

# LSP COORDINATION AND SUPPORT GROUP

## Minutes of a meeting held on Tuesday, 6 October 2009

### PRESENT:

Gerry Levelle (Chair)	BDC
Brian Allen	Basildon Business Group
David Barnes	Federation of Small Businesses
Mike Broderick	Basildon Action on Learning
Clare Burrell	ECC – Children’s Trust Board
Laura Cooper	LSP Coordinator
Dawn French	Environment Group
Wendy Jeffreys	BDC / NHS South West Essex
Ndunge Kivuitu	Basildon Inclusion Group
Megan Mitchell	NHS South West Essex
Samantha Nicholson	BDC
Sallyanne Thallon	ECC
Emma Tombs	BDC
John Tweddell	TGSE Housing Partnership

### 49. WELCOME AND APOLOGIES:

Gerry Levelle opened the meeting, noting apologies from Steve Bird, Pippa Brent-Isherwood, Paula Mason, Henry Stamp, Martin Trevillion and Ray Williams. Gerry referred to a letter he had recently sent to the Chairs of the LSP Thematic Groups stressing the importance of their continued support of the LSP in general and their attendance at Coordination and Support Group meetings in particular. A similar letter had been sent by Councillor Ball, as Chairman of the LSP Executive, to the Executive group members.

### 50. PREVIOUS MINUTES AND ACTION SHEET:

The Minutes of the meeting held on Thursday, 27 August 2009 were approved as a true record.

A number of updates were made to the Action Sheet, attached.

### 51. LSP EXECUTIVE FORWARD PLAN:

The LSP Executive Forward Plan, attached, was reviewed and a number of updates made accordingly.

It was noted that Sallyanne Thallon would attend the LSP Executive meeting to be held on Thursday, 22 October 2009.

## **52. OVERVIEW AND SCRUTINY - TASK AND FINISH REVIEWS AND PARTNERSHIP SCRUTINY ARRANGEMENTS:**

Samantha Nicholson, Democratic Services Senior Meetings Manager, gave an update regarding task and finish reviews to be conducted by Overview and Scrutiny, and the arrangements for partnership scrutiny.

It was reported that the Overview and Scrutiny Commission had recently approved two topics to be subject to an Overview and Scrutiny task and finish review, these being the barriers experienced by 16 to 18 year olds who are not in education, employment or training (NEET) and the Council's 50+ strategy. The NEET review would commence first, in November 2009. Samantha agreed to circulate the project plans in respect of both reviews, and would welcome any feedback.

With regard to partnership scrutiny arrangements it was explained that the Overview and Scrutiny Commission had previously considered the implications for the Overview and Scrutiny function arising from the Local Government and Public Involvement in Health Act 2007 (LGPIH Act) and the Police and Justice Act 2006 and had responded accordingly. The Overview and Scrutiny Commission had been tasked with developing arrangements for partnership scrutiny.

The partnership scrutiny arrangements subsequently developed were agreed by the Overview and Scrutiny Commission at Committee on 23 September 2009. The aim was to allow Overview and Scrutiny to focus on the performance of partners, in so far as they contributed to actual partnership activities, in achieving agreed objectives, activities and performance targets as contained in the Sustainable Community Strategy. Using performance data Members would be able to identify areas for further investigation. The emphasis was on scrutinising performance of partnerships rather than the individual partners themselves, particularly as many partners have their own arrangements for scrutiny i.e. the Police Authority.

To ensure clear understanding and engagement from the outset a protocol has been devised setting out the requirements and expectations between Overview and Scrutiny and the LSP. This protocol would also be circulated for information.

Group members commented positively on the new arrangements, and it was noted that a report would be submitted to the LSP Executive at their meeting on 22 October 2009.

## **53. FUNDING REQUEST:**

A funding bid was received from Ndunge Kivuitu, Inclusion and Diversity Manager, on behalf of the Basildon Inclusion Group. Ndunge summarised the proposal that requested £50k to recruit a Community Cohesion and Integration Project Officer on a two year fixed term contract. The work of this Officer would be based across two streams; the continued development of the Community Cohesion Strategy and the planning and implementation of project work to practically progress the aims of the strategy.

Group members discussed the benefits of this proposal and the ways in which it would contribute to the stated objectives of the LSP. It was noted that although the proposal was felt to be worthwhile, clarity was required as to how outcomes would be measured, and how the objectives of the LSP were being furthered. It was also felt that further information was required as to how the amount of money requested had been calculated; it was suggested that the post would be at a higher grade than currently allowed for, and partners' budgets were not yet known.

The suggestion was made that a further project initiation document be developed by the Basildon Inclusion Group and submitted to the Coordination and Support Group meeting to be held on 7 January 2010. It was suggested that this application should request funding for initially a one year post, allowing further review once the onward financial position was better known. If approved by the Coordination and Support Group, this bid would then be submitted to the LSP Executive at the meeting of 26 January 2010.

It was **AGREED** –

That a revised Project Initiation Document in respect of funding for a Community Cohesion and Integration Project Officer would be submitted to the Coordination and Support Group at the meeting of 7 January 2010 for subsequent referral to the LSP Executive if approved.

#### **54. REVAMP VANGE:**

Wendy Jeffreys, Public Health Improvement and Partnership Manager, gave an update in respect of the Revamp Vange project.

It was explained that as the lead organisation the NHS had sent invoices to partners who had previously agreed to contribute to the project, but funds had been slow to come in with. In some cases, no response to the invoice had been received, and in others contributions had been made at a lower rate than had previously been pledged. The business plan would accordingly be reconfigured to reflect the lower level of funds available. It was reported that approximately £84k had been received rather than the anticipated £124k.

Despite this it had been agreed that the provider arm of the NHS would work to ensure as many of the project objectives were delivered as possible and a consultation exercise designed to progress the initiative had been undertaken, the results of which were due shortly. An advert would shortly be released in respect of the previously agreed Project Coordinator position, with a support role to be advertised subsequently. This represented a reduction of the resources originally planned for, which would have seen three support positions in addition to the Coordinator role.

Matthew Macdonald, the Lead Officer for the project from the NHS, would attend the meeting of the Basildon District Health Partnership meeting on Friday, 9 October, at which a fuller update would be provided. Megan Mitchell agreed to provide Sallyanne Thallon with a breakdown of financial contributions received and outstanding.

It was **AGREED** –

- i) That the update be noted; and
- ii) That Megan Mitchell provide Sallyanne Thallon with details of contributions received and withheld from partners in respect of the Revamp Vange project.

**55. CHILDREN'S TRUSTS:**

Clare Burrell, interim ECC Localities Commissioning Manager, gave an update regarding the arrangements for Local Children's Trust Boards (LCTBs) in the District.

It was explained that proposals had been submitted, and subsequently accepted, to the overarching Children's Trust Board on 2 October 2009 recommending the formation of five LCTBs. These would replace the current eleven countywide Children and Young People's Strategic Partnerships (CYPSPs) and would be Chaired on an initial basis by NHS representatives. Basildon and Brentwood would form one of the five LCTBs and would be Chaired by Stuart McArthur.

As part of these arrangements the current Team Around the School, Child and Community (TASCC) groups would be disbanded and Multi Agency Allocation Groups (MAAGs) formed. MAAGs would act as a focus for assessing need in high priority cases, and refer out to a nominated lead practitioner as appropriate. These groups would meet weekly, and a pilot scheme would operate in the Basildon town area from mid October, with full roll out anticipated in December 2009.

Clare agreed to circulate the Terms of Reference of the LCTB to group members and stressed that consolidating the role of the LCTB within the wider LSP structure was of high importance.

A summary paper would be prepared for circulation to LSP Executive members regarding the new arrangements prior to the LSP executive meeting on 22 October 2009.

It was **AGREED** –

That Clare Burrell would prepare a summary paper for circulation to LSP Executive members prior to 22 October 2009.

**56. 'SKILLSFEST' AND 'YOUR FUTURE 2009':**

Mike Broderick, Basildon Action on Learning (BAL), reported on two events held by BAL; Skills Fest, staged at the Basildon Festival, and Your Future 2009.

The allocation of the funding supplied by the LSP for the Skills Fest event was detailed, together with additional contributions supplied directly by partners. It was reported that attendance had greatly exceeded that anticipated with some 3000 people visiting the stands over the course of the weekend. Positive feedback had been received from contributors, although it was noted that as the event took place over a weekend staffing had proved difficult and in some

case impossible for some organisations. Options were currently being investigated with regard to staging another similar event.

BAL had been asked to arrange the Your Future 2009 event as part of the thematic review into the economic downturn. It had been organised on very short notice and, as it had only recently taken place, full information regarding outcomes was not yet available. However, approaching 200 young people had attended the event and a good range of contributors had taken part. A report regarding both events would be made to the LSP Executive on 22 October 2009.

It was **AGREED** –

That a report would be made at the LSP Executive meeting of 22 October 2009 regarding the Skills Fest and Your Future 2009 events.

**57. INTEGRATION OF THE 'BASILDON EXCELLENCE CLUSTER' (SCHOOLS) WITHIN THE LSP:**

It was agreed that discussion of this item would be carried over to the following Agenda.

**58. PERFORMANCE MANAGEMENT:**

Laura Cooper issued performance management data to partners, noting that updates were required by Friday, 16 October 2009 particularly in the case of those tasks denoted by red triangles as overdue or outstanding. Information should be sent to Steve Bird accordingly.

It was **AGREED** –

That updates in respect of the performance management data would be sent to Steve Bird by Friday, 16 October 2009.

**59. ANY OTHER BUSINESS:**

There were no items of any other business for discussion.

**60. DATE AND TIME OF NEXT MEETING:**

It was noted that the next meeting of the LSP Coordination and Support Group would take place on Thursday, 19 November 2009 at 9.30am in Room 4 of the Basildon Centre.

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**LSP Coordination and Support Group – Action Sheet**

Item	Date raised	Action	Owner(s)	Status
Funding Arrangements	30 Apr 09	Development of processes re. proposed funding arrangements	Laura Cooper, Paula Mason, Megan Mitchell	In progress – meeting arranged 26 August to agree; report to COS prior to taking to Exec in Jan 2010
Joint CDRP/CYPSP/BDHP meeting	8 June 09	Develop a work plan to take forward the suggestions made at focus groups	Steve Bird	In progress – draft produced; however may now be best progressed via new Children’s Trusts. Update to follow
Spatial Planning	20 July 09	Report re. Spatial Planning to be circulated to COS members asap. Item to be included on future agenda to discuss/agree proposals	Henry Stamp	In progress – report still in development; will be on Nov Agenda tie in with Prof. Morphet’s further session of 12 Nov
Town and Parish Council membership on thematic groups	20 July 09	Attend Town and Parish Council Liaison meeting re. role of LSP generally and thematic groups specifically	Steve Bird / Emma Tombs	Complete – scheduled on agenda for 15 Dec
Connected Care for Pitsea South East and Vange	27 August 09	Arrange for Ajay Khandelwal to give presentation to CDRP and LSP Executive	Emma Tombs	In progress – attended CDRP on 15 September and will attend Exec on 26 Jan
Performance Improvements and Consultation Arrangements	27 August 09	Set up initial meeting of task and finish group to consider a co-ordinated consultation and engagement infrastructure for the LSP and invite relevant partners	Steve Bird/ Danielle Estlea	
Review of Partnership Working Project	27 August 09	Arrange for Katherine Gronqvist to report to LSP Executive in January 2010 on the PCT’s review of partnership working project	Megan Mitchell	In progress – MM will report to CoS at January meeting. Group will then review to decide if report to Exec is required
		Circulate revised project plan to key partners for agreement to the money being allocated to it (subject to LSP constitution allowing this)	Gerry Levelle	

LSP Thematic Reviews	27 August 09	Economic Downturn: Set up a meeting to discuss economic, procurement policies and local spending and invite reps from the Council's Economic Development and Procurement Teams	Pippa Brent-Isherwood	
		Health Inequalities: Submit scoping document to LSP Executive on 22 October 2009	Wendy Jeffreys	In progress – report in production
		Teenage Pregnancy Review: Item deferred to next meeting – need to discuss ownership of item beforehand	Steve Bird/ Gerry Levelle	In progress – report will be made to Exec re. changing the topic of this review to Child Poverty
Partnership Scrutiny Arrangements	6 October 2009	Circulate project plans for both Overview and Scrutiny Task and Finish reviews, along with the Scrutiny Protocols	Samantha Nicholson / Emma Tombs	Complete
Funding bid – Community Cohesion and Integration Project Officer	6 October 2009	To submit a revised PID to the CoS meeting of 7 January. If CoS approve, refer to Exec at April meeting (i.e. post new tax / funding year)	Ndunge Kivuitu / BIG	
Revamp Vange	6 October 2009	Provide Sallyanne Thallon with details of contributions received / not received from partners	Megan Mitchell	
Children's Trust Boards	6 October 2009	Circulate a briefing paper to LSP Exec members re. the arrangements for Children's Trusts (before Exec meeting of 22 Oct)	Clare Burrell	
		Circulate Terms of Reference to CoS members	Clare Burrell / Emma Tombs	Complete
Performance Management	6 October 2009	Returns to be made to Steve Bird by 16 October	All	

Basildon District LSP Executive  
Forward Plan of Agenda Items

<b>Date</b>	<b>Item</b>	<b>Item outline and scope of report</b>	<b>Item for</b>	<b>Responsible Officer</b>
22 October 2009	Aspire 2 Perform	Presentation of self assessment report by Joe Ray of Aspire 2 Perform / EERA.	TBC – for info, also to ratify proposals?	Joe Reay (Aspire 2 Perform)
22 October 2009	LSP Thematic Reviews	<p>i) To receive a summary report with regard to the Economic Downturn review, to include:</p> <ul style="list-style-type: none"> <li>• Funding requirements, as previously requested by the LSP Exec</li> <li>• Update re. the 'Your Future' and Skills Fest events held on 2 Oct</li> </ul> <p>ii) To receive an initial report with regard to the Health Inequalities review</p> <p>iii) To review and ratify a proposal to change the subject of the third thematic review</p>	Information / Decision	<p>Pippa Brent-Isherwood</p> <p>Mike Broderick</p> <p>Wendy Jeffreys</p> <p>Steve Bird</p>
22 October 2009	LSP Performance Management Exception Reporting	To present and summarise findings in a regular performance report	Information	Steve Bird
22 October 2009	Partnership Scrutiny Arrangements	To receive a report regarding the arrangements for partnership scrutiny	Decision	Samantha Nicholson
22 October 2009	Public Sector Property Database	Report on the feasibility of a single property database of all public sector land and building	Decision	Helen Duncan / David Baughan

Basildon District LSP Executive  
Forward Plan of Agenda Items

<b>Date</b>	<b>Item</b>	<b>Item outline and scope of report</b>	<b>Item for</b>	<b>Responsible Officer</b>
		property interests within Basildon District		
22 October 2009	Comprehensive Area Assessment progress Presentation	To provide a presentation clarifying CAA developments / role of Basildon District LSP	Information	Ian Davidson – Audit Commission - (Ian has confirmed this is in his diary. Will be there to present only at 5pm).
26 January 2010 (Is the Exec the best audience for this? Perhaps rather BIG / CDRP)?	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	LSP Risk Management processes	Group to review report on LSP Risk Management processes and ratify	Decision	Nicky Ward
26 January 2010	LSP Funding Arrangements	To produce detailed processes with regard to the proposed LSP funding arrangements	Decision	Paula Mason, Megan Mitchell, Laura Cooper
26 January 2010	Governance Arrangement Refresh	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	Information	Wendy Jeffreys

Basildon District LSP Executive  
Forward Plan of Agenda Items

<b>Date</b>	<b>Item</b>	<b>Item outline and scope of report</b>	<b>Item for</b>	<b>Responsible Officer</b>
		ii) To receive an initial report with regard to the third (TBC) thematic review		TBC
26 January 2010	Connected Care pilot	To receive a presentation from Ajay Khandelwal of Turning Point regarding the Connected Care pilot in Pitsea and Vange	Information	Ajay Khandelwal (Turning Point)
26 January 2010	Revamp Vange	Progress report	Information	Matthew Macdonald
26 January 2010	Partnership Working Project – <i>provisional</i>	TBC – a 'for info' report will have been made to CoS on 7 January; decision will be made then as to whether to also report to Exec	Information	Megan Mitchell
22 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
22 April 2010	...			
<b>Possible Future Items</b>				
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	Decision	Pippa Brent-Isherwood
TBA – under review	Representation on LSP	To request membership to be	Decision	

Basildon District LSP Executive  
Forward Plan of Agenda Items

<b>Date</b>	<b>Item</b>	<b>Item outline and scope of report</b>	<b>Item for</b>	<b>Responsible Officer</b>
TBC	Executive – CYPSP & CVS 'Total Place' strategic planning	extended to include CYPSP and CVS representation Officers to review information (t/b forwarded by Sallyanne Thallon) and discuss onward requirements	TBC	Sallyanne Thallon / Steve Bird / Laura Cooper
TBC	LAA 2 Refresh Update	TBC	TBC	TBC
TBC	Joint Consultation Arrangements	TBC	TBC	TBC
TBC	Commissioning Arrangements	TBC	TBC	TBC
TBC	Large scale funding opportunities	TBC	TBC	TBC

## OVERVIEW AND SCRUTINY REVIEW – PROJECT PLAN

### Review Topic:

Understanding the barriers facing 16 to 18 year olds who are not in education, employment or training (NEET) and how these can be overcome.

### Overview and Scrutiny Committee:

This Task and Finish Review covers Education, Skills and Learning, which are within the remit of the Overview and Scrutiny Commission.

### Summary of Review:

The term 'NEET' refers to individuals who are not in education, employment or training. Being NEET between the ages of 16-18 is a major predictor of later unemployment, low income, teenage motherhood, depression and poor physical health. It is also linked to low levels of attainment. Essex County Council have the lead responsibility for reducing the proportion of young people classified as NEET in the county. As such, reducing the number of young people that fall within the NEET category is identified in the Local Area Agreement as a priority for the area.

There are number of factors that contribute to young people finding themselves in the NEET category. For this reason, resolution of the issue relies on partnership working by a number of agencies.

This review will explore:

- The activities being undertaken by Essex County Council, Basildon District Council and key delivery partners to prevent young people from becoming NEET;
- The barriers facing 16-18 years olds who are not in education, employment or training, as they see it, and how these can be overcome;
- The support that is being provided to those who are NEET to re-engage in

### Reasons for Review:

The review will:-

- (1) Review the action being taken by Essex County Council, Basildon District Council and partners to reduce the level of individuals classified as 'NEET' within the District.
- (2) Compare the performance achieved in Basildon with regards to reducing the level of young people who are NEET, with other local authority areas in order to identify examples of best practice.
- (3) Raise awareness of the activities underway to prevent young people from becoming NEET and the support that is offered to those NEET to re-engage in education, employment and training.
- (4) Contribute to the Council's Strategic Improvement Plan aim relating to Community by examining in closer detail the work underway to reduce the number of children leaving school and not entering further education, training and employment. The review will also contribute to achieving the following LSP Priorities:
  - Raising Educational Attainment
  - Developing a Prosperous Economy
  - Promoting Inclusive Communities
- (5) The review will contribute to the achievement of performance indicator NI 117 – Number of 16 to 18 year olds not in education, employment or

<p>education, employment and training.</p> <ul style="list-style-type: none"> <li>• The potential contribution that Basildon Council can make to improve the level of 16 –18 year olds accessing education, employment and training.</li> </ul> <p>Consideration will also be given to the impact the current economic climate has had on the expectations and opportunities available to 16-18 year olds.</p>	<p>training.</p> <p>It was identified in the Essex Strategy Review (Basildon LSP) that there is a gap in understanding of the root causes behind poor educational attainment. This was identified at an Overview and Scrutiny training sessions as a potential area for further investigation. By exploring the efforts being made to address the number of individuals categorised as 'NEET' the review will contribute further to building an understanding of the reasons behind poor educational attainment.</p>
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**Desired Outcomes**

1. Assess the current approach within the District to reducing the number of individuals between the ages of 16-18 who are not in education, employment or training.
2. Lead to a clear understanding of the mechanisms in place to support young people to re-engage in education, employment and training
3. An assessment of best practice preventative measures and support mechanism used by other local authorities and whether opportunities exist to introduce such measures/mechanism in the district.
4. Identification of further ways in which the Council and other organisations can assist in the reduction of the number of young people finding themselves NEET.
5. Understanding the impact that the current economic climate has had on the expectations and opportunities available to 16-18 year olds and what specific actions are being taken in the district to address any negative implications.

**Methodology:**

1. An initial session to provide Members with background information including:
  - Overview of the national perspective, figures and initiatives associated with NEETs
  - A summary of the role of ECC, Basildon District Council and key delivery partners with regards preventing young people from becoming NEET and the support in place for those who are NEET to re-engage in education, employment and training.
  - A summary of the appropriate legislation, guidance and strategies relating to NEET
  - An overview of the negative implications associated with high levels of individuals defined as NEET
  - Performance data for NI117: the number of 16-18 year olds who are not in education, employment or training
  - Impact of the current economic climate on the number of individuals defined as NEET and the opportunities available in terms of employment and training
2. Meet with Lead Officer from Skills Team (Essex County Council) to gain an overview of the County Council's approach to reducing the number of young people who are NEET, with particular focus on how this is being addressed in the Basildon District.
3. Meet with Manager from Basildon Renaissance Partnership to gain an understanding of how the Council is contributing to this area of work.

4. Meet with 'Basildon Action on Learning' Group to discuss their plans for reducing the number of young people who are classified as NEET and to explore the impact of the economic climate on the Group's plans for the future.
5. Meet with Connexions and Job Centre+ to discuss their experiences of working with 16-18 year olds at risk of becoming NEET and the ways they are seeking to re-engage those who are NEET back into education, employment or training.
6. Meet with representatives from the business sector and/or Basildon Business Group to identify whether the current economic climate has impacted on the opportunities that businesses are able to provide to young people through training and employment and how they could be encouraged to provide more opportunities for NEETs.
7. Visit the Trade School Project, to experience first hand the types of schemes available to support young people in moving into employment, education and training.
8. Hold a 'Pizza Lunch' with school leavers to discuss their experiences of not being in education, employment and training and the reasons for this along with any barriers they experienced when trying to access education, employment and training.
9. Use Facebook (or other similar social networking sites) to learn about the experiences of young people within the age group who are at risk of becoming NEET, are presently NEET or have in the past being classed as NEET.
10. Undertake benchmarking, where necessary, to compare the performance achieved across Basildon District with other local authority areas to identify examples of best practice.
11. Draw together conclusions and recommendations

**Witnesses:**

**Internal**

Councillor Ball, Leader of the Council  
 Manager of Basildon Renaissance Partnership

**External**

Lead Officer from Skills Team, Essex County Council  
 Job Centre+  
 Connexions  
 Basildon Action on Learning  
 Area Co-ordinator South Essex, Essex County Council  
 Focus session with School Leavers  
 Representative from the business sector  
 Basildon Business Forum  
 Basildon Trade School

**Membership of the Group:**

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<b>Likely Budget Requirements:</b> <u>Purpose</u> £ It is likely that costs will be incurred when undertaking the 'Pizza Lunch' with young people, however these costs are likely to be approximately £80. Total	<b>Risks:</b>
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<b>Timescales</b>		
<u>Start</u>	<u>Finish</u>	<u>Post Review Monitoring</u>

**Date Approved by Commission:** \*

**Lead Scrutiny Officer:** \*

## OVERVIEW AND SCRUTINY REVIEW – PROJECT PLAN

### Review Topic:

Review of existing 50+: A strategy for now and later life

### Overview and Scrutiny Committee:

This Task and Finish review covers improving health, social inclusion, equality and diversity, which fall within the remit of the Leisure and Health Scrutiny Committee.

### Summary of Review:

The Councils '50+: A Strategy for now and later life' was approved by Cabinet in March 2008. The Strategy sets out how the Council aims to deliver on its commitment to improving the quality of life of local residents with a focus on people who are aged fifty years and over.

The review will assess the existing 50+ Strategy and the impact that it has had to date to ensure that it is fit for purpose and reflects the national changes that have taken place with regards to this agenda since its introduction. The review will also seek to streamline the Strategy so that it is focused, adds value to mainstream Council work and its relevance to other key strategies across the Council is clearly identifiable.

### Reasons for Review:

The review will:-

- (1) Fulfil the requirement to review the Strategy on an annual basis in order to ensure the objectives and aims of the strategy are upheld and remain fit for purpose.
- (2) Review the Older People's Strategy Action Plan to assess progress that has been made against it.
- (3) Take account of the new National Performance Framework ensuring the strategy meets new national agendas that have emerged since the strategy was developed and specifically the achievement of the following new National Indicators:
  - NI137 – Health Life Expectancy at age 65
  - NI139 – Percentage of people aged over 65 who report that they receive the necessary information, assistance and support to exercise choice and control to live independently
  - NI141 – Number of vulnerable people achieving independent living
- (4) Provide an opportunity to refresh and re-focus the existing strategy in line with the findings of the review.
- (5) Contribute to the achievement of Basildon's Sustainable Community Strategy and LSP priorities in the following areas:

	<ul style="list-style-type: none"> <li>• Improving Health and Well-being</li> <li>• Promoting Inclusive Communities</li> </ul> <p>(6) Contribute to the following priorities outlined in the Local Area Agreement:</p> <ul style="list-style-type: none"> <li>• Priority 2 – More people supported to live independently in their own homes with better support for carers.</li> <li>• Priority 3 – Better public health and longer lives</li> <li>• Priority 6 – More participation in sports, culture and volunteering for the benefit of the whole community.</li> </ul>
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**Desired Outcomes**

1. Confirmation (or otherwise) that a strategy focused on those who are 50+ is still required
2. Development of a streamlined, focused strategy that meets current requirements and is reflective of the needs of those who are 50+
3. Clear alignment of the 50+ Strategy with other key strategies and work streams across the Council and our partners
4. Refresh of the Action Plan to ensure continued progress against the Strategy.

**Methodology:**

1. An initial session to provide Members with background information including:
  - Overview of the national agendas relevant to the Strategy.
  - Overview of existing 50+ Strategy
  - Consideration of the Older People’s Strategy Action Plan and progress made against it.
  - Consideration of relevant performance indicators
2. Identify whether it would be of benefit to appoint an Expert from within the field to provide assistance and guidance to the task and finish group in undertaking the review.
3. Meet with the Manager of Community Services to assess the existing Strategy in terms of the following:
  - Are the 6 objectives contained in the Strategy still relevant?
  - Are the specific aims that Basildon District Council is seeking to achieve clearly set out in the Strategy? Are they still relevant or have they been achieved?
  - Is it clear how these aims are to be delivered?
  - Is the Strategy focused and ‘fit for purpose’?
  - Can the Strategy be streamlined in order to clearly set out the Council’s aims and objectives and how these will be achieved?
  - Does the Strategy add value to mainstream Council business?
4. Meet with Cabinet Member for Community to gain his views on the Councils approach

to meeting the needs of an older society and any areas that he feels should be a priority within the Strategy.

5. Meet with Inclusion and Diversity Manager to gain an overview of the strategies within the service that impact or directly relate to individuals who are 50+.
6. Meet with a representative from the PCT and other relevant organisations to gain an overview of how they are working to meet the needs of an older society in order to identify opportunities to link strategies and add value to this agenda.
7. Consider a report that draws together the various strategies across the Council that impact or directly relate to individuals who are 50+ and how such strategies can best be aligned.
8. Undertake benchmarking, where necessary, to examine how other local authorities are approaching this agenda and to identify innovative approaches and best practise that could be replicated within Basildon District Council 50+ Strategy.
9. Provisionally refresh 50+ Strategy
10. Consult and gain feedback on the proposed Strategy at the Older Peoples Conference (Dec 09), through Older Peoples Forums and via an on-line questionnaire.
11. Use feedback to ensure the Strategy is reflective of the needs expressed by those who have been consulted.
12. Hold a 'Coffee and Cake' feedback session with those who have contributed to the review to present the proposed Strategy and gain final feedback.
13. Draw together conclusions and recommendations

**Witnesses:**

**Internal**

Cabinet Member for Community  
 Manager of Community Services  
 Inclusion and Diversity Manager

**External**

Older Peoples Conference  
 Older Peoples Forum  
 Representative from NHS South West Essex and other relevant organisations.

**Membership of the Group:**

**Likely Budget Requirements:**

<u>Purpose</u>	£
Total	

**Risks:**

**Timescales**

Start

Finish

Post Review Monitoring

**Date Approved by Commission:** \*

**Lead Scrutiny Officer:** \*

## **Partnership Scrutiny Protocols**

### **Introduction**

The purpose of this protocol is to provide a framework for Basildon Council and key partners to support the provision of effective local authority scrutiny of partnership working with the aim of improving service delivery, working arrangements and ultimately supporting the best outcomes from partnership based initiatives for the local community.

### **Principles**

- Scrutiny will be constructive and challenging at all times. Officers, Members, Partner organisations and members of the public involved in the scrutiny process will treat one another with mutual respect and courtesy;
- Scrutiny should be a transparent process and encourage open and honest discussion;
- Scrutiny will be evidence based in order to provide credible conclusions and recommendations;
- Scrutiny will seek to engage and consult with the local community ensuring access to the democratic process.

### **Legislation**

#### **Crime and Disorder Reduction Partnership (CDRP)**

1. In accordance with Part 3 of the Police and Justice Act 2006, local authorities have the power to scrutinise the Crime and Disorder Reduction Partnership in their area and make reports and recommendations to the Local Authority and the partnership. In Basildon, this is undertaken by the Community Safety and Housing Scrutiny Committee, which has been designated the 'Crime and Disorder Committee' under Paragraph 1, Section 19 of Part 3 of the Act.
2. By virtue of the provisions contained in the Police and Justice Act 2006, the Community Safety and Housing Scrutiny Committee can review or scrutinise decisions made, or other action taken, in connection with the discharge by the responsible authorities<sup>1</sup> of their crime and disorder functions.

Note: This protocol will be revised to take account of the regulations of the Local Government and Public Involvement in Health Act 2007, which are currently pending.

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<sup>1</sup> 'The Responsible Authorities' means the bodies and persons who are responsible authorities within the meaning given by section 5 of the Crime and Disorder Act 1998 (c.37) (authorities responsible for crime and disorder strategies) in relation to the local authority's area.

## **Councillor Call for Action**

Members of the public can approach their local Ward Councillor to raise a 'Councillor Call for Action' regarding an issue of concern to the local community. In the first instance the Ward Councillor will champion the issue and will seek to resolve the matter through the appropriate channels. The Ward Councillor may require the support of a Partner Organisation to help resolve the matter. Partners should be proactive in offering their assistance and guidance to Councillors, where necessary, to support them in their role as Community Leaders.

If a Ward Councillor is unable to resolve the issue and all appropriate methods of resolution have been explored, the matter may progress to a formal 'Councillor Call for Action', whereby the issue is considered at a formal meeting of the appropriate Basildon District Council Overview and Scrutiny Committee. Relevant Partners will be invited to attend such meetings to allow thorough consideration of the matter. Partners may also be asked to provide advance information in relation to the issue, where appropriate.

A report setting out the Committees conclusions and recommendations on the issue will be prepared. The report will be referred to the responsible authority for consideration. The responsible authority will be requested to provide a response to Overview and Scrutiny outlining what action, if any, they propose to take in relation to each recommendation.

When considering a Councillor Call for Action the provisions detailed below will apply.

## **Overview and Scrutiny Committees**

### **Providing Information to Overview & Scrutiny**

- Requests for information to be submitted to an Overview and Scrutiny Committee will be made in writing. The information should be provided within 10 working days of the formal request. If some or all of the information cannot reasonably be provided by the required date, it should be provided as soon as reasonably possible thereafter.
- Partner organisations may find it useful to nominate a 'single point of contact' for matters relating to overview and scrutiny and to deal with requests for information as they arise.
- To ensure consistency, a copy of the template used for preparing reports to Overview and Scrutiny will be provided to the relevant individual when preparing their report for the Committee.

### **Providing exempt or confidential information to Overview and Scrutiny**

- Most overview and scrutiny meetings are held in the public in order to be as transparent and open as possible. However, there is provision

for meetings or parts of meetings to be held in private, with the press and public being excluded, in order to enable consideration of exempt or confidential information (as defined by the Local Government Act 1972). Advice is available from the Council's Democratic Services team if all or some of the evidence to be considered by a committee falls into either of these categories.

### **Attendance at Overview and Scrutiny Committee meetings**

- The Committee may request the attendance of a representative of a partner organisation to a meeting of the Committee in order to answer questions on a particular matter or to present information.
- Where attendance is required, the Council will provide a minimum of 10 working days notice to the relevant partner organisation.
- Upon requesting the attendance of a representative to a meeting a Committee, a summary of the matter to be considered will be provided by the Overview and Scrutiny team. This will also set out the reasons why it is felt appropriate for a representative to attend.
- Partner organisations will select who they feel is best placed to represent them at the Committee meeting and to answer questions or provide information on the issue under discussion. On occasions Members may specify who they would prefer to meet.
- While some organisations (as detailed in the Police and Justice Act 2006 and LGPIH Act 2007(subject to Regulation) are required by legislation to attend overview and scrutiny meetings if requested, it is hoped that other organisations who are not under such obligation will be willing to engage in the scrutiny process and will attend when invited to do so.

### **Responding to reports and recommendations**

- Where the overview and scrutiny Committee makes a written report, including any recommendations to a partner organisation, a draft copy of the report will be circulated to the relevant body/bodies with an invitation extended to formally comment on the factual accuracy of the report. A reasonable deadline for such response will be provided.
- The relevant body/bodies will be required to provide a formal written response to the recommendations contained in the report within one month of the report being issued. If this is not reasonably possible an explanation of the reasons why further time is required should be provided, with a formal response provided as soon as possible thereafter.

### **Keeping informed**

- To ensure that a good working relationship is forged between Overview and Scrutiny and partner organisations arrangements will be made to ensure that each partner organisation receives copies of the agendas

for each Overview and Scrutiny Committee. Contained in each Committee agenda is a copy of the committee work programme, which sets out the items to be considered by the Committee during the municipal year.

- Items may be added and removed from the work programme as determined by the Committee.
- Meeting papers can also be viewed at: [www.basildon.gov.uk](http://www.basildon.gov.uk)

### **Amendments to Protocol**

- This Protocol may be revised to reflect new Regulations or with the agreement between all interested parties, in order to continually improve and develop the scrutiny process.

### **Additional Support**

Further advice and support on this protocol and other aspects of overview and scrutiny can be obtained by contacting the Scrutiny Team:

Address: Overview and Scrutiny Team (Democratic Services)  
The Basildon Centre  
St Martin's Square  
Basildon, Essex , SS17 1DL

Telephone: 01268 294440

Email: [scrutiny@basildon.gov.uk](mailto:scrutiny@basildon.gov.uk)

## Essex Children's Trust Local Children's Trust Board Terms of Reference

### 1. Purpose

The Local Children's Trust Board brings together partners at a strategic level in a local area, underpinned by the Children Act 2004 duty to cooperate (as amended by the Apprenticeships, Skills, Children and Learning Bill 2009) to determine needs and identify priorities and plans to secure better outcomes for children and young people in that area. The local boards will become a central focus for localities, engaging a range of partners and services.

The Local Children's Trust Board may also directly commission services which will be fully integrated with, and clear about accountability to, relevant county strategic partnership arrangements.

The Local Children's Trust Board will provide a local focus for the wider Essex Children's Trust (see Appendix 1 for partnership structure). It will engage with the local community, analysing and determining local need and informing the county wide strategy of the Children's Trust. It will provide a local governance structure for integrated working practices and a local focus for commissioning activity.

The Local Children's Trust Board will provide a support and challenge function to local partners and organisations. It will ensure that a robust and effective relationship with the Local Safeguarding Children's Board exists, consulting with them on safeguarding issues and on the development of plans.

The Local Children's Trust Board will also ensure that there are appropriate links and reporting arrangements to Local Strategic Partnerships, Crime and Disorder Reduction Partnerships and other relevant partnerships and groups.

### Responsibilities

The key responsibilities of the Local Children's Trust Board are:

- To promote and deliver the local vision for children and young people in line with the Children and Young People's Plan and Sustainable Community Strategies
- To ensure local implementation of the Children and Young People's Plan and the elements of the Sustainable Community Strategies relevant to children and young people
- To lead local aligning, pooling and sharing of resources to ensure effective and coordinated commissioning

- To performance manage and oversee local activity to deliver improved outcomes
- To ensure the effective and coordinated allocation of resources and agency activities locally to meet the needs of children and young people, including overseeing the implementation of Multi-Agency Allocation Groups (MAAGs)
- To ensure the development and delivery of an integrated approach to children's services delivery locally focused on narrowing the gap, safeguarding, early intervention and prevention and organised around the child and young person rather than professional or organisational boundaries
- Ensure effective joint working with the Local Children's Safeguarding Board to ensure effective safeguarding of local children and young people.

## 2. **Aim:**

The primary aim of each Local Children's Trust Board is to improve outcomes for children and young people in their area, thereby contributing to the successful implementation of the Essex Children and Young People's Plan. It will improve outcomes in the following areas by:

- **Be healthy:**
  - Tackling health inequalities and helping children and young people make informed healthy choices, with access to the services they need;
  - Improving child and adolescent mental health services;
  - Providing effective support for parents and carers
- **Stay safe:**
  - Strengthening the services and processes that keep children and young people safe from neglect and abuse;
  - Ensuring all children, young people and their families feel safe and secure where they are cared for, play, live and go to work;
  - Strengthening Corporate Parenting
- **Enjoy and achieve:**
  - Enabling all children and young people to aspire, learn, achieve highly and realise their potential
- **Make a positive contribution:**

- Providing all children and young people with opportunities for a fulfilling and enjoyable childhood. We will aim for a sustainable legacy by maximising the potential of the 2012 Olympic and Para Olympic Games

- **Achieve economic well being:**

- Reducing the impact of poverty and the recession on the lives of all children, young people and their families

- **'Narrowing the Gap':**

- Improving the life chances of 'looked after children', young carers and all other children and families at risk of poor outcomes

### 3. **Activities**

- Develop and interpret a strategic needs analysis within the framework of the overarching Essex Children's Trust needs assessment and Joint Strategic Needs Assessment.
- Link closely to the countywide Implementation Groups, developing a two-way process of support and challenge, to ensure activity within Local Children's Trust Boards reflects the county strategic approach and priorities and that commissioning advantages linked to volume and cost are taken.
- Using the local needs analysis, agree specific local priorities within the context of Sustainable Community Strategies, Local Area Agreements and Children and Young People's Plan (CYPP).
- Develop and implement an integrated plan to deliver the priorities in the Children and Young People's Plan and address local needs and priorities including those in the children's block of Local Area Agreements (LAAs).
- Contribute to the annual review of the Children and Young People's Plan and Comprehensive Area Assessment (CAA) submissions as appropriate.
- Develop the local 'resource envelope' as a basis for negotiation and agreement of the alignment, pooling and/or delegation of resources.
- Oversee the development and maintenance of a robust map of suppliers and services in the local area to inform the matching of

needs to services, commissioning activities and market development.

- Develop local commissioning plans and commission services according to local need within the strategic framework established by the Joint Commissioning Board and countywide Implementation Groups.
- Oversee performance management of the local plan, priorities and targets to ensure improved outcomes are achieved.
- Monitor, evaluate and review commissioned services to ensure effective service delivery and improved outcomes.
- Report on progress towards delivering the targets in the Children and Young People's Plan to the Joint Commissioning Board and the targets in the LAA to the Local Strategic Partnerships (LSPs), highlighting critical issues and risks to delivery as appropriate.
- Develop robust links with other local partnerships e.g. LSPs and Crime and Disorder Reduction Partnerships (CDRPs) and the Local Children's Safeguarding Board to ensure effective coordination.
- Advocate on behalf of local communities, representing their needs and priorities within the wider Children's Trust.
- Ensure active participation and engagement of children, young people and their families in the activities of the Local Children's Trust Board, working closely with the countywide Participation Implementation Group.
- Oversee the operation of Multi-Agency Allocation Groups (MAAGs) locally to ensure effective and coordinated response to the needs of children, young people and families with additional and complex needs and ensure that emerging trends and intelligence are fed into local needs analysis and commissioning plans and activity.
- Ensure that local service delivery is coordinated and addresses the specific needs identified in the local area.

#### **4. Partnership Structure and Decision-making**

The Local Children's Trust Board will have direct links to the Joint Commissioning Board and the countywide Implementation Groups.

The countywide Implementation Groups will develop the overarching needs assessment, strategic framework and commissioning plan for

their thematic areas using their specialist expertise and knowledge. Local Children's Trust Boards will place their own specific local knowledge and experience alongside and within this strategic framework to develop local needs assessment, priorities and plans.

This will be a two-way process of support and challenge, ensuring the delivery of robust strategic frameworks within which Local Children's Trust Boards will negotiate the flexibility required in order to meet identified needs and improve outcomes for children, young people and families in their areas. The specific nature of the relationships between Implementation Groups and their sub-groups and Local Children's Trust Boards and their supporting groups will depend on the thematic area being addressed and the priorities identified by each Local Children's Trust Board for local focus and this will change and evolve over time.

Each Local Children's Trust Board will also have direct links to the Local Strategic Partnerships in its area.

Each Local Children's Trust Board may have its own streamlined structure of time-limited, task-focused groups and/or implementation groups reporting to it, determined locally in consultation with partners, in order to achieve its core purpose and terms of reference. It is envisaged that such groups will link closely to the relevant countywide Implementation Groups in determining their priorities for action. (Any groups supporting the Local Children's Trust Board will be administered by partners on the Board and not the Local Authority)

Each Board will also develop its own structure to ensure that service delivery is integrated and coordinated and meets the needs of its communities.

Consultation and engagement will be built into the work of the Local Children's Trust Board and must include engagement with children, young people, parents and carers. Wherever possible, early draft strategies will have been widely circulated for comment by stakeholders before being agreed by the Local Children's Trust Board.

Partners, through the Joint Commissioning Board, may agree the devolvement of specific resources to Local Children's Trust Boards. Decision making, including on the use of resources at Local Children Trust Board level, will be through both consultations with partners and discussion amongst those members attending meetings.

Decisions can only be made when the Board is quorate (60% of membership). The Local Children Trust Board will endeavour to reach an agreement through compromise, consensus and, if necessary, voting. In the event of a tied vote, the Chair may use his/her casting vote.

## 5. Membership

Local Children's Trust Boards will be made up of the leaders of local partners with a duty to cooperate under the Children Act 2004 (and as amended by the Apprenticeships, Skills, Children and Learning Bill 2009), including local schools, police, District Councils, GP practice commissioning groups, Health, the local authority and voluntary sector. The Board may co-opt members as they see appropriate. Details of proposed membership are included as Appendix 2.

Members must have a strategic role within their organisation / agency at a local level and be of sufficient seniority to enable them to:

- Speak for their agency with authority
- Commit their agency to agreed actions
- Influence the development of their agency's practices
- Ensure that children's needs are represented in agency decision-making regarding resources
- Contribute to the development of robust and effective monitoring and performance functions

Members of the Local Children's Trust Board are expected to undertake the following roles and responsibilities:

- Represent their agencies and bring experience and knowledge about other sectors and organisations. However, their primary duty will be to act in the interest of local children, young people and families.
- Ensure that the 'duty to cooperate' is understood and acted upon within their agency.
- Ensure that the Local Children's Trust Board works within the strategic Children's Trust arrangements and responds to changes in Government policy.
- Contribute to the Essex Children and Young People's Plan and Local Area Agreements (LAAs) and their annual reviews.
- Ensure that staff within their agency who work in the area and who have contact with children are aware of their safeguarding responsibilities.
- Ensure that actions to support the delivery of the Children and Young People's Plan (CYPP) and locally agreed plan are clearly understood and firmly embedded within their agency.

- Ensure their agency makes an appropriate contribution to the resourcing of the local plan.
- Ensure that the reports, procedures and decisions of the Local Children's Trust Board are disseminated in an effective way within their agency and acted upon.
- Contribute to the development of robust and effective monitoring and performance arrangements and are open to scrutiny.
- Bring key strategic issues to the attention of the Local Children's Trust Board.
- Commit to attending Local Children's Trust Board meetings – if members fail to attend more than two consecutive meetings without good reason, the chair will contact them formally to discuss their continued membership.
- Attend relevant meetings of countywide Implementation Groups as appropriate.
- Nominate a named deputy to attend up to two meetings a year on the member's behalf.
- Actively encourage the participation and engagement of children, young people and their families.
- Actively contribute to external inspection of Children's Services in their area.

## **6. Meeting arrangements**

Meetings will take place every six – eight weeks and be timed to enable effective coordination with the relevant meetings of the countywide Implementation Groups and reporting to the Joint Commissioning Board.

The Board will also have the option to call additional meetings to address specific issues that require Local Children's Trust Board agreement or decision.

Agendas and supporting documents will be issued at least two working weeks before the meetings.

At each meeting action plans will be updated and the standard exception reports completed, both to be sent to the Head of Partnerships and Business support in the ECC Commissioning Service.

Minutes and updated Action Plans and exception reports will be produced and circulated within ten working days of the meeting.

The local authority will provide administrative support to the working of the Local Children's Trust Board.

## **7. Finance**

Through their commissioning activity, the Local Children's Trust Board will influence the way in which mainstream funding is used in order to improve outcomes for children, young people and families.

The Essex Children's Trust will allocate aligned, pooled or other funds to Local Children's Trust Boards as they become available in order to improve outcomes for children, young people and families and in accordance with agreed commissioning and joint commissioning arrangements.

Local Children's Trust Board members may realign their resources and commission and decommission services at local level where there is evidence that services are not contributing to the improvement of outcomes so that they can be discontinued and the resources reallocated.

The Local Children's Trust Board will influence the use of additional funds and seek external funding where appropriate.

The Local Children's Trust Board will consider budget monitoring reports and be accountable for the effective use of Local Children's Trust Board funds within agreed financial regulations.

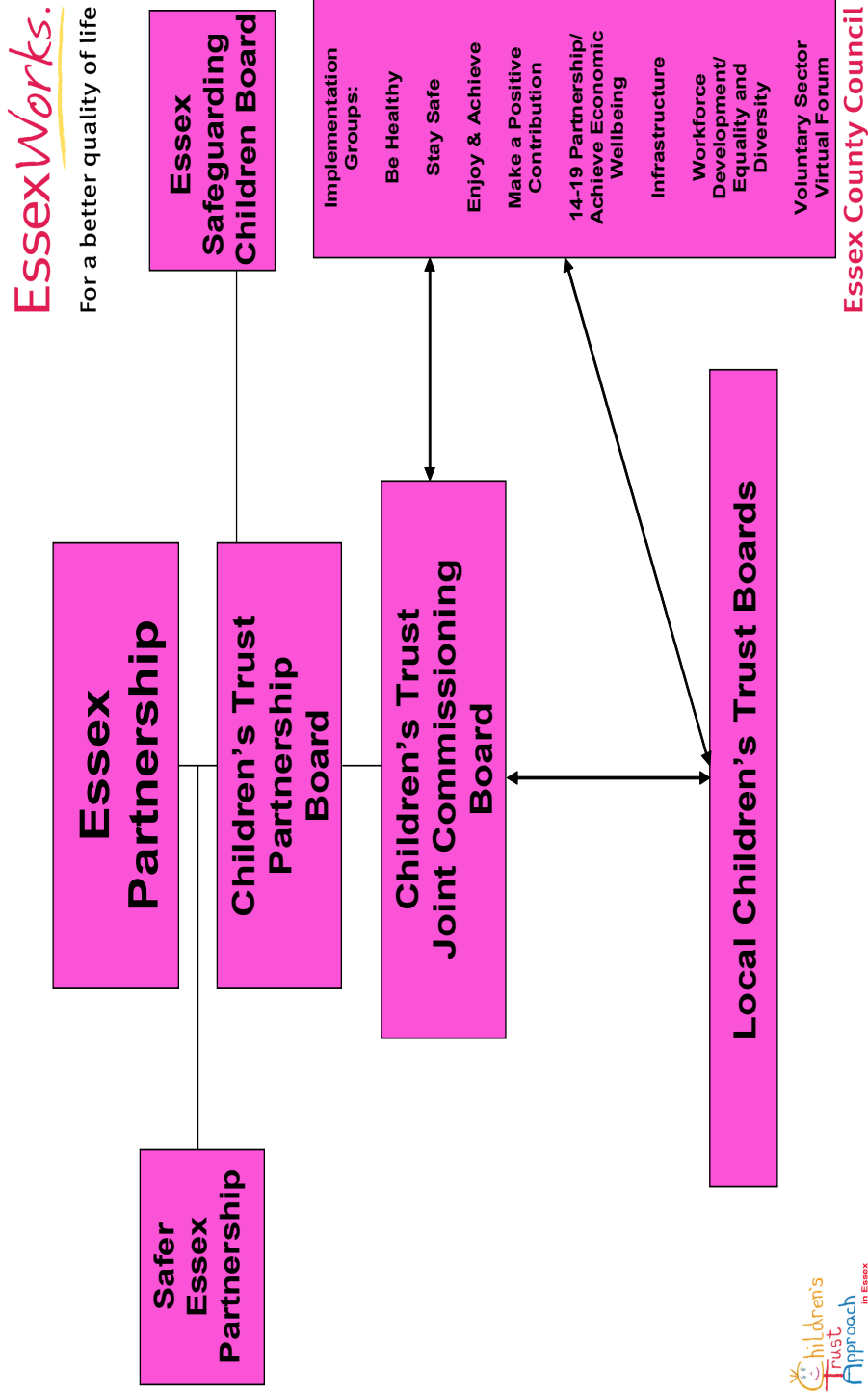
## **8. Accountability**

Local Children's Trust Boards will report to the County Children's Trust Board via the Joint Commissioning Board and to the Essex Partnership via the Local Strategic Partnerships.

## **9. Review**

The Local Children's Trust Board terms of reference will be subject to an annual review to ensure that it continues to be fit for purpose.

Appendix 1: Essex Children's Trust structure



## Appendix 2

Local Children's Trust Board Membership		
<b>Primary Care Trust</b>	<ul style="list-style-type: none"> <li>Children's Commissioner (Chair)</li> <li>Public Health representative</li> </ul>	<i>Possibly the Director of Public Health?</i>
<b>District Council(s)</b>	<ul style="list-style-type: none"> <li>Lead Member</li> <li>Lead Officer</li> </ul>	1 x elected member and 1x officer for each District Council covered by LCTB
<b>Health providers</b>	Children's leads for: <ul style="list-style-type: none"> <li>Mental Health Trust</li> <li>Hospital(s) Trust(s)</li> <li>Community Trust(s) / community services provider(s)</li> <li>GP representative</li> </ul>	As appropriate or practice-based commissioning lead
<b>Police</b>	District Commander representative	
<b>Local Safeguarding Children Board</b>	Chair / lead officer	As appropriate
<b>Local Strategic Partnership</b>	Lead Officer	
<b>Job Centre Plus</b>	Area representative	
<b>Voluntary / Community Sector (VCS)</b>	2 representatives	1 via ECVYS area cluster groups 1 via local CVS
<b>Education providers</b>	Representative from: <ul style="list-style-type: none"> <li>Early Years &amp; Childcare Area Partnership representative (includes Children's Centres)</li> <li>Primary phase</li> <li>Secondary phase</li> <li>Special school</li> </ul>	Via representative groups as appropriate  <i>Plus governor, FE college, 6<sup>th</sup> form??</i>

<b>Essex County Council</b>	<ul style="list-style-type: none"> <li>• Elected member</li> <li>• Head of Locality Commissioning</li> <li>• 14-19 Area Adviser</li> <li>• Area School Improvement Manager</li>   <li>• Quadrant Services Leadership Team representative</li> <li>• Social Care Service Manager</li> <li>• Health and Community Wellbeing Area Manager</li> <li>• YOS Area Manager</li> <li>• Early Years Area Manager</li> </ul>	<i>Primary and/or secondary or agreed lead for Learning?</i>
<b>Fire and Rescue Service</b>	Senior Area representative	<i>To fit with 'duty to cooperate'</i>
<b>Probation Service</b>	Tbc	<i>To fit with 'duty to cooperate'</i>

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## FINAL REPORT – SKILLS FEST '09

Submitted by Michael Broderick

Basildon Renaissance Partnership

Phone: 01268 294057

## INTRODUCTION

Basildon Action on Learning, the LSP thematic partnership responsible for Lifelong Learning and Jobs, organised and delivered Skills Fest '09, an interactive skills event for young people (14-16) and adults at the 2009 Bas Fest family and music festival held on the 4th and 5th of July 2009.

The aim of the event was to help attendees learn about skills, careers, employment sectors and training opportunities in a fun environment.

Proposed outcomes were to interact with at least 500 people during the event helping them understand learning and career opportunities, with at least 100 people signing up for courses, pre employment training, work experience, volunteering or employment opportunities.

## DELIVERY

Skills fest was planned over a period of six months. Twenty organisations, including colleges, work-based learning providers, the Connexions service, and representatives of the voluntary sector participated in the event.

Participants included:

Basildon Action on Learning  
Basildon Billericay and Wickford CVS  
Basildon Trade School  
Basildon University Hospital  
Business Link  
Crown College  
Crown Lifeskills  
Dean Smith Art  
Essex Connexions (and Integrated Youth Service)  
Essex Police Special Constables  
J & E Training  
Lifeskills Solutions  
New Campus Basildon  
Prospects College  
Science Alive  
SEEVIC College  
South Anglia Housing  
South East Essex College  
Thurrock & Basildon College  
V Inspired

In addition, Thurrock & Basildon College persuaded Chelsea Football Club to take a pitch next to the Skills Fest marquees and hold a penalty shootout event, and Essex Connexions purchased a pitch for its mobile learning unit as well.

Skills Fest was held in two 12 m x 24 m marquees that were joined together, making it one of the largest activities within the Bas Fest.

Several partners provided interactive activities including: bricklaying tasters (Prospects College), nail art (Lifeskills Solutions), building bird boxes to take home (Basildon Trade School), art demonstrations (Dean Smith Art), music mixing (South East Essex College), interactive science exhibits (Science Alive), and a rowing competition and life-sized operation game (SEEVIC College and New campus Basildon). In addition, Essex Connexions provided information advice and guidance to young people about their futures, Business Link provided information about starting a business, BBWCVS and V Inspired provided information about volunteer opportunities, Basildon University Hospital took enquiries about work opportunities at the hospital, and Basildon Action on Learning provided information about lifelong learning.

## MARKETING

The event was marketed through several means including:

- Invitation postcards sent to 8,000 young people and their parents through Connexions.
- Placement of a full page advertisement in the Bas Fest guide and a quarter page ad with accompanying text in Basildon Council's District Diary, which went to each resident in the district.
- Production of a press release for the Council's website.
- The distribution of posters in and around the town centre and to partner organisations.

2,000 cloth bags emblazoned with participating organisations and their web addresses were printed for distribution at the event, along with balloons and marquee layout cards.

In addition, two large flagpoles with Skills Fest flags were also purchased for the event, as were *Can I Help You?* Skills Fest badges for exhibitors. These items were left undated, so that they can be reused at any future Skills Fest event.

Care was taken to ensure that Basildon LSP was listed as the main sponsor, and Basildon Council and Basildon Renaissance Partnership were listed as organisers in primary marketing materials.

## BUDGET:

Basildon Action on Learning received £6,060 from the LSP to help fund the cost of marquees and marketing. Partners contributed £5,150 in cash to support the event, and an estimated £10,000 worth of in kind time, excluding attendance at monthly planning meetings.

Expenditures paid for by the £6,060 in LSP funding included:

Marquees/Pitches:	£2,658.00
Skills Fest Bags:	£1,830.00
Adverts:	£ 740.00
Generator:	£ 436.53
Balloons	£ 265.00
Toilets:	£ 110.00
Inflator valve:	£ 25.75

The partner contribution of £5,150 was spent on posters, signage, banners, badges, gas rental & delivery, and miscellaneous items. £2,674.67 remains from the partner contributions, and the partners are looking at using it to help fund another Skills Fest either in January or at BasFest 2010.

## OUTCOMES:

Major outcomes of Skills Fest included:

An estimated 3,000 people visited the Skills Fest marquees – six times the projected footfall of 500 people.

Just under 600 young people were seen directly by Connexions, with an additional 200 young people contacted via the Connexions mobile bus and the Essex Youth Scrutiny Panel respectively (100 each). 148 intakes were taken by Connexions of young people interested in learning, employment, volunteering or work experience.

Approximately 400 were seen by Basildon University Hospital with 12 intake forms taken of people interested in possible employment. Information was forwarded to the hospital's human resources department and its employee record bank.

273 people stopped by the Basildon Action on Learning table, with 32 people completing intake forms for learning, employment, volunteering or work experience. These forms were passed on to the Nextstep IAG service for follow up.

15 people signed up to volunteering opportunities and approximately 40 people expressed interest in possible volunteering as Police Special Constables.

23 people expressed interest in starting a business to Business Link.

120 people stopped by the Basildon Trade School exhibit, and 50 built bird boxes to take home.

## FEEDBACK

A meeting was held on the 25<sup>th</sup> of August with a few of the partners to discuss the strengths and weaknesses of the Skills Fest event.

Partners agreed that Skills Fest at Bas Fest was very good as an awareness-raising event, with young children, teenagers, parents, and even grandparents stopping by some of the exhibits. The atmosphere was fantastic. Connexions was pleased with the results, and two-thirds of the people they saw were within the Connexions' age group. Some of the people they had lost touch with came back as a result of the event.

The Bas Fest manager also felt the event was a welcome addition to the festival.

There is probably no greater event in the area for generating footfall than Bas Fest.

For some exhibitors, recruiting at the event was difficult, in part due to the young age group of some of the attendees, as well as the event being held in July, which is not good timing for college recruiting. Some of the interactive activities were taken up by younger children, which made teenagers less likely to participate.

Weekend staffing was difficult or impossible for some partners, and some who probably would have participated in an event during the week, such as Jobcentre Plus or Nextstep, were unable to attend. Bas Fest is also not necessarily an ideal venue for private sector partners or employers, in part due to the use of marquees and in part because it falls on a weekend causing staffing issues.

It was suggested that if Skills Fest is held at Bas Fest again, there should be more marketing aimed at adults and more adult-oriented activities, so that adults realise the event is for them, as well as young people. It was also suggested that we try to have the Skills Fest marquees closer to the main stage.

Attendees at the meeting on the 25<sup>th</sup> of August agreed that there was an appetite to do another Skills Fest, and they discussed venues such as the Towngate Theatre, the Eastgate Centre, Bas Fest, and the town-square, as well as potential dates.

It was agreed that late January would be a good time to hold another Skills Fest, as it would enable partners to assist or potentially recruit young people who don't have a clear destination, to market to adults looking to make New Year's resolutions, and to publicise college open days being held later in January and February. This event would be held from 3 PM to 8 or 9 PM.

It was also agreed that the group would consider holding an additional Skills Fest at next year's Bas Fest. It could either be smaller and more focused, or perhaps there could be two separate Skills Fest marquees close by but not adjoining – one for adults and one for young people.

It has recently come to light that Heart FM radio is organising a large career fair in the Towngate Theatre for the 3<sup>rd</sup> of February, which might impede the partners from holding a Skills Fest event in January.

A follow up meeting will be held in the near future to agree when to hold another Skills Fest, so that we can build upon the success of this year's event.