

**MINUTES of
LOCAL STRATEGIC PARTERNSHIP STEERING GROUP
11 SEPTEMBER 2009**

PRESENT

Hazel Berrett (HB)	Director of Community Services, Maldon District Council
Chief Inspector Nick Lee (NL)	District Commander, Essex Police (Chairman of Responsible Authorities Group)
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 (Chairman of Health Housing and Well Being)
Carl Pullen (CP)	Essex Fire and Rescue (Chairman of Community Safety Partnership)
David Stevenson (DS)	Chairman of Local Delivery Group (Head Teacher, The Plume School)
John Symmonds (JS)	Essex County Council
Superintendent Steve Johnson (SJ)	Essex Police
Councillor Prof. Lew Schnurr (LS)	Essex Association of Local Councils (EALC) representative

In attendance

Jo Bellamy	Corporate Policy Office, Maldon District Council
Tara Bird (Minute clerk)	Committee Services Officer, Maldon District Council
Lynn Marston (LM)	LSP Development Officer, Maldon District Council

1. WELCOME AND INTRODUCTIONS

- 1.1 In the absence of the Chairman and Vice-Chairman it was proposed and agreed that Chief Inspector Nick Lee be the Chairman for this meeting.

2. APOLOGIES FOR ABSENCE

- 2.1 Apologies for absence were received from:
- | | |
|----------------------------|-------------------------|
| Councillor Mrs P A Channer | Maldon District Council |
| Terry Collin | Learning Skills Council |
| Councillor F A Delderfield | Maldon District Council |

Krista Levey
Claire Morris
Steve Watson

Essex County Council
Mid Essex PCT
Maldon District Council

3. MINUTES OF THE LAST MEETING

- 3.1 The minutes of the meeting held on Friday 12 June 2009 were agreed as an accurate record.

4. MATTERS ARISING

- 4.1 JMc advised that the Service Level Agreements (paragraph 4.2) were now being put in place. The new structure for the Children's Trust will be presented to the Trusts Strategic board on 2 October 2009.
- 4.2 LM reported that:
- the good practice model for consultation had been sent out and a link to Engage Essex would be shortly added to the website;
 - Crucial Crew for parents was still outstanding;
 - (paragraph 9.2) work around support of the third sector was in progress and the provision of funding (approximately £2,000) towards CVS capacity in 2010/11 would be formally considered at the December Steering group meeting;
 - Governance - the half day workshop has been organised for 23 September 2009.

5. PLACE SURVEY 2008 RESULTS

- 5.1 JB was introduced to the Steering Group.
- 5.2 BMG Research had been commissioned by a consortium of Local Authorities to carry out a place survey, as specified by the Government. 3,145 postal surveys were sent to householders in the Maldon District and 1,467 (6%) responses received. There had been a delay in publication of the results due to Communities and Local Government (CLG) checking the data against the new Code of Practice for Official Statistics. In response to a question JB advised that the CLG's minimum responses to be received were 1100.
- 5.3 The results of the survey were presented and discussed by the Group. An electronic copy of the Full report and presentation will be sent to Steering group members.
- 5.4 In response to a number of questions JB agreed to provide the group with a further breakdown of the results, including information by Wards.

- 5.5 JB asked partners to send their requests to her or via LM for further information on the breakdown of results.
- 5.6 Overall the survey showed that there was overall satisfaction with the local area.
- 5.7 The Chairman thanked JB for her presentation.

6. ENGAGE ESSEX FUNDING

- 6.1 The Steering Groups approval was sought to set up a working group to consider how best to allocate £10,000 to improve the public's perception of its ability to influence decisions in their locality and to improve the score for National Indicator (NI) 4 in the future.
- 6.2 LM reported the proposed working group members, as detailed in the report along with suggested projects for the monies.
- 6.3 The group discussed the suggested projects and it was agreed that Training should be removed from the list. It was put forward that to influence NI4 a project around school placements and planning should be investigated. HB suggested it was important to look at how the LSP engages with people, in particular hard to reach groups and young people.
- 6.4 LM reported that Suzanne Roast from the Rural Community Council of Essex (RCCE) was happy to attend the working group to assist and provide guidance.
- 6.5 Following further discussions it was agreed that *Developing Innovative Engagement: An exemplar project*, be considered along with *Developing innovative engagement: a change in practice*, which should be combined with *A Feedback based project*.
- 6.6 In response to a question regarding the Working Group Membership. LM advised that a person from a schools administration background had been suggested as school placements had been indicated as a big issue. It was agreed that this position was not required on the working group. It was proposed and agreed that JMc be part of the working group to cover CDRP along with a Youth Officer.
- 6.7 LM reported that she would be pulling the Working Group together within a 2 / 3 week period and brief options would then be sent round.

AGREED

- (i) that the following projects are the Steering Groups preference;
 - **Developing Innovative Engagement: an exemplar project** - A project to involve communities in active decision-making as an exemplar project, using the funding to support the process, not as a pot for Participatory Budgeting.

Expanding a consultation to involve more people by being more proactive and reaching out to hard to reach groups; possibly arranging interactive session(s).

- **Developing Innovative Engagement: a change in practice** - A project to alter the way in which community engagement is carried out, for a particular organisation or decision-making process. E.g. a project in relation to planning decisions, development of on-line opinion gathering (*although not in competition with Engage Essex!*), installation of a public opinion pollster unit.
- **A Feedback-based Project** - Work to improve ways of giving feedback to the public about how their input and opinion has influenced decision-making recently. E.g. with regard to a specific consultation development of new feedback protocols, with an example put into action. (*to be combined with A Change in Practice, above*)

- (i) that a task and finish working group to recommend how the money should be spent in this District be set up;
- (ii) that the Steering Group agrees to accept recommendations by email;
- (iii) that areas of improvement be acknowledged and the steps to address them.

7. HEALTH, HOUSING AND WELLBEING PARTNERSHIP BOARD – ITS WORK AND ACHIEVEMENTS TO DELIVER SCS TARGETS

- 7.1 The Steering Group received a presentation providing an insight in the HHWBPB and the work it does.
- 7.2 The Health, Housing and Wellbeing Partnership Board (HHWBPB) aims to improve wellbeing and prevent ill health by working with health and social care services and the Third Sector to improve the overall health of the population of Maldon District.
- 7.3 The presentation highlighted the groups keys priorities and actions and the following points were highlighted:
 - Children’s Health subgroup - has now been set up and is progressing well.
 - Carers – There are a number of initiatives around carers and PM provided the group with detailed information regarding these including the gummed envelope scheme for GPs, raising awareness of family carers and carers services.
 - Health Inequalities - Health inequalities are a key issue, particularly due to the increasing number of people aged 65 and over. HHWBPB are targeting those most affected by health inequality. In particular (under the ‘All cause mortality’ target) populations with high death rates from heart disease and cancer to identify specific actions targeted at the major risk factors and reducing inequalities. Also a specific ‘Health inequalities’ target focuses Stop Smoking support service activities on the two most deprived MOSA’s.
- 7.4 It was reported that the Registered Social Landlord Forum had developed better partnership working in the development of affordable housing and the hospital link worker for cares or cared for who are in hospital was receiving

considerably more referrals than originally anticipated.

7.5 The Chairman thanked PM for his informative presentation.

8. VOCATIONAL TRAINING CENTRE

8.1 HB reported that Planning Permission for the Vocational Training Centre (VTC) had been refused by the Planning and Licensing Committee as it was felt the application was contrary to policy and the site classed as open space. A meeting had taken place to consider options, which included to appeal against the planning decision and reapplication. In response to a question regarding relocation of the VTC, HB advised that this was a matter for the Partnership but that an independent site assessment for the Maldon District had been undertaken identifying Primrose Meadow as the proposed site.

8.2 DS expressed concern that if a suitable site within the District could not be found there was a possibility the VTC could be relocated outside of the District, resulting in a great loss of opportunity and benefit for the District.

9. FINANCIAL UPDATE, INCLUDING LSP FUNDING DECISIONS

9.1 The LSP's current financial position (as at 1 August 2009) was attached as an appendix to the report. The total budget for 2009 / 10 was £241,286 including the year 1 Performance Reward Grant (PRG) and accumulated monies from the NHS Mid Essex.

9.2 LM drew the Steering Groups attention to £600 which was currently unallocated. She reported that currently the Youth Participation Officer post was vacant, but partners had been approached to request additional funding to support an 18 month contract. An additional £5,000 would be required from the LSP which had not been included in the 2009 / 10 budget, although could be included in next years budget. LM explained that the LSP had received a reduction in monies this year and the Steering Group had to consider if this post was to be supported or not.

9.3 The group discussed the Youth Participation Post and JMc advised that there were possibilities for additional funding in the future. This year St Peters School, Burnham on Crouch, has not contributed due to the quality of previous Youth Officers. With an 18 month contract the Officer would be able to plan longer term activities for teenagers and benefit wider communities. The Plume School and ISS had agreed to fund the position for 18 months to give consistency to the younger people of the District.

9.4 Following further discussions it was agreed that £5,000 be committed to the cost of employing a Youth Participation Officer for 18 months.

9.5 In response to a question regarding £6,000 unspent for equipment maintenance, LM advised that some of this money had now been spend but it was also for TEN.

AGREED

- (i) that the current 2009 / 10 budget position is noted;
- (ii) that £5,000 be committed to the cost of employing a Youth Participation and Development Officer for 18 months.

10. GOVERNANCE

- 10.1 LM advised that the East of England Regional Assembly (EERA) would now be attending the LSP workshop on 23 September.
- 10.2 PM reported that with regard to recommendation (iii), at the last Accessibility Working Group it was decided that the October meeting of this group would be the last and a report around future development would be prepared. It was felt that the Members of the group did not have the scope or power to influence and therefore a decision was taken not to extend this working group through to December.
- 10.3 JMc suggested that an amended version of the Place Survey questionnaire should be completed by young people (under 18's were excluded from the original Place Survey) before the Working Group is set up to ensure that it can reflect the concerns of young people.

AGREED

- (i) that the forthcoming workshop be utilised to improve and energise the LSP to deliver improvements for the people of the District;
- (ii) that a working group be set up to reconsider the SCS from a children and young persons perspective;
- (iii) that the life of the National & Built Heritage task and finish working group be extended until the end of December 2009.

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 LM updated the group on the following:
 - Risk 7 (inadequate resources) – the main budget for this comes through performance review funding. It was believed that the future of this funding was under discussion at county level.

- IT Training for Older People – this was being launched on 23 September. More information would be circulated and it was hoped that the Chairman and Vice-Chairman of this Group would be in attendance.
- Young people drug and alcohol Local Indicator (LI) 2 - would no longer be monitored as it is similar to another NI which the LSP monitors and has regard to.
- Assault with injury LI6 – this has been replaced with National Indicator (NI) 20 because the recording method has now changed.

11.3 The Group discussed the appendices (funded projects, action plan activities and indicators) and NL suggested it would be helpful to see proposals for the task and finish working group to address skills and training deficits. LM asked that any ideas for this should be sent to her. Following further discussions regarding links with Blackwater Partnership and reporting to this group, NL suggested that four weeks was a timescale when he hoped to see progress.

11.4 In response to a question regarding appendix 2 (page 2, activity 7), LM explained that this was a local group which the Primary Care Trust (PCT) had set up. It was agreed that the word PCT would be added to the descriptor.

AGREED

- (i) that the proposals relating to LSP Local Indicators 2 and 6 be accepted;
- (ii) that a task and finish working group be set up as part of the Place Shaping Sub-Group to suggest how the LSP can better address the skills and training deficit within the District.

12. COMMUNITY ENGAGEMENT

12.1 NL advised that the Responsible Authorities Group (RAG) had received an update on the Prevent Strategy. The prevent strategy for the Maldon District was complete and they would be talking to the Chief Executive and Members of Maldon District Council regarding the Strategy.

13. INFORMATION ITEMS

13.1 Reporting Back Event:

13.1.1 This event is to be held in Maldon Town Hall on 19 November 2009.

13.2 Draft Rural Essex Strategy:

13.2.1 This Strategy is now available for consultation. All replies and comments need to be sent to Lynn Marston by 23 September 2009.

13.3 Community Hospital Update:

13.3.1 No further update.

14. ANY OTHER URGENT BUSINESS

14.1 Annual Report:

14.1.1 LM advised that this was compiling this reports and any information to be included should be forwarded to her. HB added that this would be part of the feeding back event on 19 November.

14.2 Engage Essex – Model for Consultation:

14.2.1 LM reported that this had been sent to the Group asking if the LSP should adopt it or not. She requested that any thoughts should be brought to the next meeting, as this would be on the agenda.

14.3 Primary Care Trust (PCT):

14.3.1 PM detailed the work being done by the HHWB with engagement of the PCT, in particular all cause mortality where they were looking at a process whereby people deliver projects and develop specifications working to the LSP funding strategy. In terms of the application form he noted that it did not give all the information and the HHWB were going to make some appropriate changes which would be fed back to this Group.

15. DATE OF NEXT MEETING

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