

LSP COORDINATION AND SUPPORT GROUP

Minutes of a meeting held on Thursday, 27 August 2009

PRESENT:

Gerry Levelle (Chair)	BDC
Brian Allen	Federation of Small Businesses
Keith Allen	Basildon Association of Town and Parish Councils
Leonie Alpin	BDC
Julie Batt	BDC
Pippa Brent-Isherwood	BDC
Mike Broderick	BDC
Danielle Estlea	BDC
Dawn French	BDC
Suzanne Harris	Rural Community Council of Essex
Wendy Jeffreys	BDC
Ajay Khandelwal	Turning Point
Megan Mitchell	NHS South West Essex
Martin Trevillion	Essex Fire Service
John Tweddell	BDC
Ray Williams	Essex Police
Duncan Wood	ECC

38. WELCOME AND APOLOGIES:

Gerry Levelle opened the meeting, welcoming group members.

Apologies were received from Steve Bird, Laura Cooper, Paula Mason, Alistair Pollock, Henry Stamp and Emma Tombs.

39. CONNECTED CARE FOR PITSEA SE AND VANGE:

Ajay Khandelwal of Turning Point gave a presentation on Connected Care, which promoted agencies working together to provide services in a holistic manner. The practical approach was to carry out a community audit, then service design, then service delivery. This was being piloted in two areas in the Basildon District – Pitsea South East and Vange. It was noted that it was intended to build on existing initiatives in the area, e.g. Revamp Vange, and be complementary to the work of the LSP and its thematic groups.

The lead-in time to delivery of the service was 16 months, during which four units of training would be provided to staff. It was intended that the final report with service specification would be delivered in July 2010. Turning Point had named contacts in the key partner organisations, but it was felt that a system was needed to ensure effective communication with the LSP and its groups. Pippa Brent-Isherwood was the primary point of contact for the Council. It was noted that a communications sub-group for the project was existed.

It was **AGREED** –

- (1) That the presentation would be repeated to the LSP Executive and CDRP.
- (2) That Ajay Khandelwal would make quarterly reports on the project to the LSP Co-ordination and Support Group.
- (3) That the contacts working with Turning Point from the partner agencies are made aware that they need to take information back to their own organisations at LSP level and at operational levels.

40. PERFORMANCE IMPROVEMENTS AND CONSULTATION ARRANGEMENTS:

Duncan Woods and Suzanne Harris gave a presentation on Performance Improvements and Consultation Arrangements and how the Essex Partnership was developing a programme of activity linked to the achievement of NI 4 - % of people who feel they can influence decisions in their locality.

It was noted that £10,000 had been allocated to Basildon LSP from performance reward grant funding to use for consultation and engagement with communities. A model of good practice was being produced and would be available with the next few weeks.

This would have to be a fairly short term project, as the £10,000 had to be used by the end of March 2010.

It was felt that an important factor in consultation and engagement was managing expectations and effective communication of what is happening. One use for the money could be to set up a co-ordinated consultation and engagement infrastructure for the LSP. The new Engage Essex website, which was intended to be a portal for feedback as well as giving information on consultations being undertaken, was one tool that could be used.

It was **AGREED**:

- (1) That a short-term task and finish group be set up to consider a co-ordinated consultation and engagement infrastructure for the LSP.
- (2) That Steve Bird and Danielle Estlea set up the first meeting of the Group and invite relevant partners.

41. PREVIOUS MINUTES:

The Minutes of the meeting held on Monday, 20 July 2009 were approved as a true record, subject to the following amendments:

Page 4 – Minute 32 – 2nd paragraph – change “6125” to “almost 3000”

Page 6 – Minute 37 – 1st paragraph – change “Paula Mills” to “Paula Mason”

The current position with regard to actions from previous meetings, set out in the Action Sheet, were noted.

42. REVIEW OF PARTNERSHIP WORKING PROJECT:

Megan Mitchell presented a report on the future development of partnership working for NHS South West Essex. NHS South West Essex had adopted a number of recommendations relating to partnership working and Megan advised that the next steps would be to look at how to implement the recommendations.

Gerry Levelle indicated that the principles of the recommendations applied to all public sector organisations and suggested that Katherine Gronqvist be invited to present an item on this subject at the January 2010 meeting of the LSP Executive. This would follow on from the Aspire to Perform review at the October 2010 meeting of the LSP, and give partners the opportunity to discuss each organisation’s priorities for partnership working and commitment to the LSP.

43. NEET CAREERS EVENT:

The Group considered a project initiation document in relation to an application for funding from the LSP from Basildon Action on Learning for £31,000 towards a careers event in October 2009 for 16-24 year olds who are NEET (Not in Employment, Education or Training).

The Group endorsed the value of the project in principle, but it was noted that the next meeting of the LSP was not until after the event was due to take place and, therefore, any funding could not be agreed prior to the event. However, as the event was strongly linked to a project already approved by the LSP, there might be funding available within that project, although it was unlikely to be the full £31,000.

It was **AGREED** –

That, in consultation with Pippa Brent-Isherwood, Mike Broderick would draw up a revised project plan, following which Gerry Levelle would circulate it to major partners for agreement to the money being allocated to it (subject to the constitution of the LSP allowing this).

44. LSP THEMATIC REVIEWS:

(a) Economic Downturn

At its meeting in July 2009, the LSP Executive had agreed that partnership responses to the recession needed to be locally tailored and agreed three priority areas for support.

The views of the partners had been requested, but to date only Circle Anglia had responded. The deadline for partners to respond to Pippa Brent-Isherwood on how best to tackle the continued challenges relating to key services not engaging was extended to 14 September 2009.

Pippa Brent-Isherwood circulated a paper setting out a progress update on this thematic review. A particular aspect was the role that LSP partners had to play in encouraging local spending, but it was noted that it was difficult to develop procurement policies that favoured local businesses.

It was **AGREED** –

- (1) That Pippa Brent-Isherwood would set up a meeting to discuss economic development, procurement policies and local spending.
- (2) That representatives of the Council's Economic Development and Procurement teams would be invited to the meeting referred to above.
- (3) That an update on this matter would be made to a future meeting of the LSP Co-ordination and Support Group.

(b) Health Inequalities

Wendy Jeffreys gave an update on the health inequalities review. To date, the scope had been identified and mapping of baseline data had commenced. It was intended to brief the Council's Senior Management Team on 21 September and to ask for approval and support for this piece of work.

This would be followed by a 5-point audit, then review of current service plans and current thematic groups. The aim was to develop clear work programmes, demonstrating the contribution to reducing health inequalities.

It was **AGREED** –

That a scoping document, including key milestones, would be submitted to the LSP Executive on 22 October 2009.

(c) Teenage Pregnancy Review

It was noted that Lou Williams had changed jobs was in the process of reassigning his responsibilities to a successor. It was therefore **AGREED** –

That this item be deferred to the next meeting.

45. LSP EXECUTIVE MINUTES:

The Group noted the minutes of the LSP Executive meeting held on 15 July 2009.

46. LSP EXECUTIVE FORWARD PLAN:

The LSP Executive Forward Plan was reviewed and a number of updates made. A copy of the updated Forward Plan is attached at **Appendix 1**.

47. DATES OF NEXT MEETINGS:

Future meeting arrangements, up to May 2010, were noted.

48. ANY OTHER BUSINESS:

- Mike Broderick reported that it was intended to hold a Skillsfest event early in 2010 and further details would be reported to the next meeting.
- Ajay Khandelwal indicated that he would be interested in attending further meetings of the Group as an observer.
- Ray Williams gave a short report on the successful “Together Against Crime” event held in the Town Square on 22 July 2009.
- John Tweddell reported that Family Mosaic had submitted a bid for Essex Supporting People funding for a pilot scheme for running homes for people coming out of prison.
- Ray Williams reported that the CDRP had submitted bids for funding from the Operation Vigilance programme.
- Brian Allen reported that the results of a survey undertaken earlier this year on Crime Against Business were due very soon.

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Basildon District LSP Executive
Forward Plan of Agenda Items

Date	Item	Item outline and scope of report	Item for	Responsible Officer
22 October 2009 (or January 2010 depending on outcome of Aspire 2 Perform review – given item below, January seems logical?)	LSP Risk Management processes	Group to review report on LSP Risk Management processes and ratify NB Need to verify Aspire 2 Perform timescales – will their report be available prior to October meeting? (Yes – see item below)	Decision	Nicky Ward
22 October 2009	Aspire 2 Perform	Presentation of self assessment report by Joe Ray of Aspire 2 Perform / EERA.	TBA – for info, also to ratify any proposals?	Joe Reay (Aspire 2 Perform)
22 October 2009	LSP Thematic Reviews	i) To receive a summary report with regard to the Economic Downturn review (to include funding requirements as previously requested by the LSP Exec) – Possibly also to include update from Julie Taylor re. the development of a shared, single dataset (TBC).	Information	Pippa Brent-Isherwood / Ian Wake Julie Taylor Wendy Jeffreys

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		ii) To receive an initial report with regard to the Health Inequalities review		
22 October 2009	LSP Performance Management Exception Reporting	To present and summarise findings in a regular performance report	Information	Steve Bird
22 October 2009	LSP Funding Arrangements	To produce detailed processes with regard to the proposed LSP funding arrangements	Decision	Paula Mason, Megan Mitchell
22 October 2009	Public Sector Property Database	Report on the feasibility of a single property database of all public sector land and building property interests within Basildon District	Decision	Helen Duncan / David Baughan
22 October 2009 (Ian has confirmed that this is in his diary. Will be there to present only at 5pm).	Comprehensive Area Assessment progress Presentation	To provide a presentation clarifying CAA developments / role of Basildon District LSP	Information	Ian Davidson – Audit Commission
22 October 2009	Connected Care for Pitsea South East and Vange	To receive a presentation regarding connected care for Pitsea South East and Vange	Information	Ajay Khandelwal – Turning Point

Basildon District LSP Executive
Forward Plan of Agenda Items

Date	Item	Item outline and scope of report	Item for	Responsible Officer
26 January 2010 (or 22 October if can't wait. Check with BR)	Prevent Strategy	To receive a presentation from Barry Rowswell (Principal Emergency Planning and Business Continuity Advisor (with Essex Police rep also?) on the Prevent (anti terrorism/ extremism) Strategy	Information	Barry Rowswell
26 January 2010	Governance Arrangement Refresh	Group to review refreshed governance arrangements and ratify	Decision	TBC
26 January 2010	LSP Thematic Reviews	i) To receive a summary report with regard to the Health Inequalities review ii) To receive an initial report with regard to the Teenage Pregnancy review	Information	Wendy Jeffreys TBC
26 January 2010	Review of Partnership Working Project	To receive a report from Katherine Gronqvist on the PCT's review of partnership working project	Information	Megan Mitchell

Basildon District LSP Executive
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Date	Item	Item outline and scope of report	Item for	Responsible Officer
April 2010	Public Sector Agreement 16	Responsibilities for housing people with a learning difficulty, secondary mental health issues, ex-offenders and children leaving care and links with employment and training	TBC	John Tweddell/Ray Williams
Possible Future Items				
TBA – under review	Third Sector Engagement Consultation	Group to consider a report detailing current scope of and spending on Third Sector consultations, in context of previously considered proposal from CVS (see item above of 28 April)	Decision	Pippa Brent-Isherwood
TBA – under review	Representation on LSP Executive – CYPSP & CVS	To request membership to be extended to include CYPSP and CVS representation	Decision	
TBC	LAA 2 Refresh Update	TBC	TBC	TBC
TBC	Joint Consultation Arrangements	TBC	TBC	TBC
TBC	Commissioning Arrangements	TBC	TBC	TBC

Basildon District LSP Executive
Forward Plan of Agenda Items

Date	Item	Item outline and scope of report	Item for	Responsible Officer
TBC	Large scale funding opportunities	TBC	TBC	TBC
TBC	Scrutiny of Partnerships	To consider protocols for the Council's scrutiny of partnerships	TBC	Samantha Nicholson
TBC	Scrutiny Task and Finish Reviews	To receive information on two task and finish reviews: - The 50+ Strategy - Root causes behind poor educational attainment in the District	TBC	Samantha Nicholson

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