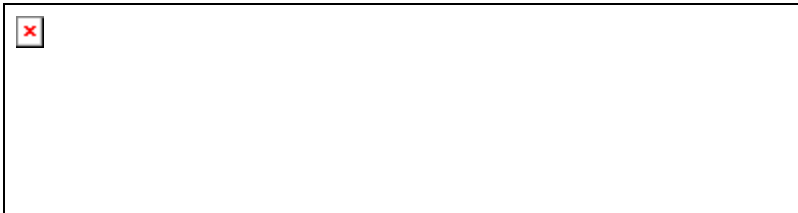


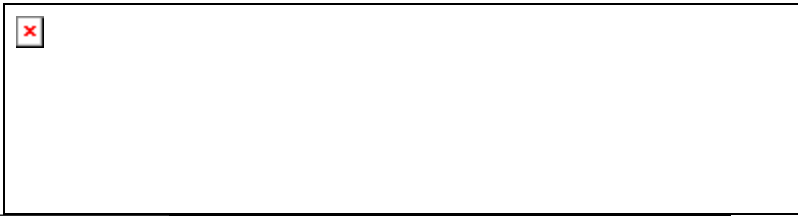
# One Epping Forest Board Actions



<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
BO-02/26 -07	26/02/09	Section 5 New ways of Working	Establish the 'Sustainable Community Strategy' Task and Finish Team.	<ol style="list-style-type: none"> <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>	EFDC Deputy Chief Exec

## One Epping Forest Board Actions



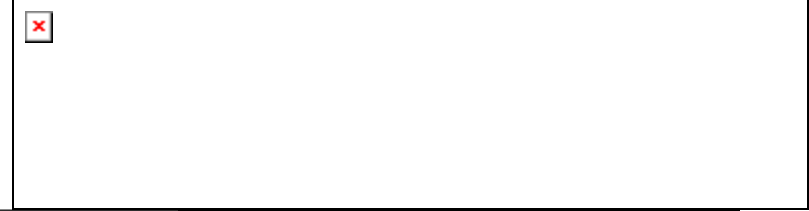
Action Ref	Meeting Date	Item Ref	Item	Key Actions	Target Date	Update / Outcomes	Lead Officer
BO-02/26 -10	26/02/09	Section 5 New ways of Working	Children and Young People Theme Group to look at 'Improving Educational Attainment' as part of their brief.		24/09/09	<p>11/3 DW Awaiting update</p> <p>21/4 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>	EFCP chair

## One Epping Forest Board Actions



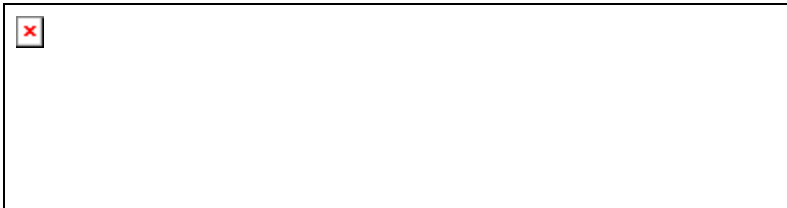
Action Ref	Meeting Date	Item Ref	Item	Key Actions	Target Date	Update / Outcomes	Lead Officer
BO-02/26 -13	26/02/09	Section 5 New ways of Working	Update LSP Constitution to reflect new Board membership (including Theme Group Chairs) and Steering group responsibility for control of Board membership	1. 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.	LSP Manager

## One Epping Forest Board Actions



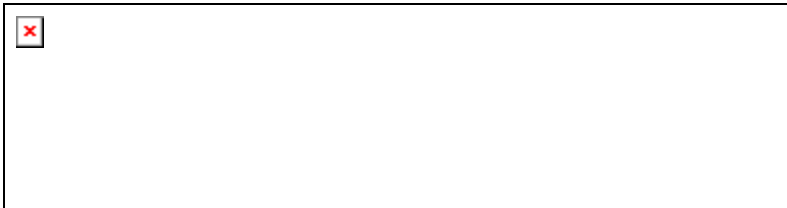
Action Ref	Meeting Date	Item Ref	Item	Key Actions	Target Date	Update / Outcomes	Lead Officer
BO-02/26 -20	26/02/09	Section 13 Future Strategic	Prepare Board meeting item on Building Resilience to Violent Extremism (NI 35)	1. Prepare presentation /report 2. add to agenda	17/12/09	<p>11/3 DW. To be discussed at Steering Group and presented/agreed for next Board.</p> <p>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>	CDRP chair

## One Epping Forest Board Actions



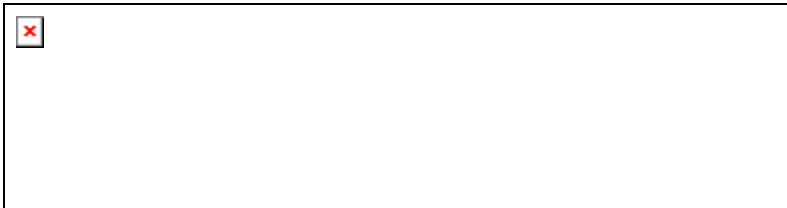
Action Ref	Meeting Date	Item Ref	Item	Key Actions	Target Date	Update / Outcomes	Lead Officer
BO-09/06 -01	09/06/09	Section 5 CYPSP presentation	Ensure effective connections are made between the Children's Centre Board and the ongoing CYPSP review to ensure potential ramifications are identified and addressed.	<ol style="list-style-type: none"> <li>1. Issues to be reported regularly to the Board and any problems identified.</li> <li>2. Final presentation to Board when review complete</li> </ol>	24/09/09	11/9 JH presentation on agenda for 24/9 Board meeting 13/11 JH CYPSP review complete new CTB established and EFCP operational 13/11 JH <b>Closed</b>	Cllr Anne Haigh
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.	<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	EFCP chair
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.	<ol style="list-style-type: none"> <li>1. Include project progress as part of normal CYPSP update report</li> </ol>	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. 15/10 DW <b>Closed</b>	CYPSP 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.	<ol style="list-style-type: none"> <li>1. Approach potential candidates.</li> <li>2. Forward name to SCP Chair.</li> </ol>	24/09/09		Keith Brown

## One Epping Forest Board Actions



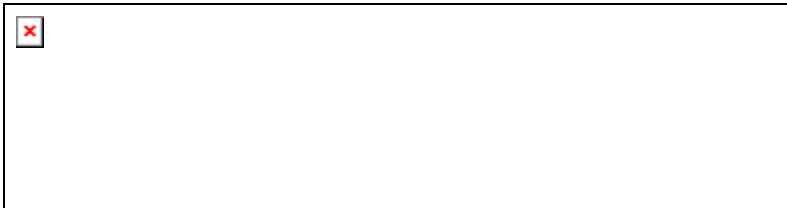
Action Ref	Meeting Date	Item Ref	Item	Key Actions	Target Date	Update / Outcomes	Lead Officer
BO-09/06 -11	09/06/09	Section 8.1 SCS T&F update	Purchase Mosaic	<ol style="list-style-type: none"> <li>1. Prepare requirement.</li> <li>2. Get quote.</li> <li>3. Get funding approval.</li> <li>4. Buy</li> </ol>	30/09/09	11/9 JH Purchase process nearing completion. Target date changed from 31/07/09 to 30/09/09 to see through to completion. 13/11 JH System Purchased. 13/11 JH <b>Closed</b>	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.	<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.	LSP Manager/adm in team
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"> <li>1. draft and agree conference preparation plan. Agree date</li> <li>2. following suggestions identify keynote speakers</li> <li>3 Book venue, refreshments etc</li> <li>4. Agree agenda.</li> <li>5. Agree mailing list</li> </ol>	11/12/09	11/9 JH Plans at advanced stage, agenda agreed, venue & food booked. Invitees list being prepared – guidance sought from Board. 13/11 JH all key actions complete, Invites out. Work shops confirmed 13/11 JH <b>Closed</b>	LSP Manager/ SCS Team/ VAEF

## One Epping Forest Board Actions



Action Ref	Meeting Date	Item Ref	Item	Key Actions	Target Date	Update / Outcomes	Lead Officer
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"> <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>	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"> <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>	LSP Manager Board vice chair

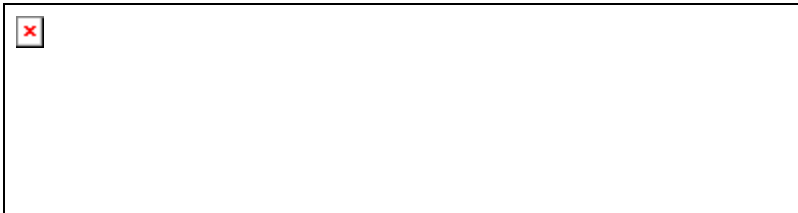
## One Epping Forest Board Actions



Action Ref	Meeting Date	Item Ref	Item	Key Actions	Target Date	Update / Outcomes	Lead Officer
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"> <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-24/09-04	LSP Manager
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"> <li>1. Identify subset of PIs and ability to monitor .</li> <li>2. Present to Steering Group.</li> <li>3. Final set to be approved as part of SCS renewal</li> </ol>	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 15/9 DW Update given to Board in LSP activity report – reduced set of 25 PIs. 15/9 DW <b>Closed</b>	LSP Manager/Admin Team
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.	<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>	31/03/10		LSP Manager/Admin Team



## One Epping Forest Board Actions



Action Ref	Meeting Date	Item Ref	Item	Key Actions	Target Date	Update / Outcomes	Lead Officer
BO-24/09-01	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		LSP Manager
BO-24/09-02	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		LSP Manager
BO-24/09-03	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		SC TG Chair
BO-24/09-04	24/09/09	Section 6 Improving Comms	Arrange discussion of participation in setting up of Citizens Panel and Joint Magazine.	<ol style="list-style-type: none"> <li>1. Contact partners</li> <li>2. Arrange meeting.</li> <li>3. Notify Board of outcome</li> </ol>		31/11 JH actions added to BO-09/06 -15 31/11 JH <b>Closed</b>	Board Vice Chair
BO-24/09-05	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> </ol>	17/12/10		LSP Manager
BO-24/09-06	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		EFDC Director of Planning