

MEETING OF THE BOARD
Tuesday 13 December 2011 14:00 – 16:00
Civic Offices, Epping

MINUTES

Present

Cllr Lesley Wagland (LW) - Chair	EFDC
Dr. Kamal Bishai (KBi)	GP Commissioning Consortium
Keith Brown (KBr)	Federation of Small Businesses
Julie Chandler (JC)	Chairman EFCP
Jacqui Foile (JF)	VAEF
Ann Haigh (AH)	Chairman MultiFaith Forum
Dr. Pam Hall (PH)	NHS West Essex
John Houston (JH)	LSP Manager
Geoff Mangan (GM)	EFCP
Darren Martin (DM)	Essex Fire and Rescue Service
Cllr John Philip (JPh)	EFDC
John Price (JPr)	Epping Forest Chamber of Commerce
Cllr Brian Surtees (BS)	Representing Town and Parish Councils
Caroline Wiggins (CW)	Safer Communities Partnership
Simon Williams (SW)	Essex Police

Supporting Officers

David Wright (DW)	LSP Administrator
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Apologies

Annalisa Armitage	Epping Forest Youth Council
Cllr Joan Bowerman (JB)	Local Town & Parish Councils
Gabriella Erratt	Epping Forest Youth Council
Cllr Anthony Jackson (AJ)	Essex Police Authority
Derek Macnab (DM)	Acting Chief Executive, EFDC
Cllr Valerie Metcalfe (VM)	ECC
John Preston (JDP)	Chairman Sustainable Communities
Cllr Penny Smith (PS)	Chairman Safer Communities Partnership
Scarlett Stock	Epping Forest Youth Council
Paul Thomson (PT)	City of London
Sue Wainwright	Jobcentre plus
Jeannie Wright (JW)	Epping Forest College

1. Welcome/ New Members/Apologies

The Chairman welcomed members to the meeting. JH read out the apologies.

2. Minutes of the last meeting (6/9/11) and Matters Arising

The minutes of the last meeting were agreed without change and there were no matters arising. The actions from the last meeting are covered by agenda items.

3. Supporting the Local Economy

KBr and JPr presented to the meeting the output of the small working group of 5 to 6 people that had been set up to look at the strategic and operational initiatives to promote local businesses. Although only a small group it has links to the LEP, West Essex Alliance, North London Strategic Alliance and West Essex Enterprise Zone.

- The One Shops Local launch was at Epping Forest College at the end of November in time for Christmas having taken only a month to develop the website. The Chamber of Commerce are hosting the site so keeping the costs down. The site allows businesses to advertise for free while customers using the site get details of offers and discounts. To date, 63 businesses had signed up; many of these being small businesses, but only 7 customers had registered. Posters and business cards were circulated to members to advertise the site and all were asked to encourage their colleagues to register. The site had received some bad publicity in the local press: "Debden Traders kept in the Dark". However, JPr had followed this up with the press, pushing the positive aspects, and had meetings with Town Centre Partnerships to inform them of and promote the initiative. If members have positive views of One Shops Local they were asked to post comments on the Guardian website to counter the negativity of the article. **Action 01 All**
- On 25 January a Procurement Event, organised by EFDC, is to be held at Epping College to encourage those responsible for procurement to use local businesses. Members of organisations with procurement arms were again encouraged to attend. BS said that Town and Parish councils should be involved. Action: All Board members to get appropriate Officers in charge of Procurement to attend event. **Action 02 All**
- One Eats Local, to promote restaurants etc, targeted for launch in June at Ashlyns.
- A Fashion Show is proposed for March at Epping Forest College.
- A Business Exhibition is also being considered; the current options being taking space in the annual Harlow Business Exhibition or organising our own event.

JP added that HMRC are running a series of free business events in the Civic Offices the details of which are in the Chamber of Commerce Newsletter. The Newsletter currently has a circulation of 300 but it is hoped to eventually grow this to 3000.

Question / Comment

Are the provenances checked of businesses signing up to One Shops Local?

Answer

The business must be local and the advert content is checked but there is no validation of the business beyond this. However, after Christmas they will be advertising discounts for initial sign-up to Essex Trading Standards 'Buy with Confidence' scheme and encouraging businesses to sign up.

BS gave details of the taking over for 'own use' of hard to let premises in Ongar that will help regenerate the area and provide community facilities such as a ball park.

AH said that she was aware of a number of social enterprise consortia being set up and wondered how these could be helped

KBr said that Ilford business rates are being reduced as a consequence of the Westfield Shopping Centre in Stratford and that perhaps this should be considered for this district

Action 03 JPr to liaise with AH

Action 04 KBr to pass on details to JH

LW congratulated KB, JP and JH and the Business Team on achieving a great deal so quickly with limited resources.

4. GP Consortia

KBi gave a presentation on the current status of the Clinical Commission Group (CCG) aspects of the NHS reorganisation. The presentation, which will be distributed with these minutes, covered what the CCG are going to do, a brief recap of the NHS reforms, what is

happening locally, how the services are changing and how people can be involved. Some key points to come out of the presentation were

- The formation of the CCGs is still at an embryonic stage and things are changing rapidly.
- The CCG is not composed solely of clinicians.
- The reforms will strengthen the relationship with Local Authorities
- Epping Forest GPs have been working together as a group for 10 to 15 years so understand local needs. However, to achieve economies of scale it has been necessary to combine with Harlow and Uttlesford. This, however, has raised boundary issues with East Herts, Cambridgeshire and particularly North London.
- Significant savings have to be made (£32.2m between 2011 and 2015) and it is expected that the transformation of services e.g. increasing ambulatory care will achieve the necessary saving without deterioration in patient care.
- The CCG, following a period of shadowing, is expected to be functioning by April 2013.

Kbi concluded by saying that overall he felt positive about the changes.

Question / Comment

What is happening with regards to Public Health in the reorganisation?

LW asked how we feed into the Joint Strategic Needs Assessment (JSNA).

LW said there was little appreciation of pockets of deprivation that existed in what was, overall, an affluent district. BS expressed concern that with the CCG covering west Essex, needs at a parish would not be heard. AH gave the example of the difficulties Bucks Hill residents faced in getting to a hospital.

JF said that there seemed to be an emphasis on clinical solutions whereas many of the VAEF projects were preventative

GM asked how the Children's Commissioning Delivery Board would fit in.

LW thanked Kbi for the presentation and all the hard work everyone is doing to manage the Change. It was agreed that the terms of Reference for the Health Group would be amended to reflect the need to manage this change effectively, and that more groups involved in

Answer

PH said that the responsibility will move to the Local Authority (Essex County Council) from April 2013 with the NHS Commissioning Board providing leadership and setting direction. JC had emailed ECC contacts to find this out. PH said that it was an ongoing process. LW requested that the board be given advance notice of changes.

PH agreed and said that the representation of local knowledge was an issue that had been flagged repeatedly

KBi agreed that it was a constant battle against centralization but cost savings made it necessary and that the Epping Forest, Harlow and Uttlesford grouping was as big as they wanted the CCG to get. The local needs could be given voice by keeping in touch with partners.

The CCG would determine where the money was spent and that there was an awareness of the loss of support to the voluntary sector and of the cost benefits of preventative measures and that with patient involvement Kbi hoped these services would be supported.

JF requested that the voluntary sector be kept informed about how they could contribute to ensure this happened. JC added that the Children's Partnership have long been involved in prevention and rehabilitation projects and know what works and would welcome the opportunity to be involved.

PH said there will be a link person. She added that Partnerships will be even more important in the new organisation.

health/fitness in the community be invited to attend. This group could play an important role in enabling the new CCG to commission effectively and efficiently using services provided by local partners.

Action 05 JH.

5. Big Society Task and Finish Group

JF gave an overview of the report from the Big Society Task and Finish team which had been distributed prior to the meeting. The key points being

- The remit from the Board was to produce practical recommendations that met the issues identified at the stakeholder conference.
- The team represented the public, private and voluntary sectors
- The process involved eliminating issues already being dealt with, identify tasks to meet the issue and prioritise them. Three high priority tasks were identified:
 - Resource Directory
 - Physical Resource Facility
 - Common Assets Register
- The recommendations to the Board were
 - review and endorse the report
 - approve the formation of a team to implement the actions
 - thank colleagues from the partner groups represented on the Task and Finish Team

JH gave some details of the Common Asset register.

Question / Comment

LW said that the Common Asset Register would be a duplication of effort as EFDC would do this and that public bodies will have to make best use of their assets.

Answer

BS gave an example whereby ownership/management of a building had stayed with the owner and the tenants had use of the building albeit without security of tenure. LW responded by saying tenancy laws had changed and removing tenants was more difficult.

On the subject of the Resource Directory, SW gave an example from the Farmers NAP providing equipment to clear snow from the hospital car park.

Members **agreed** the recommendations in principle with the exception of pursuing the Common Asset Register.

JH requested that there be one more meeting of the Task and Finish team to determine how we drive through the implementations and which were achievable at what time.

Action 06 JF

LW requested that members wishing to be part of the implementation team, email JH.

Action 07 All

6. LSP Managers Update

The Stakeholder Conference will take place at Epping Forest College on 17th Feb 2012 on the theme, 'Entrepreneurship and Innovation'. The current mailing list is to be circulated to members for review and update.

Action 08 All

An amended bid for Jobcentre Plus funding has been resubmitted.

The Primary Prize will be going ahead next year.

The working group established to consider the Community Strategy proposal to establish a Higher Education campus will meet in the next few weeks.

The terms of reference for the Healthier Communities Theme Group have been redrafted to focus on the transition of the NHS and engaging with more groups.

7. Oral Reports from Theme Groups

EFCP. JC started by saying that the name of the partnership, Epping Forest Children's Partnership (EFCP), is misleading as their remit also covers young people and families and they may change the name to better reflect the role of the group. The partnership's Action Plan is under review and it is anticipated that the priorities will be finalised in January.

Murray Hall in Loughton has been identified as a potential site to act as a hub for various agencies providing youth services. Youth service resources in the district may decline as resources are focused by ECC on areas of apparent higher need. JH and JC are in discussion with ECC regarding the setting up of a Trust through which the agencies could operate and have written to ECC proposing that the property is made available to the Trust. JH has written a discussion paper on the role and operation of the Trust and this has been passed to ECC. AH said that when the hall was first proposed it was intended that youth services would operate from the building but the construction failed to provide the facilities required. She thought that this might be useful information in negotiations with ECC. It was agreed that it was essential that declining public sector resources needed to be used ever more effectively and that the trust proposal should be vigorously pursued. **Action 09 JC/JH**

Safer Communities Partnership. CW updated members on the situation with the Safer Places refuge. Funds that the refuge would normally expect had been redirected leaving the refuge on the verge of closure with the refuge unable to take children from people fleeing abuse. Domestic violence is the partnership's top priority; it has increased this year and tends to peak around Christmas. Therefore, EFSCP and the Safer Harlow Partnership have provided £3.5K and £5K respectively to fund the refuge through to the end of March when it is hoped that funding from ECC will be sorted out. SW added that prosecutions for DV are often prevented by uncooperative victims and losing the refuge would not help this. LW urged members to feed in any comments they have to influence the funding decision. Funding has been approved towards the prevention of burglary which is on the increase. SW said that significant investment was being made in overt and covert operations but this funding would go towards an uplift of operations in the district e.g. road checks and crime prevention. He gave the example of people not fully activating the locking mechanisms of uPVC doors. JH agreed to post information on the One Epping Forest website.

Action 10 SW/JH

Guidance has been issued on the new Police and Crime Commission and transition discussions have started. There is to be a peer review involving SCPs to identify areas of skills sharing. Reality Roadshow is underway, the first event being held at St John's with the series going on until the end of May.

The poles for the 2 CCTV cameras in Epping High Road are in place and the system is expected to be installed in January. CCTV provision for Debden Broadway has been put out to tender.

A Restore community hub in Debden Broadway is to open soon. Street Pastors for Loughton will begin in April.

Sustainable Communities. JH gave a brief update.

The introduction of a Hail & Ride scheme has been shelved for the time being.

A spokesman from Transport for London is to address the next SC meeting to discuss tube congestion and the Olympics.

The Volunteer Charter is nearing completion.

The Local Plan is to be completed on an accelerated timetable which will make use of LSP partners to test proposals and advise.

The Strategic Area Assessment will be a single consolidated exercise.

8. AOB/Open Forum

JPr informed the meeting that the Chamber of Commerce is looking for premises that it could use for meetings and events with the aim of bringing the business community into the wider community. There is no money available and ideally they would like it to be in Epping. The centre would be a facility that benefited the whole community e.g. hosting work place

chaplains and training. JPr said that St Johns school had been considered and JC thought it would be ideal. JH suggested contacting Youth Services.

BS expressed dismay at the sparse personnel involved in youth work and looked to the LSP to trail blaze new ways of working that removed barriers and freed community resources.

JC said that rebuilding of Limes Farm Hall, now known as the Limes Centre is nearing completion. It is a flagship to a multi-agency venture that will provide a holistic approach to family services. JC agreed to arrange for the Board to visit the centre, possibly holding a meeting there.

Action 11 JC

GM made an appeal for volunteer work experience persons to work on a 1:1 basis with a group of 30 15/16 year olds in an early intervention project aimed at keeping them in education or training. JPr suggested that this would be suitable for an article in the Chamber of Commerce Newsletter. GM will send details to JH.

Action 12 GM

SW said the Blueprint for Operational Policing in Essex has been published and is expected to be implemented by March. Although the initial impetus for the review was to save £42m, it has identified better ways of working in a number of areas; there will be an uplift, for example, in neighbourhood policing. Cuts in front office provision have already been implemented in the district with Loughton and Epping remaining as the two main stations with front counter services.

SW said that this would be his last Board meeting as he will be moving to a new role in March. Luke Collison will be the new Partnership police representative. LW thanked SW for his contribution to the partnership and wished him well for the future.

9. Date of Future Meetings

Date	Time	Room	Building
16 Mar 2012	10:00 – 12:00	Committee Room 1	Civic Offices, Epping
15 Jun 2012	10:00 – 12:00	Committee Room 1	Civic Offices, Epping
28 Sep 2012	10:00 – 12:00	Committee Room 1	Civic Offices, Epping
14 Dec 2012	10:00 – 12:00	Committee Room 1	Civic Offices, Epping