

MEETING OF THE BOARD
Friday 15 March 2013 10:00 – 11:45
Civic Offices, Epping

MINUTES

Present:

Cllr Chris Whitbread (CW) (Chair)	EFDC
Martin Berry (MB)	Jobcentre Plus
Julie Chandler (JC)	Chairman - Epping Forest Children's Partnership
Glen Chipp (GC)	Chief Executive, EFDC
Jacqui Foile (JF)	Voluntary Action Epping Forest
Cllr Anne Grigg (AG)	Chairman - Sustainable Communities Group
Alan Hall (AH)	Director of Housing, EFDC
John Houston (JH)	LSP Manager
Cllr Valerie Metcalfe (VM)	Essex County Council
John Price (JP)	Epping Forest Chamber of Commerce
Cllr Brian Surtees (BS)	Local and Parish Councils
Paul Thomson (PT)	City of London Corporation
Mike Warr (MW)	Performance Improvement Unit, EFDC
Caroline Wiggins (CW)	Manager - Safer Communities Partnership
Jeannie Wright (JW)	Epping Forest College

Supporting Officer:

Viv Kelly (VK)	LSP Administrator
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Apologies:

Dr Kamal Bishai	Chairman Health & Active Group
Adrian Coggins	NHS Essex
Ann Haigh	Multi Faith Forum
Derek Macnab	Deputy Chief Executive, EFDC
Gwyn Owen	Essex County Council
Sandra Valentine	Jobcentre plus
Ed Wells	Essex Police

1. Welcome

The Chairman welcomed everyone to the meeting and apologies were noted.

2. Minutes of the Last Meeting

The minutes of the meeting held on 14 December 2012 were agreed as a correct record.

3. Matters Arising

(i) Minute 6(c): Action 07

The planned review of the Business Charter and One Shops Local had still to be completed and would be reported to the next meeting.

Action 01: JH

(ii) Minute 6: Action 04

The issue of parish and town council representation on the LSP would be considered at the forthcoming AGM of the Association of Parish and Town Councils.

Action 02: BS

All other actions had been completed.

4. 'Poverty and Disadvantage in Epping Forest District' – Data and Statistical Analysis Digest

MW presented a draft document which brought together statistics on poverty and disadvantage from a range of sources and provided interpretation of the data. The document was intended to assist the Council, its partners and other local organisations by providing data which could be used to support bids for funding. Feedback would be sought on the content and structure of the current draft, in order to ensure that the final version would meet the information needs of users. The final version would also include references to source data and links to this data would be provided in the online version. It was hoped that the document would be published in April 2013 and Board members would be notified when it was available.

In response to questions from Board Members, MW highlighted data from the report relating to the ratio of incomes to house prices, teenage pregnancy rates, young people's health and educational attainment.

It was **AGREED** that:

- (i) National comparison data, where available, be included in the report;
Action 03: MW
- (ii) Comments on the draft and any additional data for inclusion in the report be forwarded to the LSP Manager by 22 March.
Action 04: JH

5. Welfare Reform – Mitigation Action Plan

AH presented a report which set out the changes to the welfare system resulting from the Welfare Reform Act 2012. Some of the changes had already been introduced, but the majority would come into effect from April 2013.

In order to understand the effects of the reforms and to help prepare for the changes, EFDC had commissioned the Chartered Institute of Housing to carry out a study into the impact and implications of the reforms for the Council, its tenants, private tenants and homelessness in the district. In response to the findings of the study, the Council had set up a Welfare Reform Mitigation Project Team, and the team had produced a Mitigation Action Plan. The Plan identified 60 key actions and good progress had been made with delivering 59 of those actions.

Members of the board expressed concern at the implications of the reforms for vulnerable groups, particularly large families, and emphasised the need for information on the changes to be shared with other organisations / agencies which advise such groups.

It was **AGREED** that:

- (i) a conference for all relevant organisations / agencies be arranged on the issue of the Welfare Reforms; and
- (ii) a group, comprising officers from all relevant agencies, be set up to organise the conference, identify specific and positive outcomes which it will aim to achieve and to share information about the effects of the reforms on each other's services.
Action 05: JH

6. Review and Outcomes of Stakeholder Conference

JH advised that the recent conference on 'Building Better Futures for Our Young People' had been the most successful held by the Partnership to date and thanked the partners who had helped with the organisation of the event. The members of the Partnership would shortly be asked to confirm that they would sign the Youth Charter and a formal signing event would be arranged. It was hoped that the Youth Employment Task Force would begin its work in May, once the final meeting of the Tourism task and finish group had taken place.

It was **AGREED** that Board Members would notify the LSP Manager if they wished to be a member of the Youth Employment Task Force and to give suggestions for who might chair the Task Force.

Action 06: All

7. LSP Business Charter

The Board noted a Procurement Policy Note which had been issued in relation to the introduction of the Public Services (Social Value) Act 2012. The Policy Note set out issues, in addition to cost, which local authorities would be able to consider when assessing contracts for services. JH advised that the measures contained in the Policy Note supported the aims of the Partnership's Business Charter and requested that all partner organisations should try to use local suppliers whenever possible.

Action 07: All

8. Reports from Theme Groups

(a) Children's Partnership

JC gave a brief update on the Epping Forest Youth Futures (EFYF) project, which had successfully secured around £50,000 funding from Essex County Council Transitions Fund to add to the £30,000 funding from the LSP. An advert for the EFYF Co-ordinator post had been circulated across Essex at the end of February and the closing date for applications was Monday 18th March, with interviews due to be held on 3rd April. JC would update the Board following appointment.

Action 08: JC

(b) Sustainable Communities

AG updated the Board on the work of the Theme Group. She highlighted in particular the timetable for production of the Economic Development Strategy and work to implement the new Town Centres Fund, which the Council had recently announced.

JH advised that ECC had yet to confirm whether the requested funding of £1000 for the Primary Prize 2013 would be provided. Members emphasised the importance of providing evidence of the positive impact and outcomes of the Primary Prize to potential funders and the need to secure longer term funding for the project.

Action 09: VM

(c) Safer Communities Partnership

CW presented an update on the work of the Safer Communities Partnership relating to:

- Preparation of Strategic Intelligence Assessments for Epping Forest, Harlow, Brentwood and Thurrock
- Successful use of public space CCTV to provide evidence to assist the Police in investigating crimes
- Launch of the 'Lock 'em Out' campaign on burglary prevention
- Current ASBO applications

The Board noted that Crucial Crew 2013 would begin on 10th June and funding for the provision of booklets had been received from the LSP and the High Sherriff awards. A pilot event - 'Prison! Me! No Way!', aimed at showing secondary school pupils the realities of prison life, would take place at Roding Valley High School on 28 March and Board members were invited to attend. A bid for funding from the Police and Crime Commissioner was due to be submitted by 22 March and would include continuation and expansion of several existing projects including two additional Prison! Me! No Way! events and a dedicated vehicle to support the 'Lock 'em Out' campaign.

(d) Health Group

JH reported that the Health Summit Report had been completed and circulated to GP practices, relevant health providers and commissioners and LSP stakeholders. A draft work programme, with clear outcomes, timescales and resource implications, had been prepared for a pilot Health Inequalities programme in Waltham Abbey and a funding bid had been submitted to ECC. Datasets for

establishing young people's health needs had been presented at the recent Stakeholder Conference. James Warwick would be leading the work on this issue. A new Health and Well Being Strategy was also being drawn up by the group, together with colleagues in Harlow and Uttlesford. JP advised that the Youth Chamber of Commerce was working on a multi-media project dealing with a range of health issues of importance to young people.

9. LSP Managers Update

(a) Funding

Contributions towards the core funding of the LSP had been received from the Corporation of London (£3,000) and Lee Valley Regional Park Authority (£2,000). £10,000 had been received from the 'Portas' bid relating to Waltham Abbey Town Centre and EFDC had set up a new £35,000 fund to support town centres, which would be managed by OEF. It was hoped that contributions might be received from the Greater London Authority and Enfield Borough Council in respect of the work carried out by OEF on the proposed Food Summit.

(b) Websites

Over 260 businesses had signed up to the One Shops Local site, which received almost 1000 visits per month. Partners were asked to ensure that they cascade the One Shops Local special offer email they get every two weeks, to all their staff and contacts.

Action 10: All

The Visit Epping Forest website was receiving over 2000 visitors per month and a range of enquiries. Special offers would be featured on the site during English Tourism Week

(c) Links with Other Groups

The Partnership was involved in the Tri-Council Group (Epping Forest, Broxbourne and Enfield) and the London Stansted Cambridge Consortium Group. A meeting would be arranged shortly with the new Managing Director of Stansted Airport.

10. Any Other Business

(i) Epping Forest Youth Chamber of Commerce

JP advised that the first formal meeting of the Youth Chamber would be taking place on 26th March, when a committee would be elected. However, the group was already very active, having given a presentation to Harlow Youth Council, organised free first aid training for young people and initiated discussions with Everyone Active regarding the possibility of running the café at Epping Sports Centre. The Youth Chamber was being sponsored by One Epping Forest.

(ii) Loughton Youth Project

JP reported that the Loughton Youth Project (LYP) currently ran a radio station on one day a week, using volunteers. The project wanted to set up a full time local radio station, with three members of staff, and was seeking the support of the LSP for a funding bid. It was agreed that this should be referred to the Children's Partnership for discussion.

Action 11: JC

(iii) Changes to Social Fund Payments

MB advised that, under the welfare reforms, from April 2013 responsibility for some Social Fund payments would move from the DWP to local authorities.

11. Dates of Future Meetings

Date	Time	Room	Venue
21 Jun 2013	10:00 – 12:00	Committee Room 1	Civic Offices, Epping
4 Oct 2013	10:00 – 12:00	Committee Room 1	Civic Offices, Epping
13 Dec 2013	10:00 – 12:00	Committee Room 1	Civic Offices, Epping

Actions from Board Meeting 15 March 2013

Ref	Action	Owner
15/03– 01	Review of Business Charter and One Shops Local to be completed and reported to next Board meeting	JH
15/03– 02	Report back on outcome of Association of Town and Parish Council's consideration of representation on the LSP	BS
15/03 – 03	National comparison data, where available, to be included in 'Poverty and Disadvantage' digest	MW
15/03 – 04	Collate comments / additional data for digest and forward to MW	JH
15/03 – 05	Set up group to organise conference on Welfare Reforms	JH
15/03 - 06	Board members to notify JH if they wish to be a member of the Youth Employment Task Force or can suggest a Chairman for the group	All
15/03 – 07	Member organisations to circulate Procurement Policy Note to their procurement officers	All
15/03 - 08	Report to next meeting on appointment of EPYF Co-ordinator	JC
15/03 – 09	ECC to be requested to respond to funding request for Primary Prize	VM
15/03 - 10	Members organisations to circulate details of offers on the One Shops Local website to their staff	All
15/03 - 11	Loughton Youth Project to be invited to give a presentation to the Children's Partnership regarding their request for support for a bid to fund the radio station project	JC