

**MINUTES of  
LOCAL STRATEGIC PARTERNSHIP STEERING GROUP  
12 JUNE 2009**

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**PRESENT**

Councillor Mrs P A Channer (PC)	<b>Chairman</b> , Maldon District LSP
Terry Collin (TC)	Learning and Skills Council ( <b>Vice-Chairman</b> of Maldon District LSP)
Councillor Prof. Lew Schnurr (LS)	Heybridge Parish Council (Parish Council Link)
Chief Inspector Nick Lee (NL)	District Commander, Essex Police (Chairman of Responsible Authorities Group)
Superintendent Steve Johnson (SJ)	Essex Police
Julia MacKenzie (JMc)	Partnership Manager Community Safety & LSP, Maldon District Council (Chairman of Children and Young People's Strategic Partnership)
Clare Maynard (CM)	The Plume School (attending on behalf of David Stephenson)
Paul Murphy (PM)	Maldon and District CVS (Chairman of Health Housing and Well Being)
Divine Nzubontane (DN)	Mid Essex Primary Care Trust
Carl Pullen (CP)	Essex Fire and Rescue (Chairman of Community Safety Partnership)
John Symmonds (JS)	Essex County Council
Steve Watson (SW)	Chief Executive, Maldon District Council
Salleigh White (SWT)	Moat Housing

**In attendance**

Tara Bird (Minute clerk)	Committee Services Officer, Maldon District Council
Philippa Bull (PB)	Essex County Council (Agenda Item No. 5)
Suzanne Harris (SH)	Rural Community Council of Essex (Agenda Item No. 6)
Jennifer Burns (JB)	Spatial Planning & Implementation Manager
Krista Levey (KL)	Essex County Council
Lynn Marston (LM)	LSP Development Officer, Maldon District Council
Duncan Wood (DW)	Essex County Council (Agenda Item No. 6)

**1. WELCOME AND INTRODUCTIONS**

1.1 PC welcomed all to the meeting and introductions were made.

## **2. APOLOGIES FOR ABSENCE**

2.1 Apologies for absence were received from:

Audrey Bancroft	Essex County Council
Hazel Berrett	Maldon District Council
Councillor F A Delderfield	Maldon District Council
John Moulsham	Essex Fire and Rescue
David Stephenson	Local Delivery Group
Alan Storah	Maldon District Council

## **3. MINUTES OF THE LAST MEETING**

3.1 JMc asked that the titles for the Chairmen of CYPSP and RAG be added to the list of those present.

3.2 Paragraph 8.4 should read “the Chairman of the Maldon District Business Partnership”.

3.3 The minutes of the meeting held on Friday 13 March 2009 subject to the above amendments were agreed as an accurate record.

## **4. MATTERS ARISING**

4.1 LM advised that the Maldon and District Council for Voluntary Service had now had its name changed to the Maldon and District Community Voluntary Service agreed and was waiting final agreement from charities and companies house.

4.2 The Youth Officers contract had ended and this was currently being reviewed with local schools. As part of this process it was hoped that the service level agreements would also be revisited to make them more robust.

4.3 LS raised concern regarding the lack of activity around the Community Hospital. In response DN advised that momentum had not been lost and he would feedback subsequently on activities etc. currently in the pipeline.

4.4 It was noted that Community Engagement should be added to the list of regular items on the Steering Group’s agenda and reports would be provided by the RAG when necessary.

4.5 The Local Delivery group had been invited to send a representative to the Place Shaping sub group to cover the education and skills agenda. The Blackwater Vocational Training Partnership may be asked to join the group later.

## **5. CHILDREN'S TRUST REVIEW AND REVIEW OF SERVICE DELIVERY**

- 5.1 PB was introduced to the Steering Group. She thanked the Group for giving her the opportunity to share with them the progress of the Children's review.
- 5.2 Findings from the Children's Trust arrangements review indicated that current arrangements were not up to the job or delivering effective requirement of children and young people. It is proposed that a tighter framework be created amalgamating the current 11 CYPSPs into 4 / 5 and PB outlined the proposed model for Mid Essex.
- 5.3 In response to a question, PB advised that the 4 / 5 CYPSPs would be centrally administered alleviating the current issue around the management and administration of CYPSPs. These changes would be funded from current available funds.
- 5.4 The new structure for the Children's Trust is due to be presented to the Trusts Strategic Board in September 2009 and implemented shortly after that.
- 5.5 All Members of the LSP Strategic Group were advised of a meeting on 26 June 2009 in the Minerva Centre, open to all partners of the Children's Trust who wished to contribute.
- 5.6 PC thanked PB for her informative presentation.

## **6. COMMUNITY SAFETY PARTNERSHIP (CSP) – ITS WORK AND ACHIEVEMENTS TO DELIVER SCS TARGETS**

- 6.1 The Steering Group received a presentation providing an insight in the CSP and the work it does.
- 6.2 The following points were highlighted:
- Workshops were being organised to find out what information communities want to know more about;
  - Maldon was the second safest place in Essex;
  - There had been an increase in violent crime, in particular domestic violence. The work being done to reduce this was detailed;
  - Maldon is the first District to incorporate Neighbourhood Watch into its neighbourhood action panel.
- 6.3 In response to a question regarding designing out crime, SJ advised that Essex Police has an Architectural Liaison Officer and details of any proposed developments should be sent through the territorial policing department. He advised that this did not have to be just large developments as they were happy to look at smaller developments.
- 6.4 In response to a question regarding more joint working, NL advised there was some opportunity to explore this and agreed to have a look into it.

- 6.5 CP reminded the Group that the recent 999 day for Maldon had to be cancelled due to poor weather. This had now been rescheduled for Sunday 26 July 2009 and he invited any partners to come along and help support the event. LM advised she would circulate a copy of the flyer to the group.

CP left the meeting at this point.

## **7. ENGAGE ESSEX**

- 7.1 Duncan Wood and Suzanne Harris were introduced to the Steering Group and gave a presentation on this project.
- 7.2 DW advised that £10k from the £123k performance reward grant would be given to each LSP to enable the achievement of LA5. A decision as to how this money should be spent within the Maldon District would need to be made by the autumn before implementation in 2010.
- 7.3 Engage Essex would be creating a new web portal to assist with the National Indicator 4 target. This portal will be a central place for the public to find out what consultations are taking place, when, results etc. Although it is available now adding the information into the web portal is taking a little time.
- 7.4 In response to a question, SH advised that they were concentrating on the publicity of the portal to those organisations who can up load it first, before building up the publicity to the public. DW added that after the summer holidays would they would look at start publicising to the public. He also provided some information regarding the interim target dates.
- 7.5 In response to a question DW stated that although the Department for Communities and Local Government provided information detailing what people feel empowered with, it did not link to this particular performance indicator.

### **AGREED**

- (i) that DW will send the Good practice Model for consultation which had been developed by Essex officers for circulation to the Steering Group.
- (ii) A link to the Engage Essex site be added to the LSP website.
- (iii) That the Steering group will discuss and decide how to utilise the £10,000 Engage Essex money in September.

PC left the meeting at this point.

**Terry Collin, Vice-Chairman, in the chair**

## 8. APPLICATIONS FOR LSP FUNDING

8.1 LM advised of the two sources for funding:

- Core funding: proposal and application from RCCE which had been accepted by the Place Shaping Sub-Group for £1,000 for contribution to linking communities, transport and access. The Steering Group are asked to endorse this.
- NHS Mid Essex fund: Due to financial pressures NHS Mid Essex had reduce its contribution to the LSP for 2009/10 from £20,000 to £15,000. Following the Steering Group's decision at its last meeting in March to give the RUSTIC project a further £10,000, there was therefore now only £5,000 of this fund to allocate for 2009/10.

8.2 Two proposals for funding had been received:

- From the HHWB Sub-Group: to continue the work of the Citizens' Advice Bureau's (CAB) outreach and home visit service across the District which has arisen as some funding has been removed.
- From the CSP: Asking for £1,750 to develop and produce materials for a Crucial Crew for Parents. This request is also supported by CYPSP.

8.3 PM and JMc then put their case for funding to the Steering Group. PM advised the Group of some amendments to the proposal.

8.4 Following further discussions it was agreed that £1,000 be awarded to CSP and £4,000 to HHWB from the NHS Mid Essex Fund.

### AGREED

- (i) that the £1,000 funding for RCCE's project be endorsed subject to there being a clear statement of value being given;
- (ii) That £1,000 be awarded to CSP for the Crucial Crew for Parents project and £4,000 to HHWB for the CAB outreach services from NHS Mid Essex fund
- (iii) That the updated application relating to the CAB outreach services be circulated to the Steering group

DN left the meeting at this point.

## 9. LSP SUPPORT FOR THE THIRD SECTOR

9.1 A list of activities or approaches that the LSP should consider to be fully compliant with the Compact was attached as an appendix to the report.

### AGREED

- (i) that the proposals and requirements relating to the Essex Compact, be accepted and that the LSP's Compact Champion should report back to the

Steering group on progress in 6 months time (December meeting).;

- (ii) that in principal joint project between Essex County Council and the MDCVS to develop a process for identifying services at risk or in need of expansion and service gaps be supported;

9.2 DW advised that Essex County Council (ECC) recognised the strains that the Councils for Voluntary Service were undergoing. Essex Partnership had created a £2million fund administered by the Essex Community Foundation. The revenue from this will be used to help develop capacity in the voluntary sector.

**AGREED**

- (iii) that the MDCVS continue to be the representative of the community and voluntary sector on condition that the CVS supports and runs the Third Sector Strategic Partnership in order to ensure that the CVS is able to give a representative viewpoint from the sector;
- (iv) that the growth in LSP and LAA work since the core funding for the CVS was agreed by MDC has resulted in a capacity deficit for the CVS be recognised;
- (v) that the provision of funding (approximately £2,000) towards the CVS capacity in 2010/11 and beyond is considered;
- (vi) that the LSP request that an additional item be added to the CVS's SLA with MDC to ensure that the CVS represent the community and voluntary sector at LSP and LAA meetings.

**10. GOVERNANCE**

10.1 LM advised that the LSP should take advantage of the opportunity to use the Audit Commissions tools to identify ways to improve its governance and the delivery of objectives.

**AGREED**

- (i) that the proposal to utilise the Audit Commission's self evaluation tool in order to continue to improve the performance of the LSP, be endorsed;
- (ii) that the Steering group members be asked to complete the questionnaires relating to governance and partnership working and that a half day workshop this autumn should be arranged to work through how to tackle the issues that are identified as a result of completing the questionnaires.

## **11. PERFORMANCE MANAGEMENT**

- 11.1 Reports of the LSP's funded projects, action plan activities and indicators (including Local Area Agreement indicators) were attached as appendices to the report.
- 11.2 The Group discussed Appendix 2 (Review of Performance) and JS raised a question regarding whether the Steering Group should meet more often than once a quarter and suggested that the current management of the meetings was insufficient to monitor performance fully. In response, TC suggested that this be added to the agenda of the next meeting allowing Members of the Steering Group to come forward with ideas of how the business could be managed more effectively.

### **AGREED**

- (i) that the report, the performance management reports on funded projects, Action Plan activities and Indicators and the Sub group Chairmen's reports, be noted.
- (ii) that the provisional findings of the Place Survey, be noted. The final findings will be presented and discussed at the next Steering Group meeting.

## **12. FINANCIAL UPDATE**

- 12.1 The LSP's current financial position (as at 30 April 2009) was attached as an appendix to the report.
- 12.2 LM drew the Steering Groups attention to £5,663 which was currently unallocated but could be used later in the year for projects.
- 12.3 JMc asked if the Performance Reward Grant monies for CCTV had been returned to the Community Safety Partnership. LM advised that she would check with finance.

**AGREED** that the current 2009 / 10 budget position be noted

## **13. INFORMATION ITEMS**

- 13.1 There were no information items.

## **14. ANY OTHER URGENT BUSINESS**

- 14.1 LS advised that the Place Shaping Sub group and its working groups had met and were looking at implementing a work programme and implementing

initiatives in September 2009.

- 14.2 LS informed the Group of two areas which the Place Shaping Sub-Group were planning to look at:
- The difficulty in the eastern part of the district in getting broadband;
  - The number of parish and town councils concerned with the work on parish plans and village design statements being adequately ingested and used in the current planning infrastructure.

## **15. DATE OF NEXT MEETING**

- 15.1 The next meeting be held on Friday 11 September 2009 at 11am in the Training Room, Maldon District Council Offices.