

## STEERING GROUP MEETING

**Date:** 27<sup>th</sup> May 2010

**Time:** 14.00 - 16.00

### MINUTES

#### Present

Cllr. Di Collins (DC)	Chair - LSP Board
Julie Chandler (JC)	Chair – Children’s 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
Caroline Wiggins (CW)	Safer Communities Manager

#### Notes

David Wright (DW) (LSP Administrator)

#### Apologies

Catherine O’Connell (CO’C) Vice Chair - LSP Board  
John Gilbert (JG) Chair - Safer Communities Partnership

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#### 1. Welcome and apologies

The Chair welcomed everyone to the meeting. In particular, she welcomed Caroline Wiggins who was deputising for JG. There were apologies from Catherine O’Connell and John Gilbert.

#### 2. Minutes of the last meeting (26/11/2009)/Matters Arising

The minutes of the last Steering Group meeting (26/11) 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 (Go East district visit) which is red but would be suspended because of the central government announcement on the future of Go East. It was also agreed that BO-03/18-03 (use of resources) also be closed as this has been picked up by the Sustainable Communities Theme group. DM reported that the letter for BO-03/18-04 (Joint Risk) has been written and was being reviewed prior to sending out to partners.

The meeting reviewed an alternative style of board minutes but agreed to continue with the existing style as it was thought this would be clearer to the public.

#### 3. Sustainable Community Strategy

DM spoke to the *Final consult SCS report* paper and referred to the *Third draft SCS 2010 v16* both of which were distributed prior to the meeting.

He asked that members approve that version 16 draft Sustainable Community Strategy (SCS), together with any non-substantive amendments made by DM and JH, be circulated for a final focused consultation as described in section 5 of the *Final consult SCS report*. This was **agreed**.

The EFDC Forward Planning team is currently reviewing the 'Sustainable' section. The final version will be designed to improve the appearance and readability. EFDC are currently running a photography competition to improve the picture library and it may be possible to use some of these pictures. JC suggested the 'favourite 50 trees' could feature.

#### 4. **Future Jobs Fund**

JH introduced the topic by giving a brief background picture. The West Essex partnership had been awarded around £1.1m to provide temporary posts for unemployed 18 to 24 year olds in two tranches, 79 in the first and 95 in the second. The scheme is working well, with high quality candidates and those in post receiving good work experience and training. Those on placement with EFDC are being included in the circulation list for Job Bulletins to improve their chances of a permanent position.

Central Government has announced that the scheme will not continue after the second tranche have completed their 6 month placement but will be replaced by a new Single Programme. The partnership will work with the Department of Work and Pensions to try and morph what has been achieved with the FJF into the Single Programme

Concern was expressed about the high level of unemployed in the 18 to 24 age group (27% in Epping Forest) given the good district position on NEETS. It was felt that there may be an issue about handover of responsibility of young people from one system to another. DM agreed to pick this up at the 14-9 group.

#### 5. **West Essex Partnership update**

JH informed members that while the partnership has not met for a while, it had been active in a number of areas.

Organising the WEP Primary School Prize to help raise aspirations and recognise achievement was well underway. Fourteen schools in the Epping Forest District are taking part. Each school will have its own ceremony to be followed a joint ceremony penciled in for the 14<sup>th</sup> July at Epping Forest College. The start time has still to be agreed but it will be sometime between 4 and 6 o'clock. JH proposed that a planning team be set up that includes someone from Public Relations and this was **agreed**. It was suggested that photography students from the college might welcome the opportunity to take part by providing parents with a record of the event.

**Action 01 JH/DW**

Draft terms of reference and a work programme have been drawn up for the proposed M11 Corridor Economic Partnership, an economic lobbying group. John Preston and Vicki Willis from EFDC have been involved in this. This could be an area of very important work for the partnership.

#### 6. **Draft Board Agenda**

The draft Board agenda (draft 1 circulated with the meeting papers) was agreed with the following change.

- a) Under strategic items, add 'Implications of plans and strategies of new central government'.

## 7. Annual General Meeting

The Board meeting on 7<sup>th</sup> October will be the AGM for the partnership. The meeting will appoint the Chairman and vice-chairman (note that the Theme Groups will retain responsibility for appointing their own Chairs.)

JH brought to the attention of the meeting the current make-up of the Steering Group which has a membership which is predominantly EFDC. There was a discussion on the impact of possible changes coming down from central government and how this could give the LSP a wider role as a potential 'Public Sector Board'. If this were to happen then representation would need to be balanced between the public bodies. It was agreed that this did not need immediate action but should be an aspiration and kept under review.

## 8. Performance Reward Grant Review

John reported that while the monitoring of the PRG projects had previously been light touch, as we enter the final year and with 2 or 3 of the projects experiencing difficulties, the projects are now being scrutinized much more closely to ensure they are on track and delivering against target. This is complicated by some projects being funded from a number of sources. Closer scrutiny of the 'value for money' aspect will also help identify those projects suitable for mainstreaming at the end of the programme.

The meeting **approved** a proposal that Epping Forest Children's Partnership be given oversight of the Community Transport project (EPP14). This project was previously overseen by the Sustainable Communities Theme Group which had approved the change. The remit of the EPP14 project had previously been extended to include day time educational classes. To this end, members **agreed** to the transfer of £6.5K from this project to cover the transport costs of the Trampolining project for children in the target group.

Attempts to employ a support worker for the EPP10 parenting programme have been unsuccessful so the WE PCT will return the funds already allocated to this project. It is proposed that the money be used to help fund the Healthworks project. This is a joint initiative with WEPCT to provide an holistic programme helping young people in Waltham Abbey including teenage parents and pregnant teenagers. The Steering Group **approved** this change in principle pending further discussions with local partners.

The third project that had been experiencing difficulties is EPP10 for which Relate was to provide a series of workshops supporting parents of young people at risk of entering the Youth Justice System. There had been problems getting referrals from the sources identified in the original bid but other sources have now been identified and the plan changed to provide 5 family based workshops between September and March in Limes Farm, Waltham Abbey, Loughton and Buckhurst. Again, this was approved in principle pending further discussions with local partners.

## 9. LSP Theme Groups and Task and Finish Updates

### Safer Communities Partnership

CW tabled a paper (*CDRP report for LSP May 2010*) giving an overview of the latest crime statistics for the district and updates on the SCP projects. Highlights from the report include a 1.4% reduction on last year in 'all crime', and a particularly good reduction (4%) in domestic burglary. Targets set for next year are reasonable, however, the progress made this year on domestic burglary will make next year's target challenging. The 'Safe and Sound' project due to be launched on 30/6 already has

over 25 referrals mainly from the VAEF 'Free Fall' project. One of the major partnership events, 'Crucial Crew' will be held in June. An appointment was made in May to the Cross Border post. The appointee is currently liaising with various bodies to set up an intelligence/analysis working group.

### **Sustainable Communities**

JH reported back on the SC TG meeting using draft minutes (20100521 - SC TG Minutes Draft 1) tabled at the meeting. Sarah Creitzman, the EFDC Environmental Coordinator, gave a presentation on 'Meeting the Carbon Challenge' and it was agreed that an environmental charter and a volunteer charter be produced that partners could sign up to. The meeting received reports on the LDF, the Limes Farm Engagement consultancy report, an EEDA economic briefing and an update on proposals for a West Essex economic partnership.

### **Healthier Communities**

PH told the meeting that the main business of the last meeting of the Healthier Communities Theme Group had been the consideration of the future work programme. Gypsies and Travellers had been identified as a possible marginalized group to be targeted and production of action plans based around the 4 objectives of the group had been assigned to members. A presentation had been given on the Ninefields' Festival of Healthy Living, which One Epping Forest had sponsored, and the group would be following the outcome to see if it could be suitable as a template for interventions across the district.

### **Epping Forest Children's Partnership**

JC gave an update on the Children's Partnership. Membership had increased with a representative from Epping Forest College joining.

A rolling programme of projects (such as 'Speed watch' and 'Healthworks') was being set up and PRG and LPF projects are under review.

Some concerns about the new WECTB given its size. DM suggested that the overview and scrutiny panel may offer an opportunity to raise the issue with ECC. DC suggested it be raised directly with Cllr Ray Gooding, the ECC portfolio holder.

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

JH reported that both the Annual Report and Stakeholder Conference report had been published and that issue 4 of the Partnership briefing would be out shortly.

A paper for proposing for improvements to the website (*Website Development Plan Summary*) had been distributed prior to the meeting and members were invited to comment.

JH reported that he had met with Clive Snell and the Corporation of London regarding their membership of the Board. The Corporation of London still wished to be involved and would try and attend the next meeting but Clive has stood down due to other commitments. The meeting **agreed** that JH should make approaches to fill this gap.

### **Action 02 JH**

Funding requests to partners had been sent out with limited response. The meeting agreed that JH should start chasing these requests now.

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

No other business.

## **12. Future Meetings**

30/09/2010	2-4pm	Cabinet Room	Epping Forest District Council
09/12/2010	2-4pm	Cabinet Room	Epping Forest District Council