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## Sustainable Essex Partnership (SEP) Executive Board

### Essex Record Office, Chelmsford

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Tuesday 12 May 2009, 09:30am

#### **Board members:**

Cllr. Graham Butland	(GB)	Chair, District and Borough Councils representative. Braintree District Council.
Cllr. John Buchanan	(JBU)	Essex Association of Local Councils representative.
Canon John Brown	(JB)	Stronger Essex Partnership representative.
Suzanne Harris (Also representing Duncan Wood)	(SH)	Essex Rural Partnership Representative and Co-Lead for NI 4, Influencing Decisions. Rural Community Council of Essex.
Cllr Jeremy Lucas	(JL)	LSP Chairs Forum representative. Castle Point BC.

#### **Target leads:**

Ian Vipond	(IV)	Target Lead for LI 2.2, Affordable Housing; NI 154, Additional Housing. Colchester Borough Council.
Malcolm Knights	(MK)	Target Lead for NI 156, Temporary Accommodation. Chelmsford Borough Council.
Gemma Driscoll (Representing Kevin Jones, Jason Searles & Robert Overall)	(GD) (JSe) (KJ) (RO)	Essex County Council, Principal Environmental Project Officer Target Lead for NI 191 Residual Waste Per Household; NI 192, Recycling; NI 195 Improved Cleanliness. Essex County Council. Target Lead for NI 186, Carbon Reduction; NI 188, Climate Change Adaptation. Essex County Council. Essex County Council, Director for Environment Sustainability and Highways.
Paul Murphy (Also representing Sue Sumner/Jackie Sully)	(PM) (SS)	Target Lead for NI 6, Volunteering. Maldon CVS. Target Lead for NI 7, Thriving Third Sector. Essex Association of CVSs.
Richard Gravatt	(RG)	Target Lead for NI 198, Children Travelling to School. Essex County Council.
Nick Shuttleworth	(NS)	Target Lead for LI 5.1, Access to Services. Rural Community Council of Essex.

#### **Officers:**

Gwyn Owen (Also Representing Dan Gascoyne)	(GO) (DG)	Lead Officer. Essex County Council. Target Lead for NI 5, Overall Satisfaction. Essex County Council.
Jan Plummer	(JP)	Essex Partnership Secretariat. Essex County Council
Justine Atterbury	(JA)	Planning & Performance Manager, Essex County Council
Janice Willsher	(JW)	Research & Development Officer, Essex County Council
Yvonne Howard	(YH)	Customer Impact Manager, Essex County Council
Thomas Nutt	(TN)	Cabinet Advisor to Cllr Jeremy Lucas, Essex County Council
Louise Crew	(LC)	Essex Partnership Secretariat. Essex County Council (minutes)

## Apologies:

Frank Saunders	(FS)	Environment Agency representative.
John Hall	(JH)	Voluntary Sector representative and Target Lead for NI 197, Biodiversity; LI 10.1, Living Landscapes. Essex Wildlife Trust.
Steve Nelson	(SN)	Confederation of Passenger Transport representative. Nibs Buses.
Margaret Read	(MR)	Government Office East representative.
Liz Saville	(LS)	Target Lead for LI 5.2, Congestion. Essex County Council.
Cllr Pam Challis	(PC)	LSP Chairs Forum representative. Castle Point BC.

### **1. Welcome:**

Cllr Graham Butland opened the meeting as Chairman.

### **2. Performance monitoring and Sustainable Essex**

Justine Atterbury and Janice Willsher introduced themselves to the board. JA and JW make regular contact with GO regarding the SEP action plans and target data with monthly meetings to discuss this. This is then fed back to CLT. JA and JW stressed the importance of data management and quality data, as well as monitoring and keeping up to date the action plans and workplans.

JA and JW are happy to have discussions/meetings with any members if required.

### **3. Performance update**

Target leads updated the group on the important points concerning LAA targets.

NI 6 – PM confirmed that progress was being made with a ten point action plan but this is being held up by various statutory agencies holding back data. **GO to investigate and report back to PM/GB as soon as possible. If issues continue, GB, as Chair of the Partnership, to escalate this by writing to relevant organisations.**

NI 4 – SH confirmed two conferences had taken place recently in the County to promote Community Empowerment, both of which were extremely successful. SH asked whether £60,000 of PRG could be paid upfront for NI 4 rather than in instalments. **GO to check with colleagues to find out whether a lump sum can be paid and revert back to SH.**

NI 198 – RG confirmed two projects are progressing, the first an audit scheme and the second an incentive scheme. Both projects are proceeding well, with a pilot incentive scheme currently taking place in Brentwood. This will be rolled out across the County over the next year or so.

NI 156 – MK confirmed on target and will be able to give a more detailed update at the next meeting.

LI 2.2 – IV confirmed progress is being made with recruitment and the project is on target.

NI 186 – GD confirmed that actions are being developed and are awaiting sign off by portfolio holder.

NI 188 – GD confirmed that the interim targets are off track but overall the target will still be hit.

NI 191/192 – a report prepared for the group by target lead, Jason Searles, confirmed all actions are progressing as planned.

NI 197 – GO reported feedback received from JH which confirmed there is an issue with a Partner which is struggling to contribute to the achievement of the target due to lack of resources. **It was agreed that a conversation is needed with the relevant Partner, with the outcome reported to the group at the next meeting.**

#### **4. Annual Report**

GO confirmed that the comments and feedback received at the last meeting had been incorporated into the annual report and that it now needs sign off from the members. The report will go to the Performance Management Group, Essex Partnership Forum and Essex Management Board, as well as being available on the Essex Partnership website.

**The annual report was agreed and signed off by all members.**

#### **5. Terms of Reference (ToR)**

The Terms of Reference were agreed and signed off by all members.

#### **6. Sustainable Essex representation at the Essex Conference**

The Essex Partnership Forum is running the Essex Conference on 9<sup>th</sup> July at Weston Homes Community Stadium, Colchester. There is an opportunity for all Thematic Partnerships to hold workshops/presentation sessions for approx. 25 people.

It was suggested Sustainable Essex Partnership hold a workshop session on the overarching indicators to ensure consistent engagement from other Thematic Partnerships with these indicators. SH suggested using/adapting the presentation she gave to the LSP Chairs on NI 4 for an element of this.

JBu confirmed that EALC would like a display stand at the conference.

**GO and SH to liaise re NI 4 presentation.**

#### **7. Update on LI 5.1 – Access to Services**

NS and RG gave a joint outline discussion on LI 5.1. There are targets around the whole LAA which cover access to some sort of services. LI 5.1 covers access to basic services for people in rural areas. 72% of the County is classed as rural, with over 40% of Parishes having no post office, cash point, etc. The two actions in place to target this are:

1. Improving key services within Parishes – aiming for 7% improvement over the LAA.
2. Improving key services outside Parishes – aiming for 5% improvement over the LAA.

Aiming to target specific communities (Braintree, Chelmsford, Colchester, Epping Forest, Uttlesford) and work with them over 2 years for their local needs and requirements.

The LAA target is linked with the Local Transport Plan target as there is a strong overlap between the two targets. Being linked with the Local Transport Plan target means more funding available to help promote access to services and also more officer resources.

IV commented that sustainability of the services introduced must be considered. NS agreed longevity is crucial and confirmed that the services are tailored to the needs of the community which should help.

#### **8. Any Other Business**

GO explained that LS will only attend meetings twice a year due to the nature of her indicator, meaning that she is currently working in Partnership more with the Police and Highways Agencies rather than Partners represented on Sustainable Essex.

**Close.** The date of the next meeting is Wednesday 15<sup>th</sup> July. This will be held at the Essex Record Office, Chelmsford, 9:30-11:30.

**Target NI191: Residual waste per household**  
**Target NI192: Percentage of household waste sent for reuse, recycling and composting**

**Data and Performance**

Data gaps currently exist with regard to 2008/09 particularly in relation to period 12 recycling tonnages for district and borough councils. These gaps however will be filled by the end of June 2009 in line with national reporting timescales.

Projected outturns are detailed below

Target	2007/08 Outturn	2008/09 Target	2008/09 projected outturn	2010/11 Target
NI191	722kg	<b>710kg</b>	<b>650kg</b>	670kg
NI192	38.00%	<b>40.25%</b>	<b>42.90%</b>	43.00%

As can be seen significant advances have been made on the 2007/08 baseline position and the Partnership is on track to meet the 2010/11 LAA targets two years early. The significant overachievement against the LAA targets has, in part, been due to early investment in services by DC/BC partners, the confirmation of significant levels of capital and revenue funding by ECC for the partnership and the impact of the economic downturn on consumer behaviour.

Work is taking place amongst the partners to agree the realignment of these targets to reflect the enhanced performance being seen to ensure the momentum achieved in the first year is not lost.

**Progress Against Action Plan**

All actions are progressing as planned.

**Key Risk**

**Definition of Household Waste:** DEFRA are currently undertaking a review of what constitutes household waste. This is expected to be completed by the end of 2009 and may result in a legislative change in 2010. This may lead to an increase in the amount of waste classed as household impacting negatively on both NI191 and NI192. Although the impact of this cannot be mitigated entirely work is underway to ensure the partnership is in a position to maximise landfill diversion of any new wastes classed as household, minimising the negative impact of any change.

**Economic Downturn:** The current economic climate has led to a reduced demand for recycle and corresponding drop in prices paid for material collected for recycling. Although this has had no immediate impact on the partnership, as a cautious approach for income was adopted at scheme inception, it is possible that if the recession is prolonged it may restrict the viability of expanding services. The partnership is monitoring the situation closely to ensure it is fully informed of market conditions and where possible will adjust programmes accordingly. Although demand and prices have dropped there is still a market for high quality material for recycling. The collection of uncontaminated high quality material therefore remains a focus for the partnership and will be a key element of the communications activity with residents.

**Target NI195: Improved Street Cleanliness (Levels of Litter and Detritus)**

**Data and Performance**

Although data gaps currently exist with regard to 2008/09 performance this is as expected and in-line with national reporting timescales.

Data for 2008/09 will be available at the end of May/early June for reporting to the SEP. However as this is a new indicator and there are some concerns nationally over data accuracy the outturns may be subject to further external audit prior to final confirmation. However as the partnership is already working closely with the 'Keep Britain Tidy Group' and DEFRA any further external moderation is expected to be minimal.

Performance data already received from partners indicates that the partnership is on track against this target.

**Progress Against Action Plan**

All actions are progressing as planned.

**Key Risk**

No significant key risks have been identified.

However there is some concern that the economic situation may lead to an increase in the incidence of fly-tipping by commercial operators. Although fly-tipping is not being directly measured by this indicator there is often a correlation where an increase in fly-tipping leads to a subsequent increase in general littering.

Discussions are taking place amongst the Partnership with Essex Trading Standards and the Environment Agency to explore opportunities to increase monitoring, and where necessary, enforcement activity to minimise fly-tipping activity.