

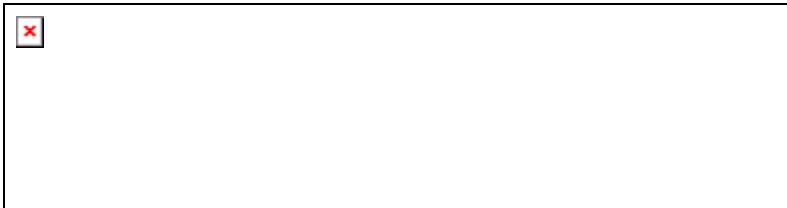


# One Epping Forest Board Actions

<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> <p>04/3 DW Draft SCS reviewed at Awayday on 26/2. Drafting group to be established.</p>	EFDC Deputy Chief Exec

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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	<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

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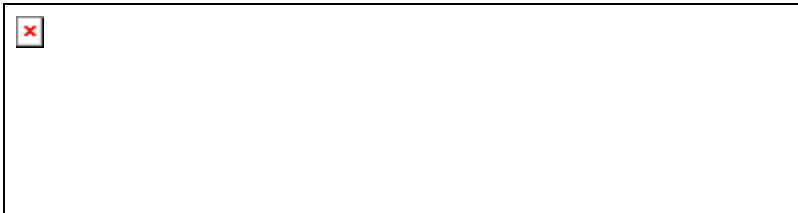
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BO-02/26 -13	26/02/09	Section 5 New ways of Working	Update LSP Constitution to reflect new Board membership (including Theme Group Chairs) and Steering group responsibility for control of Board membership	1. Update member list 2. Following recommendations 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. 04/03 DW Not discussed at Board Awayday	LSP Manager

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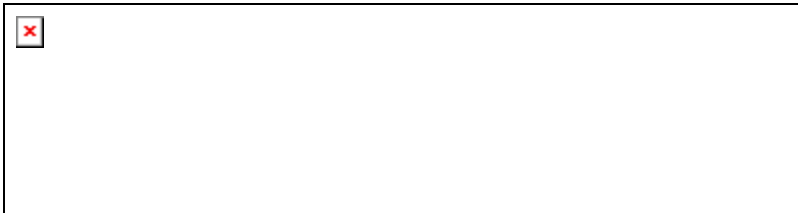
Action Ref	Meeting Date	Item Ref	Item	Key Actions	Target Date	Update / Outcomes	Lead Officer
BO-02/26 -20	26/02/09	Section 13 Future Strategic	Prepare Board meeting item on Building Resilience to Violent Extremism (NI 35)	1. Prepare presentation /report 2. add to agenda	17/12/09	<p>11/3 DW. To be discussed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

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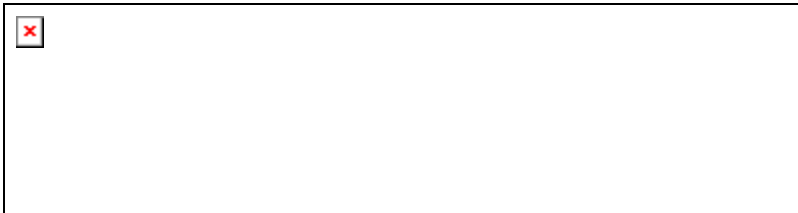
Action Ref	Meeting Date	Item Ref	Item	Key Actions	Target Date	Update / Outcomes	Lead Officer
BO-06/09 -03	09/06/09	Section 7.1 CYP TG update	Introduce a process to allow for young people to feed into the bid evaluation process and Board activities.	<ol style="list-style-type: none"> <li>1. Define new 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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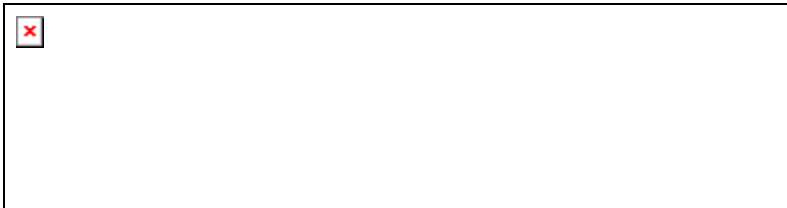
Action Ref	Meeting Date	Item Ref	Item	Key Actions	Target Date	Update / Outcomes	Lead Officer
BO-06/09 -14	09/06/09	Section 8.1 SCS T&F update	Draw up a wide ranging consultation plan for the SCS..	<ol style="list-style-type: none"> <li>1. Secure funding</li> <li>2. identify consultation lead,</li> <li>3. 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. 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

## One Epping Forest Board Actions



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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

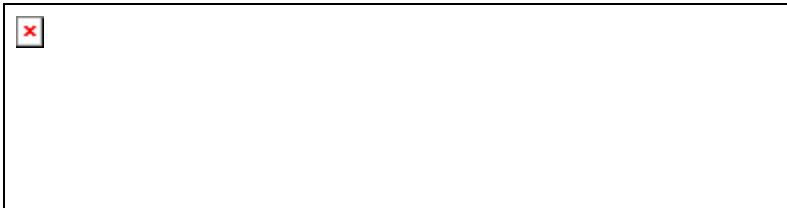
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BO-09/24-02	24/09/09	Section 4 Credit Crunch	Obtain and review copy of the Basildon guidance on contracts and clauses re employing local people.	<ol style="list-style-type: none"> <li>1. Contact Basildon Council.</li> <li>2. Review contract.</li> <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

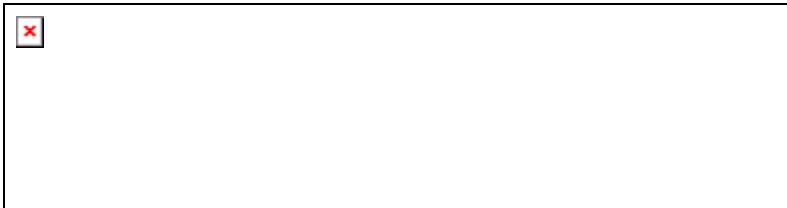


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BO-12/17-01	17/12/09	Section 3 Ward Profiles	Ward profiles to be updated regularly and connections made with other data gathering projects to avoid duplication.		17/12/10	04/3 DW Email sent to Sarah requesting status	Sarah King
BO-12/17-02	17/12/09	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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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