

**MINUTES of  
LOCAL STRATEGIC PARTERNSHIP STEERING GROUP  
11 MARCH 2010**

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**PRESENT**

|                                 |   |
|---------------------------------|---|
| Terry Collin (TC)               | Learning and Skills Council ( <b>Vice-Chairman</b> of Maldon District LSP)  |
| Hazel Berrett (HB)              | Director of Community Services, Maldon District Council   |
| Councillor F A Delderfield (FD) | Maldon District Council<br>(Chairman of the former Economic Development & Environment LSP Sub Group)                                |
| Chief Inspector Steve Ditchburn | Essex Police  |
| Julia MacKenzie (JMc)           | Partnership Manager Community Safety & LSP, Maldon District Council (Chairman of Children and Young People's Strategic Partnership) |
| John Moulson (JM)               | Essex Fire and Rescue   |
| Paul Murphy (PM)                | Maldon and District CVS<br>(Chairman of Health Housing and Wellbeing Partnership)   |
| Carl Pullen (CP)                | Essex Fire and Rescue<br>(Chairman of Community Safety Partnership)   |
| Councillor L Schnurr (LS)       | Heybridge Parish Council<br>(Parish Council Link)   |
| David Stevenson (Ds)            | Chairman of Local Delivery Group<br>(Head Teacher, The Plume School)  |
| John Symmonds (JS)              | Essex County Council  |
| Salleigh White                  | Moat Housing  |

**In attendance**

|                          |   |
|--------------------------|---|
| Tara Bird (Minute clerk) | Committee Services Officer, Maldon District Council |
| Lynn Marston (LM)        | LSP Development Officer, Maldon District Council    |
| Linda Weeks (LW)         | Corporate Policy Officer, Maldon District Council   |

**1. WELCOME AND INTRODUCTIONS**

- 1.1 In the absence of the Chairman, Terry Colin (Vice-Chairman) welcomed everyone to the meeting and introductions were made.

- 1.2 The Chairman advised that he would be moving his presentation on the agenda until after those Members who were attending the Learning Group arrived. He also advised the board of the following changes:
- Jan Yates was leaving and Dale Robinson would be taking her place;
  - Julia McKenzie was leaving Maldon District Council;
  - Steve Ditchburn's first meeting;
  - John Symmonds would be retiring;
  - And that this was the Vice-Chairman's last meeting because the Learning and Skills Council was being dissolved but he would continue to be involved with the LSP.

## **2. APOLOGIES FOR ABSENCE**

- 2.1 Apologies for absence were received from:
- |                    |                                    |
|--------------------|------------------------------------|
| Cllr Penny Channer | Maldon District Council            |
| Laurie Fentimen    | Audit Commission                   |
| Jenny Lewsey       | Maldon District Council            |
| Clare Morris       | Mid Essex Primary Care Trust (PCT) |

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

- 3.1 The minutes of the meeting held on Friday 11 December 2009 were agreed as an accurate record.

## **4. MATTERS ARISING**

- 4.1 LM advised that the Engage Essex website was being transferred to the Essex Portal, but not all services were currently operational.
- 4.2 In response to a question regarding the publicity of the mobile One Place in light of the low usage figures. LM informed the group that this would be publicised on the LSP website and some NI4 funding would be used to raise the profile and further publicise the service.
- 4.3 The actions relating to the Sustainable Community Strategy and Performance Management had all been completed.

## **STRATEGIC BUSINESS:**

### **5. PLACE SHAPING SUB-GROUP UPDATE**

- 5.1 The Steering Group received a presentation from Cllr Frank Delderfield (Chairman of the Place Shaping Sub-Group) and Linda Weeks (Corporate Policy Officer, Maldon District Council).

- 5.2 Over the last year the Sub-Group had met five times and developed an action plan and infrastructure schedule. It was noted that the majority of the work was long term but progress was being made.
- 5.3 The presentation highlighted the following points:
- Affordable Housing – The Sub-Group were working with the Community Council of Essex on exception sites.
  - Community Hospital and improving access to sustain central services and facilities still seemed a long way off.
  - Taking Services to the People: Work was being done on the One Place on Wheels scheme and it was hoped that this would assist residents to access services more easily.
  - Broadband: A pilot scheme was underway to make improvements to Broadband and its coverage of the district, and benefits should be particularly seen within the Dengie Peninsular.
  - Maritime Skills: An apprenticeship scheme had just been launched to improve maritime skills within the District.
  - Raising Skills Profile: This had had a set back due to the Vocational Centre, but was still progressing.
- 5.4 PM joined the meeting at this point.
- 5.5 LW circulated a briefing note on the Place Shaping Sub- Group and Infrastructure schedule. She advised that the key focus was to coordinate the development of an infrastructure scheme and it was noted that the Maldon District was not highlighted as a major growth area.
- 5.6 LW explained that the corporate role of the LSP supporting, informing strategy and infrastructure would help with the capital investments in the future and delivery. Infrastructure had been divided into the following four categories:
- Social and community infrastructure;
  - Physical infrastructure e.g. sewage capacity, recycling and waste;
  - Transport infrastructure e.g. rail, bus services;
  - Green infrastructure (a critical component).
- 5.7 Work was being done to bring together information about other infrastructure schemes.
- 5.8 PM reported that at the Health, Housing and Well-being Partnership Board meeting yesterday transport was agreed as a critical issue and that the LSP should be highlighting this as a high priority. A presentation from Alison Manton of NHS Mid Essex and the Dengie services review showed a clear link with the Place Shaping Group and other sub groups. He asked that the Steering Group ensure that communications and partnership working was happening effectively.
- 5.9 LM explained how the critical issues about accessibility were sent on to Essex County Council. The Local Transport Plan consultation would be coming out over the summer months and it was important to ensure that information and

concerns were fed back, with the involvement of Essex County Council. JS added that contributions on the first consultation draft of the LTP would be issued and organisations given the opportunity to comment on them. He reiterated the importance to comment in order to influence transport needs.

5.10 The Chairman thanked FAD and LW for their presentation.

## **OPERATIONAL BUSINESS:**

### **6. PERFORMANCE MANAGEMENT**

- 6.1 Reports of the LSP's funded projects, action plan activities and indicators (including Local Area Agreement indicators) were attached as appendices to the report. LM advised that she hoped in future that the appendices would be viewed through the TEN system and therefore not requiring hard copies.
- 6.2 LM updated the group on the following:
- Performance Reward Grant – If these monies are not spent the LSP will lose them.
  - Community Strategy Actions – Priority 3 ~ To make Maldon a safer place: required a decision as to whether the promotion of all aspects of road, fire and marine safety should be retained as a key activity for the LSP, within the community strategy.
  - Skills and Training Working Group – Held their final meeting today and were looking at drawing up a recommendation which will be delivered to this group on the way forward.
- 6.3 David Stephenson joined the meeting at this point.
- 6.4 The Group discussed the appendices (funded projects, action plan activities and indicators). PM advised that the HHWPB had reviewed its Terms of Reference and were seeking the LSPs approval to change the frequency of meetings to quarterly to link up with the LSP Steering Group. He also commented that a lot of the projects funded were short term and if further funding was not found they would have to stop. He asked that the LSP do more strategically to support the continuation of these projects.
- 6.5 JMc asked if the Anti Social Behaviour Mediation project could be reviewed in June. A shuttle service had just been introduced with its uptake being more than in the past. Delaying for another quarter will give a better figure of how it is working.
- 6.6 Further discussions were had around the timescales for the use of the Performance Reward Grant and whether there were other projects which could make use of these monies.

## **AGREED**

- (i) that anti-social behaviour mediation project should be kept under review and the monies appropriately used;
- (ii) that the promotion of all aspects of road, fire and marine safety be retained as a key activity for the LSP / within the Community Strategy;
- (iii) the Sub-Group Chairman's group should be revised to include the evaluation of funded projects and other activities for value for money and successful delivery;
- (iv) the LSP should hold a special meeting to discuss how the LSP can work together to tackle Public sector funding reductions and ensure that its priorities can be delivered;
- (v) that the LSP should not set targets for the Place Survey indicators aiming to equal or surpass the scores which were gained in the last survey and that the results should be monitored;
- (vi) that it wishes to continue the yearly cycle of presentations from the LSP Sub Groups.

## **7. GOVERNANCE – STRUCTURE AND MEMBERSHIP**

- 7.1 The current structure of the LSP was attached as an appendix to the report. LM explained that five structure examples were detailed within the report, but that there were a number of options. She reiterated the importance of ensuring a firm, clear, steer and strategic leadership and delivery mechanisms which work. Once the Steering Group had made a decision Terms of Reference will be drawn up.
- 7.2 The Steering Group discussed in detail the five examples along with alternatives which had been used by other LSPs. Some concerns were raised regarding the current agenda sizes, extra resources required and issues regarding performance monitoring.
- 7.3 PM felt that time was a key issue and reminded the group that this was a voluntary role which was taking up a large amount of time. Following further discussions around options one and three it was agreed to rule out options two and four. It was proposed that a working group should be formed to find a way of combining options one and three.

## **AGREED**

- (i) that a working group composed of Terry Collin, Cllr Lew Schnurr, Cllr Frank Delderfield, Hazel Berrett and Lynn Marston should be formed to discuss options one and three. The Local Improvement Advisor would be invited to

join that group.

- (ii) that whether or not to move towards all task and finish groups (except LDG Plus and CDRP) when new SCS has identified priorities/tasks be considered.

## **8. GOVERNANCE – DEVELOPMENT IMPROVEMENT PLAN**

- 8.1 The improvement plan for the LSP, developed by a Local Improvement Advisor in conjunction with LM was attached as appendix 1 to the report.
- 8.2 In response to a question, LM clarified that PM referred to a nominated member of the Steering group who would champion performance manager. She advised that the Terms of Reference also required revising but until a structure was agreed this could not be done.

**AGREED** that the draft Improvement Plan should also be discussed by the working group (as above in 7)

## **9. GOVERNANCE – DRAFT COMMUNICATION FRAMEWORK**

- 9.1 The Draft Communications Framework for the LSP Steering Group was attached as appendix 1 to the report. It was noted that this had been developed with the assistance of a Local Improvement Advisor who had been working with the LSP to suggest ways to improve its efficiency and effectiveness.
- 9.2 Discussions took place regarding the Draft Communications Framework and concern was raised that although there was great value in communication the draft Framework needed to be more realistic. .
- 9.3 LM informed the Steering Group that the LSP had a further day and half of the Local Improvement Advisor's time at their disposal.

**AGREED** That the Working Group (see 7 above) should also consider the draft Communications Framework when it met.

## **10. THE LEARNING AND SKILLS COUNCIL: WHAT COMES NEXT?**

- 10.1 The report outlined that under the Apprenticeships, Skills, Children and Learning Act 2009 the Learning and Skills Council (LSC) for England dissolves on 31 March 2010. It would be replaced by new arrangements and organisations with differing roles and responsibilities.
- 10.2 The presentation (a copy of which is attached as **APPENDIX 1** to these Minutes) outlined the purpose of these changes and the Governments long term strategy for children was to make the UK the best place in the world for

children and young people to group up. TC advised of the importance to try and bring together as many people in relation to the education and skills agenda. This one body will have benefits for both employers and learners.

- 10.3 The Skills Funding Agency (SFA) will be the body for monitoring the delivery of appropriate standard and national levels of quality are maintained and raised. The presentation also provided information on the Local Landscape, the Essex LSC and the proposed changes from 1 April 2010.
- 10.4 In response to a question, DS advised that the Essex Strategy would support the development of an educational college. Two proposed sites had been identified, Maldon which was at proposal stage and Canvey Island which was at an advanced stage. Other sites which had also been discussed were Braintree, Chelmsford and Colchester. Apart from the Maldon College the other proposed locations would be installed on land already being used for educational purposes.

## **11. SUSTAINABLE COMMUNITY STRATEGY UPDATE**

11.1 The report provided an update on:

- the actions to deliver improvements for the LSP's critical issues for 2010 / 11 namely Accessibility and Economic Development with particular emphasis on Not in Education, Employment or Training (NEETs) and improving skills levels in the District;
- the progress on developing a project plan for the renewal of the Sustainable Community Strategy.

11.2 LM advised that she had just received the draft action plan from the IDeA led Skills for Maldon Workshop and would circulate this to the Group.

**ACTION:** LM to circulate the Action Plan

### **AGREED**

- (i) that the Steering group note the progress outlined above and the outline plan for the renewal of the SCS
- (ii) that the Steering Group accept the Sub Group Chairmen's recommendation relating to the development of an Annual Action plan for the SCS.

## **12. FINANCIAL UPDATE**

12.1 The LSP's current financial position was attached as an appendix to the report.

- 12.2 The group were advised that there would be some carry over into the 2010 / 11 financial year but this would be updated at the next meeting. Changes to the funding policy review were highlighted in bold.
- 12.3 LM explained that in future the LSP view on commissioning may be more focused (depending on funding) and discussed the proposal to set up a working group to put together a four page guide on commissioning for the LSP. It was noted that the PCT had done some work on this and therefore agreed that they should be involved in the group. It was agreed that in addition CP and PM should form this new working group.

**AGREED**

- (i) that a three member working group (consisting of CP, PM and a representative from the PCT commissioning team) is set up to draw-up a four page set of Commissioning Guidelines for the LSP;
- (ii) that the changes to the funding documents outlined in appendices 4, 5 and 6 and the approach in paragraph 4.2 of the report be adopted.

**13. ESSEX STRATEGY REVIEW**

- 13.1 The annual refresh of the Essex Local Area Agreement (LAA) was being finalised, with the District aims being groups under the Essex Partnership countryside issues. LM advised that there was an opportunity now for the LSP to change those LAA indicators it has regard to (attached as appendix 1 to the report) and that this matter had been discussed at the Sub-Group Chairman's meeting where it was recommended that they be left unchanged. This was agreed.
- 13.2 Appendix 2 to the report provided an overview of the region and highlighted areas of concern relating to the ability of the LAAs to deliver targets, following a recent review of LAAs undertaken by Go-East. Particular comments regarding National Indicators 117 and 163 were outlined within the report.

**AGREED**

- (iii) that the changes to the LAA refresh and the LAA Regional Review Report are noted;
- (iv) that the LAA Indicators which the LSP has regard to be left unchanged

**14. HEALTH INEQUALITIES UPDATE**

- 14.1 It was noted that the Audit Commission was conducting the second part of its review of Health and Inequalities in Essex. The first draft of the Essex County

Council (ECC) and Essex Partnership Progress Update of the Action Plan was attached as appendix 1 to the report.

- 14.2 The Audit Commission were arranging six workshops across the Country where the findings would be presented. Three attendees from each organisation were being invited and the Audit Commission was keen for elected Members to be included. It was suggested that Councillor Mrs B D Keighley as Chairman of Maldon District Councils Community Services Committee and a Member of the Health Housing and Wellbeing Partnership Board (HHWBPB) be one of the attendees. In addition Debra Wyrill who had been closely involved in delivering the Health Inequalities action plan, should attend with either LM or HB. This was agreed.
- 14.3 A question was asked regarding Primary Care in Heybridge, Totham and Goldhanger Areas and how the production of a Health Inequalities document had been promised but was not forthcoming. HB informed the Group of a report to be discussed at the next Community Services Committee regarding the Community Hospital. PM advised that following a presentation from the PCT to the HHWBPB one of the actions which arose was to monitor the situation around Heybridge and LS had indicated he would draft a report for consideration. Following further discussions it was agreed that this report should be produced and discussed by the HHWBPB.

#### **AGREED**

- (i) that the Health Inequalities review be noted;
- (ii) that the following three representatives be endorsed to attend the Audit Commission workshop in April 2010:
- Councillor Mrs Brenda Keighley;
  - Debra Wyrill;
  - Lynn Marston or Hazel Berrett.
- (iii) that a report on Primary Care in Heybridge be drafted and considered by the Health Housing and Wellbeing Partnership Board.

#### **15. PRESENTATION TO JOHN SYMONDS**

- 15.1 It was noted that this was the last meeting John Symonds would be attending and the Chairman thanked him for all the work he had done for the LSP. The Chairman presented John with a picture of Maldon in appreciation of the huge contribution to those who have lived, worked and learnt in the District.
- 15.2 John thanked everyone for the present and said how he would miss working with the LSP and in Maldon.

## **16. COMMUNITY ENGAGEMENT (PREVENT AGENDA)**

16.1 No report was presented.

## **17. ANY OTHER URGENT BUSINESS**

### **17.1 Youth Officer**

17.1.1 JMc advised that the Youth Officer, partly funded by the LSP, had given an update on their work to the Responsible Authorities Group and she felt it would be beneficial for the LSP to also receive an update.

### **17.2 Julia MacKenzie**

17.2.1 The Chairman thanked Julia for her contribution to the Group, and on behalf of the LSP wished her well in her new role in Thurrock.

## **18. DATE OF NEXT MEETING**

18.1 The next meeting be held on Friday 11 June 2010 at 11:15am in the Training Room, Maldon District Council Offices.

The meeting closed at 1:19pm.

Slide 1

**“The LSC: What comes next?”**

A presentation to Maldon LSP by Terry Collin  
Partnership Director – Planning and  
Performance, Essex LSC  
19.03.2010

Slide 2

- Under the Apprenticeships, Skills, Children and Learning Act, 2009, the LSC for England dissolves on 31.03.2010
- It will be replaced by new arrangements; and organisations with differing roles and responsibilities

Slide 3

**Purpose of the changes?**

**To provide:**

- a single body responsible for securing provision for young people
- a single body integrating services for young people across each local authority bringing together advice and guidance services, youth services and provision
- clear customer gateways for adults
- clear customer gateways for employers

Benefits to learners and employers:

The diagram consists of five colored ovals arranged in a circular pattern, each containing a benefit:

- Funding in the hands of learners and employers (demand led system)** (Pink oval)
- Streamlined and integrated service for employers** (Purple oval)
- Integrated advice and guidance services for learners** (Blue oval)
- More young people and adults with the skills employers need** (Green oval)
- Integrated, coherent and more responsive offer for all young people** (Cyan oval)

Slide 4

### Context for Change

The Government's long term strategy for children is to make the UK the best place in the world for children and young people to grow up.

The changes will:

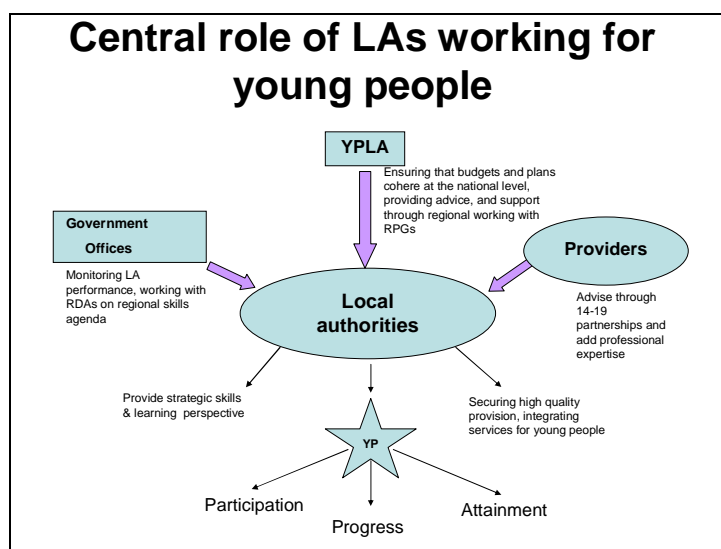
- Place 0-19 commissioning under the leadership of local authorities
- Support delivery of Raising the Participation Age (RPA) and access to the 14-19 entitlements
- Strengthen the role of local authorities and childrens trusts as champions of young people

Slide 5

### What is the New System?

- Local Authorities will have responsibility to secure an appropriate place in learning for all young people
- Local Authorities will have a duty to collaborate with others to do this
- The Young People's Learning Agency (YPLA) will be established to ensure budgetary control and the delivery of the entitlement
- Government Office (GO) will support and challenge LAs on performance

Slide 6



Slide 7

## **The role of local authorities**

Lead accountability for delivery of 14-19 Reforms and RPA:

- Strategic planners
- Lead commissioners
- Managing the market

Slide 8

## **Some of the key strategic issues**

- New ways of working – not reinventing old ways of working
- Context of Every Child Matters and Children's Trust arrangements
- Alignment to 14-19 activities – meeting learner entitlement; NEET; Diplomas and challenges presented by Raising the Participation Age
- Vulnerable Groups pre and post 16 & up to 25 – LLDD, LAC; Young Offenders; Teenage Pregnancy
- Links to wider skills/economic development agenda

Slide 9

## **SKILLS FUNDING AGENCY (SFA)**

Slide 10

## Skills Activism a new approach to British public policy for business

**Skills**

"In reforming the training system we will ensure that it meets tomorrow's as well as today's skills needs. As new and established businesses grow to meet the opportunities in the new economy, we will ensure they are able to get the skilled workers they need in the right place and at the right time."

- Collecting and deploying intelligence on skills needs in key sectors
- Ensuring the skills system has the capacity and funding available to support development in areas of strategic importance to the economy
- More rapidly developing new qualifications
- Strengthening the employer voice on employment and skills
- Further integrating employment and skills policy
- Incentivising universities to respond quickly to areas of potential growth
- Ensuring public procurement, regulators and regulatory frameworks all contribute to raising skills levels

Slide 11

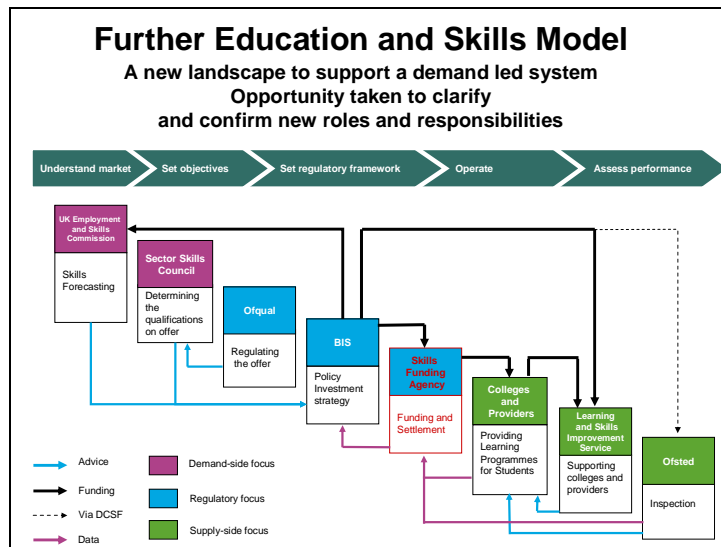
## Incorporating 4 Gateways

- National Apprenticeship Service
- Employer Skills Service (Train to Gain)
- Adult Advancement and Careers Service
- Learner Skills Service

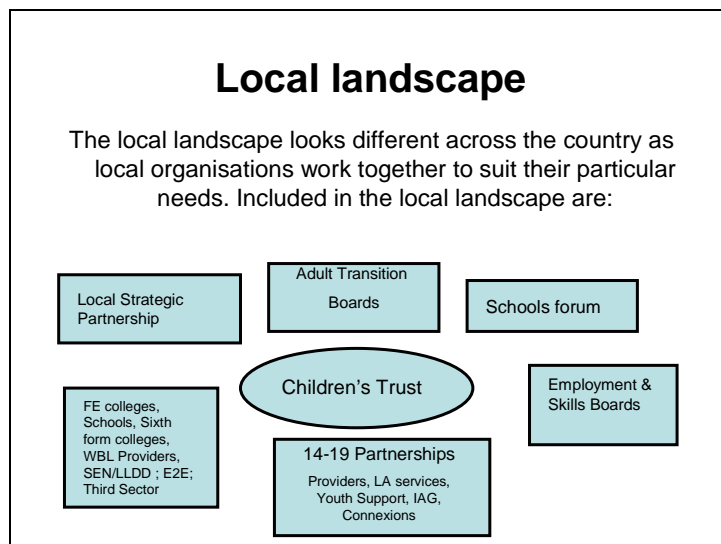
Slide 12



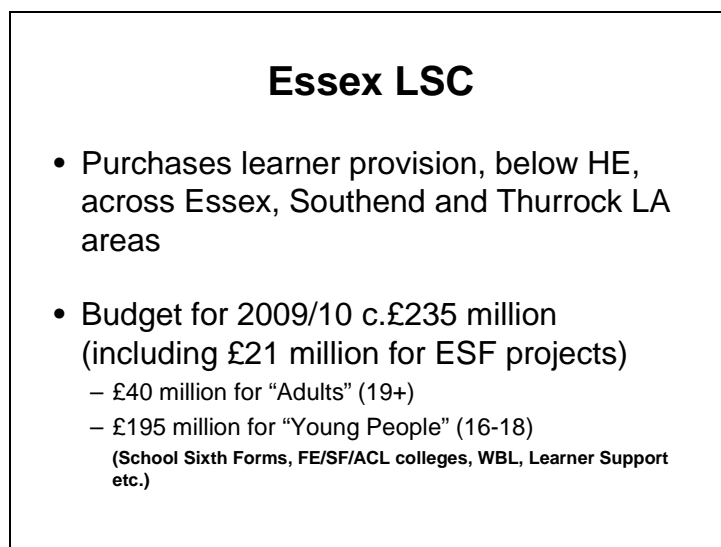
Slide 13



Slide 14



Slide 15



Slide 16

**From 01.04.2010**

- 16-18 (25) provision including Foundation Learning and Levels 2 and 3, will be commissioned by
  - Essex CC, approx £125 million
  - Southend BC, approx £50 million
  - Thurrock Council, approx £10 million
- This will purchase nearly 31,000 college and 12,500 sixth form places
- Some 6000 apprenticeships will be commissioned through NAS

Slide 17

**Staff transferring from Essex  
LSC:**

- 12 (+1 vacancy) to Essex CC
- 3 (+2 vacancies) to Southend BC
- 4 (+1 vacancy) to Thurrock Council
  
- Most are being integrated into the host authority's 14-19 team