

**EPPING FOREST LOCAL STRATEGIC PARTNERSHIP
STEERING GROUP MEETING**



Date: 27th August 2009

Time: 14.00 - 16.00

MINUTES

Present

Cllr. Di Collins (DC)	Chair - LSP Board
Catherine O'Connell (CO'C)	Vice Chair - LSP Board
John Gilbert (JG)	Chair - Safer Communities Partnership
Cllr Ann Grigg (AG)	Chair - Sustainable Communities Theme Group
John Houston (JH)	LSP Manager (Chair Comms Task and Finish Team)
Derek Macnab (DM)	Chair - Sustainable Communities T & F Team
John Preston (JP)	Chair - Credit Crunch T & F
Caroline Skinner (CS)	Chair – CYPSP Theme Group

Joe Reay (JR) EERA

Notes

David Wright (DW) (LSP Administrator)

Apologies

None

1. Welcome and apologies

The Chair welcomed everyone to the meeting. There were no apologies.

2. Outcomes of the Last Board Meeting, Matters Arising

The minutes of the last Steering group meeting (28/5) were accepted without amendment.

The LSP Manager updated the Steering Group on progress on key actions still open from Board and Steering Group meetings. It was **agreed** that actions BO-02/26-04 (establish HC TG) and BO-02/26-05 (establish SC TG) could be closed. Reported that there had been some progress on BO-09/06 -03 (young people feedback) and BO-09/06 -05 (volunteer breastfeeding programme) and that a full update would be provided in time for the next Board meeting. For action BO-09/06 -11 (Purchase Mosaic), it was reported that a bid had been submitted and was awaiting confirmation. **The LSP manager requested that members with outstanding actions send updates prior to the next Board meeting.**

3. Aspire to Perform draft report

JR spoke to the Aspire2Perform assessment paper, which had been circulated prior to the meeting, highlighting some of the key findings.

- Members of the LSP are generally very positive about local arrangements and the potential for developing the partnership.
- EF LSP had the 'necessary mix' to progress given its current situation i.e. a new LSP manager, a new structure, a revision of the SCS together with energetic, enthusiastic and committed partners

- The newly adopted structure is correct. The T&F teams already giving concrete examples of successful working
- The contracting of the SCS work to VAEF was viewed as a positive example of inclusion of the third sector.
- The focus on deprived areas (which could easily be hidden) is seen as the best way to operate.
- Public awareness is important to the LSP's accountability and the work of the Improving Communications T&F team shows that this has been recognised.
- Public involvement at meetings should be encouraged as this improves inclusivity.
- It is noted that steps have been taken to widen Board membership and this was endorsed.
- The LSP is not as strategic as it could be. The Board should concentrate on strategy and leave management to the Steering Group and duplication of membership between the Board and Steering group should be avoided.
- Preparation for a financial future that is likely to involve large public sector budget cuts should involve pooled budgets and coordinated resources to maximize commissioning value. EF LSP seems well-placed to harness this.
- Performance Management requires an efficient and effective reporting mechanism. A data observatory would be invaluable for this. Although a county-wide observatory would be best, a local one can still be made to work.
- A West Essex partnership is seen as an important step in improving EF LSP's strategic remit and enhancing coordination.
- It is important that the SCS reflects the outcome of consultation and is not drawn up to fit preconceived plans.

In the Q&A session that followed, DM asked what the view was of the two-tier LSP arrangement in Essex which often caused problems in other areas. JR replied that it wasn't something that was covered in the report because they would be unable to influence it. However, he thought that EF LSP should retain a positive view because of Essex Partnership's approach to funding of the lower tier.

DM asked whether JR envisaged West Essex as a single LSP or collaborative working of the 3 existing LSPs. JR said that he thought both would work but that, in any case, it should start with inter-working before considering moving towards being a single LSP. CO'C agreed that sharing of resources was good but there were concerns that a WE LSP would be Harlow-centric. CS suggested a way forward might be to have a WE Board although DC thought that it might be too early for that step although it was something to think about. JP asked how a WE LSP might be viewed by neighbouring LSPs? JR said that they only example he knew of was West Suffolk and that he wasn't aware of any issues it caused with surrounding authorities. DC pointed out that the early meeting of EF, Harlow and Uttlesford around the Future Jobs Fund was very positive with good feedback. JH agreed and stated that WE collaboration would give all three LSPs greater capacity e.g. a single funding officer. We should be looking at collaboration to address those issues that are more relevant to WE or that will improve our ability to secure funding e.g. the Future Jobs Fund. JH stated that in the future the best performing LSPs would be those providing joined-up shared services that brought about savings to meet reductions in public spending. He suggested that the proposed Shared services T&F should look at joining up with Uttlesford and Harlow. This was thought a useful idea and should be **put to the next Board meeting which would select replacement Task and Finish Panels.** **Action 01 JH**

CO'C asked for more detail on strategic Board and Steering Group management roles. JG said that the SCP already operated this model very effectively with a Strategy Panel and CoGs. The good points of this model were that it did ensure a strategic overview and that it got more people involved. However, the downside was that all partners needed to put forward more middle managers to support the structure. JR said that the Steering Group would receive reports from subgroups and only report exceptions to the Board. DM suggested that we have the wrong Theme Group chairs to meet that

model. JH suggested that we are still learning and growing the structure and that the Board away day would provide an opportunity to reappraise the structure. The vice-chair and chair thanked JR for the very useful and positive report.

4. Draft Board Agenda

The consensus was that there were too many substantial items on the last Board agenda to allow effective and detailed discussion. CO'C suggested that it is unnecessary to go through all the Theme Group reports. They could be sent out for members to read beforehand and simply noted at the meeting. Theme Groups could provide update reports on a single side of A4 with only exceptions being discussed at the Board meeting. DC suggested that each meeting could focus on one TG. The LSP admin team could **provide a TG reporting template**. JG said that if we took this approach with a series of reports simply being noted then we need to **make the webcast viewer aware**. **Actions 02 03 DW**

DM proposed that any presentations should not be for information only but should be geared towards some action.

A draft Board agenda was circulated prior to the meeting. It was decided that the NI35 and CAA items would be postponed to a later meeting. The operational items changed to reflect the above discussion leaving the main items to be discussed as the A2P report, Credit Crunch T&F final report, Improving Communications final report and the new T&F assignments.

DM suggested that, for the Shared services T&F, a short presentation be given on the possible remit (which could include West Essex collaboration) for approval by the Board. JH said that if it does cover sharing services with Harlow and Uttlesford then it should not be chaired by someone from the district council. JP pointed out that decision-making on pooled budgets cannot be left until December as it will be too late in the financial year. JH agreed but said that there were some instances of pooling already being considered e.g. citizens panel, joint magazine and Future jobs fund.

DC suggested that **Liz Hand might also do a presentation on the Future Jobs Fund**. This was **agreed**. **Action 04 JH**

5. LSP Theme Groups and Task and Finish Updates

Safer Communities Partnership

JG stated that the next SCP Strategy Panel meeting will be on 21/9 and will cover governance documentation and expanding membership. DC suggested that they also consider a magistrate to become part of the partnership. An SCP Performance Monitoring report was tabled (to be distributed with these minutes) highlighting the latest statistics on crime and disorder. While the year on year 'all crime' figure was down 4%, it was a concern as it was over target. The NI comparison table shows all Essex districts are above their year-on-year target for 'all crimes' and the implication was that this was an impact of the recession. Also of concern was the 'Serious Acquisitive Crime' figure: while only down 1%, it is an issue because it covers a range of crimes including domestic burglary which was significantly up. AG asked if the increase in domestic burglary was due to the recession. JG replied that it, almost certainly, was.

Notable highlights include the Crucial Crew event at Gilwell Park, Chingford which was visited by over 1,300 pupils between 8th and 19th June. JG thanked all the partners for making this a successful event. The recreation grounds at Stonards Hill and Lower swains have been given Designated Public Place Orders to deal with alcohol related problems. And EFDC has attained accreditation status under Essex Police's Community Safety Accreditation Scheme.

There is to be a 'Face the Public' session in November that will enable the SCP to demonstrate that the Strategic Assessment is doing what people are asking them to do. It was suggested and agreed that this event also reflects the consultation around the SCS and makes links to both.

Sustainable Communities

AG tabled the minutes of a Scoping meeting for the SC Theme Group and draft Terms of Reference (these will be distributed with the minutes). The meeting came up with a proposal for an initial work plan covering the current PRG funded projects, drafting of sections of the SCS and key recommendations from the Credit crunch T&F final report. It also came up with an initial long list of potential projects under the headings of the old action groups i.e. transport, housing, economic development and green and unique. AG said that in discussions following the scoping meeting it was agreed that Adult Education and Further Education would come within the remit of the SCT Group (it was considered that 0-19 years of age would be within the remit of CYPSP.) CO'C suggested that the long list of potential projects needed to be prioritised. A proposed membership was put forward to be confirmed by the Board along with the TOR. JG asked whether they had considered the Town Partnership's chair for membership. The consensus was, however, that the membership was already large and that it might be more appropriate for him to lead a T&F team. JP suggested that the TORs of the Theme Groups need to be consistent. CO'C suggested that there ought to be core references with specific adaptations appropriate to each TG. JH agreed to **put together a core set of TORs** to be discussed at the Board Awayday but the new Theme Group's TORs should be aligned better. The Sustainable Communities Theme group is expected to meet before the next Board Meeting.

Action 05 JH

Healthier Communities

CO'C spoke to the minutes of the Healthier Communities Theme Group scoping meeting (24/7) minutes. These were distributed prior to meeting along with draft terms of reference. CO'C explained that feedback was sought from the Steering group on the appropriateness of the objectives in the TOR. She explained that the objectives would map to the revised SCS and, while they were not pre-empting the SCS, the analysis work already done suggested that these were the right objectives. Alison Cowie is working on rewording the life expectancy objective. The remit section of the TOR, CO'C stated, was an attempt to balance delivery and having a strategic input to the other Theme Groups. The HC TG is expected to meet before the next Board meeting.

Children and Young People

CS reported that the decision regarding the Children's Trust future configuration is expected in October. The debate is revolving around the choice between 11 boards or 4/5 boards. It is recognised that the key implications for the former arrangement are regarding the cost of resourcing and risks to an overall strategic view. If the agreed arrangement is 4-5 Boards, it must be ensured that there is proportionate resource allocation, locality views are heard and the key commissioning partners for Children and Young People continue to exercise their commissioning and accountability roles. The Children and Young People's Joint Strategic Needs Assessment has been completed and will be useful for identifying needs and gaps in children's services and informing commissioning plans. CS said that for the next SG meeting she will be in a position to report on projects to which residue LPF and PRG funds had been allocated.

Positive feedback has been received regarding the Volunteer Breast Feeding Support jointly commissioned between Epping Forest CYPSP and NHS West Essex.

Credit Crunch T&F

JP started by informing the meeting that the support the T&F team has had had been important, timely and positive. He singled out John James from the Chamber of

Commerce as being very helpful and illustrated this with his eliciting 120 responses to a business survey within 3 days of being asked. Speaking of the economic situation, JP stated that it was a complex picture and it was difficult to know whether we were on the downward slope or at the bottom although for some issues we were almost certainly still on the downward slope. The Audit Commission had produced a report highlighting areas such as crime and health where there was a lag before the effects of the recession were manifest. CO'C agreed to **look for evidence of health effects.**

Action 06

CO'C

JP spoke to the draft Final Report of the T&F team which had been distributed prior to the meeting. He pointed out that this was a discussion document that may grow slightly before it was tabled for review and endorsement at the next Board meeting. Two particular areas where future action was required were Credit Unions and business start-ups where more work needs to be done. The Steering group agreed that the report was a very useful and informative piece of work.

Sustainable Community Strategy T&F

DM highlighted the key issues laid out in the SCS consultation plan which was distributed prior to the meeting. The plan is split into three phases, pre-consultation, main consultation and collation of consultation data to take place over July to September, September to December and December to February respectively. As well as the public consultations, the plan includes a stakeholder conference on December 11th and a mini Board Awayday in February with the aim of producing a draft SCS with prioritised objectives for presentation to the Board in March. DM explained that the structure of the SCS would align with the four Theme groups and would give a long term vision for the district but there would also be a rolling short term action plan.

Also distributed prior to the meeting were the Stakeholder conference plan and agenda which DM went through. DC suggested that the conference be cut to half a day with only one workshop and one plenary session. This was **agreed**. JH asked for **suggestions for a keynote speaker** with any suggestions put forward by Monday 7th September.

Action 07 All

Improving Communications T&F

JH reported on highlights from the draft Final Report of the Communications Task and Finish team which was distributed prior to the meeting. The report highlighted all the work that had already been undertaken to improve things ranging from the new logo to webcasting. The design and costs for the new website were **approved** and for the introductory leaflet. The re-branding launch would also be a resolution point for partners to be more diligent in using the new LSP logo. The report includes a number of recommendations but one of the key ones was that members give guidance on progressing the citizens panel and joint magazine. This would again be addressed when resources permitted. John thanked the PCT, EFDC and Epping Forest College for their support in making the Team a success.

6. Waltham Abbey Young Peoples Information Centre (WAYPIC)

CO'C gave a brief history of WAYPIC. For complex reasons around costs and commitments, the original project had closed. There is still a great deal of enthusiasm for the project and the original group wants to reinstate it. There is funding available for new premises in Sun Street. There is a potential opportunity for funding from the Harlow Health Centre Trust (HHC) but they are keen (despite the trust's name) for the project to have a wider remit than Harlow. VAEF are interested in being having a role in the project. CO'C said that the PCT are willing to act as broker for the project in order to try and get things moving. JP suggested that **CO'C should also contact Clive Snell** at Lloyds who had previously been looking to fund a community project. The PCT will **put forward a proposal with costs to take to HHC.** **Actions 08 09 CO'C**

7. Performance Management Update

DW gave a brief account of how the original list of Performance Indicators had been reduced to a more manageable 24 as per action SG-28/05-07. It was stated that this reduced list would be extant until a new list was produced to match the objectives of the revised SCS in March 2010. The reduced list was **approved** for monitoring purposes (see Appendix 1).

8. Board Awayday

It was agreed that a mini away day should take place in February. In brief, the agenda would be to review the SCS, to review the working of the LSP structure and to discuss the Audit Commissions paper on Partnership working. JH reported that EERA may be able to provide a facilitator for free. The draft programme was agreed as was an **approach to EERA for support.** **Action 10 JH**

9. LSP Manager's report Updates

JH brought everyone's attention to the Community Initiatives Fund details of which had been circulated before the meeting. Steering group Members were already aware. The itinerary for the Audit Commission visit was tabled at the meeting and endorsed. It was suggested and agreed that a similar **tour be arranged for the Locality Team** from the Government Office to help them get a better understanding of the district and the challenges it faces. **Actions 11 JH**

A brief synopsis of the last Future Jobs Fund meeting was given in that a multi-agency bid is being made on a West Essex basis and that 50 jobs had been identified including two research posts with the LSP.

10. Open Forum/AOB

There was no other business.

11. Future Meetings

Thursday 26th November	2pm - 4pm
Thursday 25 th February	2pm - 4pm
Thursday 27 th May	2pm - 4pm

Appendix 1

Reduced list of Performance Indicators that Epping forest LSP will have 'regard-to' until the revised Sustainable Community Strategy is agreed.

Performance Indicator	Description
NI 115	Substance misuse by young people
NI 87	Secondary school persistent absence rate
NI 141	Percentage of vulnerable people achieving independent living
LI 5.1	Access to services
NI 51	Effectiveness of child and adolescent mental health (CAMHs) services
NI 6	Participation in regular volunteering
LI NI 57	Children and young people's participation in high-quality PE and sport (applies to 5-19 year olds, with 5-16 year olds to be offered 5 hours per week and 16-19 year olds 3 hours per week)
NI 18	Adult re-offending rates for those under probation supervision
NI 72	Achievement of at least 78 points across the Early Years Foundation Stage with at least 6 in each of the scales in Personal Social and Emotional Development and Communication, Language and Literacy
NI 73	Achievement at level 4 or above in both English and Maths at Key Stage 2 (Threshold)
NI 74	Achievement at level 5 or above in both English and Maths at Key Stage 3
NI 75	Achievement of 5 or more A*-C grades at GCSE or equivalent including English and Maths (Threshold)
NI 92	Narrowing the gap between the lowest achieving 20% in the Early Years Foundation Stage Profile and the rest
NI 93	Progression by 2 levels in English between Key Stage 1 and Key Stage 2
NI 94	Progression by 2 levels in Maths between Key Stage 1 and Key Stage 2
NI 47	People killed or seriously injured in road traffic accidents
NI 20	Assaults with injury crime rate
LI 7.1	Repeat incidents of domestic violence
LI 7.2	Feeling safe
NI 111	First time entrants to the Youth Justice System aged 10-17
NI 11	Engagement in the arts
NI 195	Improved street and environmental cleanliness (levels of litter and detritus)
NI 17	Perceptions of anti-social behaviour
NI 112	Under 18 conception rate
NI 123	Stopping smoking