

STEERING GROUP MEETING

Date: 26th April 2011

Time: 10.00 - 12.00

MINUTES

Present

Cllr. Di Collins (DC)	Chairman - LSP Board
Julie Chandler (JC)	Chair – Children’s Partnership
Jacqui Foile (JF)	Chair – Big Society T & F Team
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

Notes

Colin Rowell (CR) LSP Administration Support

Apologies

Cllr. Penny Smith (PS) Chair - Safer Communities Partnership

1. Welcome and apologies

The Chairman welcomed everyone to the meeting and Jacqui Foile who would become a Steering Group member as Chair of the Big Society Task and Finish team. There were apologies from Penny Smith

2. Minutes of the last meeting (04/11/2011)/Matters Arising

The minutes of the last Steering Group meeting (04/11) were accepted without amendment. Matters arising were covered by items on the agenda.

The table below contains new actions from this meeting.

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

Ref	Action	Owner	Outcome
26/04-01	Tom Carne to be asked to sit on Big Society Task & Finish panel	DM / JC	
26/04-02	To refer the 18 scheme to the FJF management team	JC/JH	
26/04-03	To find out how much money is available as unused management fee from Future Jobs Funding at EFDC.	JH	
26/04-04	To submit a bid for funding to the LEP via the West Essex Alliance to help support an investigation into the creation of a higher education campus.	JH	
26/04-05	Comment on draft response to ECC restructuring proposal	All	
26/04-06	Write 2 nd draft of response incorporating group feedback	JH	

Ref	Action	Owner	Outcome
26/04-07	Find relevant person to give presentation on PCT restructure	PH	
26/04-08	Write to the chair of the local GP consortium inviting him to sit on the LSP Board	DC / DM	
26/04-09	Contact ECC to invite rep to present on County restructure at next Board meeting	JH	
26/04-10	To ask Cllr Sartin to attend LSP Board meeting on 17/6	AG	
26/04-11	Simon Williams be approached to take over as vice chairman of the LSP Board and amend LSP agenda to include this item.	JH	
26/04-12	To look into merging Fares Fair and the Partnership Briefing	JF	

3. LSP Managers Report

Copies of the report of the Stakeholder Conference were distributed. It was agreed that the Conference had been a success. The local FSB had written a very complimentary press release. Eric Pickles was impressed with the attendance, especially that of the Youth Council members. The meeting agreed that the Conference Report was a very good reflection of events at the conference.

A key issue raised at the conference was the local response to the Big Society. A Big Society Task and Finish panel, chaired by Jacqui Foile, has subsequently been set up.

DM mentioned that Improvement East has agreed to fund a study and consultation on the shape of council services, budget and structure for the future. The council was anxious to have council partners, particularly the third sector engaged in this. It was suggested that a member of PR team be invited on to the T&F panel to link this work up. **This was agreed, DM/JC will discuss with Tom Carne.**

Action 01 DM/JC

The Future Jobs Fund is being run down. The final 93 people are on the scheme. Feedback from all concerned has been excellent. The replacement Government scheme is scheduled for summer 2011 but there are no details yet. Discussions are underway between the LSP, Epping Forest College and a private provider to create a scheme in the west or possibly in the district.

JC reported that Epping Forest Children's Partnership (EFCP) is trying secure funding for the 18 scheme. A recent Big Lottery bid was unsuccessful but the 'product' (developed in conjunction with Tottenham Hotspurs FC) is ready to go. It was agreed that this **scheme should be referred to the FJF management team** to see if it could be taken forward.

Action 02 JC/JH

A recent audit by the Department of Employment and Learning gave the scheme a clean bill of health.

DM asked if there was any underspend of the current FJF budget, which could allow the scheme to be extended for a few months or something else developed. The management fee has never been drawn down at EFDC. **JH to check.**

Action 03 JH

An article concerning the success of the FJF is to be published by the local Government Chronicle.

Funding has been secured to continue the Primary Prize for another year.

The LSP budget has been cut. Admin staff are now funded by the SCP, but are providing admin support for LSP Board and Steering Group meetings as well as web site maintenance.

Planning have been asked to provide admin support to the Sustainable Communities Theme Group but this has not been confirmed.

EFCP has alternative admin support.

Healthier Communities Group has no admin support identified as yet.

Funding of £15,000 has been secured from ECC for work to be carried out by the WEP T&F panel.

The meeting agreed that investigation into the creation of a higher education campus in the district should continue. This will be discussed at an upcoming meeting between EFDC Planning, the Corporation of London and Epping Forest College. This could be a new venture or an extension of EFC. **A bid for funding could be submitted to the LEP via the West Essex Alliance to help support this.**

Action 04 JH

The WEP T&F panel has met. JH has written a paper, 'Future Of Partnership Working Draft Recommendations', for submission to Chief Execs. The key message of the paper is to maintain localism, but use West Essex Partnership where appropriate.

The ECC restructuring plan has been issued. This was discussed and it was noted that the LSP role will be reduced to primarily set and review of the community strategy with little direct delivery. JH has drafted a response to the ECC proposal, **the group was asked to review this and feedback to JH** in time to allow for submission to County by 10/5/11.

Action 05 All

JH will write a 2nd draft incorporating the feedback. A joint response to the ECC proposal from Epping, Harlow and Uttlesford is still under discussion.

Action 06 JH

4. **Draft Board Agenda**

JH suggested that a representative from the PCT be invited to present on the PCT restructure, this was agreed. **PH will find relevant person to give the presentation.**

Action 07 PH

It was agreed that the chair of the local GP consortium be invited to sit on the LSP Board. **DC/DM to write to the chair of the local GP consortium.**

Action 08 DC/DM

It was agreed that a representative of ECC be invited to the meeting to give a presentation on the proposed County restructure. **JH will contact ECC for a suitable representative.**

Action 09 JH

JC and AG gave their apologies for the next Board meeting. **AG will ask Cllr. Mary Sartin if she can attend as Vice Chair of the Sustainable Communities Theme Group.**

Action 10 AG

5. **Appointment of Vice Chair**

It was agreed that **Simon Williams be asked to take over the vacant vice chairman role on the LSP Board.** This to be confirmed at the next Board meeting.

Action 11 JH

6. **LSP Theme Group reports**

Safer Communities Partnership –

Discussions with Brentwood and Thurrock SCPs are ongoing concerning possible alignment of operational structures.

This is the final year of funding for Crucial Crew and Reality Roadshow. The future of these events is unknown, but the group felt strongly that every effort to keep them going should be made.

Sustainable Communities –

An update on the Transport Task and Finish Group was given at the Sustainable Communities meeting. A Hail and Ride service is currently running in Brentwood and it was felt that this type of service could benefit rural areas of Epping. A proposal is being prepared for submission to cabinet.

The Volunteer Charter (final draft) is awaiting approval. The Business Charter will be presented at the next Chamber of Commerce meeting.

The SC Theme Group has agreed to provide equal support to both Harlowsave and Essex Savers and a menu of support had been drawn up.

An Economic Development T & F panel is to be set up to develop a new strategy with business support.

Locally there is no 'big plan' to drive potential funding bids. DM will speak with the EFDC Planning Dept (John Preston / Kassandra Polyzoides) about capacity to draft such a plan. Harlow may have capacity to help with this.

Healthier Communities –

Updates were given at the last meeting on Healthworks, Healthy Living Festivals. The Health Bulletin was reviewed. The role and focus of the group will be discussed at the next meeting to ensure it deals with the most relevant issues particularly at a strategic level e.g. health restructure.

Children's Partnership –

The key item discussed at the last EFCP meeting was future funding to support vulnerable children in schools. Some 'top sliced' money will be available to schools.

South are retaining a schools coordinator, Rural are not, they will work via cluster meetings.

EFDC have run a T & F panel looking at children's services, which is concluding soon.

EFCP is readying itself to submit expressions of interest and bids where appropriate in order to secure alternative funding. The main focus for the district and west groups is children's safety and family support.

It was noted that many services are being withdrawn due to funding cuts. This is resulting in a disappearing infrastructure which is likely to impact on health & wellbeing, safety, self esteem and confidence. Members expressed concern at the local focus of children's services and agreed that if they were managed more on a West Essex basis under control of local partners it might be helpful.

7. Open Forum/AOB

The latest partnership briefing was circulated. It has been suggested to the WEP group that a WEP version be produced. This was rejected due to cost, but the OEF Briefing cost is minimal given that it is produced in-house. It was suggested that a **merged Partnership briefing and Fairs Fare** might be more efficient. **JF agreed to look into this.** **Action 12 JF**

8. Future Meetings

23 Aug 2011	2-4pm	Cabinet Room	Epping Forest District Council
22 Nov 2011	2-4pm	Cabinet Room	Epping Forest District Council