

One Epping Forest 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-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. 04/3 DW Draft SCS reviewed at Awayday on 26/2. Drafting group to be established. 10/6 JH Draft to be circulated for stakeholder comment on 11/6	EFDC Deputy Chief Exec

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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	<ol style="list-style-type: none"> 1. Update member list 2. Following recommendations and agreement (see BO-02/26 -12), amend Constitution. 	31/10/10	<p>11/3 DW Following agreement of new members. Constitution to be fully amended in light of change to working practises.</p> <p>09/06 DW Board endorsed new members.</p> <p>17/6 JH Target date changed from 9/6 to allow for updating constitution 30/9</p> <p>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.</p> <p>04/03 DW Not discussed at Board Awayday</p> <p>10/6 JH Steering Group agreed to update and agree new constitution at AGM in October. Target date amended from 31/03/10 to 31/10/10 to reflect this.</p>	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"> 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. 	30/06/10	<p>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.</p> <p>10/6 DW SCS will not have PIs in.</p>	LSP Manager/Admin Team

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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.	1. Write remit for team. 2. Identify lead and participants. 3. Remit to include Citizens panel and Joint Magazine 4. Local Improvement Advisor to facilitate a seminar	17/12/10	04/3 JH External consultancy support secured. Discussion undertaken with local authority. Essex Partnership agreed to support. Date currently being sought 10/6 JH Event delayed awaiting publication of new Govt policy.	LSP Manager
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. 10/6 DW Ward profiles published. Update BAU for EFDC. Closed	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	10/6 DW Report published on website and stakeholders notified on 18/5. Closed	LSP Admin
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	10/6 JH Annual Review published on website and distributed to partners. Article to be drafted for Forester. Closed	EFDC Deputy Chief Exec
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	10/6 DW Report made to HC TG on 19/3. Closed	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	10/6 DW Report made to Board on 18/3. Closed	HC TG Chair

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BO-12/17-12	17/12/09	Section 10 AOB	Partners to include links on their websites to the OEF website.		31/03/10	10/6 DW Link is oOn EFDC, VAEF and Fire service. On ECC via Essex partnership . Not on Police, City of London, FSB, PCT, LVP or JCP	ALL