

Minutes of a meeting held at the Eastern Area HQ, Suffolk Constabulary, Halesworth on **Thursday, 11 December at 10.00am.**

Members present:

S. Bostock (Chairman) – (Waveney Primary Care Trust)  
Councillor P. Austin – (Waveney District Council)  
C. Deslandes – (Suffolk ACRE)  
E. Keen – (Suffolk County Council)  
G. Parson – (Lowestoft College)  
C. Pinsent – (SAVO)  
M. Oldham – (D.I.A.L)  
L. Robinson – (Suffolk County Council)  
Councillor A. Thwaites – (Suffolk County Council)  
A. Osborne – (Suffolk Constabulary)

Officers present:

L. Jordan-Hall, L. Mowl, R. Holmes, C. Tyacke and A. Harrison

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**Items for action shown in bold.**

### **1 APOLOGIES AND SUBSTITUTION**

Apologies were received from Adrian Braddy, Paul Tabiner, Linda Thornton and Sandra Jarvis. The Chairman stated that Sandra had resigned from her post with the Waveney Community Forum and was working in a freelance capacity.

Liz Mowl had thanked Sandra on behalf of the Management Board. She stated that interviews were being held next week in the hope that an appointment could be made for the New Year.

### **3 MINUTES**

The minutes of the meeting held on 2 October 2003 were agreed as a correct record.

The following matters were considered:

#### **(a) Lowestoft and Beccles Learning Initiatives**

The Lowestoft Learning Community had appointed Mike Pinner (ex Headteacher of Benjamin Britten High School). Gwen Parsons referred to a mapping exercise currently under way and stated that Mike would be assembling a database of activity to provide information on informal and formal learning processes and giving a list of key contacts. She referred to the four key tasks within the programme;

- targeting excluded groups,
- promoting learning as a right,
- training benefits to Employers,
- sharing good practice to avoid duplication,

These four key tasks were designed to look at skills for employability and signposting of local learning opportunities.

Sally Smith had been appointed to the Beccles Learning Initiative.

#### **(b) Urban Regeneration Companies**

Suffolk County Council (SCC) had recently considered Urban Regeneration Companies (URC) at their Executive Committee and Waveney District Council (WDC) would be considering URC at its next Executive Meeting. SCC were keen to meet other stakeholders in the process.

#### 4 MINUTES OF THE WAVENEY ECONOMIC PARTNERSHIP

The following matters were considered;

- (a) The URC Bid was at the draft bid stage and there was a planned visit to the Office of the Deputy Prime Minister (ODPM) in February. The English Partnership Meeting would be held on 6 January 2004. There was reference to a proposal for a Shadow URC Board. SCC had expressed concern at the use of public funding and the need to gauge public support and therefore had requested clarification on the structure of the URC. Plenty of activity was planned between now and the ODPM visit. It had been recommended that a small group be formed to develop a business plan for the Waveney Economic Partnership (WEP) in January and that there be some debate as to how the WEP fits in with the LSP.

#### 5 EXAMPLES OF THE RISING IMPORTANCE OF THE LSP

Liz Mowl offered examples of items that the board might be considering in September next year to look at the role of the board in supporting individual organisations. She introduced Carol Deslandes – Deputy Chief Executive of Suffolk ACRE who gave a report on Suffolk ACRE's role in the:

##### New Opportunities Fund – Fair Share Trust Programme

Suffolk ACRE were contracted to deliver the Fair Share Trust programme to ensure that a larger share of Lottery Funding was received in Fair Share Areas of which Waveney was one.

The programme was for a 10 year period to provide assurance that funding would be available over that period at a level of £80,000 per annum. This fund could be used to prime/encourage other funding sources at a level of up to six times the initial contribution.

This would be a strategic programme to address locally important issues. The Fair Share areas of Waveney were; Harbour, Normanston, Oulton Broad and St. Margarets.

The LSP were responsible for producing a Neighbourhood Assessment Programme to incorporate a panel of 12 people (this would be carried out by Suffolk ACRE). The panel would include four residents, one LSP member, one young person and five people from a variety of local organisations. The panel's terms of reference would be to identify key priorities with consideration to external factors, seek applications and decide whether to fund. It was suggested that the LSP take an overview and monitoring role.

Members offered the following comments:

The wards fit closely with the Crime and Disorder areas, which would afford a good opportunity to work together. (Alan Osborne)

The extension of existing awards and not necessarily the award to new projects would be a great benefit. (Margaret Oldham and Christine Pinsent)

Carol stated that this was the first LSP with access to external funding and therefore was unique. She confirmed that the initiative would build on the Community Plan, which would be important for active representation.

Members discussed how the programme would relate to voluntary sector community structures (via the Community Forums) and referred to the emphasis on strategic development.

Liz proposed that the Chair be the main link contact between the LSP Management Board and the New Opportunities Fund. Members referred to their general concerns and the need to guard against small groups pulling in different directions. It was agreed that the main area of importance was that of relationship building. There was generally positive feedback on the Fair Share Scheme.

**Members approved in principle the signing and adoption of the Scheme and agreed to feedback to Liz any further comments on the Fair Share Document at the Chairs request.**

Carol confirmed that she would expect the Panel to be up and running and ready for the distribution of funds by the Summer 2004.

**Liz undertook to provide an enhanced map of Fair Share Areas to all members.**

Responsible Authorities Group

Alan on behalf of Adrian Braddy asked members if the LSP Management Board would consider relinquishing authority to make decisions affecting the CDRP. He confirmed that in this situation, Adrian would still report regularly to the LSP Board.

**Members discussed this in some detail and were in general agreement. Approved.**

The Voluntary Sector Reference Programme

Margaret Oldham reported that various voluntary groups were working towards the LSP's 'ambitions' and there was a need for a 'reference group' from the voluntary sector to be a part of the LSP. She stated that a key factor in any community was the need for partnership on an equal basis. Margaret confirmed that the LSP needed to work with the voluntary sector to help provide funding.

Margaret proposed that the LSP recognise and support the formation of the 'reference group'.

Louise Jordan-Hall asked about the resourcing issues for the 'reference group' and referred to the need to wait for Sandra Jarvis' replacement. She also referred to general funding issues and the global pictures with regard to supporting voluntary sectors. Gwen Parsons recommended that all LSP's in Suffolk consider this important issue.

**Members agreed in principle the proposals of the Voluntary Sector Reference Forum.**

Comprehensive Performance Assessment – Self Assessment Of Waveney District Council

Liz introduced Chris Tyacke to give a brief update on Comprehensive Performance Assessment (CPA) as it affected Waveney District Council.

Chris gave a brief report and update on the current status with CPA. He stated that a revised date for the inspection had been agreed (September) with the Commission because of a clash with local and national elections. He referred to Self Assessment and stated that the Peer Challenge would be taking place in January. The Peer Challenge team were likely to interview partners next year.

Chris invited members to feedback information on perceived good practices/further improvement areas with regard to local services. He stated that WDC would welcome more formal feedback or comments at a later stage.

Gwen Parsons asked if measurement examples were available with evidence criteria. Members shared their audit/inspection experiences and Louise Jordan-Hall suggested that members look at the Audit Commission web site for further information.

The Chair thanked Chris for his report.

**6 SUB-GROUP ACTIVITY**

The New Structure

Alan Osborne presented details of the proposed new structure, which proposed that the Steering Group be re-titled the Project Management Group (PMG), which would feed to Project Development Teams (PDT). The next key task was to identify who would sit on the PDT's and which key members of those teams would sit on the PMG with the role of identifying areas of mutual co-operation.

Liz offered a proposal for the six or seven key thematic areas; Community Safety (ex CDRP); Health and Well-Being; Regeneration; Lifelong Learning; Environment; and Housing and Social Inclusion.

Rob Holmes referred to the 11 ambitions in the Community Strategy and the need to include these within the PDT's areas of responsibility.

These were discussed in detail including the crosscutting issues. Alan stated that the role of the PMG would be to tie in the common areas and any loose ends and to be a facilitating group to support board members.

Liz referred to the need to agree the process for selection of the PMG members from the existing Steering Group Members. Gwen suggested that formulation of the teams from the 'bottom up' might be appropriate and recommended that the Project Development Teams be created initially.

**Members discussed the setting up of the Project Development Teams in some detail and agreed that the invitation to membership should be formal and received from the LSP Management Board. Esther Keen suggested that the forum meeting of 23 January be used as a consultation opportunity to help form the PDT's. Louise recommended use of the Community Plan to make use of existing groups wherever possible.**

#### The January Forum

Liz referred to the impending January Forum and described the intended stall approach for the layout at the Wherry Hotel, with key individuals (LSP champions) staffing the various stalls to create a 'shop window' style of event. It was hoped that this would offer a networking appeal.

**There was some question about the quality of car parking and adequacy of disabled facilities. Rob undertook to liaise with the Wherry Hotel to ensure correct facilities were available.**

Councillor Austin recommended that structured questions in the form of a questionnaire be made available to encourage feedback.

Members discussed the detail of the layout for the stalls and representation by different partnerships and referred for the need to avoid acronyms and to ensure use of plain English.

## **7 ANY OTHER BUSINESS**

Thursday, 26 February 2004 at 10.00. (venue to be arranged)

The meeting closed at 12.15pm.

Chairman