



BASILDON INCLUSION GROUP

Minutes of a meeting held on 15 July 2009

PRESENT:

Pippa Brent-Isherwood (Chair)	Social Inclusion Manager, BDC
Steve Bird	Business Support Manager, BDC
Martin Trevillion	Essex Fire Service
Tony Guyon	Community Development Officer, BDC
Caroline Kaldini	Circle Anglia Housing
Councillor Luke Mackenzie	Deputy Cabinet Member for Community and Housing, BDC
Theresa Childs	Job Centre Plus
Simon Dobinson	Essex Police
Felicity Lee	Partnership Communication Coordinator
Ndunge Kivuitu	Inclusion and Diversity Manager, BDC

Also Present:

Corinna Hill	Senior Committee Manager, BDC
--------------	-------------------------------

1. WELCOME AND INTRODUCTIONS

Pippa Brent-Isherwood requested introductions, as some Members were new to the Group.

2. APOLOGIES

Apologies were received from Mary Gibbons, Councillor Andrew Baggott, Vilma Wilson, Sallyanne Thallon, Osita Madin, Akin Akinyemi, Mike Broderick, Artak Poghosyan, Scott Logan and Alan Barber.

Theresa Childs deputised for Vilma Wilson, Tony Guyon for Alan Barber, and Councillor Luke Mackenzie for Councillor Andrew Baggott.

3. MINUTES OF THE LAST MEETING AND MATTERS ARISING

The minutes of the meeting held on Wednesday, 22 April 2009 were agreed as a true record.

With regard to consultation and monitoring, reminder was given that the Engage Essex website should be included on agendas of the forthcoming meetings of the LSP Executive and also the Co-ordination and Support Group.

An update was given regarding the allocated budget to Interlock. Pippa reported that there were two pots of money both being held by Interlock:- the first being Partnership monies to fund projects such as the Benefit Take-Up, and the second was funding from the PCT to Interlock to fund special projects in Craylands and Vange. Pippa explained the processes through which each of these funds had been allocated and for what purpose. The Group confirmed that it was happy for these funds to continue to be managed in this manner.

Under Minute No. 7, Revamp Vange, it was reported that the PCT were waiting for all external monies to be transferred into their account and the recruitment to the post would be made. The job specification and advert were drawn up and ready to go.

With regard to the consultation on Vange, Steve Bird agreed to chase the marketing company for their final report.

Pippa explained that a new funding officer had been placed in post within Sustainable Communities Department at Basildon Council. Her contact details are: maxine.Williams@basildon.gov.uk and she can be contacted on 01268 465209.

With regard to the ESOL training, Ndunge reported that a bid had not been put forward as there had not been enough evidence to support it.

All other matters arising were included on the main agenda.

4. FEEDBACK FROM LSP THEMATIC REVIEW (IMPACT OF AND RESPONSE TO THE RECESSION)

A presentation was received from Pippa Brent-Isherwood on the thematic review of the impact of and the responses to the recession.

A special Basildon Inclusion meeting was held on 29 June 2009 and an invitation was extended to the LSP Executive and the Co-ordination and Support Group.

Pippa explained to the Group the aims of the review, the methodology and work undertaken so far. What the objectives were for the review and the impact the recession was having in the local context.

Pippa highlighted some of the work already undertaken by Basildon Council, including making available a £300k recession busting fund in order to support local people and communities, support local businesses, and help people back in to work.

The key findings of the review were:

- Identified need for access to free financial/debt advice.
- Identified need for energy efficiency advice.
- A need to co-ordinate interventions and messages.
- New NEET groups were emerging (education leavers and white colour workers).

- There was a role for the LSP in disseminating consistent messages and encouraging local spending.

Three priority areas had been identified:

Encouraging and supporting entrepreneurialism
Skills and apprenticeships
Redundancy support

It was reported that the recommended next steps were:

- To capture input from agencies that could not attend the Special Basildon Inclusion meeting on 29 June 2009.
- Look to develop early warning systems.
- Develop agreed, single data set to identify areas of high need impact.
- Cross partner communications plan.

It was noted that there was a need to consider the possible links with the "Prevent Strategy, and also look at marketing events such as the Benefit Take-Up, at affluent areas as well.

It was **AGREED** that Steve Bird circulate the figures in relation to the Skills Festival and these are attached to the minutes for information.

The Group noted that there was opportunity to sign post people to the 3rd sector, volunteering work, and also a great opportunity to identify entrepreneurship by encouraging and supporting unemployed but high value professions to set up their own business and social enterprises.

Pippa agreed to feed all the comments back to the LSP Executive.

5. DEFINITION AND IDENTIFICATION OF AREAS OF NEED

At previous meetings it had been agreed that there needed to be clear definitions around areas of deprivation and need.

Most partners had their own data sets but it was agreed that a standard one would be valuable in planning processes.

The Working Neighbourhood Group had looked at the issue and as well as the data sets, GIS mapping and IMP's would be useful.

It was noted that Essex County Council were currently undertaking a project through the CDRP and was using GIS technology.

It was **AGREED** that Richard Reilly from BPIT at Basildon attend the next meeting to update the Group on the IMP maps in place.

With regard to the definitions and identification of areas of need it was suggested that this piece of work could be undertaken by the LSP Research Group. Steve Bird agreed to take forward as they were meeting on Friday, 17 July.

6. PERFORMANCE MANAGEMENT FRAMEWORK

Steve Bird explained to the Group that the LSP Executive had asked for regular reporting on LSP performance.

A spreadsheet had been created that took in to account information from the Sustainable Community Strategy National and Local Indicators that were being met through the Local Area Agreement (LAA).

Each spreadsheet would be tailored to each thematic Group and would require colour coded status updates, an assigned Lead Officer and text to support the update.

On some areas there was a requirement to enter targets against indicators but it was acknowledged that in some cases, the information was not available at District level.

Steve explained that the deadline for completion of the spreadsheet was end of August 2009 in order for the exception data to be reviewed by the LSP Executive. It was also reported that exception data would be presented to the Council's Scrutiny Committees from November 2009.

It was **AGREED** that Steve Bird, circulate the template to all Partners. The Essex Baseline Data would also be circulated.

It was also agreed that a meeting be set up between Pippa, Steve, Caroline Kaldini and Alan Barber to capture the data.

7. ST GEORGE'S DAY BENEFITS TAKE-UP EVENT EVALUATION REPORT

Tony Guyon circulated a short report that set out the details of the St. George's Day event held on 23 April 2009.

The aim of the event was to offer expert advice and information to the "hard to reach" people by bringing together all service providers under one roof for a one day event.

The event was run from a marquee in St Martin's Square and many organisations participated in the event.

Details of the expenses were set out in the report and it highlighted that there was a small under spend that would be carried forward to future events.

The event was positively received and it became evident that many people attending were not receiving their full benefit entitlement.

8. ESSEX STRATEGY REVIEW UPDATE

Steve Bird updated the Group further to the last meeting.

He reported that a conference took place on 9 July, which was well attended. Workshops were arranged to look at how to improve partnership working. The

results of those workshops would be fed in to Essex County Council's CAA assessment.

Districts had been asked to complete key data in response to the review of the strategy and all responses would be collated so that the strategy could be re-written and then consulted on.

Basildon LSP had sent its response, a copy of which Steve would also circulate to the Group.

It set out the challenges and successes of the district and also what it planned to do in future years.

9. COMMUNITY COHESION AND PARTICIPATION GROUP UPDATE

Caroline Kaldani reported that she had met with Pippa Brent-Isherwood, Ndunge Kivuitu and Lucy Payne to try and review the strategy as the current one was considered to vast and trying to achieve too many things. Following its review there were now 4-6 actions arising and these were taken back to the Community Cohesion and Participation Group for review. Unfortunately attendance at that meeting was not very good, but the Strategy was reviewed in any case. The Strategy had to be made viable and deliverable and would be re-launched to get all partners on board.

It was **AGREED** that the minutes of that meeting be circulated to the Group.

10. WORKING NEIGHBOURHOODS GROUP UPDATE

Tony Guyon gave the group an update following his Working Neighbourhoods meeting.

He mentioned that a Corporate Debt Policy had been discussed which could look to bring together priority debts.

Pippa raised some concerns over this idea, as there would be potential issues with Governing Bodies who may have to pursue individual debts and also it could affect certain targets that services were set and had to be met. It was considered that some kind of financial mentoring would be a way forward.

An update was given on the Decent Warm Home Grant. It began in April 2009 and would run until March 2011. The proviso had been given that it would be self-financing after 2 years. The grant was aimed at those with low income, the vulnerable, elderly and disabled.

Tony also reported that he had recently attended the Community Development Practitioners Network. Tony had been appointed as the Chair of that Group. The Group was looking to recruit further members, especially representatives from the health sector. There was also a requirement for Community Development Workers to be further trained and skilled up.

Tony gave an update on Volunteers' Week that concluded with an evening event at the Towngate Theatre. Attendance was 100% and included attendees from Basildon Council related groups. There was good interaction between

volunteers and a representative from Volunteering England also attended and showed his appreciation for the work carried out.

Tony finally circulated a draft version of the Integrated Community Benefit Even Delivery Plan for information that set out proposed details of certain events taking place between August 2009 and January 2010.

11. BRANDING UPDATE

Felicity Lee introduced herself and explained that she was new to the post. She explained that so far she had been concentrating on working with the CDRP, but she would now be moving to working with the other LSP Groups.

Felicity stated that she intended to attend a future meeting of all of the thematic groups to find out what work they were doing. She explained she would be starting a bit of work with Steve Bird on re-branding the LSP's website and would then look to incorporate this in to any new branding for the thematic groups.

It was suggested that the thematic leads be invited to a meeting and could build in their suggestions.

Felicity asked that people inform her if they knew of any events taking place within their Partnerships. Felicity can be contacted on felicity.lee@basildon.gov.uk or (01268) 294804.

It was **AGREED** that it would be helpful to have a standard "communications" item on all thematic group agendas, so that Felicity has access to the information.

12. LSP EXECUTIVE UPDATE

Pippa Brent-Isherwood gave an update on issues that had been discussed at the LSP Executive meeting. These included:

- Agreement to undertake thematic reviews including one focussing on the recession.
- The LSP's response to the Essex Strategy, as reported earlier in the meeting.
- The change of name of the Policy Officer Group to the Co-ordination and Support Group.
- A process to be developed on how the LSP funding is to be used. This has currently been put on hold following the outcome of the thematic reviews.

13. MATTERS FOR REFERRAL TO THE LSP COORDINATION AND SUPPORT GROUP

Steve Bird explained that this would be the route to get to the LSP Executive.

Pippa Brent-Isherwood highlighted the following items for referral:

- Engage Essex.

- Outcome of recession thematic review.
- Follow up from LSP Executive Tour taking place 15 July 2009.
- Wash up session on target indicator setting.

14. DATE OF NEXT MEETING AND ITEMS FOR AGENDA

The next meeting is scheduled to take place on 14 October 2009 at 10.00am at The Basildon Centre.

Future items for discussion to include:

- Discussion around the Volunteering National Indicator.
- Revision of the Social Inclusion Strategy.

15. ANY OTHER BUSINESS

Caroline Kaldani explained that Circle Anglia had recently purchased a mobile vehicle and for a limited time, partners could use it at no charge. Training would be required at a cost of £340 for up to 4 people and users would need to have the relevant insurances in place.

If Partners wanted to see the vehicle, it would be at the "Doorstep Challenge" Even on 29 July 2009. It was also considered a useful tool for advertising and Caroline mentioned some companies that had already used the vehicle.

At the close of the meeting, Pippa thanked everyone for attending.

CHAIRMAN

Skills Fest 09 Outcomes

Number of Attendees: Approximately 1,800 (based on number of bags handed out)

BAL/Information Table

Number of people seen: 273 (217 adults; 56 young people)

Number of intakes: 32 adults

People seeking learning: 22

People seeking employment: 18

People seeking work experience: 2

People seeking volunteering: 4

Fields of interest (some people ticked multiple boxes):

Information Technology: 10

Social care: 7

Administration: 6

Youth work: 5

Beauty therapy: 4

Media: 4

Construction: 4

Local Authority: 3

Ambulance service: 3

Retail: 3

Motor Vehicle Maintenance: 3

Law: 3

Leisure: 3

Business start up: 2

Police: 2

Fire service: 2

Engineering: 2

Sport & fitness: 2

One each: Medicine, nursing, performing arts, environment and conservation, logistics and transport, photography, British Sign Language, Cantonese, Sewing Machine, cake course (baking)

Estimates of the percentage of people you saw who were from BME (Black Minority Ethnic) communities as well as the percentage of people you saw who had disabilities: BME: 3% People with disabilities: 1.4%

Connexions

Number of people seen: Just under 600

Number of intakes: 148 (16 from outside the district)

Number of people seeking:

Learning: 85

Employment: 45

Work Experience: 27

Volunteering: 5

4) Any outcomes so far: IAG scheduled, college applications filled in, Further contact to be made with a small number of YP in our age group

New Campus Basildon/SEEVIC College

Number of people seen: 219+

Skills Fest 09 Outcomes

Giant operation game

Total number: 123

14-15: 62

16-18: 28

19+: 33

Rowing

Total number: 96

14-15: 25

16-18: 21

19+: 50

Together with these people we had a steady flow of people approaching our stand to enquire about courses (16-19 and Adult)

Business Link

Number of people seen: 33 (29 adults & 4 young people)

Number Intakes: 23

Estimates of the percentage of people you saw who were from BME (Black Minority Ethnic) communities as well as the percentage of people you saw who had disabilities: BME: 12%; Person with Disability: 3%

South East Essex College

Number of people seen: 150 (100 Young people; 50 Adults)

Intakes: 0

People seeking learning: ~100

People seeking employment: 2

People seeking work experience: 0

People seeking volunteering: 0

Other outcomes: Gave out or sent afterwards ~60 FE (14 – 19) prospectuses,

~ 70 TLC leaflets, ~30 Eve & W/E prospectuses

Estimates of the percentage of people you saw who were from BME (Black Minority Ethnic) communities as well as the percentage of people you saw who had disabilities: BME = 10%; Disabilities = 3% (mainly learning difficulties)

Basildon University Hospital

Number of people seen: ~400

Number of intakes: 12