

LSP Board Actions



Attachment : 3b

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

LSP Board Actions

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BO-02/26 -05	26/02/09	Section 5 New ways of Working	Establish the 'Sustainable Communities' Group.	1. Identify members. 2. Arrange first meeting	09/06/09	Chair and lead officer identified. Initial scoping meeting being planned. 21/4 JH Target date set to 9/6. Discussed at Steering Group on 28 th May. A list of potential members is being drawn up. It was agreed to prioritise Credit Crunch T&F, with new members to be drawn from this group.	LSP Manager and SC Chair
BO-02/26 -06	26/02/09	Section 5 New ways of Working	Establish the 'Improve Communications' Task and Finish Team.	1. Identify members. 2. Arrange first meeting	31/03/09	Membership Identified. Meeting being planned for end of March. EFDC/PCT/LSP/ Epping Forest College. Meeting date set for 27/4 Closed	LSP Manager
BO-02/26 -07	26/02/09	Section 5 New ways of Working	Establish the 'Sustainable Community Strategy' Task and Finish Team.	1. Identify members. 2. Arrange first meeting	31/03/09	Scoping meeting held. Planning team being established. Data presentation for first meeting in preparation.	EFDC Deputy Chief Exec
BO-02/26 -08	26/02/09	Section 5 New ways of Working	Identify Chair of 'Dealing with the Credit Crunch'	1. Short list candidates. 2. Approach candidates	09/06/09	Group chair identified. Members of Econ Prosperity Group being approached to participate. Policy support identified. 21/4 JH target date set to 9/6	LSP Manager
BO-02/26 -09	26/02/09	Section 5 New ways of Working	Establish the 'Dealing with the Credit Crunch' Task and Finish Team.	1. Identify members. 2. Arrange first meeting	09/06/09	See BO-02/26 -08 update 21/4 JH target date set to 9/6	Chair of Task & Finish team

LSP Board Actions



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

LSP Board Actions

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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.	09/06/09	Following agreement of new members. Constitution to be fully amended in light of change to working practises. 02/06 – following agreement of membership at LSP Board meeting on 9 th June, constitution to be fully amended.	LSP Manager
BO-02/26 -14	26/02/09	Section 5 New ways of Working	Ask EERA to produce a brief setting out what it can offer. Re: Aspire to perform	1. Contact EERA. 2. Present brief to Steering Group	31/03/09	EERA requested to produce brief for discussion at Steering Group. Steering Group to confirm participation and structure of review. 9/4 DW Self Assessment approved see Steering Group Action SG-03/04-15 9/4 DW Closed	LSP Manager
BO-02/26-15	26/02/09	Section 5 New ways of working	Establish small officer working group to manage LAA Reward Grant projects.	1. Identify list of members 2. Arrange first meeting 3. Identify key performance indicators to monitor outcomes.	29/05/09	Meeting will be established following publication of guidance from ECC on grant management and release of support grant. 21/4 JH target date set to 29/5 24/4 DW meeting set for 11/5 02/06 First meeting held and new DMF being produced. Closed.	LSP Manager
BO-02/26 -16	26/02/09	Section 5 New ways of Working	Write to the Chairs of the previous Working Groups thanking them and those people who had supported them for the work they had done on behalf of the LSP and setting out the new structure.	1. Prepare letter. 2. Send out to Chairs. 3. Relay to WG members	31/03/09	Letter being prepared. Article in 'Fairs Fair' newsletter to reiterate thanks. Letter sent out 27/03. Closed	LSP Manager, Chair, Working Group chairs

LSP Board Actions



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

LSP Board Actions



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