

Minutes of a meeting held at Halesworth Police Station  
Norwich Road, Halesworth on **Friday, 7 April 2006** at 9.00 am.

**Board Members present:**

G. Parsons – (Lowestoft College) – Chairman  
P. Aves – (Suffolk Constabulary)  
Councillor J. Hore - Police Authority  
R. Knights – (Waveney Economic Partnership)  
Councillor W. Mawer (Waveney District Council)  
A. Osbourne (Suffolk Constabulary)  
B. Russell – (Waveney Community Forum)  
P. Storey (Learning & Skills Council)

**Support Staff present:**

L. Jordan Hall (Corporate Director WDC), L. Mowl (WDC), C. George (LSP Co-ordinator) and  
L. Robinson (Suffolk County Council),

**Also in attendance:**

M. Burnside (WDC) in relation to Minute 16, N. Shaw (Improvement & Development Agency) in  
relation to Minute 3 and Tim Leonard (Great Yarmouth LSP).

	<b>Action</b>
<p><b>1 WELCOME AND INTRODUCTION</b></p> <p>The Chairman welcomed everyone to the meeting.</p>	
<p><b>2 CHANGE IN THE ORDER OF BUSINESS</b></p> <p>The Chairman reported that the order of business would be changed to enable the presentation on the Peer Challenge Review to be taken as the first item of business.</p>	
<p><b>3 PEER CHALLENGE REVIEW</b></p> <p>Neil Shaw from the Improvement &amp; Development Agency (IDeA) attended the meeting to deliver a presentation in relation to a Peer Challenge Review undertaken on the Waveney Local Strategic Partnership (LSP). The Peer Challenge had been developed by Warwick Business School, IDeA and SOLACE Enterprises as a 'critical friend' challenge against a specially constructed benchmark of an ideal LSP. The benchmark focused on vision, strategy, leadership, relationships, performance management, achievement, impact and learning. The purpose of the review was to assist the Partnership in identifying its current strengths, as well as areas for improvement.</p> <p>A copy of the Draft Report had been sent to Board Members prior to the meeting. In addition, a copy of the presentation notes were circulated at the meeting.</p> <p>Areas for improvement were outlined in the report and the following conclusions given:</p> <ol style="list-style-type: none"><li>1. This was a critical time for the LSP, with the development and agreement of the new Community Strategy during 2006.</li><li>2. The new Community Strategy should be closely linked to the needs of local people.</li><li>3. Recognise the value of Local Area Agreements (LAA) as an opportunity for funding.</li></ol>	

4. The need to be able to track where services/projects were being delivered well and where they were not.
5. The importance of getting everyone to own the aims.

Issues raised during the consideration of this item included:

- Performance Management – Within the report (paragraph 37), it was stated that the establishment of 1<sup>st</sup> East, the Urban Regeneration Company, was a significant drive by the LSP to achieve a range of economic objectives. It was felt by some Members of the Board that this should not be claimed as an LSP achievement, but rather as a WEP achievement. The role of WEP in initiating and driving forward the URC was recognised. However, it was also important to recognise that the LSP is an overarching partnership and any of its achievements are likely to be from thematic groups.
- A recent consultation exercise for ‘Safer & Stronger Communities’ funding held at Lowestoft College on 29 March 2006 was commented on for enabling better engagement of the community and voluntary sector. It was felt that whilst the LSP Board did not undertake a lot of community engagement, the work of the Themed Groups did involve a significant amount of community engagement. In addition, Louise Jordan Hall reported that the District Council were currently discussing a new community engagement programme with Suffolk Association of Local Councils (SALC).
- Partner authorities collected a wealth of performance management information, however, consideration needed to be given as to how this information was pulled together to make it meaningful for the LSP Board. Difficulties associated would bring together different Performance Management Systems and inspection regime was noted.
- There was a need to articulate the ‘tensions’ around Local Area Agreements and to be clear how these would be addressed in the future in ensuring that LAA targets were focussed on ‘Waveney’, as opposed to Suffolk Countywide.
- An update was given in relation to the Children & Young Persons Themed Group. It was suggested that if well-briefed named substitutes were permitted who were capable of making decisions, then it would be a lot easier to obtain a quorum at meetings.
- Concern was expressed regarding the contradictory advice and guidance produced in relation to national, regional and sub-regional priorities. In addition, there was a clear expectation that LAA targets were an integrated part of revised Community Strategy yet local community priorities sometimes different from these. LAA targets were usually the priorities which carried funding.

Neil Shaw informed the Board that IDeA would be happy to further assist the LSP Board in addressing some of the issues identified within the report.

The Chairman thanked Neil Shaw on behalf of the Board for the work done on the Peer Challenge Review and for attending the meeting, which would enable the LSP to reflect on what it needs to focus on in the future.

**AGREED**

- (1) That the Draft Peer Challenge Review Report be received.
- (2) That Neil Shaw addresses the comments outlined above within the Draft Report.
- (3) That any further comments on the Draft Report be submitted to Liz Mowl for forwarding onto Neil Shaw.

LM / NS

**4 APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies for absence were received from Board Members Councillor M. Bee (SCC), A Braddy (Suffolk Constabulary) and L. Thornton (Lowestoft & Waveney Chamber of Commerce). P. Aves acted as a substitute member for A Braddy, S Simpkin (SCC).

Apologies for absence were received from Support Staff including G. Garrod (WDC) and M. Narburgh (Suffolk Connect). L. Jordan Hall attended the meeting in place of Glen Garrod.

**5 DECLARATIONS OF INTEREST**

None were declared at this stage.

**6 MINUTES OF THE LAST MEETING HELD ON 19 JANUARY 2006**

**AGREED**

That the Minutes of the meeting held on 19 January 2006 be received and confirmed as a correct record.

**7 ACTIONS ARISING FROM THE MINUTES**

- 7.1 a) **Minute 4 (f)** – the Chairman reported that she had attended an Investing in Communities meeting on 22 March 2006 and was pleased to report that Halesworth Middle School would be the venue for a 14 -19 vocational centre serving 6 high schools.
- b) **Minute 5** – It was reported that the Project Management Group would need to consider issues around performance reward grants.
- c) **Minute 7** – It was reported that Sally Simpkin had been appointed to the post of ‘Head of Children’s Services for North Coastal and Mid Suffolk’ and that the way forward for progressing work on ‘Children & Young People’ and Children’s Futures would be clearer by the next Board meeting.
- d) **Minute 8** – It was reported that there was a need to identify sub regional targets for two LAA Blocks, Suffolk County Council and Go-East. Go-East had been approached to facilitate this.
- e) **Minute 10** - The Chairman relayed concerns expressed by Maxine Narburgh regarding the way in which environmental issues were being addressed by the Safer, Stronger & Sustainable Communities Theme Group. Clarification was given at the meeting that there were 3 elements within this Theme Group: Crime & Disorder Reduction Partnership, Environmental and Sustainable Communities. The Agenda for this Group should be able to accommodate all 3 elements. It was suggested that members from the former Social Inclusion Group could be approached with a view to re-engaging them and providing input into the four blocks. Feedback was to be sought from Maxine Narburgh as she was the LSP Board’s representative on 1<sup>st</sup> East.
- f) A Late expression of interest bid for the Suffolk allocation of the

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AO / MN

Performance Reward Grant is being tabled today.

**8 MINUTES OF PROJECT MANAGEMENT GROUP**

**AGREED**

That the Minutes of the Project Management Group held on 8 March 2006 were received.

**9 COMMUNITY STRATEGY DISCUSSION DOCUMENT**

Approval of the LSP Board was sought for a vision document for the development of a Waveney Local Strategic Partnership Sustainable Community Strategy, a copy of which was attached to the report. The Document would be used as the basis for further community consultation to determine priorities for the area and also to develop key priorities in the corporate plan/strategic direction of the District Council and other organisations within Waveney. The document had been approved by the Council's Executive on 6 April 2006.

It was reported that a sub-group of the Board would be conducting some work to incorporate 'plain English' and to address lead-line objectives. It was anticipated that refined targets would be available by autumn 2006.

Concern was expressed that the section relating to 'Safer, Stronger and Sustainable Communities' (page 30) predominately related to Crime & Disorder Reduction Partnership targets and that this should be amended to reflect the other two elements (Environment and Sustainable Communities, including cultural targets) within the document.

On behalf of the Board, the Chairman expressed thanks to Liz Mowl and Alan Osborne for their hard work in producing the document.

**AGREED**

- (1) That subject to the inclusion of environmental and sustainable community priorities (as outlined above), approval be given for the 'The Vision for the Community Strategy' to be used to further public consultation and engagement during 2006 and that the Strategy be used to inform the District Council's future plans and strategies.
- (2) That delegated authority be given to the Project Management Group and the Waveney District Council Member of the LSP Board to make textual amendments as may be necessary during the course of the document design and preparation for publication.
- (3) That the Board records its thanks to all the partners and other stakeholders who played a role in developing the vision.
- (4) That the relevant Themed Group Chairs be asked to produce further reports on the development of Action Plans within the LSP in support of the Local Area Agreement priorities and outcomes, as a means of supporting the monitoring and review of the vision.
- (5) That the Board delegates authority to the Project Management Group to work around scoping the programme of the further community engagement activity needed and to examine resourcing options around this.

SS / MJ /  
SR / RK

**10 PUMP PRIMING REWARD (LPSA 2 TARGETS)**

The Board's approval was sought for the Local Public Service Agreement (LPSA) targets, details of which were outlined on Appendix A to the report.

The terms and conditions of the pump priming grant received by the LSP required allocations to directly support one of more of the LPSA targets. Each LPSA target had a dedicated Target Lead responsible for delivery against the target.

Recommendations put forward by the Performance Management Group were summarised on Appendix B.

The Chairman reported at the meeting that there was an underspend of £5,000 in the LPSA2 budget and it was therefore recommended that this should be targeted at 'Obesity in Children' within the Waveney area. Confirmation was given that Suffolk County Council had agreed to this proposal in principle.

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**AGREED**

- (1) That subject to the addition of £5,000 be targeted at 'Obesity in Children within the Waveney area, the recommendations put forward by the Project Management Group for LPSA 2 Targets Pump Priming Grant, as outlined in the report and summarised in Appendix B be approved.
- (2) That the need for LSP Themed Group Chairs to provide quarterly reporting updates to the Public Service Agreement (PSA) Manager (Clair Harvey) on progress towards the targets be noted.
- (3) That clarification be sought from Clair Harvey regarding the auditing of monies awarded.
- (4) That the Board's concern be relayed to the County Council regarding the deadlines given for consideration of targets.

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**11 PERFORMANCE REWARD GRANT (COUNTY)**

Gwen Parsons (Chairman), Councillors J Hore and W Mawer and Bob Russell declared personal interests in this item, stayed in the room and took part in the debate and voting thereon.

Suffolk Strategic Partnership had sought expressions of interest on proposed projects for funding from the County allocation of Performance Reward Grant of £1.7m. The following five projects had been put forward by Waveney LSP partners:

- Implementing Waveney's Physical Activity Strategy
- 5-a-day Community Nutritionist
- Development of University Campus in Suffolk
- Waveney Learning Community
- Community Cohesion Programme.

Corrected versions of the project forms were circulated at the meeting.

It was suggested that ways of engaging the business sector in determining the curriculum for the new UCS should be explored to ensure that, for example, renewable energies would be catered for. Any suggestions for courses would however need to be economically viable in

order to attract funding.

**AGREED**

That the five expressions of interest, as outlined above, be submitted to Suffolk Strategic Partnership for consideration of funding from the County allocation of the Performance Reward Grant.

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**12 PERFORMANCE REWARD GRANT (LOCAL)**

Liz Mowl reported that a template had been agreed for submitting expressions of interest for local allocations of Performance Reward Grant for which £296k was available. The template would be re-issued to all the Chairs of the Themed Groups again, specifying a date for when applications should be received.

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During the discussion on this item, it was agreed that Wendy Mawer from the District Council would attend the next meeting of the Lowestoft Community Forum to be held on 26 April 2006 to explain how the LAA Blocks and inform the voluntary sector how they could become engaged in the process and access funding.

**AGREED**

- (1) That the template for submitting expressions of interest for local allocations of Performance Reward Grant be sent to all Chairs of the Themed Groups, with a deadline for when expressions should be submitted.
- (2) Wendy Mawer from the District Council attends the next meeting of the Lowestoft Community Forum to be held on 26 April 2006 regarding LAA Blocks and engagement of the voluntary sector in the process.
- (3) That an update on local allocation for performance reward grant expressions of interest submitted, be reported to the next meeting of the LSP Board.

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**13 TERMS OF REFERENCE FOR THE REVISED PROJECT MANAGEMENT GROUP**

The Board's approval was sought for revised terms of reference for the Project Management Group, a copy of which was appended to the report. It was suggested that the following amendments should be made:

- Substitute representation should be permitted but that substitutes should be named and fully briefed.
- Clarification be given that the terms of reference could be amended by the agreement of the LSP Board.

Gwen Parsons agreed to be the named substitute for Roger Knights.

**AGREED**

That subject to the above amendments, the revised Terms of Reference for the Project Management Group be approved.

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**GWEN PARSONS (CHAIRMAN) VACATED THE CHAIR AND LEFT AT THIS PART OF THE MEETING. BOB RUSSELL WAS APPOINTED AS 'CHAIRMAN' FOR THE REMAINDER OF THE MEEITNG**

**14 SIGN-OFF OF ACTION PLANS RECEIVED TO-DATE**

Councillor Mawer declared a personal interest in this item as a Board Member of 1<sup>st</sup> East.

The Board was asked to approve the Actions Plans for the following Themed Groups:

- Safer, Stronger and Sustainable Communities
- Healthier Communities and Older People
- Economic Development and Enterprise.

No Action Plan had been received in relation to Children & Young People and the PCT Board Representative was unable to attend this meeting. It was therefore agreed that consideration of these two items should be deferred and will be brought back to the next board meeting.

Concern was expressed that the Action Plan for Safer, Stronger and Sustainable Communities was dominated by Crime & Disorder Reduction Partnership (CDRP) targets and that only limited reference was made to environmental targets. Whilst recognising that the CDRP has set statutory targets and that these need to be included, CDRP was an element of Safer, Stronger and Sustainable Communities and reference to environmental and sustainable communities issues should be made, Examples cited included road safety, cycling, waste etc.

**AGREED**

- (1) That the CDRP Action Plans be received as an element of the targets set for the Safer, Stronger and Sustainable Communities Theme Group.
- (2) That Alan Osborne (Suffolk Constabulary) and Andrew Reynolds (Principal Environmental Health Officer – WDC) be requested to have discussions regarding the addressing of wider environmental targets and a report on the outcome of these be reported to the next PMG meeting scheduled for 10 May 2006.
- (3) That subject to no objections being received from the Waveney Economic Partnership and clarification regarding the involvement of 1<sup>st</sup> East, the Action Plans for the Economic Development & Enterprise Theme Group be approved.
- (4) That the PCT Board Representative and Children & Young Persons Board Representative be requested to present their Action Plans to the next meeting of the LSP Board.

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SS / AE  
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**15 UPDATE ON PROGRESS OF ELECTION FOR CHAIR OF LSP BOARD**

Liz Mowl gave a verbal update in relation to progress made for appointing a Chair of the LSP Board.

It had been proposed that an independent Chair should be sought and a suggested job description for such was circulated at the meeting.

A debate ensued as to whether the post of ‘Chair of the LSP’ should be remunerated, or not. It was suggested that Liz Mowl should undertake further research and report back to the next meeting of the Board with firm proposals. This issue would also be debated at the LSP Project

Management Group.

**AGREED**

- (1) That any comments on the proposed job description for Chair of the LSP Board be conveyed to Liz Mowl.
- (2) That a report outlining firm proposals for the appointment and remuneration for the Chair of the Waveney LSP be submitted to the next Board meeting and discussed at PMG on 10 May.

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**16 SAFER, STRONGER COMMUNITIES FUND**

Martin Burnside (Community Development Manager) gave a verbal update in relation to community consultation being undertaken in relation to the Lowestoft Neighbourhood Management Programme. Thanks were extended to Suffolk ACRE through the Fair Share Trust for their part in the consultation exercise.

Feedback was given in relation to a Consultation and Planning Day held on 29 March 2006 at Astral Centre, Lowestoft College. Details of the issues raised during the day were circulated at the meeting. It was reported that at least 10 local people were interested in being involved in the recruitment process for a Neighbourhood Manager. It was thought that the most appropriate means for facilitating community involvement would be informal sessions at which potential candidates would deliver presentations.

A job description for the post had been agreed and discussions were to take place as to who would need to be appointed to an Interviewing Panel. Gwen Parsons had indicated she would like to be involved in the process. It was anticipated that the post would be advertised at the end of April and interviews would take place late May/early June 2006.

Confirmation was given that close liaison and consultation was continuing with the Great Yarmouth Borough Council and LSP Board, both in respect of this and other issues.

**AGREED**

- (1) That the verbal update given in relation to the proposed appointment of a Lowestoft Neighbourhood Manager be received.
- (2) That copies of the proposed job description of the Neighbourhood Manager be circulated to all members of the LSP Board.

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**17 DATE OF NEXT MEETING**

**AGREED**

**That the next meeting of the LSP Board be held on 18 July 2006 at 10.00 am at Waveney PCT, Beccles.**

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**18 ANY OTHER BUSINESS**

- 1) Consultation Exercise – The Future of Lowestoft and Great Yarmouth

On behalf of 1<sup>st</sup> East, Councillor Mawer circulated copies of a Consultation Questionnaire regarding the future development of

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Lowestoft and Great Yarmouth. The deadline for comments was 21 April 2006 and all Board Members were encouraged to submit individual responses.

2) Contact Details for Project Management Group Members and Officers

It was suggested that Linda Thornton (Lowestoft & Waveney Chamber of Commerce) and Tanya Cable (Waveney Economic Partnership Facilitator) should be added to the list of contacts for Members and supporting officers for the Project Management Group. Carol George agreed to action this.

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The meeting was concluded at 12.15 pm.

Chairman