesion amongst all parts of the community</li> <li>• Consultation methods appropriate to diverse communities</li> <li>• Credible and meaningful community based data from BME communities (<i>qualitative &amp; quantitative</i>)</li> </ul>	

NO.	ACTION (Key Target Criteria)	MILESTONES	TIMESCALE	LEAD/ DELIVERY PARTNERS	OUTCOMES	PROGRESS
3.	Achieve understanding of the drivers and causes of violent extremism	<ul style="list-style-type: none"> <li>• Deliver presentations to LSP and key partners (staff)</li> <li>• Deliver presentations to communities (including business communities)</li> <li>• Effective utilisation of Multi-Faith Forums</li> <li>• Process to identify and evaluate incidents that may impact upon local faith communities</li> <li>• Develop and implement a robust tension monitoring system</li> </ul>	April 2010	Essex Police / EFDC	<ul style="list-style-type: none"> <li>• Colleagues from BME communities are key players in partnership working</li> <li>• Understanding priorities from mutual perspectives through role reversal</li> <li>• Widen representation from BME communities on the EFDC Hate Crime Panel (and other CDRP thematic groups as communities deem appropriate)</li> <li>• Better understanding amongst partners and communities of the risk factors relating to violent extremism</li> <li>• Reduction of identified risks</li> <li>• Avoidance of community tension</li> </ul>	
4.	Through appropriate training, develop capacity of key individuals to understand and deliver the Prevent Strategy	<ul style="list-style-type: none"> <li>• Key individuals identified and presentations and workshops delivered as appropriate</li> <li>• Both within partner agencies and with the communities</li> </ul>	April 2010	Essex Police / EFDC/LSP/CDRP	<ul style="list-style-type: none"> <li>• Programmed training and workshops (including reviewing and evaluation)</li> <li>• Greater awareness of and more effective ability to deliver the Prevent agenda</li> </ul>	

NO.	ACTION (Key Target Criteria)	MILESTONES	TIMESCALE	LEAD/ DELIVERY PARTNERS	OUTCOMES	PROGRESS
5.	Risk assessment of impact of violent extremism	<ul style="list-style-type: none"> <li>• Identify communities potentially at risk from extremist activity</li> <li>• Identify public places potentially at risk from extremist activity</li> <li>• Identify public events potentially at risk from extremist activity</li> <li>• Counter Terrorism Local Profile produced and analysed</li> </ul>	February 2010	Essex Police / EFDC	<ul style="list-style-type: none"> <li>• Develop plan with key areas (e.g. M11, M25, Central Line, Gas pipe line)</li> <li>• Completed risk assessment</li> <li>• Change management action plan</li> </ul>	
6.	Deliver a balanced message which proportionately reflects the diversity and cohesiveness of the local Community	<ul style="list-style-type: none"> <li>• Communications Strategy and action plan for the delivery of NI 35 within the District to include better use of information technology</li> </ul>	March 2010	Essex Police / EFDC/LSP	<ul style="list-style-type: none"> <li>• Development of Comprehensive consultation plan</li> <li>• Feedback on data to communities and Partnerships</li> <li>• Better process for appropriate information sharing</li> <li>• Better awareness and understanding of Faith and BME groups and the Prevent agenda amongst the wider community</li> <li>• Better awareness and understanding of the Prevent agenda within Faith and BME communities</li> </ul>	



NO.	ACTION (Key Target Criteria)	MILESTONES	TIMESCALE	LEAD/ DELIVERY PARTNERS	OUTCOMES	PROGRESS
7.	Ensure the most likely to be targeted or recruited to violent extremism have access to mainstream key messages and information and are signposted to services.	<ul style="list-style-type: none"> <li>Enhance the skills and role of faith leaders and partner agencies to combat, reject and challenging extremist ideology.</li> </ul>	March 2010	Essex Police / EFDC	<ul style="list-style-type: none"> <li>To enable those most likely to be targeted to challenge</li> <li>Identify groups most vulnerable or exposed to these messages</li> </ul>	
8.	Communications are tailored to the diverse needs of the communities	<ul style="list-style-type: none"> <li>Increase understanding of the PREVENT agenda across faith boundaries</li> <li>Increase awareness of world faiths' perspectives on public services</li> </ul>	March 2010	Essex Police / EFDC	<ul style="list-style-type: none"> <li>Balancing messages of violent extremist ideology with information that reflects the cohesiveness and diversity of the EFDC communities</li> <li>To enable people to live an active and pro active life in a cohesive and diverse community that values and respects cultural differences</li> </ul>	
9.	Establish suitable governance arrangements for delivery and evaluation of NI 35	<ul style="list-style-type: none"> <li>Establish appropriate delivery group membership and working arrangements</li> <li>Establish role of LSP, CDRP and other partnership groups</li> <li>Establish buy in from partners and communities</li> </ul>	January 2010	Essex Police / EFDC/LSP	<ul style="list-style-type: none"> <li>Effective, sustainable delivery of action plan</li> <li>Ownership by partners and communities</li> <li>Reporting of NI35 targets by EFDC on quarterly basis</li> <li>Identifying Officers for the above</li> </ul>	

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## **110. THE 'PREVENT' STRATEGY & PREVENTING VIOLENT EXTREMISM ACTION PLAN**

The Portfolio Holder for Community Safety & Transport presented a report regarding the "Prevent" Strategy and Preventing Violent Extremism Action Plan.

The Portfolio Holder reported that the "Prevent" agenda was a key part of the Government's approach to managing violent extremism within communities, and was part of the overarching "Contest" policy which dealt with all types of extremism and terrorist activities. A summary of the Contest strategy had been attached to the agenda. Background information to the "Prevent" agenda had been provided and a local Preventing Violent Extremism (PVE) Action Plan had set out how the Council would seek to address the "Prevent" agenda.

It was pointed out that, despite being mentioned within the report, the Multi-Faith Forum had not been directly consulted with. It was also enquired as to whether Members would be invited to the presentations identified within the Action Plan. The Director of Environment & Street Scene responded that the issue of presentations for Members would be investigated, possibly via the Local Strategic Partnership. In respect of Action 6, it was highlighted that the Council should not be delivering messages of violent extremism and that perhaps the wording required reviewing; the Cabinet concurred.

### **Decision:**

(1) That the content and intent of the Government's "Contest" and "Prevent" strategies be noted;

(2) That the "Prevent" Action Plan be adopted, subject to a review of the wording for item (6) within the Action Plan, regarding the delivery of balanced messages of violent extremism with mainstream messages; and

(3) That the Epping Forest Local Strategic Partnership ("One Epping Forest") be requested to establish a "Prevent" Partnership Group to oversee the delivery of the Action Plan and to arrange presentations for elected Members.

### **Reasons for Decision:**

National Indicator 35, "Building Resilience to Violent Extremism" was one of the new suite of indicators which came into effect from March 2009. All local authorities were required to report upon it and this recommended action plan had set out how the Council would address the key issues.

### **Other Options Considered and Rejected:**

Whilst all local authorities had to report, it was possible for authorities in two tier areas to develop joint action plans, subject to Government consent. However, there had been no clear indication that this approach was deliverable within Essex and therefore the Council had to develop an action plan of its own. Therefore, at this time, there were no alternatives available.

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## *Review of the Year 2009-10*

**A short report setting out the main achievements of the Local Strategic Partnership for Epping Forest over the last twelve months.**



**Making Epping Forest a great place to live, work, study and do business.**

March 2010



The draft Annual Report, discussed at the Board Awayday in February, is to be approved by the Board on 18<sup>th</sup> March and be published on One Epping Forest Website. A highlight article will appear in the Forester.

## Foreword

Welcome to the first Annual Review produced by One Epping Forest to keep stakeholders and residents up to date with the activities on the Local Strategic Partnership (LSP) over the last year. It was agreed, following a review of our communications, that we needed to work much harder to keep everyone aware of what the partnership was doing and what it was achieving on behalf of local communities. This Annual Review is one way we are trying to do this, along with producing a new website [www.oneeppingforest.org.uk](http://www.oneeppingforest.org.uk) and webcasting our Board meeting.

As you will see from the following report we have had a very busy and successful year. The partnership has changed the way it works, and secured significant eternal resources to support a variety of local schemes and projects, and has helped build new partnerships to better represent the interests of our district on a wider stage. The partnership has also been successful in providing a forum where all the major service providers in our district, from the public, private and voluntary sectors can come together and discuss common issues and problems and build a wider understanding of how we can all work better together to address them.

Over the coming years the partnership will need to address a number of critical challenges to help keep Epping Forest a place where people aspire to live. Our new Sustainable Community Strategy, which is being written at the moment following extensive public consultation, will help set out a blueprint for how we will tackle these issues. However, this will need to be done against a backdrop of increasing demand for public services flowing from the recession, increasing public expectations, significant economic disadvantage in some parts of our district and inevitably reducing budgets. This will provide a challenge for all our partners and we may need to significantly change the way we work together through initiatives such as 'Total place' to give our citizens the best services at a price they can afford to pay.

This is our first Annual Review and I hope you find it helpful in explaining what the partnership is all about. We would very much welcome any comments and suggestions about how we could improve it,. Contact the LSP administration team by email at [lspadmin@oneeppingforest.org.uk](mailto:lspadmin@oneeppingforest.org.uk) or telephone 01992 564454.

Councillor Diana Collins

Chairman One Epping Forest

## Introduction

This short briefing has been produced to give partners, stakeholders and residents information on the work of the partnership over the last year.

The activities described below have been delivered with the support and enthusiasm of individuals from across the business, government and the third sector agencies that make up the partnership. The partnership has given these individuals a structured and effective way of working better together, sharing information and expertise, coordinating activities and achieving outcomes.

## Progress Report

The Annual Review is set out under the headings of the main objectives the partnership has been pursuing while the Sustainable Community Strategy is being updated.

### **Develop the structures and procedures of the Partnership to enable it to deliver**

Over the last year the new structure of the LSP has been agreed and been implemented. The Board has been expanded to include senior representatives from the Lee Valley Regional Park Authority, Federation of Small Business, Jobcentre Plus, the Police Authority and secondary schools.

A new executive Steering Group has been established and membership agreed. The eight action groups have been replaced by a mixed structure of Task and Finish teams and standing Theme Groups. The four Theme groups, Healthier Communities, Sustainable Communities, Safer Communities Partnership, and the Children's Partnership are now established, with membership and terms of reference agreed. Detailed work programmes have been or are now being developed in all groups.

Three Task and Finish teams have been established around the 'Credit Crunch', 'Improving Communications' and developing a new 'Sustainable Community Strategy'. Two of these teams (Credit Crunch and Communications) have already completed their work, initiated a number of actions and made recommendations which have been agreed (see appendix 1 and 2.) The Community Strategy Task and Finish team will complete its work by June 2010. A fourth Task and Finish team has been proposed around 'Opportunities for shared services/efficiency savings across West Essex' and this has now been agreed with partners in Harlow 20/20 and Uttlesford Futures. A major seminar will be held in the spring to launch this new project, select areas for detailed analysis and review and make recommendations for joining up and aligning/pooling budgets where appropriate.

The recruitment of a new LSP manager and additional administrative Officer were completed, ensuring that the partnership had capacity to deliver, and develop its agenda for the first time in a number of years.

An independent review of the effectiveness of the partnership was commissioned and carried out by the East of England Regional Assembly. This 'Aspire to Perform' review was conducted during the summer and its positive conclusions reported to the September Board meeting.



**Raise Awareness of the LSP, Its role and achievements**

A Task and Finish team made up of partners from the district council, the Primary Care Trust and Epping Forest College reviewed current performance and made several recommendations for improvement which were subsequently agreed by the Board.

Achievements to date have included,

- adopting a new name and logo,
- producing an introductory leaflet explaining the role and composition of the Board,
- a new partnership website (hit rate increased from 1600 over two years to 5,000+ since October),
- production of promotional items, new display banners for stalls, press releases at Board meeting,
- 'Partnership Briefing' an electronic newsletter produced after every Board meeting and distributed widely to key stakeholders,
- and quarterly articles in 'Fair's Fair'.

One Epping Forest Board meetings are now webcast to encourage greater openness and accountability. The launch of the major consultation on the Sustainable Community Strategy was also used to publicise the work of the partnership and raise awareness of the new name and logo. Partners are, however, still aware that this is an area for development and the need for all elements of the partnership to properly brand and acknowledge the role of the LSP in their work.

The LSP Manager has also given presentations on the role and achievements of the LSP to a number of meetings including the Council's Overview and Scrutiny committee and Local Councils Liaison Committee.

**Explore new opportunities for securing additional funding and investment in the area.**

This issue was identified by partners as one of significant weakness, with members feeling that county/regional/national funding agencies were unaware of the difficulties facing the district and that the area fared much worse than other places in securing outside support/funding.

An opportunity to bid for support to the government (Future Jobs Fund) to help long term unemployed young people in the district was identified as part of the Credit Crunch Task and Finish programme. A joint bid was developed with LSP's in Harlow and Uttlesford, and eventually almost 30 local groups across West Essex participated. The bid was successful, one of only two in the eastern region, and the first of 160 posts were filled in January. The programme will potentially bring an additional £1million of government support into West Essex, passing much of it directly to local partners to respond to local demands. The Department of Work and Pensions has now approached the partnership with an offer to greatly expand the scheme and discussions are currently underway with a number of other potential providers.

Bids to the Essex Partnership Performance Reward Grant programme were successful and a total of £453k secured over two years to support eight local schemes approved and recommended by the partnership. These schemes are being delivered locally under the umbrella of the partnership.

Core funding of £68K to support the ongoing work of the partnership was again secured. Of this total, £45k came from ECC, £10k from EFDC, £10k from West Essex PCT and Essex Police gave £3k (down from £5k in previous years). This core funding meets the salary costs of the LSP manager and the administration team, together with management costs of VAEF (Voluntary Action Epping Forest) who employ and manage the administration team, and the general running costs of the partnership, including meeting costs, publicity/webcasting etc. Approaches have been made to the Essex Partnership to allocate new funding to provide core support to LSPs in Essex beyond 2012, given the increasing importance for partnership working in meeting the public sector deficit.

A further grant of £10k was secured from ECC and passed to VAEF to support the major public consultation/community engagement programme on the Sustainable Community Strategy.

In order to enhance the partnership's strategic capacity and ability to bid for further external support and to prepare for 'Total Place', a bid was submitted to EERA on behalf of West Essex for external consultancy support. This was successful and 30 days consultancy support was agreed. This included consultancy support for the Board Awayday, the costs of which were previously met locally.

Epping Forest LSP helped support work led by Harlow 20/20 to bid for the government's Migration Fund which looks at supporting the needs of migrant workers in the area. This was successful and £250k was awarded to Integrated Support Services (ISS), a charity based in Harlow. A worker has since been employed to lead work in the Epping Forest area.

**Build more effective working relationships with local and regional government and raise awareness of the issues facing the district**

One Epping Forest has helped lead efforts to establish a coalition to enhance cross-border working, strengthen the voice of the district partnership at a county and regional level and support our ability to bid for funds in competition with other partnerships (Havens, Gateways etc). The West Essex Partnership covering Epping Forest, Harlow and Uttlesford has now been established, Terms of Reference and composition have been agreed and it has already been responsible for sponsoring a number of successful bids (see Future Jobs above). A web page advertising the partnership and its role has been produced locally and can be accessed via the One Epping Forest Website.

The partnership hosted and sponsored an EERA 'Skills and Worklessness Seminar' for Essex partners which helped raise awareness of key issues facing the district and the range of support available to local groups and individuals from various government agencies.

A day long site visit was organised for a team from the Audit Commission to highlight issues, particularly issues of deprivation facing the district and the wide range of good quality partnership work that was ongoing to address them. The team was very impressed with this work which resulted in Partnership Working being given a ranking of good in the subsequent CAA review of the district.



**Promote and manage the delivery of practical projects to enhance the economic, social and environmental wellbeing of the district**

**Safer Communities Partnership**

Epping Forest Safer Communities Partnership is continuing the success of 2008-09 where, overall, the area saw a reduction of 8% in the total number of crimes committed. This year it has built on this success with a further reduction of 1%, down from 8096 crimes to 8005. In the same time period, Serious Acquisitive Crime has been reduced by 12%, a reduction of 283 crimes year on year.

There has been a strong partnership focus on Killed and Seriously Injured (KSI) targets in Epping Forest, led by ECC and the Essex Casualty Reduction Board. As at November 2009 KSI collisions in Epping Forest have reduced by 32% compared to the same period in 2008. This is outperforming Essex as a whole where they have seen a reduction of 10% for the same period. KSI casualties have reduced by 34% in Epping and in Essex. A successful 'Road Runner' event was organised in February at Davenant School as part of this programme.

The Safer Communities Partnership have been working collaboratively with Harlow and Brentwood Crime and Disorder Reduction Partnerships (CDRP's) to tackle the problem of burglaries committed by Cross Border Offenders and have secured funding from the Home Office. In December a 'Communications Plan' was launched starting with radio broadcasts with a crime prevention message and the 'Lock them out' campaign has been launched across the three partnerships. Essex County Council (ECC) has also agreed to fund a six month post based at Epping Forest District Council (EFDC) to work with our neighbouring CDRPs in London and the Home Counties and to develop better relationships with them to tackle acquisitive crime.

Essex Police funded by the partnership ran 'Operation Phobia' throughout the year. This Operation was a focussed anti-burglary operation targeting cross border offenders travelling into the District.

Our core project 'Crucial Crew' was held in June 2009 and for the first time included home schooled children, over 1450 children visited Gilwell to enjoy the event. The 'Reality Roadshow' programme continues to role out across the District's secondary schools with events at Roding Valley and Davenant held in February. 'Reality Roadshow' provides more in-depth workshop discussion sessions and the young people receive advice on staying safe and avoiding becoming involved in crime.

The CCTV at Queens Road, Lower Queens Road car park and the underpass has been subject to a full review and enhancement thanks to a joint project between the partnership and EFDC.

A further highlight was the joint initiative with Roding Valley U3A (University of the 3<sup>rd</sup> Age) in the production of a drama workshop which was taken across the District to highlight the dangers of artifice burglary to the over 60's

Working together with the British Association of Shooting Clubs the Partnership has produced a new guide to help ensure that country pursuits such a shooting can be undertaken safely. The guide deals with issues such as trespassing and attempts to actively disrupt lawful activity and is likely to be adopted as good practice by the police nationally.

This is only snapshot of the full range of projects the partnership supports and runs throughout the year.

### **Multi-Faith Forum**

The forum has had a successful year with membership steadily growing and a number of events initiated around the issue of supporting community cohesion. The Forum provides a place for discussion and enhancing understanding between different faiths in the district. A successful event was held in Loughton in October to share experience and information on the work of the faith communities in responding to the credit crunch. A new webpage has been produced to provide information on the participants and role of the faith forum. A new community arts project, supported by EFDC is at an advanced state of preparation to positively showcase diversity in the district and the contribution of different peoples to making the district a great place to live work study and do business.

### **Healthier Communities Theme Group**

Established in the autumn 2009 under the leadership of the Primary Care Trust (PCT) the group is just beginning its work. It has, however, agreed its focus, Health Inequalities, and has commissioned research into the pattern of inequality in the district looking in depth at hotspots, where life expectancy is low or declining and has recently completed a prioritisation exercise around its key objectives. The Group has agreed to champion the setting up of the Waltham Abbey Young Persons Information Centre (WAYPIC) and discussions are currently ongoing with potential funders, partners and agencies that may provide premises.

### **Sustainable Communities Theme Group**

Established in autumn 2009, the new Sustainable Communities Theme Group brings together issues and joins up activities of a number of former action groups including, transport/getting about, environment/green issues, housing and economy/prosperity etc. Discussions are currently ongoing with regard to the long term work programme of the group, but membership and terms of reference are confirmed and implementation of the remaining recommendations of the successful Credit Crunch Task and Finish team is well underway. Topic papers have been produced by leads on the issues listed above and these have been fed into the developing Sustainable Community Strategy. The development of the Future Jobs Fund programme will be a key project for the group, as will work around a delivering a major employers' survey, the development of a new economic development strategy and engagement in the production of the Local Development Framework.

### **Children's Partnership (formerly CYPSP)**

Following a critical review of safeguarding children arrangements in Essex and concerns about the effectiveness of current partnership arrangements, a major review of children's services was undertaken in 2009. One of the key outcomes of this review, agreed in late 2009, was the move away from district based Children and Young person Partnerships (CYPSPs) and the establishment of a new West Essex Children's Trust Board covering Epping Forest, Harlow and Uttlesford. However, in order to maintain an advocacy role for Epping Forest and in line with the Children's Trust structure across Essex, a local Children's Partnership has been established. This provides a forum for ongoing coordination of services for children, young people and families in the district and involves all key service providers. Composition and terms of reference for this new group have been agreed and the previous CYPSP priorities identified in August 2009 have been further reviewed to better meet current need and gaps in provision.

## **Performance Reward Grant (PRG) projects' outcomes**

In April 2009, the partnership secured £453k over two years from the Essex Partnership PRG fund to support eight local schemes in priority areas. The focus of these projects reflects the priorities the partnership has set around enhancing the wellbeing and attainment levels of children in the district, tackling crime and supporting vulnerable people. All PRG projects have now had the opportunity to showcase their work at a One Epping Forest board meeting. Set out below are the projects being supported and some key outcomes achieved so far.

### **EPP3 Feeling Safe**

A sum of £20k was awarded to provide a comprehensive guide to services such as crime reduction, home safety etc in the district. The project is proceeding steadily with the website in the final stages of development. The 'Guide to Services' which will be a project for 2010/11, will become even more important when in April 2010, EFDC Safer Communities and VAEF launch a new Safer Homes Scheme for the District, replacing the 'HandyVan Service'. Work is also underway with EFDC Private Sector Housing to ensure a comprehensive service across the District. In addition, guides to Hate Crime and Domestic Violence will be introduced.

Lead Agency: Safer Communities EFDC. Parent Theme Group: Safer Communities

### **EPP15 Anti-Social Behaviour**

A sum of £35k was awarded to update and enhance antiquated CCTV systems in the district. The project's progress is dependent on EFDC developing their Service Plan and Maintenance Programme to ensure work is prioritised correctly. However, as of 13<sup>th</sup> January 2010, two Digital Video Recorders at Oakwood Hill and Upshire have already been replaced. The Safer Communities Team have identified a need for CCTV coverage in Epping High Street and are now in the initial stages of investigating the possibility of delivering this project in conjunction with funding from Epping Forest Safer Communities Partnership from April 2011. A report will shortly be presented to the LSP to enable them to consider these options.

Lead Agency: Safer Communities EFDC. Parent Theme Group: Safer Communities

### **EPP 5 Volunteering**

A sum of £49k was allocated to help set up a scheme to provide support to people with mental health issues to help them volunteer with selected local groups to aid their pathway into employment. The scheme has been running since August when the coordinator was appointed, links have been forged with Loughton and Epping Community Mental Health teams, both teams of 'Employability' and with voluntary organisations for volunteering opportunities. To date 34 referrals have been made; the Co-ordinator has met with 24volunteers, 12 supported interviews with voluntary organisations have taken place and there have been 9 supported placements. So far, 2 volunteers have been in placement for over 2 months and 3 other volunteers have been in placement for over a month. The number of referrals to date has far exceeded expectations. A volunteer has reported that she has been able to decrease her medication due to her increase in self confidence by volunteering. Another volunteer has said that his self confidence has grown due to the responsibilities he has undertaken while volunteering.

Lead Agency: VAEF. Parent Theme Group: Sustainable Communities

**EPP8 Helping Vulnerable groups engage in the arts**

Almost £40k was awarded to a local scheme which involved establishing a supported programme for people with learning difficulties in the district to enable them to access the arts through the Volunteer Centre. This scheme has now been running for a number of months and a wide range of activities have been organised. Eleven local people have attended 12 hours of art workshops at Theatre Resource in Ongar. The co-ordinator has arranged a trip to the Theatre on December 10th which 15 local people attended and a Christmas concert for the Choir was arranged on December 4th. A workshop has also been held to make Christmas tree decorations. All trips and workshops organised so far have been full and feed back has been very positive. The workshops at Theatre Resource have been completed and service users who attended responded positively saying they had learnt new skills. A second term has been arranged with Theatre Resource.

Lead Agency: VAEF. Parent Theme Group: Sustainable Communities

**EPP14 Improving access to after school clubs to improve educational attainment**

Just over £53k was allocated to a joint project of VAEF and ECC to help children from rural areas to access after school clubs in the district. A minibus has been put on to enable children to attend St Johns and a weekly service is being offered. The scheme is also actively looking to help parents/carers in isolated rural communities to access Children's Centre Services. A number of other related transport services are being considered to expand the service.

Lead Agency: VAEF. Parent Theme Group: Sustainable Communities

**EPP10 Supporting early years intervention to drive up educational attainment**

This project received £42k to pay for a parenting officer to support families with children under the age of 5 to provide access to parenting programmes through the Children's Centre's. The PCT have been commissioned to deliver parenting skills opportunities for parents with a child under 5 and a range of parenting support activities and events to meet the needs of the client groups in the Epping Forest district.

Lead Agency: ECC/Essex CTB. Parent Theme Group: Children's Partnership

**EPP9 Improving the emotional health and well being of children in the district**

This project received £85k to establish a service providing emotional health and well being support for children with training for professionals to focus on prevention of mental health problems by building self-esteem and confidence. A number of key partners have now been commissioned to provide CAMHS support services, including: National Education Trust (LSA training in managing emotions amongst children aged 6 - 7), EFDC (Special Educational Needs trampolining) and Davenant school, through the Epping Forest School Sports Partnership (Multi-skills inclusion programme). One attendee has reported her approach to dealing with the emotional needs of young children in the classroom has certainly changed and she has gained a real benefit from her experiences with the 6's and 7's training. EFDC is supporting three schools to encourage children with special needs to attend trampolining sessions in Epping Sports Centre. Davenant School, through the School Sports Partnership, have begun assessments in after school clubs in Sir John Fisher and Theydon Bois. Children expressing particular interest or potential in a particular discipline are being sign-posted to local clubs.

Lead Agency: ECC/Essex CTB. Parent Theme Group: Children's partnership

**EPP11 Supporting after school youth provision to tackle anti social behaviour**

This project was awarded £125k to provide a new post which would support the delivery of weekend and evening after-school activities in areas of disadvantage to help divert young people away from anti-social behaviour. Young people would also receive counselling and support and be able to meet in an 'indoor space'. All commissioned services, listed below, are now being delivered.

- A multi-skills inclusion programme in partnership with Davenant School.
- After-school and young people support groups at The Bridge community youth project, Buckhurst Hill.
- Open access after school youth work being delivered by The Box, a young people's support service in Epping Town Centre. It has extended drop-in sessions between 16:00 - 18:00. A venue change is imminent to larger premises to expand support offering a greater emphasis to one-to-one support and counselling for young people.
- "We don't do bored", a programme offered by EFDC sports development team.
- Loughton Youth Project has employed 2 sessional youth workers to support the expansion of "The Space", a social meeting place for young people. The Space gives young people access to audio and video broadcasting, photography, website development as well as the cafe and social space.
- Relate have been commissioned to deliver 10 workshops per year supporting parents of young people at risk of entering the Youth Justice System. Delivery begins in January 2010.

A launch party took place in October 2009 in partnership with the police, TASCC, LYP, EFDC and Ignite. An online radio show has been introduced with currently 30+ young people attending. A very successful stakeholder's event was delivered on January 27<sup>th</sup> where over 30 local youth service providers and commissioners attended to see an introductory video produced by the young people being supported by the provision. The video was followed by a comment from one of the young people who used the service, he explained "He had a choice to make and Loughton Youth Project through "The Space" had helped him make the right and informed decision towards which path to take."

Lead agency ECC/ Essex CTB. Parent Theme Group: Children's Partnership.



## Conclusion

The last year has been characterised by efforts to build the capacity of the partnership, in terms of resources and the range of partners engaged. In just over a year, a new team has come into post and begun work. While this has been ongoing, a focus on outcomes has also been developing and, as the previous paragraphs show, a number of key achievements are visible.

The results of the 'Aspire to Perform' review show local partners very positive about the LSP and its ability to deliver. This view was reinforced at the Board's Awayday in February.

The challenges of effectively engaging in 'Total Place' in a three tier environment, and leading on a coordinated response to declining public spending, may well define the medium term in relation to the development of the role of local partnerships generally. Future governments may well view partnerships as a key vehicle for removing 'duplication of transaction costs' and 'avoiding cost shunting' across public services in a time of reduced spending. A move from a partnership board to a Public Sector Board approach or the establishment of powerful 'Economic Prosperity Boards' may be things that the partnership will need to consider. This together with a more radical move to commissioning and merging/aligning mainstream budgets and providing a forum/structure for redesigning delivery of public services locally would change the nature of partnership working. Understanding how One Epping Forest can best respond is a key challenge if it is to ensure that it is leading and preparing effectively for new developments and helping influence change on behalf of local communities.

## **Appendix 1 – What we've done to challenge the credit crunch.**

### **Feature in The Forester Magazine**

The Team had been impressed by the article 'Cracking The Credit Crunch' appearing in the South Staffordshire LSP Newsletter, bringing together information and signposting on services provided by the various partner organisations. The article was used as the basis for a similar feature appearing in the Summer 2009 edition of the District Council's Forester magazine. That feature provided an 'easy to read' summary on support available and tips on helping individuals and businesses deal with the recession, including:

- Benefits entitlement
- CAB Services
- General Housekeeping Tips
- Environmental and Energy Efficiencies
- Support for Small Businesses and the Role of the Business Link and the Federation of Small Businesses
- Employment Opportunities and the Role of Job Centre Plus
- Essex Innovation Programmes
- Mortgage and Tenancy Advice

This initial article was then supplemented by a full special credit crunch edition of the Forester containing key information about support to businesses and local people.

### **Appointment of Business Champion**

The Epping Forest Chamber of Commerce put forward a recommendation to the District Council that it should appoint a 'Business Champion' for 2009/10 and raised this issue at a Credit Crunch Task and Finish team meeting. The Champion could act as an advocate for local businesses in this difficult economic time and provide a central point of senior contact with the District Council and its partners. In concurring with this recommendation, the Council, at its meeting on 30 June 2009 agreed the appointment of Councillor Chris Whitbread as the Chamber's Business Champion.

### **Business Support Open Day – Loughton Cricket Club, 3 July 2009**

The Team gave its support to the Business Support Open Day, part of the Howzat Cricket Festival, held at Loughton Cricket Club on 3 July 2009. Led by Business Link this event involved all LSP partners concerned with business and others. It took a market-place format, with a large number of partners holding their own stalls and provided excellent networking opportunities. It was agreed to hold an additional business event in the autumn in partnership with the FSB and others and with support from the LSP.

### **Involvement of Multi-Faith Forum.**

The issue of potential additional premises to respond to increased need for advisory and other community organisations such as the CAB was referred to the Multi-Faith Forum for discussion and an assessment of the options available.

### **Small Business Engagement Accord**

Members of the Task and Finish Team following discussions again raised the opportunity for the District Council to sign up to Small Business Engagement Accord to enhance the potential for better partnership working at this difficult economic time. The Accord is a voluntary code of practice for local authorities in the East of England seeking to encourage more productive dialogue with local businesses. The Accord brings together various aspects of consultation best practice, as well as specific

ideas from the Federation of Small Businesses designed to improve the level of participation by businesses in local democracy. The District Council will now become a signatory to the accord.

**EERA Skills and Worklessness Seminar Epping 5 May 2009**

The LSP sponsored and supported a workshop provided by the East of England Regional Assembly to identify the full range of support at a national, regional and local level. The aim of the workshop, one of a series throughout the region, was to bring together local representatives from the business, voluntary and community sectors in Essex, together with funding agencies, to raise awareness of the packages of support available to enhance skills and tackle worklessness. The seminar looked at what is being delivered locally and at a regional level, with presentations from EEDA, Jobcentre Plus, Train to Gain and EERA. It also gave local groups the opportunity to make these government agencies aware of their concerns about access to grants and better coordination and publicity.

**Business Start-Up Advice**

The Team gave its support to a proposal for Business Link and EFDC to work on a programme of activity to encourage an increased awareness and uptake of business start-up advice by individuals within the district. In summary, this programme will bring together Business Link's business support expertise with EFDC's local knowledge and contacts at minimal cost to increase activity, including one-to-one business start-up surgeries, the hosting of additional 'start your own business' workshop sessions and increased marketing activity.

## Appendix 2 – What we are going to do to challenge the credit crunch

### EPPING FOREST LOCAL STRATEGIC PARTNERSHIP - TASK AND FINISH TEAM RE 'CREDIT CRUNCH' IMPLEMENTATION OF FOLLOW-UP ACTIONS ARISING FROM FINAL REPORT (SET OUT IN PRIORITY ORDER)

PRIORITY NO.	DESCRIPTION	CURRENT SITUATION	FUTURE ACTION
1	Prepare Business Plan for the growth of 'Credit Unions' in the District.	Information on operation of credit unions has been obtained.	Sustainable Communities Theme Group to identify elements to be contained in Business Plan.
2	Partners to engage in and support programmes designed to maximise access to Future Jobs Support in the District.	Partners are aware of the fund and its potential for job creation, particularly for Younger People.	Bid approved. Placements began January 2010.
3	Keep Under Review the Impact of the Recession on Advice-Giving Services (e.g. CAB) and look at ways of Meeting Enhanced Need.	EFDC provides a grant to the CAB as part of a Service Level Agreement.	The Impact of the Recession on the CAB will be assessed as part of the review of funding to the CAB in readiness for a new SLA commencing 2010/11. sustainable Communities Group to receive update on position and future challenges.
4	(Through the Sustainable Communities Group) look for opportunities to support volunteering.	Some of the partners currently provide for volunteering within their services e.g. EFDC Country-Care.	Carry out review of existing opportunities for volunteering in partner organisations then look to enhance those opportunities and extend to other areas.
5	Support and Identify Opportunities For External Funding and Identify and Build on Examples of Good Practice.	Some of the partner organisations (e.g. VAEF, EFDC) already have individuals with this as a specific	Representatives from partner organisations who have this responsibility as part of their remit should meet to identify means of co-ordinating and enhancing the existing arrangements.

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PRIORITY NO.	DESCRIPTION	CURRENT SITUATION	FUTURE ACTION
		responsibility in their role.	
6	Identify Opportunities for Developing the Role of Business Champion.	Specific roles have already been identified as part of the Small Business Engagement Accord.	FSB and District Council representatives to meet to identify opportunities for developing the role.
7	(Through the Sustainable Communities Group) consider the Scope For Future Events and Identify Opportunities For Joining Up Existing Support in the District.	Some Support Mechanisms are already in place.	Hold discussions at meeting of Sustainable Communities Theme Group regarding Scope for Future Events and Enhancing Existing Support in the District.
8	(Through the Sustainable Communities Group) enhance the Forum for Engagement with Partners and Identify Key Strategic Objectives to Support On-going Work in this area.	There is already a degree of engagement between partners.	Hold discussions at meeting of Sustainable Communities Theme Group regarding potential for enhancing the arrangements for engagement between partner organisations.
9	Draw up Plans for a new Economic Development Strategy.	Elements of the Strategy already exist.	EFDC Economic Development Officer to identify elements and prepare a plan to bring them together, for forwarding to partner organisations for discussion. Discuss process and outcomes required from Strategy. Undertake an employers' survey in line with Uttlesford's survey carried out recently.

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**Essex Local Area Agreement  
PRG Funded Activity: 2009 Update**

<b>Partnership</b>	Epping Forest LSP	<b>Completed by</b>	David Wright
<b>Chairman</b>	Cllr Collins	<b>Date</b>	4th February 2010

**SECTION ONE: AGREED PROJECTS**

<b>Total amount of PRG allocated to Partnership</b>	<b>£453,855</b>
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<b>Project reference</b>	<b>Brief Description</b>	<b>Priorities/targets impacted</b>	<b>Estimated budget</b>
EPP3	Comprehensive guide of services in Epping Forest. The guide will contain information on: Home Safety Scheme, doorstep tradesmen, Essex Police Crime Reduction, services available to both private and social tenants in the district, and services available from the voluntary sector.	Priority 7 (LI 7.2)	£20,000
EPP5	Develop a supported volunteering project using a project worker to support individuals referred by statutory agencies to access volunteering opportunities that are tailored to meet the person's development needs and support their pathway to work.	Priority 6 (NI 6)	£49,844
EPP8	Develop a supported programme for people with LD in Epping Forest to access the arts through the Volunteer Centre	Priority 6 (NI 11)	£39,950
EPP9	Establish a service providing emotional health and wellbeing groups for children and young people as well as training for professionals in schools and early years settings to build self esteem and social skills among children and young people.	Priority 3 (NI 51)	£100,000
EPP10	Employ a parenting programme officer from April 2009 to focus on delivering parenting programmes for parents with an under 5 child through children's centres and early years settings in partnership with parenting trainers.	Priority 4 (NI 72)	£50,000
EPP11	Establish a new post to develop and deliver after school 4 - 6pm (current youth provision operates 7 - 9pm), weekend and holiday 'drop in' sessions for children & young people, and	Priority 7 (NI 111)	£150,000

Project reference	Brief Description	Priorities/targets impacted	Estimated budget
	targeted detached youth work.		
EPP14	Ensuring Primary Pupils can access after school clubs at St John's to facilitate involvement in clubs; ensuring that vulnerable parents/carers in our isolated rural communities can access children's centre services	Priority 4 (NI 72, NI 92-94)	£53,120
EPP15	Existing CCTV systems are antiquated and need updating, prioritised by CCTV Operations Officer	Priority 7 (NI 17)	£35,000

#### Describe any changes(if any) made to the above choice of projects, budget allocations across projects and the reasons for this

The estimated budget for all the projects above totals £497,914. The allocated amount was £453,855 so there was a shortfall £44,059. It was agreed that the shortfall would be split between three projects EPP9, 10 and 11. These three were chosen because they were the largest projects and therefore more likely to be able to absorb the reduction and all came under the CYPSP umbrella. The revised allocation for these projects was as follows:

Project	Original estimate	Amount allocated	Reduction
EPP9	£100,000	£85,000	£15,000
EPP10	£50,000	£42,250	£7,750
EPP11	£150,000	£125,000	£25,000
Totals	£300,000.00	£252,250.00	£47,750.00

The total allocation to the CYPSP controlled projects was £255,941. The difference between this figure (£255,941) and the amount allocated to the 3 projects (£252,250) was used to fund administration of the PRG projects by One Epping Forest (i.e. £3,691).

The budget allocation for the remaining projects was as per the estimated budget.

Following this initial allocation, there are no further changes to the budget allocations across the projects.

No changes to any of the above projects apart from:

1. EPP 11 – This was originally awarded to support service development for young people between the hours of 4 – 6 and weekends. However, it was identified that support for parents with teenagers was required and £20k was allocated to this purpose; Parenting Skills for parents with adolescents, especially for those with young people identified as at risk of offending.
2. EPP15 - The Safer Communities Dept have identified a serious need for CCTV coverage in Epping High Street and we are now in the initial stages of investigating the possibility of delivering this project in conjunction with funding from Epping Forest Safer Communities



**Describe any changes(if any) made to the above choice of projects, budget allocations across projects and the reasons for this**

Partnership (SCP) from April 2011. Capital funding of £22,000 has been made available from the SCP due to a project to provide ANPR in Waltham Abbey not going forward. We hope to deliver a report both to the LSP and SCP by the end of February to enable them to consider these options.

Note that the funds are being paid by ECC directly to each project.

**Your Partnership will have the opportunity to share progress in delivering PRG funded projects at the Essex Partnership Forum on 23 March 2010. Which achievements are you likely to want to focus on? Please outline any initial ideas you have for how to do this.**

The introduction will set the scene by covering the activities of the LSP and participating partners in supporting and managing the projects. Progress on all projects suffered a delayed start because of late funding confirmation. However, all of the projects had outline plans (though the CYPSP plans are complicated because the projects are outsourced) and, taking into account the initial delay, progress has largely been on schedule. In particular, the efforts of Perryn Jasper in sub-contracting the 3 CYPSP projects (EPP 9, 10 and 11) will be highlighted along with the progress on the two SCP projects (EPP3 and 15). There has been a great deal of effort from all parties (including the Essex Partnership Performance Management team) put into the monitoring of the projects. Advice was sought from the EP PM team and ECC. A project monitoring team was set up which now meets quarterly. There is a programme of presentations to the Board with each project presenting to the Board at least once a year. Each project has been allocated to a parent Theme Group to which they report quarterly. This has been a trial and error process to find a balance between gathering enough data without overburdening the projects with bureaucracy. The projects come under 3 different agencies but all have worked towards a common professional and efficient reporting and monitoring regime. The process will be outlined with example reports.

The bulk of the presentation will be around the outcomes achieved to-date by each of the projects. Facts and figures (e.g. the numbers of supported volunteers and children attending after-school clubs, the extension of drop-in session at The Box etc) will be complemented by individual stories (e.g. volunteer able to reduce medication, young person's career choice influenced by the Loughton Youth Project) showing the impact on real life. Outputs will be displayed e.g. the 'Keeping Safe' guide on the website, art work from the learning disabled group and a video produced by young people using 'The Space'.

Finally, the presentation will cover the projects' expectations for the coming year and how the outcomes will impact on targets.

## SECTION TWO: EXPENDITURE

Project reference	Estimated budget	2009/10		2010/11		Potential underspend
		Planned	Estimated	Planned	Estimated	
	£	£	£	£	£	£
EPP3	£20,000	7,868	7,868	12,132	12,132	0
EPP5	£49,844	20,000	14,144	29,844	29,470	6,230
EPP8	£39,950	16,000	11,350	23,950	28,600	0
EPP9	£85,000	28,000	28,000	57,000	57,000	0
EPP10	£42,250	14,080	14,080	28,170	28,170	0
EPP11	£128,691	42,830	42,830	85,861	85,861	0
EPP14	£53,120	26,560	15,580	26,560	30,900	6,640
EPP15	£35,000	3,150	3,150	31,850	31,850	0
<b>Total allocated</b>	<b>£453,855</b>					

**Explain the reasons for any potential underspend at the end of March 2011, and outline the Partnership's preferred use of this money, e.g., move to support other existing projects, request to fund new projects or for extension to the period**

*(note: requests for variations to the agreed use of PRG will be presented to Essex Management Board on 2 March for consideration)*

**EPP5** – The first year underspend on this project is due to the late confirmation of the funding but future spending levels will increase as the co-ordinator does more hours and the number of supported volunteers increases. The project has the capacity to spend all of the funding by March 2011 but the preferred option would be to extend the project by 3 months as it is believed that this will bring the most benefit by helping those volunteers who need a longer period for development. **Permission for this 3 month extension is sought. However, if this is declined, spend will be re-profiled to ensure completion by March 2011.**

**EPP8**– Late confirmation of the funding is the reason for an underspend in year 1 of this project, however, building on the early successes, the project has the capacity to spend the remaining funding by March 2011. The spending levels will increase in the second year as more classes and events are arranged.

**EPP11**- Note that the £128,691 includes £3,691 allocated to EF LSP for project monitoring and administration.

**EPP14** – The underspend on this project has been generated by the three issues: the initial three month delay in confirmation of the funding; the after school clubs being on one day rather than two; and Shelley Primary School providing their own escort – the latter two both reducing project costs. The project is meeting its original brief and there remains a need for these services. Plans are being developed to expand, using the remaining funding. Spending will increase in 2010/2011 as other schools come on board and require more vehicles, drivers and an escort, and by more families using the service to get to Children's Centre Services. The project would like to expand its remit into:

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- a. Providing funding to schools for after school club fees as an enabler to expanding the take-up.
- b. Using the service for other children's educational transport needs e.g. for gifted and talented children.
- c. Extending the service to other extra curricular clubs.
- d. Extending the transport facility to deprived families to access other services in the district.

In liaison with Epping Forest Children's Partnership, these ideas and others that meet the LI 5.1 targets, are under consideration. With the expansion of this project, the grant can be used by March 2011 but an extension to the end of June 2011 would make best use of the funds as this will align better with the school year. **Permission for this 3 month extension is sought. However, if this is declined, spend will be re-profiled to ensure completion by March 2011.**

**EPP15** - Note that for this project, the estimate for 2009/10 is the actual expenditure.

### SECTION THREE: OUTCOMES AND IMPACTS

**Describe early successes from delivery of the PRG funded projects, with reference to any performance data, user feedback and other evidence that the actions have had a positive impact on our LAA priorities and the lives of people in Essex/your area**

There are some significant early achievements to highlight but for some of the projects it will be next year and beyond before a measurable impact will be seen on LAA targets.

**EPP5** – Co-ordinator has made links with Loughton and Epping Community Mental Health Teams and both teams of Employability. Made links with voluntary organisation for volunteering opportunities. 34 referrals have been made; Co-ordinator has met with 24 volunteers. 12 supported interviews with voluntary organisations have taken place and there have been 9 supported placements. Successes - 2 volunteers have been in placement for over 2 months and 3 other volunteers have been in placement for over a month. The number of referrals to date has far exceeded expectations. A volunteer has reported that she has been able to decrease her medication due to her increase in self confidence by volunteering. Another volunteer has said that his self confidence has grown due to the responsibilities he has undertaken while volunteering.

**EPP8** – 11 Service Users have attended 12 hours of art workshops at Theatre Resource in Ongar. Co-ordinator arranged a trip to the Theatre on December 10th for 15 Service Users and a Christmas concert for the Choir on December 4th. A workshop has been held to make Christmas tree decorations. Successes: All trips and workshops have been full and feed-back has been positive. The workshops at Theatre Resource have been completed and Service Users who attended responded positively saying they had learnt new skills. A second term has

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been arranged with Theatre Resource.

**EPP14** - There are two sub projects to EPP14.

Project 1. Ensuring primary pupils can access after school clubs at St John's to facilitate involvement in clubs.

Eleven children are currently being transported from Shelley Primary School to St John's C of E Primary and back for Cookery and IT classes. Formal feedback is being sought from teachers as to the impact but the impression from those involved is that the children are benefiting from the service. Negotiations are underway with two other schools to make use of the service.

Project 2. Ensuring that vulnerable parents/carers in our isolated rural communities can access children's centre services.

Currently only one family is making regular use of the service to the CCS but extensive efforts are underway to identify more. The transport will be used to take the CCS out to rural areas next week in a bid to promote the services. Also, consideration is being given to providing transport for deprived families connected to CSS to other services in the district. The project arranged a day trip to Maldon for 8 families (13 children) which was enjoyed by all and provided a much needed break for the children and parents.

For the three Children's Trust board projects, EPP9, EPP10 and EPP11, the Essex County Council's eSourcing portal was used. The portal is where opportunities to supply the Council are advertised and the medium through which suppliers/service providers can respond electronically. It offers a simple, secure and efficient means for managing tenders and contract negotiations helping both buyers and suppliers to reduce time, effort and costs involved in tendering activities. The changes to the way commissioning and delivery of children's services with the introduction of the West Essex Children's Trust Board did not hinder the commissioning process.

**EPP9** The following organisations have been commissioned to deliver CAMHS support services, National Education Trust (LSA training in managing emotions amongst children aged 6 - 7), EFDC (Special Educational Needs trampolining) and Davenant school, through the Epping Forest School Sports Partnership (Multi-skills inclusion programme). National Education Trust, 6's and 7's programme, training days delivered to 12 students, November 10th, 2nd day Jan 19th, 2010 with continuing support in classroom setting. One attendee has reported her approach to dealing with the emotional needs of young children in the classroom has certainly changed and she has gained a real benefit from her experiences with the 6's and 7's training. Epping Forest DC supporting 3 schools to encourage children with special needs to attend trampolining sessions in Epping sports centre. Davenant School, through the school sports partnership, have begun assessments in after school clubs in Sir John Fisher and Theydon Bois children expressing particular interest or potential in a particular discipline are being signposted to local clubs.

**EPP10** The PCT have been commissioned to deliver parenting skills opportunities for parents with a child under 5 and a range of parenting support activities and events to meet the needs of the client groups in the Epping Forest district. The selected provider has been delayed in confirming details of the project to enable the contract to be signed off due to contingency planning for the expected swine flu epidemic.

**Describe early successes from delivery of the PRG funded projects, with reference to any performance data, user feedback and other evidence that the actions have had a positive impact on our LAA priorities and the lives of people in Essex/your area**

**EPP11** All commissioned services are now being delivered, Multi-Skills inclusion programme in partnership with Davenant School, after school and young people support groups at The Bridge community youth project, Buckhurst Hill, open access after school youth work being delivered by The Box, Epping, "We don't do bored", a programme offered by EFDC sports development team, The Space, an audio and video broadcasting, photography, website development, cafe and social space. Relate have been commissioned to deliver 10 workshops per year supporting parents of young people at risk of entering the Youth Justice System. Delivery begins in January 2010. The Box, a young people's support service in Epping Town Centre, has extended drop-in sessions between 16:00 - 18:00. A venue change is imminent to larger premises to expand support offering a greater emphasis to one to one support and counselling for young people. All as a direct result of PRG funding. Loughton Youth Project has employed 2 sessional youth workers to support the expansion of "The Space", a social meeting place for young people. A launch party took place in October 2009 in partnership with the police, TASCC, LYP, EFDC and Ignite. An online radio show has been introduced with currently 30+ young people attending. A very successful stakeholder's event was delivered on January 27<sup>th</sup> where over 30 local youth service providers and commissioners attended to see an introductory video produced by the young people being supported by the provision. The video was followed by a comment from one of the young people who used the service, he explained "He had a choice to make and Loughton Youth Project through "The Space" had helped him make the right and informed decision towards which path to take"

**EPP3** – the project is proceeding steadily. The website is in the final stages of development and will be officially launched in the next quarter. The final payment in respect of this has been made. The guide of Services will be a project for 2010/11, this will become even more important when in April 2010 EFDC Safer Communities and Voluntary Action Epping Forest (VAEF) launch a new Safer Homes Scheme for the District replacing the HandyVan Service. We are also working with EFDC Private Sector Housing to ensure a comprehensive service across the District. We will also be looking to introduce guides to Hate Crime and Domestic Violence.

**EPP15** – CCTV. This project has been slower moving forward as EFDC has currently been developing their Service Plan and Maintenance Programme and to ensure work is prioritised correctly we needed these to be done first. As of 13<sup>th</sup> January 2010 we have replaced two Digital Video Recorders at Oakwood Hill and Upshire spending a total of £3150. The Safer Communities Dept have identified a serious need for CCTV coverage in Epping High Street and we are now in the initial stages of investigating the possibility of delivering this project in conjunction with funding from Epping Forest Safer Communities Partnership from April 2011. We hope to deliver a report to the LSP by the end of February to enable them to consider these options.

**What isn't working as planned and why? Explain what the learning points have been and how your Partnership is responding.**

For future projects, understanding how the impact of the projects is going to be measured needs to be understood better before the projects start so that the initial position and targets can be set. For the projects that are running already we will make use of the LAA target measurements in addition to data collected from the projects.

The Project Monitoring took longer than expected to get established. The emphasis at the beginning was to collect as much information as possible at monthly intervals but this overburdened the projects which already had other reporting lines. We have compromised by concentrating on only core data and outcomes, extending the reporting intervals to 3 months and not being over-concerned with the format.

For the EPP14 transport project, take up by other schools (project 1) and by vulnerable families (project 2) has not happened as quickly as anticipated. The effort in advertising the service should have, with hindsight, been done at the start of the project. This is now being addressed and a range of other partners from education engaged in the future development of the project.

**Explain how the third sector is involved in delivery of your projects and the potential for further engagement**

Projects EPP5, 8 and 14 are entirely run by Voluntary Action Epping Forest.

The Third Sector are heavily involved in the Guide to Services (EPP3) as we hope to launch a new project in April 2010 with Voluntary Action Epping Forest making homes for the over 60's safer.

The three CYPSP projects EPP9, 10 and 11 are being delivered by nine organisations, eight of which are from the 3<sup>rd</sup> sector delivering over 80% of services. Further partnership working is being encouraged by requesting attendance to multi-agency meetings to report on progress.

Administration staff employed by VAEF are used to help with project monitoring for all the projects.

**This form is to be returned to the Essex Partnership (for the attention of Gill Butterworth) by the 5 February 2010.**

**Also send a covering note from the Chair of your Partnership to the Chair of the Essex Partnership, certifying that any allocated PRG spent to date has been spent in line with the Conditions of Grant outlined in the Confirmation of Allocation of Grant letters dated 22 January 2009.**