

STEERING GROUP MEETING

Date: 29 November 2013

Time: 2pm – 3.10pm

MINUTES

Present

Cllr. Chris Whitbread (CW)
Cllr Richard Bassett (RB)
Dr. Kamal Bishai (KB)
Quentin Buller (QB)
Julie Chandler (JC)
Barbara Copson (BC)
Andy Fusher (AF)
Cllr. Anne Grigg (AG)
John Houston (JH)
Derek Macnab (DM)

Chairman – LSP Board
Chairman - Food Task Force
Chairman – Healthier Communities Group
Chairman - Tourism Task Force
Chairman – Children’s Partnership
EFDC Performance Improvement Officer (Equality and Diversity)
Essex Police
Chairman– Sustainable Communities Group
LSP Manager
Deputy Chief Executive, EFDC

Apologies

Jacqui Foile
Cllr. Gary Waller

Vice-Chairman – LSP Board (VAEF)
Chairman – Safer Communities Partnership

Notes

Vivien Kelly (VK)

CSP Support Officer

1. Welcome and Introductions

The Chairman welcomed everyone to the meeting and introduced Andy Fusher from Essex Police. Apologies were noted.

2. Minutes of the Last Meeting

The minutes of the meeting held on 20 September 2013 were agreed as a correct record.

3. Matters Arising

None.

4. Draft Minutes of Last Board Meeting (4 October 2013)

JH updated the group on actions agreed at the last Board meeting relating to production of a Volunteering Charter and exploring opportunities for working with the Prince’s Trust.

5. Draft Agenda for Next LSP Board Meeting (13 December 2013)

The Group considered a draft agenda for the next meeting of the One Epping Forest Board on 13 December. The following additional items were agreed:

- Food Task Force – Update
- Tourism Task Force – Outcome
- Proposal for Equalities Working Group
- LSP Manager’s Report to include information on the LSP Conference 2014

6. Sharing Equality Awareness and Information

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 Corporate Equality Working Group had therefore requested that the LSP be asked to consider setting up a Task and Finish Group to take this issue forward.

It was **AGREED** that this issue be referred to the LSP Board with a recommendation that an Equalities Task and Finish Group be established. **Action 01: JH / BC**

7. **Food Task Force - Update**

Cllr Richard Bassett provided an update on the progress of the Food Task Force. The Task Force was looking at issues which had not previously been addressed in this area and was attracting a lot of interest from other local authorities and public and private sector organisations. Because of this wider interest, the group would be known as the Lee Valley Food Task Force. One of the main areas of focus for the Task Force would be the development of the glasshouse industry as a means of providing employment for local young people. A number of related issues, such as planning policy, applications for EU funding and the provision of relevant NVQ training would be explored. A Food Summit was planned for early 2014.

It was **AGREED** that a presentation on the Lee Valley Food Task Force would be made to the next meeting of the Board on 13 December. **Action 02: JH/RB**

8. **Community Safety Partnership Update**

JH, on behalf of Cllr Waller, updated the Steering Group on the Community Safety Partnership's current projects:

- The report on the first Domestic Homicide Review (DHR) had been accepted by the Home Office with only two minor points to be addressed. As part of the current 'Domestic Abuse Awareness Week' and in memory of the victim of the homicide, doves had been released at Grange Farm. A second domestic homicide had recently occurred and a DHR was being established.
- The 'Active Crew' community safety event for older people had been postponed from December 2013 to March 2014.
- 'Home Safe' information packs on home security had been successfully launched and were being distributed to home buyers by estate agents.

The CSP had agreed to make changes to its Constitution, including reducing the number of member organisation needed to form a quorum. This would assist with decision making when there was low attendance at meetings

AF advised that Essex Police had set up an operation to tackle fraud against elderly people in the area. The Police would be working with the Council to introduce a 'Banking Protocol' under which bank staff would be trained to recognise signs that an elderly person may be a victim of fraud and to alert Police.

9. **Sustainable Communities Update**

Cllr Grigg reported that the Sustainable Communities Group had been meeting infrequently due to a lack of resources. However, a temporary administrative support post had now been agreed. Production of the next edition of the Business Bulletin had been delayed but was due to be published in early December.

JH advised that a consultant had been commissioned to gather economic data for the new Local Plan. The research had already shown that, of the districts/boroughs along

the Central Line, Epping Forest had one of the highest levels of local people using the line to commute to London and also that the district now had more jobs than before the recession, although unemployment had risen over the same period.

The Steering Group noted that staff from Essex County Council and the Department for Work and Pensions were now co-located in the EFDC offices to work on economic development issues, including Partnership priorities. One of the tasks to be undertaken would be the production of a monthly unemployment bulletin for Partnership members and a target of reducing unemployment in the district by 50% in 3 years was likely to be set.

10. Children's Partnership Update

JC updated the Steering Group on work being carried out by the Children's Partnership:

- The first cohort of students had completed the City and Guilds turf and land management courses set up by Epping Forest Youth Futures (EFYF). Five of the students had subsequently been offered apprenticeships at local golf courses. The 'Train to Change' course also set up by EFYF had enabled 10 staff from EFDC and ECC to develop skills which would enable them to help young people at risk of offending, to modify their behaviour.
- Essex County Council was carrying out a reviews of it Children's Centre and Youth Service provision. Both EFDC and the Children's Partnership had responded.
- Plans were being developed to set up a Pupil Referral Unit at the ECC building in Border Lane, Loughton.

AF indicated that Police Youth Officers were keen to work more closely with agencies that could help them to identify young people who were at risk of offending.

11. Healthier Communities Group Update

The Steering Group noted that the Healthier Communities Group had not met recently. JH advised that ECC Public Health had undergone a restructuring and it was not clear whether they would continue to be represented on the Partnership. Work was being carried out to establish how the Healthier Communities Group could feed into the new West Essex Clinical Commissioning Group structure. The Partnership was currently funding the Health Bulletin and the Social Prescription project in Waltham Abbey, but clarification was needed about what other work the CCG might want the LSP to carry out and how this would be funded.

12. LSP Manager's Report

Tourism Task Force

JH advised that a final meeting of the Tourism Task Force would be taking place to agree future arrangements for a co-ordinating body for tourism in the district.

LSCC Future Towns Conference

It was noted that Cllr Whitbread would be addressing the London Stansted Cambridge Consortium's Future Towns Conference on 2nd December.

13. Open Forum

Essex Police Approach to Licensing

AF reported that Essex Police would be taking a new approach to licensing issues relating to the night-time economy, particularly in Loughton, Waltham Abbey and Epping. A Night Task Force would be set up and a pro-active approach taken to the closure of licensed premises which caused problems. Other groups, including the fire service and taxi companies would be involved in the initiative. JH suggested that the Police engage with the relevant Town Centre Partnerships with regard to the initiative and advised that funding might be available from several sources which support the enhancement of town centres.

14. Date of Next Meeting
28th February 2014

Actions from this Meeting

29/11 - 01	Item on Board agenda for 13 December recommending that an Equalities Task and Finish Group be established	JH/BC
29/11 - 02	Presentation on the Lee Valley Food Task Force at Board meeting on 13 December	JH/RB