

LSP Board Actions



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
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
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	11/3 DW 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 09/06 DW First Board meeting webcast. 17/06 DW Closed	LSP Manager
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	11/3 DW 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. 17/6 JH Following discussions interim Chair identified, scoping meeting to be held before end of July 11/9 JH Inaugural meeting arranged for 18/9 11/9 JH Closed	LSP Manager and HC Chair

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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	11/3 DW Chair and lead officer identified. Initial scoping meeting being planned. 21/4 JH Target date set to 9/6. 17/6 JH Priority confirmed as establishment and completion of Credit Crunch Task and Finish. New group to be established by 30/9 17/6 JH Director of planning added as lead Officer 11/9 JH Inaugural meeting arranged for 18/9. 11/9 JH Closed	Director of Planning, LSP Manager and SC Chair

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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 3. Report on progress of SCS revision exercise	31/03/10	11/3 DW Scoping meeting held. Planning team being established. Data presentation for first meeting in preparation 17/6 JH Team established with key partners. Data gathering ongoing, consultation plan being drafted, funding from county secured for first meeting in preparation. 11/9 DW Activity no. 3 added 11/9 DW Target date changed from 31/03/09 to 31/02/10 to reflect activity no.3. 11/9 JH Consultation plan drafted, leaflets being produced, website being built, surveys agreed, stakeholder conference being organised.	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	11/3 DW Group chair identified. Members of Econ Prosperity Group being approached to participate. Policy support identified. 21/4 JH target date set to 9/6 17/06 John Preston chairing 17/06 Closed	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 17/06 DW Two meetings held and a further 3 planned. Membership established. 17/06 DW Closed	Chair of Task & Finish team

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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.		24/09/09	11/3 DW 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. 09/06 DW CYSYP Chair unable to make board meeting. Above entry deleted as this was incorrect. Target date changed from 09/06 to 24/09. 17/6 JH Steering Group agrees that this action should be addressed as part of the discussions around updating the community strategy. 11/9 JH This will be influenced by CYPSP review and reorg of Children's Trust.	CYPSP chair
BO-02/26 -12	26/02/09	Section 5 New ways of Working	Approve Board membership	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. 09/06 DW Board endorsed new members. 17/06 DW Closed	Steering Group Chair

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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.	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.	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	11/3 DW 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. 17/06 DW PRG Officers group set up. First meeting held, second meeting planned for 01/07 17/06 DW Closed	LSP Manager

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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	11/3 DW BMG being contacted. Presentation details being confirmed. Potential additional costs being established. 21/4 JH Presentation to be done at 9/6 board meeting. 09/06 DW Presentation made to Board and others on 09/06 17/06 Closed	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	17/12/09	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. 17/6 JH. Presentation made to Steering Group, however agreed that this might be a useful presentation for the Board. Date to be confirmed. 17/6 DW Target date changed from 9/6 to 24/9 to allow for presentation date to be agreed. 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	CDRP chair

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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	24/09/09	11/3 DW Ian Davidson being contacted to present to Board Meeting and discussion on future district tour being undertaken 31/3 JH. Ian Davidson cannot present to the next Board Meeting. Discussion on future district tour continuing. 17/6 DW Target date changed from 9/6 to 24/9 to allow time to agree new date with Ian Davidson. 11/9 JH Tour took place on 28/8. 11/9 JH Closed	LSP Manager
BO-09/06 -01	09/06/09	Section 5 CYPSP presentation	Ensure effective connections are made between the Children's Centre Board and the ongoing CYPSP review to ensure potential ramifications are identified and addressed.	1. Issues to be reported regularly to the Board and any problems identified. 2. Final presentation to Board when review complete	24/09/09	11/9 JH presentation on agenda for 24/9 Board meeting	Cllr Anne Haigh
BO-09/06 -02	09/06/09	Section 5 SG update	Circulate Steering Group minutes (28/5) with Board minutes from 09/06 meeting.		19/06/09	17/6 JH Completed. 17/6 JH Closed	LSP Admin
BO-09/06 -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.	1. Define new process. 2. Prepare Briefing to explain how young people can provide feedback. 3. Plan briefing delivery. 4. Deliver Briefing. 5. Progress to be reported at next Board meeting	24/09/09	11/9 JH update to be given at Board meeting of 24/9.	CYPSP chair

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BO-09/06 -04	09/06/09	Section 7.1 CYP TG update	CYPSP is to join with the LSP in the stakeholder event which will be pulled together to consult on the developing Sustainable Community Strategy and run one of the workshops.	CYPSP member to be nominated to sit on SCS Team	30/06	17/6 JH Update to be provided as part of reports on developing Community strategy. 17/6 JH Closed	CYPSP chair and LSP Manager
BO-09/06 -05	09/06/09	Section 7.1 CYP TG update	Report to Board on progress of joint PCT/CYPSP project for the volunteer breast feeding program.	1. Include project progress as part of normal CYPSP update report	24/09/09	11/9 DW Interim report received from Project Manager. The report will be made available to Board members. The training was successful but it will take time for the benefits to filter through.	CYPSP chair
BO-09/06 -06	09/06/09	Section 7.2 SCP TG update	Apply for central government funding to help with the NI35 related activity of engaging with the local Muslim community.	1. Prepare bid 2. Submit bid	24/09/09	11/9 JH Bid submitted , awaiting outcome. 11/9 DW Closed	SCP Chair
BO-09/06 -07	09/06/09	Section 7.2 SCP TG update	To encourage local business representatives to participate on SCP co-ordinating group.	1. Approach potential candidates. 2. Forward name to SCP Chair.	24/09/09		Keith Brown
BO-09/06 -08	09/06/09	Section 7.3 HC TG update	Circulate information on the status of swine flu preparedness to board members.	Briefing note to be prepared and circulated via LSP admin team	24/09/09	11/9 JH This was reviewed at the SG meeting of 27/8 and it was agreed that there was enough information already in circulation. 11/9 JH Closed	LSP Board Vice Chair/admin team
BO-09/06 -09	09/06/09	Section 7.4 SC TG update	Circulate Credit Crunch minutes (29/5) with Board minutes from 09/06 meeting.		19/06/09	11/9 DW Minutes were circulated. 11/9 DW Closed	LSP Admin

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BO-09/06 -10	09/06/09	Section 7.4 SC TG update	Feed back the following suggestions to the credit Crunch Task and Finish Team. 1. Use the network of town and parish councils (via Town Clerks) to publicise a syndicated article. 2. Use GP surgeries and libraries to provide targeted information. 3. Other areas for targeting - business magazines, church magazines and links from partner websites. 4. Business Link has a confidential helpline.		30/06/09	11/9 JH Signposting section included in Forrester publication which went to all households in the district. 11/9 JH Closed	Credit Crunch T&F Chair
BO-09/06 -11	09/06/09	Section 8.1 SCS T&F update	Purchase Mosaic	1. Prepare requirement. 2. Get quote. 3. Get funding approval. 4. Buy	31/07/09	11/9 JH Purchase process nearing completion. Target date changed from 31/07/09 to 30/09/09 to see through to completion.	LSP Manager
BO-09/06 -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.	1. Agree date in late autumn 2. Book venue, refreshments etc 3. Agree agenda. 4. identify facilitator	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.	LSP Manager/adm in team

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BO-09/06 -13	09/06/09	Section 8.1 SCS T&F update	Start preparations for a Stakeholder conference in the autumn.	<ol style="list-style-type: none"> 1. draft and agree conference preparation plan. Agree date 2. following suggestions identify keynote speakers 3 Book venue, refreshments etc 4. Agree agenda. 5. Agree mailing list 	11/12/09	11/9 JH Plans at advanced stage, agenda agreed, venue & food booked. Invitees list being prepared – guidance sought from Board	LSP Manager/ SCS Team/ VAEF
BO-09/06 -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"> 1. Secure funding 2. identify consultation lead, 3. draw up and agree consultataion plan 4. Identify partners to be involved to ensure local people/groups/stakeholders have an opportunity to influence its contents. 5. Hold mini Board Awayday if required 	31/03/10	11/9 JH Plans at advanced stage. Funding secured. Process being led by VAEF. Consultation plan agreed. Progress to be reported to Board.	LSP Manager/ SCS Team/ VAEF
BO-09/06 -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"> 1. Confirm costings 2. Contact Partners to see whether they want to participate and potential level of funding support. 3. Calculate cost per partner. 4. Revisit interested partners for commitment to support and fund. 5. Establish Citizens Panel user Board 6. Procure supplier 	31/03/10	11/9 JH Need to identify agency to lead this programme	LSP Manager

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BO-09/06 -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"> 1. Establish costs. 2. Contact Partners to see whether they want to participate and potential level of funding support. 3. Establish management board 4. Examine options for redesign 5. Initiate go-ahead 	End of financial year	11/9 JH Need to identify agency to lead this programme	LSP Manager
BO-09/06 -17	09/06/09	Section 8.2 Comms T&F update	Produce a special post Board meeting briefing paper to inform key stakeholders of decisions.	<ol style="list-style-type: none"> 1. Agree design 2. Draw up circulation list for cascading down into all stakeholder organisations 	30/06/09	11/9 JH Partnership Briefing circulated following 9/6 Board meeting. 11/9 JH Closed	LSP Manager
BO-09/06 -18	09/06/09	Section 8.2 Comms T&F update	Redesign logo and name change around 'one Epping Forest' idea to be brought to the Board for approval.	<ol style="list-style-type: none"> 1. Design house to come up with options. 2. Options to be circulated to the Steering Group for approval/amendment. 3. Circulate to Board for final approval 	24/09/09	11/9 JH New Logo agreed with launch pencilled in for early October. 11/9 JH Closed	LSP Manager Comms T&F
BO-09/06 -19	09/06/09	Section 9 LSP Managers update	Review Performance Indicators in order to focus on a more realistic set.	<ol style="list-style-type: none"> 1. Identify subset of PIs and ability to monitor . 2. Present to Steering Group. 3. Final set to be approved as part of SCS renewal 	27/08/09	11/9 DW Reduced list produced and presented to SG. Action no. 3 covered by BO-09/06 -20. To be agreed by Board	LSP Manager/Admin Team

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BO-09/06 -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.	1. Identify PIs that relate to new SCS. 2. Prioritise PIs for inclusion in LAA and Essex Strategy. 3. Present to Steering Group. 4. Get Board Approval. 5. Notify Essex Partnership.	31/03/10		LSP Manager/Admin Team
BO-09/06 -21	09/06/09	Section 9 LSP Managers update	Suggestions for additional agenda items for the Board's autumn Awayday, or suggestions for keynote speakers.		07//07/09	11/9 JH Awayday programme agreed at SG meeting of 27/8. 11/9 JH Closed	All Board members
BO-09/06 -22	09/06/09	Section 9 LSP Managers update	Investigate best practice among LSPs for dissemination of information to the local level. (In particular, theme from a speaker or session for the Awayday)	1. Discuss with colleagues on Essex LSP, 2. Visit Castle Point Partners Fair which engages with over 200 local stakeholders twice a year	24/09/09	11/9 JH Examples of good practice to be identified as part of the new LSP Coordinators meeting. 11/9 JH Closed	LSP Manager