

MEETING OF THE BOARD
Friday 13th December 2013, 10:00 – 12:15
Civic Offices, Epping

MINUTES

Present:

Jacqui Foile (JF) (Vice-Chair in the Chair)	Voluntary Action Epping Forest
Cllr Richard Bassett (RB)	Lee Valley Food Task Force
Dr Kamal Bishai (KB)	West Essex CCG
Quentin Buller (QB)	Tourism Task Force
Barbara Copson (BC)	EFDC Performance Improvement Officer (Equality and Diversity)
Ann Haigh (AH)	Multi Faith Forum
John Houston (JH)	LSP Manager
Derek Macnab (DM)	Deputy Chief Executive, EFDC
John Price (JP)	Epping Forest Chamber of Commerce
Sinan Sahin (SS)	Department for Work and Pensions
Gary Waller (GW)	Epping Forest Community Safety Partnership
Gill Wallis (GiW)	Children's Partnership
Philip Wilson (PW)	Essex County Council

Supporting Officer:

Vivien Kelly (VK)	LSP Administrator
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Apologies:

Cllr Chris Whitbread (Chair)	EFDC
Joan Bowerman	Town and Parish Councils
Julie Chandler	Assistant Director, Community Services, EFDC
Glen Chipp	Chief Executive, EFDC
Andy Fusher	Essex Police
Cllr Anne Grigg	EFDC
Brian Mansfield	Essex Fire and Rescue Service
Cllr Valerie Metcalfe	Essex County Council
Gwyn Owen	Essex County Council
John Preston	Director of Planning & Economic Development, EFDC
Cllr Brian Surtees	Town and Parish Councils
Paul Thomson	City of London Corporation
Sandra Valentine	Jobcentre Plus

1. Welcome and Apologies

In the absence of the Chairman, the meeting was chaired by Jacqui Foile (Vice-Chairman). JF welcomed everyone to the meeting and introduced the following new members, who were attending their first meeting of the Partnership:

- Cllr Richard Basset - Chairman of the Lee Valley Food Task Force.
- Sinan Sahin – Project Co-ordinator from the Department for Work and Pensions, who was based at EFDC for two days a week.
- Philip Wilson – ECC Economic Growth and Regeneration Team officer with responsibility for EFDC and Uttlesford DC areas, who was based in each district for two days a week.

QB advised that he had recently left Epping Forest College and was attending the meeting in his capacity as Vice-Chairman of the Tourism Task Force.

2. Minutes of the Last Meeting

The minutes of the meeting held on 4 October 2013 were agreed as a correct record.

3. Matters Arising

Actions from the Last Meeting

Action 01: The Volunteering Charter was in draft form and would be presented to the next meeting.

Action 02: Discussions with the Princes Trust regarding opportunities for joint working, were ongoing.

Action 03: Issues relating to the future development of local health services would be covered in Dr Bishai's report, later in the meeting.

Action 04: The next Annual Stakeholder Conference would take place on Friday 21st February and would look at the impact of the Welfare Reforms. Administration resources to support the conference still needed to be identified.

Action 01: JH/JF

4. Partnership Budget Update

Partnership members reported on issues relating to their organisations' budgets for the coming year, which might impact on the work of the Partnership.

(a) Epping Forest District Council

DM reported that a review of EFDC's financial position had been carried out in the autumn and had identified that £2.3m in efficiency savings or additional revenue would need to be found over the next 4 years. However, there would be no increase in Council Tax in 2014, no cuts to front line services and no compulsory redundancies. Cllr Bassett advised that the Council still had a reasonable level of reserves but wanted to manage the shortfall in funding by adjustments to income and expenditure, rather than using its reserves. The Council would continue to support local community organisation by providing grant funding.

(b) West Essex Clinical Commissioning Group

KB reported that the CCG was under financial pressure but hoped to break even or achieve a small surplus by year end. The budget for 2014 was likely to be the same as for 2013, although there would be some integration of budgets with ECC Social Services. There were no plans for major changes to local health services.

(c) Essex County Council

PW advised that ECC would need to make £300m savings over the next 4 years. Restructuring and service reviews were ongoing, with the aim of making ECC an outcome-based commissioning organisation. Some services were likely to continue to be provided directly by ECC staff, whilst other would be outsourced. One of the services under review was Public Health, with efficiency savings and outsourcing being considered. This could have an impact on the work of the LSP.

Voluntary sector representatives referred to the need for information on whether ECC funding for various projects would be continuing. PW agreed to organise a meeting to clarify the grant funding process.

Action 02: PW

5. EFDC Reorganisation

DM reported that final proposals for changes to the staffing structure of EFDC would be considered at the Full Council meeting on 17 December. The proposals were the outcome of a review carried out by the Chief Executive, and were intended to improve

efficiency and introduce more modern, flexible working practices, rather than just reduce costs. However, the proposals would result in savings of £300,000. Under the proposals, the number of directorates would reduce from seven to four, with responsibility for the LSP being included in the new Neighbourhoods Directorate. Staff had been consulted throughout the development of the proposals and there would be no compulsory redundancies, although some staff would take voluntary redundancy or early retirement. If agreed by the Council, the proposals would be implemented by 1 April 2014.

6. Lee Valley Food Task Force - Update

Councillor Richard Bassett reported on the work of the Lee Valley Food Task Force. The group had been set up in response to the 'duty to co-operate' which had been introduced in the Localism Act and required Councils and other public bodies to work together on strategic issues. Membership of the Task Force had grown quickly and now included Enfield and Broxbourne Borough Councils, Lee Valley Regional Park Authority and representatives of the local food producing industry. The Task Force was also receiving interest from groups and individuals across a wider area, including London and Hertfordshire Local Enterprise Partnerships and local MPs. Representatives were currently attending a meeting of the South East Local Enterprise Partnership (SELEP), to raise the profile of the Task Force, in the hope of attracting funding.

The Task Force had identified a number of areas of work which it would be progressing, including:

- development of the glasshouse industry as a means of providing employment for local young people
- provision of relevant NVQ training
- planning policy relating to the development of new glasshouses
- sustainability and security in food production
- applications for EU funding
- branding for locally produced food products
- education to encourage healthy eating

The Board noted that land around London which was currently used for food production was coming under increasing pressure from the need for more housing to be developed. The Task Force would be important in helping to resist this pressure and in maintaining and developing the local food production industry.

7. Tourism Task Force - Update

QB reminded the Board of the achievements of the Tourism Task Force, including the establishment of joint working between public bodies and local attraction providers and the setting up of the successful 'Visit Epping Forest' website. He advised that the Task Force had continued to meet following production of its final report, as its members wanted to ensure that a permanent group to co-ordinate tourism in the district would be established. A final meeting would be held at the end of January 2014, to discuss how the group's work would be taken forward and one possibility was the establishment of a new group linked to the district Council. The meeting would also consider a proposal for a part-time Tourism Officer to develop the work started by the Task Force.

In response to members' enquiries about the Tour de France passing through the district in 2014, DM advised that a meeting would be taking place on 18 December, involving various groups associated with the organisation of the Tour. More information would be available after that meeting. A working group of local organisations would be set up in the New Year to look at the opportunities which the Tour could offer for promotion of the district.

On behalf of the LSP, JF thanked QB for his participation in the Partnership and for his contribution to the work of the Tourism Task Force.

8. Equality Information Task and Finish Group

Barbara Copson, EFDC's Performance Improvement Officer - Equality and Diversity, advised that the Corporate Equality Working Group had identified that the Council needed more information on groups within the local community, in order to meet its equality objectives when making decisions and improving service design and delivery. The type of information required did not relate to individuals but was 'soft' data from sources such as focus groups and meetings. Other organisations and agencies working within the district would each hold some relevant information and opportunities needed to be identified and explored for the Council, its partners and other organisations, to share equality awareness and information. The issue had been considered at the recent meeting of the One Epping Forest Steering Group and it had been agreed to recommend to the Board that an LSP Task and Finish group be set up to consider how a 'repository' of equality and diversity information could be set up and an information sharing protocol established.

Following consideration of the Steering Group's recommendation, the Board **AGREED** that:

- a) an initial meeting be held to establish the current position with regard to equality and diversity information held by local agencies and organisations and whether any further meetings are necessary; **Action 03: JH/BC**
- b) the following bodies be requested to nominate a representative to attend the meeting: **Action 04: JH/BC**
 - Epping Forest District Council
 - Essex County Council
 - Epping Forest College
 - Essex Police
 - Voluntary Action Epping Forest
- c) Terms of Reference for the meeting be circulated to the invited organisations. **Action 05: JH/BC**

9. Reports from Theme Groups

(a) Children's Partnership

GiW reported that a meeting of the Children's Partnership had taken place the previous day and had been well-attended. Issues discussed included:

- safeguarding of children in families experiencing domestic abuse; and
- development of a practical action plan for local young people, which would concentrate on protection from harm, early help and investing in young people to enable them to take a role in society

A meeting of the Epping Forest Youth Strategy Group had also taken place the previous day and had looked at the achievements of the Epping Forest Youth Futures project, including the mapping of youth provision in the district and encouraging organisations and agencies to work together for the benefit of young people. The provision of services for young people was stronger in some parts of the district than others but a number of new clubs, activities and projects were being established.

The Board noted that ECC had carried out a review of its Children's Centre provision in the district and was proposing to close the Little Buddies Centre in Buckhurst Hill. Alternative provision for users would be offered at the Sunrise

Centre in Loughton, but members expressed concern that this would cause transport difficulties for parents.

With regard to health services for young people, GiW advised that there was currently concern at the length of time being taken to get referrals to the Child and Adolescent Mental Health Service (CAMHS). It was also disappointing that funding was no longer available for school nurses to take part in the Crucial Crew event, as this provided an important opportunity to educate Year 6 pupils about healthy lifestyles.

(b) Safer Communities Partnership

GW reported that a serious violent incident had recently taken place on the Limes Farm estate, Chigwell and the Police were not represented at this meeting because of their involvement in the investigation of the incident. Officers from the Community Safety Team had been working with Police and additional CCTV had been installed in the area. A public meeting would be held on the estate to provide reassurance for residents.

The district's first Domestic Homicide Review (DHR) had been completed and the report had been submitted to the Home Office in September. The Home Office had recently responded to the report, indicating that their Quality Assurance Panel had classified the report as 'adequate' and acknowledging a number of elements of the report which were particularly strong. A number of the recommendations contained in the report had already been implemented or were under consideration. Following a murder in Waltham Abbey, a new DHR Panel had recently been set up and the first meeting had already taken place. The circumstances of this case were very different to the previous DHR but the experience of the Review process would be helpful.

ECC had planned to introduce part night street lighting during December but this had been put back to January 2014. When trialed in other parts of Essex, the scheme had not resulted in any increase in accidents or crime levels.

(c) Sustainable Communities Group / LSP Manager's Update

JH advised that the economic development work of the LSP was now being carried out in conjunction with similar work for EFDC. Considerable benefit was being derived from the co-location of officers from ECC and the DWP within the economic development team and the possibility of a member of staff from the Chamber of Commerce also working with the team was also being investigated.

Officers and local business representatives had recently met the new Chief Executive of Stansted Airport to discuss issues relating to employment for local people at the airport.

The Youth Employment Task Force would be launched once the final meeting of the Tourism Task Force had taken place. The group would be chaired by a local business leader and would aim to build on the work which was already taking place to develop employment opportunities for local young people.

Funding from the Town Centres budget was being used to provide advertisements in local newspapers and on local radio, to encourage people to shop in the district's high streets. The area's four Town Teams were keen to meet on a regular basis and the Waltham Abbey Portas Town Team was planning to launch its own 'app'.

The Board noted that clarification was needed with regard to the roles of the LSP and ECC's Locality Board. It was **AGREED** that PW would investigate the possibility of becoming ECC's link officer for the LSP. **ACTION 06: PW**

(d) Healthier Communities Group

KB reported that the group had not met recently. Both the CCG and ECC's Public Health function were undergoing restructuring and the level of support which they would be able to provide to the LSP in future, was not yet clear. Further information would be available by the next Board meeting.

The CCG's vision statement for the development of local health services during the next ten years had recently been published on the CCG's website. The content had changed very little from the presentation given at the previous meeting.

JH indicated that the future role and funding for the work of the Healthier Communities Group would need to be clarified.

10. Any Other Business(a) Chamber of Commerce

JP advised that the Chamber had recently held its AGM and he would be continuing as Chairman. A new section had been set up to assist disabled peoples' groups and two representatives had been appointed to the Chamber's committee.

The Chamber would be holding a Business Expo at the Marriot Hotel, Waltham Abbey in October 2014. The event would be community oriented and a main sponsor was being sought that could contribute £1000 to the event. It was **AGREED** that JP would submit a report to the Sustainable Communities Group requesting that the LSP becomes the event's main sponsor. **ACTION 07: JP**

(b) VAEF

JF reported that VAEF had submitted a funding bid to Essex County Council's Winter Warmth Project, which aimed to provide support for those whose health and wellbeing were most at risk during cold weather.

JH thanked JF for chairing the meeting and partners for attending this last Board meeting of 2013. 2014 would be a busy year for the LSP, with the opportunity to build on the successful work which was already being carried out.

11. Dates of Future Meetings

Date	Time	Venue
Friday 14 th March 2014	10:00 – 12:00	Committee Room 1, Civic Offices, Epping
Friday 6 th June 2014	10:00 – 12:00	Committee Room 1, Civic Offices, Epping
Friday 19 th September 2014	10:00 – 12:00	Committee Room 1, Civic Offices, Epping
Friday 12 th December 2014	10:00 – 12:00	Committee Room 1, Civic Offices, Epping

Actions from This Meeting

Ref	Action	Owner
01	Administration resources to support Stakeholder Conference to be identified.	JH/JF
02	Arrange meeting to clarify ECC grant funding process for voluntary sector projects.	PW
03	Arrange meeting to establish the current position with regard to equality and diversity information held by local agencies and organisations and whether any further meetings are necessary.	JH/BC
04	Re. Action 03, ask invited organisations to nominate a representative.	JH/BC
05	Re. Action 03, circulate Terms of Reference for the meeting.	JH/BC
06	Investigate the possibility of becoming ECC's link officer for the LSP.	PW
07	Submit a report to the Sustainable Communities Group requesting that the LSP becomes the Business Expo's main sponsor.	JP