

**MEETING OF THE BOARD**  
**Friday 15 June 2012 10:00 – 12:00**  
**Civic Offices, Epping**

**MINUTES**

**Present**

Cllr Chris Whitbread (CW)	EFDC
Dr Kamal Bishai (KB)	Chairman Health & Active Group
Julie Chandler (JC)	Chairman EFCP
Luke Collison (LC)	Essex Police
Richie Farrant (RF)	Essex Fire & Rescue Service
Jacqui Foile (JF)	Voluntary Action Epping Forest
Cllr Anne Grigg (AG)	Chairman Sustainable Communities Group
Liz Hand (LH)	Jobcentre Plus
John Houston (JH)	LSP Manager
Derek Macnab (DM)	Acting Chief Executive, EFDC
Gwyn Owen (GO)	ECC
John Price (JP)	Epping Forest Chamber of Commerce
Cllr Gary Waller (GW)	Chairman Community Safety Partnership
Ed Wells (EW)	Essex Police
Jeannie Wright (JW)	Epping Forest College

**Presenting**

John Fisher	Local Futures Group
Amanda Wintle	EFDC Planning

**Supporting Officers**

Colin Rowell (CR)	LSP Administrator
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**Apologies**

Cllr Joan Bowerman	Local Town & Parish Councils
Adrian Coggins	NHS North Essex
Anthony Jackson	Essex Police Authority
Cllr Valerie Metcalfe	ECC
Brian Surtees	Representing Town and Parish Councils
Paul Thomson	City of London

**1. Welcome/ New Members/Apologies**

New members Cllr Chris Whitbread, Cllr Gary Waller and Cllr Anne Grigg were welcomed. Members leaving the group are Cllr Lesley Wagland, Cllr Gagan Mohindra Cllr Penny Smith, Pam Hall and Keith Brown. Adrian Coggins will replace Pam Hall. The FSB has been asked to nominate a replacement for Keith Brown. Apologies were as noted above. It was agreed that JH would write to all retiring members expressing the thanks of the partnership for their help and support in some cases over many years.

**Action 01: JH**

**2. Election of Chairman and Vice Chairman**

Cllr Chris Whitbread was nominated for the post of LSP Board Chairman. This was seconded. Cllr Whitbread was duly elected as Chairman of the LSP Board. Supt Luke Collison was nominated for the post of LSP Board Vice Chairman. This was seconded. Supt Luke Collison was duly elected as LSP Board Vice Chairman. It was suggested and agreed that a second Vice Chairman position should be created. Jacqui Foile was nominated for the post of Joint LSP Board Vice Chairman. This was

seconded. Jacqui Foile was duly elected as joint Joint LSP Board Vice Chairman

### **3. Minutes of the Last Meeting (16/03/12) / Matters Arising**

The last minutes were agreed as a correct record. Key actions had been completed or where being addressed. GO feedback on the availability of ECC funding and a number of potential funding sources were discussed including 3 funding streams from Safer Essex, and from the Rural Enterprise Fund operated by the county which had been accessed locally. GO will circulate information from ECC along with a link to the ECC e-procurement system (Ariba).

**Action – 02 : GO**

### **4. State of the District**

John Fisher from Local Futures Group gave a presentation and demonstration of a system that provides demographic district data down to ward level. It draws recent data from key sources and will construct a narrative report of findings. The system has an annual subscription cost of £5,000. Members asked several questions about the system and how it operated and its applications. This will be discussed at the next meeting of the Steering group. Any organizations interested in jointly purchasing the system should contact JH, if enough buy in costs should be very much reduced. Further details are available at [www.localfutures.com](http://www.localfutures.com)

**Action 03: ALL**

### **5. Police and Crime Commissioners (PCC) Update**

EW gave an update on progress. The PCC elections will take place on 15<sup>th</sup> November 2012. To date four candidates have declared an interest in standing. Essex Police Authority has established a Transition Board to ensure a smooth transition from the Police Authority to the Office of the Police and Crime Commissioner. Funding of Community Safety Partnerships (CSPs) will change under the new structure with PCCs holding the budget. Work is underway across Essex to develop a prospectus for presentation to the PCC. Members were concerned that localism should be protected under the new arrangements with local CSPs agreeing how to target funds to areas of greatest need. This had been a strength of previous structures and it was hoped that this would continue. The LSP had hoped to build a common asset register to ensure public facilities use were maximised while funding reduced and used to support alternative delivery via the third sector/Big Society. The future of Waltham Abbey Police station was raised in relation to this with a request that this might serve as a base for consolidating voluntary provision in the district. It was agreed that further information on the future of Waltham Abbey Station be sought and interest expressed in alternative uses.

**Action 04: EW**

### **6. Local Plan : Issues and Options Update**

Amanda Wintle from EFDC Planning gave an update on the delivery project for the Local Plan and the timescale for production of the forthcoming Issues and Options paper. This paper will set out the main planning issues facing the district in some detail as well as an outline for the ways in which they could be tackled. While this is an extremely important stage in the development of the Local plan the issues and options are very much open for discussion and these are not policy recommendations. It was hoped that all key stakeholders involved with the LSP would engage fully with the consultation.

**Action 05: ALL**

Further information can be obtained from the EFDC Planning Department 01992 564414.

### **7. LSP Manager Update**

JH introduced a report setting out in detail the key areas the LSP was working on. The partnership was more active now than ever due to the support of its partners and stakeholders. The LSP had now taken on a significant role on behalf of its partners to support Economic development, through the Business Charter, One Shops Local, Procurement Master classes etc and its engagement with London Anglia Growth

Partnership and West Essex Alliance. The primary prize scheme supported by over 40 schools was also being undertaken over June and July.

The Tourism Task and Finish Panel is working hard and a new Tourism Website is ready to launch. Access to high Speed Broadband in the district was being increased following action from EFDC and a seminar to introduce the benefits to local business was being planned over the next two months.

Work is underway with Jobcentre Plus to develop a possible alternative to the Future Jobs Fund. LH introduced some of the key elements of the prospective scheme and asked partners if they could help. Board members indicated their general support and awareness of the challenging employment Market and in particular the difficulties facing young people in getting the first step on the employment ladder. Another local work experience/employment initiative is being developed in Waltham Abbey with the support of the Town Centre Partnership and the LSP. Updates on progress will be brought to the next Board meeting with key partners contacted sooner as potential participants in any programme.

**Action 06: JH/LH.**

The Chamber of Commerce is developing a Youth Chamber to be launched in Sept / Oct 2012 which would also look to support young people around entrepreneurship. The Chamber requested that the LSP take out corporate membership off the Chamber at £150 and this was agreed, other partners were asked to also look to support the chamber in this way. It was agreed that the Chamber will write to partners directly to see if this initiative can be supported

**Action 07: JP.**

Some concern was expressed over the availability of NEET related data since the closure of Essex Connexions and the deterioration of the districts position as the best performing area with the lowest NEET scores. GO noted that Essex does have access to the data and will send it to JH/JC. It is also hoped that some of the planned employment schemes may force this rising figure back down

**Action - 08 : GO**

## **8. Reports from Theme Groups**

**Children's Partnership** – At the last EFCP meeting in May, support for parenting and troubled families was confirmed as one of the key priorities for the district. This links into a recent ECC review of referrals for assessment of children and young people, which has highlighted a need for simplification of referral paperwork.

Obesity continues to be a big concern in primary age children and although agencies such as Home-Start deliver healthy eating programmes to young mums, funding is limited. If more funding was available this would improve continuity of support to families. ECC has recently set up a new strategic youth board structure. Concern was expressed about how this will deliver locally and the risk of potential duplication in Epping Forest. The Board agreed that in Epping Forest this function is already being undertaken by the children's partnership and the Positive Activities subgroup and requested that these structures be built upon rather than new ones added. JC to meet with ECC to resolve.

**Action 09: JC .**

As part of the new ECC structure for youth delivery, district youth centre's would no longer be provided as from September '12, as services would be delivered on an outreach basis. ECC would however offer their facilities to local voluntary sector groups to provide programmes for young people.

JH and GM are developing a young persons charter, which will outline a commitment of support for local young people. The charter will be available for review at the next meeting.

**Action – 10 : JH/GM**

Local stakeholders were keen to clarify whether any resources for 'Troubled Families' would be targeted to families in EF and it was agreed to ask for a speaker from ECC to present at the next meeting.

**Action – 11 : JH**

The use of the Borders Lane Youth facility was discussed in line with the partnerships objective of developing a common asset register and opening up underused publicly

owned facilities to wider public/partner usage. It was noted that some local youth groups were currently nearing the end of their leases and would require premises urgently if they are to continue to provide a service, often funded by another public organisation. Officers were asked to investigate how this could happen in a structured and effective way. JH/JC will investigate the situation and report to the Children's Partners for a formal report back to the next meeting of the Board. **Action – 12 : JH/JC**

### **Community Safety Partnership**

At the meeting of CSP Strategy Panel on 6<sup>th</sup> June 2012, Cllr Gary Waller was elected as Chairman; Supt Luke Collison was elected as Vice Chairman.

Reports from the police indicate that the introduction of the new police organisation structure is working well, while the local CSP continues to be one of the most effective in the county.

The Integrated Offender Manager (IOM) organisation is now in place covering Harlow and Grays.

Safer Essex has provided £10k funding and the new analyst post is out to interview with the successful officer being based at EFDC offices

### **Health and Active Theme Group**

The new Theme Group has now met under the Chairmanship of Dr Bashai with a large number of key stakeholders in attendance both from Commissioning groups and local organisations involved in delivering services and projects. The Health and Well Being Boards are now also meeting with priorities around two major issues, giving children a good start in life and promoting a healthy lifestyle. Local priorities mirror this with an emphasis on understanding the scale of health inequalities locally and ensuring these are adequately relayed to commissioning bodies, ensuring localism where possible in commissioning services and managing an effective transition from PCT to GP

Commissioning. A district health profile presentation was given at the last meeting of the group which when fully complete will be shared with partners. Action KB/AC will provide ongoing progress updates.

The group has agreed to commission services locally where possible.

### **9. AOB / Open Forum**

The Olympic Torch relay passes through Waltham Abbey on 7<sup>th</sup> July, with a number of related events taking place in Abbey Gardens with support of One shops local to showcase local business. EFDC is working with the police on crowd management.

### **10. Dates of Future Meetings**

Date	Time	Room	Venue
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
15 Mar 2013	10:00 – 12:00	Committee Room 1	Civic Offices, Epping
14 Jun 2013	10:00 – 12:00	Committee Room 1	Civic Offices, Epping