

**EPPING FOREST LOCAL STRATEGIC PARTNERSHIP
Steering Group Meeting**

Date: 4th April 2009

Time: 9.30 - 11.30

MINUTES

Present

Cllr. Di Collins (DC)	Chair - LSP Board
Catherine O'Connell (CO)	Vice Chair - LSP Board
John Gilbert (JG)	Chair - Safer Communities Partnership
Cllr Ann Grigg (AG)	Chair - Sustainable Communities Theme Group
John Houston (JH)	LSP Manager (Chair Comms Task and Finish Team)
Perrin Jasper (PJ)	representing CYPSP
Derek MacNab (DM)	Chair - Sustainable Communities T & F Team
John Preston (JP)	Chair - Credit Crunch T & F

Alex Stewart (AS)	EERA – Aspire to Perform
Joe Reay (JR)	EERA – Aspire to Perform

Notes

David Wright (DW)	(LSP Administrator)
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Apologies

Alison Cowie (AC)	Chair – Healthier Communities Theme Group
Caroline Skinner (CS)	Chair – CYPSP Theme Group

1. Welcome

The Chair welcomed everyone to the meeting.

The Terms of Reference for the Steering Group as set out in the LSP Constitution and the previously agreed 'New Ways of Working Report' were discussed and confirmed.

2. Apologies

Apologies were received from Caroline Skinner and Alison Cowie.

3. Outcomes of the Last Board Meeting and Matters Arising

The LSP Manager updated the Steering Group on progress on Key actions emerging from the last Board meeting. All actions are on track.

The Steering Group was informed that Webcasting the next Board meeting would cost in excess of £200. Following discussion it was agreed that this cost should be met and a longer term decision would be taken when final yearly costings were available and take up data on the first webcast session was reported. Members did indicate, however, their general support for the idea which it was felt would enhance accountability and raise the profile of the LSP.

Action - JH

It was further agreed that projects on the Matters Arising list would be given a traffic light rating (green - on schedule, amber - might miss target date, red - will miss target date) and that, once reviewed, closed issues should be archived.

Action – JH

4. **Combating Violent Extremism – LSP Role**

The Chair of Safer Communities Partnership introduced a report setting out how the LSP would manage its new responsibilities to report on NI35 – Combating Violent Extremism. This followed on from the brief report to the last Board meeting which set out the LSP's new responsibilities and a draft plan to address them. The Board had already agreed that a presentation which had been received by the Safer Communities Partnership should be made to the next Board meeting.

Action – JG

The Steering Group discussed the report and key recommendations and the following points were made:

- Work in this area should be proportionate to risk.
- Linkages to organisations in London, as well as Essex wide should be investigated.
- Confirmation should be sought on whether the lead on this issue at Essex level is Essex County Council or the LSP county theme group.
- The work of the Multi Faith Forum could be central to making contact with key people from the Faith groups, including representatives of the local Muslim community, and drawing up an effective and appropriate response. The Steering Group agreed to look at what help and support it could offer the Multi-Faith Forum in this respect.
- The knowledge, skills and experience of existing partners should be used to design and deliver actions.
- The LSP acknowledges its role in promoting social cohesion as well as working to minimise risk.
- The Chair of the Safer Communities Partnership agreed to take these issues into account when designing any response. The Steering Group agreed the following recommendations as set out in the report:
 - i. accept that the SCP/CDRP act as the lead on behalf of the LSP for NI 35
 - ii. approach the County Council with a view to entering into a joint arrangement in respect of the action planning criteria of NI 35
 - iii. draw up a formal self assessment against the NI 35 criteria
 - iv. produce a further report to the LSP in due course on the actions required to achieve level 2 against all NI 35 criteria for 2009/10, and
 - v. work closely with the Multi Faith Forum to produce an agreed approach.

Action - JG

5. **Operational Issues/Progress Reports**

Safer Communities Partnership

The Chair of SCP tabled a report highlighting the latest performance statistics on crime and disorder. Basically, this was showing the majority of targets being met or exceeded. These figures had yet to be ratified by the Home office. It also set out a number of key events which were being undertaken over the coming months. There was some discussion on the effects of the recession and its potential impact on crime

statistics. The SCP Chair felt that any adverse impact was likely to be seen in subsequent issues of the statistics.

In discussion it was acknowledged that the CDRP was widely recognized by external organisations to be operating at a high level with a very good reputation.

It was agreed that Ian Davidson from the Audit Commission should be invited to the Crucial Crew event on 8th June as part of his tour of the District.

Action – JH

It was also agreed that all publicity material from all Theme Groups should, in future, carry the LSP logo, and be effectively branded.

Action - All

Sustainable Communities, and Credit Crunch Task And Finish

It was reported that the Sustainable Community Group now had a Chair and a lead officer with John Preston, Director of Planning, EFDC, to undertake the role initially. John will also lead the work of the Credit Crunch Task and Finish team which was closely related to work of the Sustainable Communities Theme Group, and to which progress would be reported. Policy and research support has been identified for the Task and Finish team and initial membership of the group, based on the previous Economic Prosperity Theme group is being confirmed. Members have been canvassed for dates for the first meeting. It was agreed that there is a need to ensure effective and wide-ranging involvement with the relevant organisations and sectors, including effective links with the ECC working party in this area. The Steering Group was anxious to see both groups begin work as soon as possible, but was particularly anxious for the Credit Crunch Task and Finish Team to meet and report at the earliest opportunity.

Action -AG/JP

Healthier Communities

It was reported that a Chair had been identified to lead this work and an initial meeting to plan the process for establishing the Theme Group had been held. It had been agreed that a small group of key people would be pulled together to scope the future role, remit and composition of this Theme group. It was further agreed by the Steering Group that it was essential that this group should be intelligence-led and focus on 3 or 4 key issues that would add real value, and where the impact would be significant. It was hoped that this group will have met and an initial programme of work drawn up for discussion at the next Board Meeting.

Action - AC

Children and Young People

It was reported that changes in the way CYPSP was organized across West Essex were currently being investigated and an update on outcomes was expected in due course. The CYPSP would be holding an Away Day on 18th May to examine strategic direction and review ways of working. Following discussion, it was agreed by the Steering Group that the reconfiguration of the CYPSP could have implications for the work and organisation of the LSP and should be kept under review, and progress reported regularly to both the Steering Group and the Board. A report on the outcomes of the Away Day should be brought to the next meeting of the Board.

Action - CS

It was reported that the Deputy Chief Executive had recently attended a very useful meeting of the Education Delivery Group, which covers work with the 14-19 age group. It was suggested that, given the Board's wish to support work in the education field, it would be appropriate to invite the chair of this group to sit on the Board. This was agreed by the Steering Group. Discussion was also held on effective engagement with adult learning, it was agreed that this issue be reviewed at a later date when more was known of how the merger of LSC/ECC was to be brought about.

Action - JH

Improving Communications T&F

The LSP Manager reported that a meeting had been arranged to progress improving the communications performance of the LSP. This meeting would be supported by communications staff from EFDC, PCT and Epping Forest College. A draft programme of potential projects were highlighted including

- Joint Citizens Panel
- Joint magazine
- Web site updating and joining up of portals
- Media support for the Theme Groups
- Introduction leaflet
- Re-branding
- Mobile displays
- Defining key messages

The steering Group expressed support for these projects but acknowledged that the key consideration would be potential costs. A further report, with an action plan will be brought to the Steering Group following the first meeting of the team.

Action - JH

The Steering Group briefly discussed the use of Mosaic data, and it was felt that it has very useful information including what means of communication are most effective for particular groups in the District. Maximising use of this 'profiling' data could help the LSP target its communication more effectively, and it was agreed that this should form part of the work of the T&F Team.

Sustainable Community Strategy T&F

The Deputy Chief Executive introduced a report highlighting the 'issues and options' for updating the Sustainable Community Strategy (SCS). This is the LSP's major statutory requirement and a target completion date of October 2009 has been agreed by the Board. This report identified the key outcomes needed from the SCS, together with a list of central questions pulled together following an initial scoping meeting held at EFDC. The Deputy Chief Executive outlined some of the conclusions of this scoping meeting:

- The strategy in the SCS should drive the content of the LDF. The production of the LDF is already underway, but if the refresh of the SCS is ready by the autumn then it could still influence the LDF. The SCS project plan needed to join these together wherever possible.
- The SCS should concentrate on the next five years, but still needed to look beyond that as the LDF will have a fifteen year view.
- The current SCS gives a district overview, particularly on data, but doesn't effectively recognise the diversity within the district. This should be addressed by giving the district 'big picture' but highlighting local data that particularly affects

different parts of the District. This 'localisation' of issue and response would be a key part of the new strategy.

- The SCS must be about 'adding value' and 'achieving concrete outcomes' in a very focused manner.

The Steering group agreed the approach as set out, and further agreed to submit any other questions (to those listed in the report) or additional comments to the LSP Manager by Friday 10th April.

Action - All

6. LSP Budget Update

The LSP Manager updated the Board on the latest budget position. Reserves at the start of the next financial year are estimated at £80k. Ongoing salary costs are now outstripping core funding by £7k. Police funding has been reduced next year by £2k leaving an anticipated revenue budget of £68k. However, significant additional expenditure was anticipated when the LSP begin to take undertake its core work programme. The LSP Steering Group noted this report and agreed to keep this area under review. Invoices will now be sent to funding bodies for next years support.

Action – JH/Steering Group

7. Board Composition

The Steering Group had been requested by the Board to consider expanding membership to increase the expertise, skills and sectors being represented on the Board. Following discussion, and review of the initial list of suggestions from the board, it was agreed that the following organisations should be approached by the LSP Manager to participate in the work of the partnership.

- Lea Valley Regional Park Authority
- Federation of Small Businesses
- Job Centre Plus
- Education (as highlighted previously in these minutes)
- Town Centre Partnership

The Steering Group also identified a number of individuals from the various bodies who should be approached in the first instance. Progress will be reported at the next Board meeting, to which potential new members should be invited.

Action - JH

8. 'Aspire to Perform'

The LSP Manager introduced Alex Stewart and Joe Reay, who manage the 'Aspire to Perform' programme for the East of England Regional Assembly (EERA).

The LSP was investigating ways to continually improve its performance. This included having opportunities for an external assessment that would also help it to anticipate and meet effectively the challenges of the Comprehensive Area Assessment (CAA).

Alex introduced the process and positive outcomes that could be expected from participation in the programme, which was fully funded by central Government. He also highlighted the wide range of support that was available to partnerships and individual organisations from central government via 'Inspire East' including a range of

consultancy services. The Steering Group spent some time discussing the potential support that might be available collectively and individually from EERA.

Following discussion, it was agreed that the self assessment review should take place in June, encompassing approximately 4 days of interviews with members of the partnership (each lasting 1.5 hours), and that the final report, which would be presented in confidence, would be produced by July. Steering Group members would receive a draft report for discussion prior to a presentation to the Board.

Action – JH/AS

It was also noted that the LSP was sponsoring an EERA 'Skills and Worklessness Seminar' being held in Epping on 5th May.

9. **AOB**

The LSP manager reported that Performance Management is likely to be a key feature of the future role of the Board and a central part of CAA assessment. An Audit Commission Report on making LSP's more effective, with a major feature on performance management is expected in April. The LSP team is investigating the status of the existing 35 LAA targets that the LSP had signed up to 'have regard to' and to what extent the data is SMART and available at district level. The team will also be conducting an exercise to allocate these LAA targets to relevant Theme Groups. Performance monitoring will be undertaken by the Steering Group and, where possible, Theme Chairs will provide updates at Steering Group and Board meetings.

Action – JH & Chairs of Theme Groups

10. **Dates of Future Meetings**

The dates of the next three meeting were agreed.

Thursday 28th May	2pm - 4pm
Thursday 27th August	2pm - 4pm
Thursday 26th November	2pm - 4pm