

## STEERING GROUP MEETING

**Date:** 26<sup>th</sup> November 2009

**Time:** 14.00 - 16.00

### MINUTES

#### Present

Cllr. Di Collins (DC)	Chair - LSP Board
John Gilbert (JG)	Chair - Safer Communities Partnership
Pam Hall (PH)	Chair - Healthier Communities Theme Group
Cllr Anne Grigg (AG)	Chair - Sustainable Communities Theme Group
John Houston (JH)	LSP Manager
Derek Macnab (DM)	Chair - Sustainable Communities T & F Team
John Preston (JP)	
Julie Chandler (JC)	Chair – Children’s Partnership

#### Notes

David Wright (DW) (LSP Administrator)

#### Apologies

Catherine O’Connell (CO’C) Vice Chair - LSP Board

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#### 1. Welcome and apologies

The Chair welcomed everyone to the meeting. In particular, she welcomed the new members, Pam Hall and Julie Chandler. There were apologies from Catherine O’Connell.

The Chair also expressed her thanks to the out-going members, Caroline Skinner and Alison Cowie, for the contributions to the Steering Group and the Theme Groups. **It was agreed a letter of thanks be sent. Action 01 JH**

#### 2. Outcomes of the Last Board Meeting, Matters Arising

The minutes of the last Steering Group meeting (27/8) were accepted without amendment.

JH informed the meeting that all Board and Steering Group open actions were green with the exception of SG-27/08-11 which is red but would be addressed under item 10 of the agenda.

#### 3. Draft Board Agenda

The draft Board agenda (draft 2 circulated with the meeting papers) was agreed with the following changes.

- a) Item 3, the Ward Profiles Presentation, should be presented by someone who has worked closely on the document e.g. Sarah King.

- b) Item 5, EERA Consultation, should be expanded to include preparation for the public consultation which will take place in the New Year. It was proposed and then **agreed that a work shop be held in January or February to formulate One Epping Forest's response.** **Action 02 JP/JH**
- c) **An update should be given on the Prevent strategy** and be presented by JG. A report on the Prevent strategy is being made to the EFDC Cabinet on the 21/12 which will include a recommendation that the LSP be asked to set up a Prevent Group. **Action 03 JG**
- d) It was **agreed** that a new strategic item be added to **report on the Essex Partnership Comprehensive Area Assessment (CAA)**. The CAA includes a red flag issue around safe-guarding children and a green flag issue on tackling the recession. **Action 04 DM**

There was a discussion on operational item 6, report from the Steering Group. It was agreed that in future the paper accompanying that report comprise a covering report from the LSP manager and **an individual report from each of the Theme Groups** using either the report template (to be distributed with these minutes) or similar (if this avoids duplicating reports to different bodies.) **Action 05 JC/AG/JG/PH**

#### 4. **Board membership**

In response to the letter from the Essex Police Authority (circulated with the meeting papers), members had no objection to a representative being invited to join the Board. This would be **referred to the Board for final approval.** **Action 06 JH**

DC gave an update on the appointment of a representative from Education Delivery group. It is to be Geoff Mangan who, although retiring as Head of Roding Valley High School, is to act as a facilitator for the Area Planning Group.

#### 5. **LSP Theme Groups and Task and Finish Updates**

##### **Safer Communities Partnership**

JG tabled a paper (see Appendix 1) giving an overview of the latest crime statistics for the district. Although 'all crime' is down on last year, it is falling short of the challenging 5% target reduction (this followed an 8% reduction in the previous year). The difficulty in meeting the target was possibly because of the impact of the recession. The paper highlights the areas of concern e.g. domestic burglary for which, JG informed the meeting, there are initiatives underway but these are resource intensive.

Among the highlights reported by JG was an increase in stealing of scrap metal. Funding had been obtained for a cross border officer to deal with antisocial behaviour. JG gave details of work around licensed premises.

The 'Face the Public' event in Waltham Abbey on 17<sup>th</sup> November was well received with positive feedback. There was a strong youth presence in an audience that put forward some challenging questions to the panel. The 'disc-in-bucket' survey put anti-social behaviour as the top concern followed by road safety, burglary, alcohol related crime and lastly environmental crime. The SCP is looking to repeat the event elsewhere in the district.

##### **Sustainable Communities**

AG reported on the progress of the SC Theme group following its second meeting held on 20<sup>th</sup> November. The terms of reference, revised after the first meeting, have been agreed. The meeting included a scene setting item, for the formulation of a work plan, with presentations of topic papers on housing, economy, environment and transport. The work plan produced from the Credit Crunch Task and Finish team is to be worked

on by a sub-group that includes volunteer representatives from the Federation of Small Businesses and Business Link. JH added they the LSP had agreed £185 to fund publicity for Essex Savers and DM mentioned the credit crunch special edition of *The Forester*. Amanda Wintle had given a presentation on the progress of the LDF for which options and issues are likely to be presented in July 2010.

JH reported to the meeting that requests for representatives to the West Essex Consultation on the Local Transport Plan had only had 5 response and none from One Epping Forest. JH encouraged people to go if they could, however, he would attend. JG said that he had completed the on-line survey.

### **Healthier Communities**

PH relayed to the meeting the outcomes of her first meeting as Chair of the HC Theme Group. The terms of reference were agreed with the over-riding objective of reducing health inequality by targeting effort in areas of greatest need. It had been a setting the scene meeting where a presentation on life expectancy from Matthew Tucker (Health Intelligence lead, WE PCT) had yielded some surprising statistics e.g. areas of high deprivation and high life expectancy but it also gave clear pointers of areas to target. The group will aim to set the strategic approach across the partnership, carry out a delivery work plan and monitor other work streams. PH said that the work plan will have, for the short, medium and long term, a small number of prioritised achievable deliveries. DC said that she was heartened to hear the emphasis on outcomes. It was suggested that WAYPIC presented an ideal opportunity to deliver a much needed outcome. **PH agreed to report back on the barriers preventing this project moving forward.** Although funding was the key obstacle to reviving WAYPIC, the lack of a central venue followed on from this. The premises that had been earmarked were no longer available. JP suggested the Abbey church centre, a community facility, as a possible option. JH said that the Steering Group was the forum to help in removing obstacles.

**Action 07 PH**

### **Children's Partnership**

JC gave some background to the first meeting of the new Epping Forest Children's Partnership (EFCP). The West Essex Children's Trust Board (WECTB) replaces the Harlow, Uttlesford and Epping Forest CYPSP Boards. Certain aspects of the WECTB will dictate how the EFCP works. The WECTB has a large board (29 with 9 apologies at the last meeting) meeting every 8 to 10 weeks; it does not control the Local Delivery Groups (LTG); it has to monitor and evaluate £7m funding over 600 projects; and it will not be allocating any funds for the next 2 years. The EFCP will, therefore, meet every 8 to 10 weeks, work with the LDGs; and it will do its own monitoring. The membership of the EFCP includes previous members of the CYPSP and some new faces although they are struggling to get police representation. The terms of reference are in the process of being agreed. The work plan priorities (some of which have already been addressed) are being revisited and the plan rationalised.

With regard to funding, DM asked when the next tranche of LAA2 Performance reward Grant Funding would be coming through? JH replied that this could be discussed at a forthcoming meeting with Dan Gascoyne at ECC. Clarity would be sought on ECC's long term commitment to funding LSP infrastructure.

JH asked that the **TOR include a common statement in the introduction regarding the role of the LSP.** JC agreed to add this.

**Action 08 JH/JC**

### **Sustainable Community Strategy T&F**

DM explained to the meeting that there were two strands to the work of the Task and Finish team which had met 6 times. The first strand was to establish the communities' priorities and the second to build an evidence base. A major consultation exercise had

been undertaken via the Forester, leaflets and an online survey. Town and Parish councils had been contacted and meetings attended. Over 800 responses were now being analysed by Essex County Council staff. For the evidence base, a draft district profile, 'Shaping the Future' has been prepared for the Stakeholder Conference on 11<sup>th</sup> December. A good cross section of the community, around 75 people, will be attending. The current Sustainable Community Strategy (SCS) will be included in the conference pack. The agenda will include presentations, workshops and a question time panel. A draft revised SCS will be produced after the conference to be out for review late January or early February with a view to publishing in March or April. It will be finalized before it is needed for use in the EFDC LDF and Core Strategy.

#### 6. **Migration Fund**

JC reported that £250k had been given to Integrated Support Services (ISS), a registered charity operating in the Harlow and Epping area, for the support of migrant workers in Harlow and Epping Forest. One researcher will be funded for 2 years looking at areas such as access to health care and minimum wage issues. Around 11% of migrant workers in Essex are employed in the district, mostly, it was suggested, Europeans in the glass-house industry in the north/north west. Members were asked if anyone had office space to accommodate the researcher, preferably in Waltham Abbey. **PH agreed to meet JH and the charity concerned to assess possible accommodation solutions.** **Action 09 PH/JH**

#### 7. **Future Jobs Fund**

JH informed the meeting that the West Essex Partnership bid to the Future Jobs Fund was successful, one of only two successful bids in the region. Approximately £1m had been given to fund 158 posts in 30 organisations. The criteria for qualification have changed with young people only needing to be unemployed for 6 months. Those filling the posts will be guaranteed an NVQ in addition to the benefits of confidence building gained from the work experience. Harlow Employability will manage the scheme with the first posts expected to start in January.

#### 8. **Performance Management Update**

DW reported that the proposed allocation to Theme Groups of the PIs and the PRG funded projects (papers circulated prior to the meeting) had been accepted by the HC and HC TGs but had yet to be discussed by the SCP and CP. It was emphasized that this was an exercise to get the process in place before a revised list of PIs was produced out of the revision of the Community Strategy.

The meeting was informed that all the PRG funded projects have a status of green (as shown in the paper circulated prior to the meeting). However, JC said that the CYPSP projects had not yet received any funding because of problems with the administration at ECC. The delay in funding will almost certainly impact on the delivery of those projects. After some discussion, it was agreed that **Dan Gascoyne be contacted about the funding issue and its impact.** **Action 05 JC JH**

#### 9. **Board Awayday**

The format of the Board Awayday was already agreed, JH informed members, but there were two issues still to be resolved. The first was the date, which members agreed would be Friday 26<sup>th</sup> February. The second issue was that of facilitator. **JH agreed to look for a facilitator from either EERA, REIP or another Essex district LSP.** **Action 06 JH**

#### 10. **LSP Manager's report Updates**

JH said that he thought it important that the partnership maintained a good relationship with Go East and that, given the success of the district auditor's visit, raising our flag with a tour of the district would help do this. In response to a request for ideas for a draft programme, JP thought it should include places where growth is likely to be an issue. **Members were asked to forward other suggestions to JH.** It was suggested by DC that the visit take place in the spring. **Action 07 All**

JH reported that the West Essex Partnership (WEP) would be meeting quarterly and that terms of reference had been agreed at the last meeting (see Appendix 2). The WEP would be looking at shared services and acquiring funding for long term big projects. JH added that One Epping Forest needed to think about how best to use WEP. DC said that we should be looking to get benefits of savings from joint working and pooled resources. The prospects for success were good with all three district councils and LSPs tied in, along with voluntary sector already joint working across WE and the PCT covering the same borders.

#### 11. **Open Forum/AOB**

JH updated the meeting on the success of the One Epping Forest website which had received over 4000 hits since going live compared to 1500 hits for the lifespan of the old site.

#### 12. **Future Meetings**

Thursday 25 <sup>th</sup> February	2pm - 4pm
Thursday 27 <sup>th</sup> May	2pm - 4pm

## Appendix 1

### General Overview: Performance Monitoring

#### All crime

Category	LAA <sup>2</sup>	Target	Actual (1 Oct 08 -30 Sep 09)	Previous Year Actual (1 Sep 07 - 31 Aug 08)	Percentage Reduction
All Crime		7700	8099	8238	-2%

#### Areas performing well in Epping Forest

Category	LAA <sup>2</sup>	Target	Actual	Previous Year Actual	Percentage Reduction
Assault with less Injury	NI 20	568	485	554	-12%
Criminal Damage		N/A	1170	1199	- 2%
Wounding (serious & Other)		N/A	530	600	- 12%
Theft / Unauthorised Taking of Vehicle		N/A	394	527	- 25%
Police Recorded ASB			4937	5245	-6%
Young victims of crime		502	544	567	-4%

#### Areas of concern

Category	LAA <sup>2</sup>	Target	Actual	Previous Year Actual	Percentage change
Theft from Vehicle		N/A	866	971	-11%
Robbery Personal Property		N/A	122	111	+ 10%
Serious Acquisitive Crime	NI 16	2282	2281	2433	- 6%
Domestic Burglary Month			54 (Sep 09)	87 (Sep 08)	-38%
Domestic Burglary * Quarter			179 (1 Jul 09 – 30 Sep 09)	199 (1 Jul 08 – 30 Sep 08)	-10%
Domestic Burglary Annual			887 (1 Oct 08 – 30 Sep 09)	802 (1 Oct 07 – 30 Sep 08)	+ 11%
Most Serious Violence	NI 15	57	49	51	-4%

**Appendix 2**  
**TERMS OF REFERENCE**  
**WEST ESSEX PARTNERSHIP (WEP)**

**PURPOSE**

The Local Strategic Partnerships for Epping Forest, Harlow and Uttlesford exist to promote and enhance the economic, social and environmental well being of their communities. The three LSP's have come together in the West Essex Partnership (WEP) to examine new opportunities for joint working across existing boundaries that will help them enhance 'value for money' and better deliver on behalf of their communities individually and collectively.

The partners believe that communities in all three areas suffer many similar problems, the geography and demographics suggest similar opportunities, and core service providers are facing similar challenges in terms of efficiency, cost reductions and maintaining service quality, particularly to vulnerable groups.

The partnership understands that by acting in concert more can be achieved for communities in the three areas than can be delivered acting in isolation. The partnership is interested in exploring those areas where a cross border approach can add real value to quality of life to the communities we serve, while acknowledging that not all areas experience the same problems or pressures equally, and that each LSP will remain the prime vehicle for leading partnership work in their own area.

**KEY OBJECTIVES**

The Following objectives have been identified as a basis for developing partnership work across the West Essex area:

Examine opportunities for attracting external funds and investment

Championing the needs of West Essex with key opinion formers/stakeholders and government at a county, regional and national level

Promote and identify opportunities for innovation, shared services and best practice, pooled budgets and engagement with Total Place management

Develop research/data capacity and methods of access and exchange and clarity of 'Story of place' in a West Essex context

Develop a forum for problem solving and enhancing cross boundary working with key stakeholders.

**ADMINISTRATIVE ARRANGEMENTS**

The WEP will comprise, in the first instance, the Chairs of the LSP's and be supported by the three LSP managers. Other key stakeholders will be invited to become involved as appropriate in achieving the objectives highlighted above.

It will meet no less than quarterly, with meetings hosted by each authority on a rolling basis. Agendas will be agreed in advance by all three partners. WEP will receive performance management reports on those programmes/schemes it has initiated. Key stakeholders may be asked to present on their work on an ongoing basis including county and regional government agencies, or request items for inclusion on the agendas in relation to the above objectives.

Adopted 11/11/09