

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

Date: 28th May 2009

Time: 14.00 - 16.00

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)
Derek Macnab (DM)	Chair - Sustainable Communities T & F Team
John Preston (JP)	Chair - Credit Crunch T & F
Lonica Vanclay (LV)	Lead officer CYPSP

DS Doug Bedford (DB) Community Engagement, Essex Police

Notes

David Wright (DW) (LSP Administrator)

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.

2. **Apologies**

Apologies were received from Caroline Skinner and Alison Cowie.

3. **Outcomes of the Last Board Meeting, Matters Arising, Draft Board Agenda**

The minutes of the last meeting were accepted without amendment.

The LSP manager reminded members that the Board actions had been distributed and that many had target dates of 9/6. LV sought clarification on action BO-02/26 -10 ('Improving Educational Attainment'). It was **agreed** that the LSP input into improving educational attainment should be picked up in the developing Community Strategy.

Action 01

The LSP Manager updated the Steering Group on progress on key actions emerging from the last Steering Group meeting. For action SG-03/04-05, it was stated that Ian Davidson (District Audit, CAA Lead Inspector) will not be able to make the district visit on 8/6 so the action for the invite to the Crucial Crew on that day will now be closed. The inspectors visit is to be rescheduled for July. For action SG-03/04-15, it was

reported that the 'Aspire to Perform' interviews will take place in late July in two blocks each over two days. Each interview should take about an hour and for those unable to make the face to face sessions then telephone interviews will be conducted. All other actions are on track.

The Agenda for the next Board meeting was **agreed** with the following additions: an oral report from AC on the response to swine flu. Two proposed meeting dates of 18/3 and 17/6 2010 were added to the meeting forward plan.

4. **Audit Commission Report**

The LSP Manager introduced a report (distributed before the meeting) briefing members on the Audit Commission Report, 'Working better, together? Managing Local Strategic Partnerships.' The report examines the challenges LSPs face and sets out a series of recommendations on how effectiveness can be improved. The key messages from the report were:

- LSPs need to move from being talking shops to being managers and deliverers of services.
- There will be a move towards pooled budgets
- The LSP needs to be clear on how it works on 3 main levels, the strategic, executive and operational.
- Leadership and intelligence led planning are essential.

It was **agreed** that the report should be used as a framework for the Board's awayday in the autumn and be used to inform interviews with the Aspire to Perform team.

Action 02

5. **LSP Theme Groups and Task and Finish Updates**

Safer Communities Partnership

The Chair of SCP tabled a report (see Appendix 1) highlighting the latest statistics on crime and disorder. It was pointed out that crime was down 8% on the year but domestic violence and domestic crime remained areas of concern.

Notable events include the first PPO meeting held on 21/5, this year's Crucial Crew event is set for 9 -16th June and there will be 5 Reality Roadshows coming up (dates still to be announced.)

It was noted that the work of the SCP had been referred to by the Prime Minister when talking about the Farmer's NAP.

Sustainable Communities, and Credit Crunch Task And Finish

It was reported that the Credit Crunch Task and Finish team had taken precedence over the setting-up of the Sustainable Community Theme group as this was considered the more urgent work. Progress has been made, however, in identifying individuals and organisations to sit on the main theme group.

The first meeting of the 'Challenging the Credit Crunch Task and Finish team took place on 30/4 with the second meeting planned for 29/5. The terms of reference were agreed and a number of initiatives identified for prioritization and presenting to the board. Putting together data from partners to get a 'real local picture' as opposed to the mixed messages appearing in the press was a key activity and many of the

agencies involved in the T&F have now provided information on how the credit crunch is impacting on their service locally. The initiatives being looked at include a 'help guide' to go out as an insert in the Forrester, and further review of the potential of credit unions and Banking on Essex.

Healthier Communities

This Theme Group has not yet met as the PCT was heavily engaged in responding to the Swine Flu issue. It was reported that someone would be in post for the Deputy Director in 3 months (Alison Cowie is interim chair for this Theme group with the intention that the new deputy director will take over.) JH suggested that given that this was a key role, it needed a senior person to champion it. COC understood the concern but said that both she and AC (whose area covered 3 LSPs) had capacity issues. JH suggested that there was a need to engage people in the scoping exercise to flesh the main threads of health and Equality. It was **agreed** that the LSP Manager meet with COC and AC to discuss the best way of establishing effective leadership for this group.

Action 03

Children and Young People

LV updated the Steering Group on some of the work that the CYPSP had been undertaking, including discussions at the Awayday with partners held in May and the issues surrounding the review of CYPSPs in Essex, which was now underway. It was **agreed** that LV should make a strategic presentation to the LSP Board on the main responsibilities of CYPSP, key achievements and options for change.

Action 04

Sustainable Community Strategy T&F

DM introduced a report setting out the current position with regard to work on refreshing the Community Strategy which had been written in 2003. A number of issues and options were highlighted around the process for producing the strategy and a draft project plan and structure for the strategy were produced for discussion. It was **agreed** that the new strategy should have a focus on 'local issues', with ward data produced to highlight change and factors affecting communities at a local level. It was also **agreed** that the strategic picture of major factors generating change should be captured in the community strategy. It was further **agreed** that the LSP Manager should work to produce an initial draft for consultation and a decision taken on whether a mini Board meeting is called to provide guidance on this. Target date for the Strategy to be in place is December 2009.

Action 05

Improving Communications T&F

JH introduced a report on the work of the Communication Task and Finish team which had been set up to raise the profile of the LSP, explain its role and open up better two way channels of communication with key stakeholders. The T&F team was recommending that a number of initiatives which the steering group endorsed in principle, including a magazine for all public agencies jointly funded, a Joint Citizens Panel, new publicity material, an enhanced website and initial proposals for rebranding. It was **agreed** that JH would progress all these initiatives and produce finalized detailed costings where required. However, it was agreed that the effectiveness and costs of projects like the Magazine and Citizens Panel would be affected by the number of agencies participating.

Action 06

6. **Performance Management Update**

DW introduced a report which sets out the current position on Performance Management at the LSP. This set out the range of PIs the partnership had signed up to and systems for managing and monitoring. Currently, the LSP is signed up to 42 targets in the strategy and 63 of the local Area Agreement Plan. The Steering Group **agreed** that this was too great a number for effective prioritization and should be reduced, and a refocused set of priority indicators established as part of the renewal of the Sustainable Community Strategy. An officer group to manage LAA funded projects and ensure effective management of the £450k grant had been established and has met. This group is chaired by the LSP Manager. It was **agreed** that each future Board meeting should receive presentations from the LAA funded projects to review progress.

Action 07, 08

7. **LSP Manager's report Updates**

JH gave an update on a number of operational issues as part of the LSP Manager report.

Budget

Core funding from LSP partners for 2009/10 had been received.

Aspire to Perform

The self assessment interviews will take place in July in two blocks in late July in two blocks each over two days. Each interview should take about an hour and for those unable to make the face to face sessions then telephone interviews will be conducted.

Board Composition

As agreed by the Board, discussions were being held with a number of people in order to expand the representation on the LSP from the education and skills field and other public agencies. The Steering Group **endorsed** the inclusion of representatives from Job Centre Plus, the Lee Valley Regional Park Authority, Federation of Small Business and the education service. It was also reported that Clive Snell (Lloyds TSB) would continue to represent the business community at the next Board meeting and that Jeannie Wright (Principal - Epping Forest College) would also be attending.

Board Awayday

The Steering Group **confirmed** that an Awayday should be held to review the findings of the 'Aspire to Perform' results, the latest Audit Commission report and the effectiveness of current structures and approaches. It was **agreed** that the Awayday should be an afternoon only event held in the autumn

Action 09

Innovations Fund

It was **agreed** that the opportunity for drafting a bid of £50k to be submitted to the Innovations' fund towards a new Community building in Limes Farm should be investigated. Members expressed concern that this might not be possible given the tight timescales and the funding criteria.

Action 10

8. **Combating Violent Extremism – Presentation by Police**

The Steering Group received a presentation setting out how the Police Service will be working with its partners in Essex to tackle violent extremism. The LSP had a key role in this plan and was already working effectively with the police through the Safer

Communities Partnership. Doug Bedford was thanked by the Chair for a very informative presentation.

9. **Open Forum/AOB**

An early draft of a 'data picture' of the district prepared on behalf of the LSP by the County Council was tabled for discussion. This looked at key data/trends in terms of Housing, demographics, deprivation, educational attainment etc. It would complement the Ward profiles being produced by EFDC. JP expressed some reservations about the age of the data. JH responded that the paper in its present state was tabled to prompt discussion and that it would be vetted before finally being published. Steering Group members were asked to review the draft and suggest amendments and/or additional information for inclusion in the final report. **Action - All.**

Action 11

10. **Future Meetings**

The dates of the next two meetings were agreed at the previous meeting.

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

Two further dates were **agreed** at this meeting

Thursday 25 th February	2pm - 4pm
Thursday 27 th May	2pm - 4pm

Appendix 1

General Overview: Performance Monitoring

All crime

Essex Police hold daily call briefings as at 26th May 2009
(Essex Police local targets 2009-10) Epping Forest was approx 52 crimes over profile on the year to date 3 over month to date.

May 2008 – April 2009

Category	LAA ²	Target	Actual	Previous Year Actual (May 08 Apr 09)	Percentage Reduction
All Crime		*1	8077	8735	-8% Down 658

Areas performing well in Epping Forest

Category	LAA ²	Target	Actual	Previous Year Actual (May 08 Apr 09)	Percentage Reduction
Assault with less Injury	NI 20	587	493	585	-16%
Young Victims April 08 – Mar 09			540	678	
Police Recorded ASB April 08 – Mar 09		N/A	4994	5960	
Criminal Damage		N/A	1092	1328	-18%
Wounding (serious & Other)		N/A	546	615	-11%
Theft / Unauthorised Taking of Vehicle		N/A	421	551	-24%

Areas of concern

May 2008 – Apr 2009

Category	LAA ²	Target	Actual	Previous Year Actual (May 08 Apr 09)	Percentage change
Theft from Vehicle		N/A	963	958	+1%
Robbery Personal Property		N/A	110	118	-7%
Serious Acquisitive Crime	NI 16	TBC	2374	2452	-3%

¹ 2009-10 Targets to be confirmed

Category	LAA ²	Target	Actual	Comparison	Percentage change
Domestic Violence Repeat Incidents (Apr 08 – Mar 09)	LI 35	377	601	N/a	N/a
Domestic Burglary * (May 08 – Apr 09)			863 (May 08 – Apr 09)	805 (May 07 – Apr 08)	Up 58 + 7%
Domestic Burglary April 09			48 (April 09)	66 (April 08)	Down 68 -25%

Statutory Responsibilities

Document / Event	Date	Comments
Strategic Assessment	March 2009	Final draft presented to Strategy Panel: 15 March
Partnership Plan		Currently being updated
Executive Summary	June 2009	A public document, available at the end of June
Face the Public Session		Early discussions are taking place regarding the possibility of organising a joint event with Essex Police Authority

Highlights

Events	<p>PPO Cross Scheme Offenders intelligence sharing initiative has established itself as best working practice. The scheme developed by EFDC Safer Communities involves the regular information sharing on identified cross border prolific and other priority offenders.</p> <p>At the meeting held on 21st May participants included neighbouring CDRPs of Essex Police Western Division, East Herts, Broxbourne, London Boroughs of Redbridge, Waltham Forest, and Havering. The scheme is planned to be extended to include LB Enfield, British Transport Police and Essex Police South Western Division.</p> <p>On 12th May Safer Communities organised and provided specialist training input for Western Division police officers and supervisors regarding evidence gathering and obtaining ASBOs & partnership problem solving.</p> <p>Operation Liberal week commenced 18th May is a week of crime prevention advice aimed at beating rogue traders and bogus callers. This was carried out in partnership with Essex Police and Essex County Trading Standards. Assistance was given to police to resource information stalls around the district giving advice and crime prevention products. Over 1,500 persons were seen and spoken to.</p> <p>Police used the SCP sponsored re-furbished CCTV van with ANPR capability and arrested a person in possession of 8 large containers of counterfeit products, which is being dealt with by Trading Standards</p>
---------------	---

	<p>officers. Two radio interviews were given during this time highlighting measures to prevent crime and promoting the Safer Communities led Theatre Project about bogus callers.</p> <p>Anti-social behaviour officers(s) are linking with Police to provide intervention support for 2 dedicated anti-social behaviour vehicles (Operation Aluminium). These answer calls to ASB related incidents and if further intervention work is required in relation to persons identified details are forwarded to Safer Communities ASB officer(s) for the necessary action. To date there have been 8 referrals all of whom have had warning letters sent to parents.</p> <p>In response to several serious complaints concerning racially aggravated abuse, anti-social behaviour, disorder and low level drug dealing at Roundhills Shops, Waltham Abbey. In mid April, Safer Communities implemented an evidence gathering action plan, This included sending diaries to complainants, liaising with local police, mounting a re-deployable CCTV camera in the identified problem area and implementation of tasking requests to identify ringleaders. The evidence gathered in the form of diaries and CCTV footage was transferred to an intelligence briefing package and was handed to police. A jointly staffed and planned ASB operation was concluded on 14th May using pre-planned CCTV deployment under RIPA (obtained by police DIU). All persons identified have now been dealt with. Two females have been arrested for racially aggravated public order identified using EFDC CCTV. A return visit to complainants on 26th May received a positive endorsement of the actions taken and confirmation the problem had stopped. Police command and control incidents in this area have reduced to zero so far in May. Reported incidents had been running at 6-7 per month.</p> <p>During the evening of Friday 3rd April Safer Communities Officers supported Operation Stay Safe a multi agency sweep in the Loughton area for youths involved in anti-social behaviour. Participants included Social Care, EYPDAS, outreach workers and Police. Nine persons were detained and interviewed.</p> <p>At a recent conference held on 12th -13th May – Delivering Safer and Confident Communities Together, Prime Minister Gordon Brown sited Epping Forest District as working best practice by supporting the Farmers Neighbourhood Action Panel using e-mail families. A Crime reduction initiative is now being explored to bulk purchase discounted tracker devices with the support of the NAP chair, Safer Communities, police and NFU. This is currently in the planning stages. Corporate signage for member farms has been installed and there has been a reduction in offences at farm premises.</p>
--	---

Dates to Note

Crucial Crew	Event to take place 8 th -19 th June 2009 Gilwell Park VIP Visitor Day 12.00pm Tuesday 16 th June 12.pm
Reality Roadshow	5 events at schools dates to follow