

Minutes of a meeting held at Lowestoft College
on **Thursday, 2 October 2003** at **10.00am**.

Members present:

Councillor P. Austin (Chairman) – Waveney District Council
Councillor A. Thwaites – Suffolk County Council
Chief Superintendent A. Braddy – Suffolk Police
S. Jarvis – Waveney Community Forum
G. Parsons – Lowestoft College
M. Oldham – D.I.A.L
P. Tabiner – Flagship Housing Group
A. Ross – Waveney Primary Care Trust (substitute for S. Bostock)
P. Hayes – Observer

Officers present:

L. Jordan-Hall, L. Mowl, C. Bobby, R. Hammond and M. Pearce – Waveney District Council
G. Jenkins – Suffolk County Council
A. Osborne – Suffolk Police

Items for action shown in bold.

1 CHAIRMAN

In the absence of Stella Bostock, Councillor Peter Austin was appointed to Chair the meeting.

A 'Get Well Soon' card for Stella was passed was passed round for those present to sign.

2 MINUTES OF THE LAST MEETING

The minutes of the last meeting held on 28 August 2003 were confirmed as a correct record.

3 ARISING FROM THE MINUTES NOT ELSEWHERE ON THE AGENDA

The minutes of the meeting held on 24 April 2003 were agreed as a correct record.

The minutes of the Steering Group held on 16 September 2003 and a contact list were made available to the meeting.

Proposal for a Suffolk Rural Partnership. This had been fed back to the County Council. Councillor Thwaites was to send an e-Mail to Directors of relevant organisations to assist in a fuller appraisal. He would forward a copy to Liz Mowl.

Transforming Your Space programme. Liz Mowl confirmed that the bid was going forward.

Lowestoft Learning Community. The Group had met twice, and was to appoint an Interim Coordinator, and were looking for additional funding for the post. The Waveney Community Learning Partnership (WCLP) was to facilitate in the collection of review targets and localise these to Waveney. **The Board agreed that a report should be made to the LSP.**

Two reviews were planned, one on Learning Provision for 14 to 19 years olds, which would commence on the week of 13 October, the results of which would be assessed by March 2004 and fed into the Action Plan. The second review planned was a Strategic Area Review on Post 16 Training. The LSP would be consulted through the WCLP on what forms of training were felt to be the most appropriate to the area. Sandra Jarvis felt this was a positive way forward. Louise Jordan-Hall recognised there would be gaps in the information available to the WCLP and suggested Hazel Johnson from Kirkley High School as a useful contact. Gwen Parsons suggested the 'Waveney in Profile' document. **Liz Mowl would ask Paul Wood of the SDA to supply a copy.** Cherry Willis was to look at the remit of the Interim Coordinator post. Councillor Thwaites suggested the Beccles Learning Initiative as another source of information, and suggested that Tessa Triumph's replacement be contacted through Cheryl Moore at Beccles Town Hall. **The Board endorsed the appointment of the Interim Coordinator.**

Key Performance Indicators, progress and deciding priorities. Liz Mowl reported a mixed response. Sandra Jarvis noted that there was no recognised mechanism to keep the Board informed, and the voluntary sector had found it difficult to complete a survey that included much jargon. The Voluntary Sector Reference Group (VSRG) could be used to pass on information. Louise Jordan-Hall agreed that the feedback suggested the best mediums to use, it was important to get the KPI information correct. **Liz Mowl would forward the reformatted document to the next meeting of the VSRG.**

4 MINUTES OF THE WAVENEY ECONOMIC PARTNERSHIP (WEP)

Louise Jordan-Hall reported verbally, and Liz Mowl would circulate the minutes, when available, to the Board. The WEP had agreed to have a regular newsletter, and the first issue was to be included with the Lowestoft Journal the next day, 3 October 2003.

Progress was being made with the application for an Urban Regeneration Company (URC). Consultants had now been appointed, and would look at the Lowestoft alone and Great Yarmouth & Lowestoft options. Their report should be available by November 2003, from which a report highlighting projects such as wind turbine excellence and other energy issues would be compiled and sent to the Officer of Deputy Prime Minister (ODPM). Regarding the turbine and energy issues, a Sub-Group had now been set up to feed into the WEP. The importance of adult entrepreneurs and partnerships with schools for the younger element, should also be linked in.

5 UPDATE ON THE WAVENEY COMPACT

Sandra Jarvis reported that the next meeting of the Compact was the following week. The voluntary sector would attend this and subsequent meetings to ensure one voice was being presented. The Compact and the LSP had been high on the agenda for the Voluntary Sector reference group. A conference to promote the Compact was planned in spring 2004, which would be, voluntary sector led, and the LSP would be asked to play an active part. Emphasis would be placed on a 'Waveney focus' to the suggested codes. Sandra circulated the Local Government Association (LGA) Compact magazine, which included the communities' code.

6 BUSINESS RISK ASSESSMENT

Chris Bobby, Principal Auditor WDC, attended to present this item. In addition to the notes circulated with the agenda, Chris passed round additional papers. The Action Plan had initially been to address high and medium-high risk issues. These had now been condensed to a single sheet with nine issues needing highest priority attention [*attached to minutes as Appendix 1*].

Chris felt that there was a need to prioritise these top nine issues and look at how to deal with them, and to move onto other, less pressing, issues later. Perhaps nine Board members could be given one issue each to lead on. Liz Mowl informed the Board that the **Sub-Group** had a sneak preview of Chris' nine-item list, and **would draw up proposals** to look to minimise the work involved.

7 OUTCOMES FROM THE LSP BOARD SUB-GROUP AND STEERING GROUP RECENT WORK – (A) SYSTEMS, PROCESSES AND STRUCTURES AND (B) VALUES

The Sub-Group had looked at the political issues and the purpose, sense of direction and structure of the LSP. Fundamentally, in the mind of the Sub-Group, the LSP should be viewed as a critical 'lynch-pin' in grant procedure and negotiations.

Liz Mowl relayed to the Board the output from the Sub Group in the form of Key Decision notes. The Sub-Group had mapped out systems and values that could lead to reporting mechanisms. Values were seen as an important area for the future, including ground rules and skills/training competency. A combined list had also been produced of the membership of the board, Steering Group and Sub-Group memberships. The Key Objectives listed were:

1. Single understanding and agreement of partnership model of working.
2. Agreement and confirmation of what works well in the Waveney LSP.
3. Identify and agree activities required to pick up things that are not working so well.

4. Engagement of Board and Steering Group to renewed energy, systems and values.

Alan Osborne informed the Board that the Sub-Group had looked at the existing structure and what the LSP was trying to achieve. A new structure would need the Board's agreement. Clearly the management of the LSP involved big decisions. The Steering Group was the reporting mechanism for the Sub-Groups such as the Community Learning Group and Crime and disorder Sub Group. A Key Member from the Steering Group heads each of the Sub-Groups, and in a two way process the Steering Group would pass approvals back to the Sub-Groups.

Margaret Oldham noted that where there had previously been 11 ambitions, 6 were now listed. Liz Mowl replied that some ambitions themes were developing, and would be looked at by a working group. Louise Jordan-Hall added that there was potential to combine and reduce the final number of ambitions. The Steering Group's role was to set the strategic direction, and it would facilitate rather than filter the ambitions. Alan agreed that six ambitions was an ideal final number.

Liz Mowl issued a mock agenda of how a Board meeting might shape up in a year's time. Much of this was guess work, but included were: more involvement in sourcing funding; neighbourhood panels; and quality of life indicators - from which the LSP could assess what impact was being made. Gwen Parsons felt there was a need to look at how things tied in with the Suffolk Strategic Plan. Councillor Thwaites, Liz and Esther Keen were to meet on taking this issue forward.

Paul Tabiner indicated that he was not convinced yet of the full role of the Steering Group. Alan agreed that the Steering Group was presently in 'semi-isolation', its role presently just for update and to find common areas. Liz then presented a mock agenda for the Steering Group, which would meet ten days before the Board, with a similar agenda. The next pages of Liz's handout dealt with the purpose, methods and meeting format of the Steering Group.

C.S. Braddy felt there was a need for the Board to look at the overall package and review who sat on which level. Sandra Jarvis agreed that all the members should meet together to decide this, although a training input would be needed. Gwen added her concerns over making things happen and asked if perhaps there was a layer too many. Phil Hayes thought that the Board should be deciding where the money should be spent, whilst the Steering Group should discuss and recommend on the individual choices. Louise felt that the Board needed to think through who sat on which facet. Alan added that the brief of the Steering Group should be to provide the joined up working between the Sub-Groups and the Board. Sandra felt this could be built into the review, with the Board monitoring the structure. Alison Ross felt that the early remit of the Steering Group had been achieved, but questioned the need for them in the future. The Board needed to decide the level of the structure, and whether 'advisors' from the Steering Group were needed around the table at the Board meetings. Gill Jenkins concurred with this.

Sandra felt the discussion should turn to the Board's purpose and methods. Gill did not have a full grasp on how the strategy was to be implemented. Liz felt that fundamentally the Board needed to determine flexibilities. Gwen asked if this could be achieved by a smaller Board. Margaret Oldham felt that as she was representing a sector of the community and not an influential body, perhaps her representation was better suited to the Steering Group. The Chairman asked if the Board should just be the partnership of eight of eight independent members, and if the Steering Group should be disbanded and a management group set up under new terms of reference.

1. Liz confirmed that the Sub-Group would meet again to move suggestions forward. C.S. Braddy felt that a membership suggestion was needed. Alan Osborne added that the remits of the Sub Groups would also be reviewed. Gwen felt a change of name was needed for the Steering Group to reflect its operational/management role and the make up of the Board in specific areas. Liz reminded the Board there was time before the next scheduled Board meeting on 8 December for the Sub-Group to look at the constitution. Their next meeting was on 13 October when today's comments would be taken on board. Other members were welcome to attend as this would be an important meeting. Chris Bobby's handout on the Business Risk Assessment from item 6. above would also be addressed and completed by the Sub-Group. Throughout the discussion, Liz had made Action notes on a flip chart.

Venue of next meeting would be at Police DHQ at Halesworth. Members recognised the problem for the voluntary sector to get there. Attempts would be made to car share to ensure they could attend.

9 DATE OF NEXT MEETING

Thursday, 11th December 2003 at 10.00(9.30 for coffee) at Halesworth DHQ

The meeting closed at 12.20pm.

Chairman