

STEERING GROUP MEETING

Date: 4th November 2010

Time: 10.00 - 12.00

MINUTES

Present

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

Notes

David Wright (DW)	LSP Administration Support
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Apologies

Penny Smith (PS)	Chair - Safer Communities Partnership
Catherine O’Connell (CO’C)	Vice Chair - LSP Board

1. Welcome and apologies

The Chairman welcomed everyone to the meeting. In particular, she welcomed Caroline Wiggins who was deputising for Penny Smith. There were apologies from Penny Smith and Catherine O’Connell. PH reported that Catherine O’Connell was on leave at the moment but would be returning to the PCT in the future in a new capacity. David Antsey had now left the Lea Valley Regional Park Authority and it was agreed that a letter of thanks be sent.

Action 01 JH

2. Minutes of the last meeting (18/08/2010)/Matters Arising

The minutes of the last Steering Group meeting (18/08) were accepted without amendment.

JH reported that the actions outstanding from previous meetings had been completed. DM reported on action SG-18/08-09 saying that discussions had taken place between members of the EFDC and PCT HR departments. JH thought that sharing job vacancy information was an area that in the current climate could bring benefits to all the partners.

There were no further matters arising from the minutes.

The table below contains actions from previous meetings plus new actions from this meeting.

Note closed actions will remain in table for one meeting after they have been closed.

Ref	Action	Owner	Outcome
18/08-01	To set up Task and Finish team to look at future and structure of the partnership	JH	26/11 JH Discussion ongoing through WEP 4/11 JH WEP forum have agreed TOR for T&F. Closed
18/08-07	To provide GP nominations for stakeholder conference	COC	5/11DW Pam Hall has been asked for nominations. Closed
18/08-09	To supply Derek Macnab with PCT HR contact details to be passed to EFDC HR for collaboration on vacancies.	COC	4/11DM Meetings between the two HR departments have taken place. Closed
Actions below are those raised at this meeting – added here to aid review at next meeting			
04/11-01	To draft a letter of thanks to David Anstey	JH	
04/11-02	To approach Housing Department for funding of Home Safety scheme	CW	
04/11-03	To distribute Safe and Sound event information to LSP members	CW	
04/11-04	To update SG members on outcome of restructuring meeting.	JC	
04/11-05	To write to Cllr Peter Martin re Children's Commissioning restructure.	DC	
04/11-06	To consider involving Youth Council in Healthworks and local collaboration	JC	
04/11-07	To draft a letter to invite Steven Wilkinson, LVRPA, to sit on Board.	JH	

3. LSP Managers Report

JH spoke to the *Financial Position Statement* paper which was distributed prior to the meeting. The headlines from the paper were as follows.

Performance Reward Grant funding was cut by 45%. All the PRG funded projects have closed with the exception of the Artability project which the Steering Group agreed to fund until the end of March 2011. Without an ECC contribution, LSP capacity building funding will reduced by 64% next year. Costs have been reduced for the remainder of this year by sharing administration support with the Safer Communities Partnership along with other efficiencies. Maintaining the LSP for the next financial year is dependent on the partners continuing to contribute. It was noted in discussion that a number of district LSPs are not likely to continue but effective partnerships such as Colchester and Chelmsford are expected to carry on. JC pointed out that the ECC paper on restructuring of children's commissioning included LSPs in its organisational structure view. With the removal of LAA targets and possible demise of some LSPs it was not clear whether the county forum would continue.

The Community Strategy was reviewed by the EFDC cabinet which resulted in one minor amendment. It will go for approval before the full council in December. In

anticipation of approval, delivery plans are being prepared by each of the four Theme Groups to meet the objectives set out in the Strategy. In discussion, JH said that it was important that the Delivery plans found the right balance between the strategic and the practical, the former being important in influencing deployment of resources to deliver the latter.

Eric Pickles has been invited to speak at the Stakeholder conference on the 12th January and if he cannot attend then it is hoped that the under-secretary at the department of Communities and Local Government will come instead. The conference pack will include a short questionnaire on budget cuts and their impact. The conference will be held, as last year, in Theydon Bois village hall but additional rooms have been booked for breakout sessions to avoid the noise problem experienced last year.

The second tranche of FJF recruitment is underway and early indications are that it will be as successful as the first, with high quality candidates already taking up posts in EFDC. WEPCT were unable to participate in this second tranche because of reorganisation but other organisations have stepped in and it is expected that all posts will be filled. NVQ level II qualification is part of the agreement and negotiations are underway with Epping Forest College to meet this requirement following the loss of Train to Gain funding which had previously supported this element of the programme. A statistical analysis of the success of the FJF (i.e. number of FJF employees in full time employment compared to a control group) is to be carried out by Jobcentre Plus but anecdotal evidence suggests many of the first tranche have continued in employment.

The WEP has been discussing sustainable working across West Essex. It has agreed to set up a Task and Finish team to investigate cross border working and part of that remit will be to determine what role, if any, there would be for an LSP. Some concern was expressed about the collaboration area of SCP in that it is the only one of the 4 theme groups that has strong links with Brentwood. However, it was suggested that the core WEP would be Harlow, Uttlesford and Epping Forest with the SCP retaining its Brentwood link but potentially engaging more closely with Uttlesford.

A letter from the Communities Secretary on the Local Growth White Paper was tabled. It listed the 24 LEP's that had been approved including one covering Kent, Greater Essex and East Sussex. Little was known about the detail of the final bid which included the East Sussex element. Steering Group members were concerned that the needs of west Essex could be lost in such a huge LEP area without effective engagement from the three districts. It was agreed that it was important that the M11 Consortium Group get up and running quickly to lobby with business on behalf of this area. JH informed the meeting that useful discussions had also taken place with the North London Strategic Alliance, comprising six of the neighbouring London boroughs. Given the closeness of the area, and most of the population to the capital, and the major employment, transport and housing connections that exist, it was agreed that we should look to identify areas where joint work might be mutually beneficial and develop closer working relationships with this group.

Members agreed the three recommendations set out in the *Financial Position Statement* paper.

4. **Draft Board Agenda**

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

- a) An update from the PCT, Police, EFDC and ECC on the impact of the CSR and on progress of plans and actions to meet CSR requirements.

5. Annual General Meeting

It was **agreed** that given the uncertainties surrounding the future of the LSP that the AGM be postponed for a couple of meetings when the situation should be clearer.

6. LSP Theme Group reports

Safer Communities Partnership

The minutes, *SP Mins 16 September 2010.doc*, of the last Strategy Panel meeting were distributed before the meeting.

CW went through the actions in the SCP Community Strategy Delivery Plan, an early draft of which was included as Appendix One of the *Financial Position Statement*.

For the Safe & Sound Home Safety Scheme, CW gave some statistics, e.g. 165 clients contacted, and JH said that these and any other figures should be included in the plan. CW also raised the issue about whether public housing should be contributing to the funding of the project since 90% of the improvements were to non-private properties. It was agreed that discussions on this should be held with the Housing Department.

Action 02 CW

A series of events under the Safe & Sound umbrella is taking place from 15th to 26th November. CW agreed to distribute details to One Epping Forest members.

Action 03 CW

The delivery plan is still draft and there are further updates to be made e.g. the 'Building Links' objective is to be met in part by employing a partnership analyst who is to be funded by three LSPs.

Sustainable Communities

AG reported back on the SC TG meeting using minutes (*20100924 - SC TG Minutes issue 1*) which were circulated prior to the meeting. Key points were:

Presentations from Essex Savers and Harlowsave were both well received. It was noted that VAEF had offered help to Essex Savers with both volunteers and publicity. Chris Overend is to produce a paper for the next meeting looking at practical recommendations for supporting credit unions in the district.

The transport T&F reported back on buses. An issue for bus operators is the difficulty of parking near the tube stations. They also requested that they be involved in route planning and be given early notification of housing developments to help with capacity planning. Taxis are the next transport aspect that the T&F team will be looking at.

Healthier Communities

PH spoke on the minutes (*20100916 – HC TG Meeting minute issue 1.doc*) circulated prior to the meeting. She said that the meeting had covered the impacts of reorganisation, feedback of progress on Healthworks and the Healthy Living Festivals.

PH also informed the meeting of the health bulletin which will be issued shortly. The bulletin aims to inform readers of the work of the group and of health inequality issues and to influence partners in combating health inequality.

PH updated the members on the latest reorganisation which has seen the provisioning arm split off to the West Essex Community Health Service (WECHS) which will be run by the South East Essex Partnership NHS Trust. Sheila Bremner is the new Chief Executive of the three North Essex PCTs.

The Community Strategy Development Plan for HC has been drafted by a sub group. PH said that she had added another action since that draft. The action is to press for representation on the Health and Wellbeing Board which will be at county level. She explained that the Board will give strategic leadership and may have oversight but will not be a commissioning body. It is not known how it will interface with the GP consortia.

There was a discussion on the progress of the GP Consortia and the new structure of NHS Commissioning Board, local trusts and GP Consortia and about Public Health Services which are expected to link to County and Unitary authorities. A White Paper on Public Health Services will be out before Christmas.

The WEPCT Annual Report is complete and now available on the website. <http://www.westessexpct.nhs.uk/aboutus/home.php>.

Epping Forest Children’s Partnership

JC gave an update on the Children’s Partnership.

The main issue facing the CP is another restructuring of the Children’s Commissioning bodies less than a year after the formation of the WECTB. The new structure detailed in a 55 page document that has only recently been issued shows the Children’s Trust Boards being replaced by a Local Children’s Commissioning Delivery Board with no place in the structure for Children’s Partnerships. This structure is being challenged by the West Essex Children’s Partnerships who want to retain a local view of what is needed rather than the ‘global’, county view. A meeting of the three WE CPs is being held today to agree a joint response. JC agreed to feed back to the Steering Group on the outcome and on the basis of this DC will write to Cllr Peter Martin, ECC Leader, to express concerns about the restructure. It was also agreed that if possible this letter should be signed by all three West leaders and Chief executives. It was suggested that given the success of the WE CPs that the model be used as a pilot scheme for area working.

Actions 04 JC 05 DC

The EFCP conference will be held at Epping Forest College on 19th November where the implications of above restructure will be discussed along with the original theme to explore and agree how local resources can be used to deliver CP objectives. It was suggested that the opportunity be used to explore how the WE CP’s be retained and be given local commissioning responsibility over ECC services in the area.

JC tabled a version of the CP Delivery Plan for the two Community Strategy objectives aligned to EFCP and gave the current position for each action. On the actions for the Healthworks programme and collaboration with local partners DC suggested that the Youth Council be involved in these. JC said that there is an action to support the Youth Assembly but agreed to look at ways to involve them in these projects.

Action 06 JC

7. **Open Forum/AOB**

JH informed the meeting that David Anstey would shortly be leaving the Lee Valley Regional Park Authority and had therefore resigned from the Board. It was agreed that Steven Wilkinson be invited as the replacement LVRPA representative. **Actions 07 JH**

8. **Future Meetings**

The next meeting which was scheduled for 9/12 has now been re-arranged for 02/02/11. The second meeting of 2011 is to be arranged on a date that doesn’t clash with the local elections.

02/02/2011	2-4pm	Cabinet Room	Epping Forest District Council
Late April/early May 2011	2-4pm	Cabinet Room	Epping Forest District Council