

Minutes of a meeting held at Waveney District Council, Town Hall, Lowestoft on **Tuesday 19 June 2007** at 10.00 am.

**Board Members present:**

R. Perkins - (Waveney Economic Partnership) – Vice-Chairman (In the Chair)  
G. Parsons - (Lowestoft College)  
Councillor J. Hore - (Police Authority)  
Eastern Area Commander - Martin Jelley - (Suffolk Police)  
S. Simpkin - (Children & Young People)  
M. Burnside – (Waveney Community Forum)  
S. Bowring – (Lowestoft Together)

**Board Members who could not attend substituted by:**

M. Stonnard (PCT) substituted by K Crews - (Primary Care Trust)  
A. Stevens substituted by D. Allen – (Learning & Skills Council)

**Others in attendance:**

R Miles (Primary Care Trust), J. Foster (SCC), R Best (WDC) and P Steele (WDC)

**Support Staff present:**

G. Garrod (Chief Executive – WDC), L Douglas (Portfolio Manager – WDC), C. George (LSP Co-ordinator), A Osborne (Suffolk Police), L. Robinson (Suffolk County Council) and T Cable (Waveney Economic Partnership)

**1 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Board Members Cllr M Bee (Suffolk County Council), Cllr W Mawer (Waveney District Council)

**2 ELECTION OF LSP CHAIR AND VICE-CHAIR**

Nominations were sought for the election of Chair of the Waveney LSP. No nominations were received.

Nominations were sought for the election of a Vice-Chair of the Waveney LSP. Richard Perkins reported that he would be willing to act as Vice-Chair of the LSP, provided that a permanent Chair was appointed and that there was no expectation for automatic succession to 'Chair' the following year.

**AGREED**

(1) That as no nominations for the position of Chair for the Waveney LSP had been received, an item for the election of Chair be included on the Agenda for the next meeting of the LSP Board.

(2) That Richard Perkins (Waveney Economic Partnership) be appointed as Vice-Chair of the LSP for the remainder of 2007.

Richard Perkins as newly elected Vice-Chair presided over the remainder of the meeting.

CG

**3 WELCOME AND INTRODUCTION**

The Vice-Chair welcomed everyone to the meeting and introductions were made.

**4 DECLARATIONS OF INTEREST**

Richard Perkins declared a personal interest as a Board Member of 1<sup>st</sup> East.

**5 MINUTES OF THE MEETING HELD ON 17 APRIL 2007**

**AGREED**

That the Minutes of the meeting held on 17 April 2007 be agreed as a correct record and signed by the Chair.

**6 MATTERS ARISING**

Details were given of those actions outlined in the Minutes of 6 February 2007 that had been completed. Additional updates were given in relation to the following issues:

- (1) Minute 9 – Provision of a seat for the WEP on the Great Yarmouth Economic Forum and reciprocal arrangements at Waveney.

Richard Perkins reported that the Waveney Economic Partnership had been offered a place on the Great Yarmouth Economic Forum and that reciprocal arrangements would be considered at the WEP meeting scheduled for 26 June 2007.

RP

- (2) Minute 10 – Active Waveney Sports Partnership

Feedback from discussions held regarding the Active Waveney Sports Partnership would be reported to the October 2007 Board meeting.

CG

- (3) Minute 11 - Partners to highlight and raise the profile of coastal communities through the course of their work

Confirmation was given that partners were considering both rural and coastal issues in providing services, an example of which was the Four Towns Bus Project.

- (4) Minute 17 – Officers to contact LSC officers in relation to existing / forthcoming projects

Confirmation was given that a report would be submitted to the next LSP Board meeting.

CG

**AGREED**

That the update on completed actions arising from the 17 April 2007 Minutes be noted.

**7 MINUTES OF PROJECT MANAGEMENT GROUP**

The Minutes from the Project Management Group held on 16 May 2007 were submitted for information.

Glen Garrod gave a verbal update in relation to key issues. Copies of the Local Development Framework document produced by the Royal Town Planning Institute (RTPI) had been circulated to all members of the LSP Board. Particular reference was made to the role of the Environment Agency in producing risk assessments and other issues (eg flooding) associated with climate change which could increasingly impact on local communities. It was also reported that the Environment Agency may not

be able to fund coastal protection works in the future.

**AGREED**

That the Minutes of the Project Management Group meeting held on 16 May 2007 be received.

**8 MEMBERSHIP OF THE LSP BOARD AND CONSTITUTION**

The Board considered proposed revisions to the LSP Constitution. In addition, consideration was given as to whether any other organisations / agencies should be invited to become LSP Board Members.

Revised Constitution

A copy of the proposed revised Constitution was attached as an Appendix to the report. Minor amendments were raised at the meeting in relation to officer support and it was reported that in future, Councillor Bee would be representing Waveney District Council and Councillor Mawer would be representing Suffolk County Council.

Community Representation Vacancy

It was reported that as a result of the resignation of Maxine Narburgh, a vacancy existed for Community representation on the Board. Martyn Burnside agreed to contact Christine Pinsent (Voluntary & Charitable sector) regarding the vacancy.

MB

Representation from other Organisations / Agencies

Martin Jelley proposed that a representative from the Fire & Rescue Service should be appointed to the LSP Board, as they were actively engaged on initiatives with other agencies and would add value to LSP discussions.

Gwen Parsons proposed that Jobcentreplus should be appointed to the LSP Board as they were responsible for dealing with some of the more vulnerable members of our communities, worked closely with the Learning & Skills Council and their involvement dovetailed with the economic element of the LSP's vision.

It was reported that correspondence had been received seeking a place for 'Faith Groups' on the LSP Board. It was suggested that, in the first instance, a nomination should be sought from the Community Cohesion Forum.

Clarification was sought in relation to Parish / Town Council input into the LSP. The Board was reminded that previously, it had decided that Board level representation was inappropriate and a representative from the Suffolk Association of Local Councils (SALC) had been invited to attend PMG meetings, although on several occasions, they had been unable to attend. It was highlighted at the meeting that not all Parish / Town Councils were affiliated to SALC, particularly Lowestoft and Bungay.

**AGREED**

- (1) That subject to the minor amendments outlined above, the revised Constitution for the LSP Board be approved.
- (2) That the filling of the Community representative vacancy on the LSP Board be deferred until the next meeting.
- (3) That the Fire & Rescue Service and Jobcentreplus each be

CG

CG

CG

invited to nominate a representative to sit on the LSP Board (with voting rights).

(4) That, in the first instance, a letter be sent to the Community Cohesion Forum seeking a representative for Faith Groups to sit on the LSP Board.

CG

(5) That Glen Garrod explores how Parish / Town Councils can more effectively contribute to the work of the LSP and report back to the next meeting.

GG / CG

**9 SUFFOLK STRATEGIC PARTNERSHIP COMMUNITY STRATEGY**

The views of the LSP Board were sought on the Suffolk Strategic Partnership’s Community Strategy Consultation document entitled ‘Shaping the Future of Suffolk’. The Strategy would cover the period 2008 to 2028 and would be delivered in 3 year cycles. The deadline for comments was 21 July 2007.

Richard Perkins (Chair) reported that each block had either considered the document already, or would be doing so shortly and that the Waveney Economic Partnership (WEP) would be considering the document in detail to ensure there were appropriate linkages.

The following issues were raised at the meeting:

- Concern was expressed that the timescale of 20 years was too long.
- The number of priorities was too great and key priorities needed to be identified.
- There was potential to move ‘cohesion’ to the ‘safer communities’ category
- Greener Suffolk issues needed to be addressed.
- The sustainable element of Block 2 needed to be addressed.
- The LSP Board had recently approved the Sustainable Communities Strategy and Economic Vision up to 2010 and this needed to be taken on-board.
- It was felt that ‘valuing people’ should form part of an over-arching principal, rather than a specific theme event.
- Confirmation was given that a chapter for key issues for each LSP area could be included at the back to the document.
- Concern expressed regarding the silo effect of having 8 themes
- Concern expressed that only one voluntary sector representative had been involved in the detailed production of the draft document.
- The issue that mattered most for Waveney included health, environment, learning, creating safety and infrastructure.
- Further reference was needed to ‘coastal’ issues.
- Further information was needed in relation to ‘skills’ (the document did not spell out what needed to be done) when referring to education and skills – this was also particularly important for Waveney.

**AGREED**

That in order that a single response could be given on behalf of the LSP, all partners submit their comments on the Suffolk Strategic Partnership’s Community Strategy Consultation document to Carol George.

All/ GG /CG

**10 LOCAL AREA AGREEMENT - PHASE 2 - AUDIT COMMISSION**

The approval of the Board was sought for the LSP to work with the Audit Commission as part of their Phase 2 review of partnership working within the Local Area Agreement. A copy of the Audit Commission Performance Project Brief was attached as an Appendix to the report.

Phase 1 of the review had taken place in 2006 and concentrated on how well partnerships were working and what had been achieved. The Audit Commission had chosen to use 'health inequalities' as a 'tracer' for Phase 2 because it saw this as an area of risk in Suffolk and it could be tracked across the four blocks.

As it was not possible for the Audit Commission to attend a meeting of the LSP Board within the relevant timescales, it was suggested that it be invited to view the workings of the PMG and Theme Groups, and an invitation be extended to them for a representative to attend a meeting at a suitable time.

During the discussion on this item, it was suggested that the Countywide health targets did not necessarily reflect local needs and health inequalities in Waveney and that a 'sub-set' of local targets should be produced.

**AGREED**

- (1) That approval be given for the WLSP to work with the Audit Commission on reviewing the workings of its Project Management Group and Theme Groups and for an invitation to be extended to them to attend a meeting at a suitable time.
- (2) That the Health Theme Group be requested to follow-up the issue of a possible sub-set of local health targets under the relevant section of the Countywide Sustainable Communities Strategy.

CG

Health Theme Group

**11 LEAD LSP BOARD MEMBER FOR THE PROPOSED SUB-REGIONAL 16+ EDUCATION REVIEW**

The Board considered a report concerning early notification from the Learning & Skills Council of a review of post 16 education provision in Waveney, alongside a similar review in Great Yarmouth. The review was likely to have profound implications and the LSP, as the appropriate partner forum was being given an opportunity to engage in the process at an early stage. It was considered that the review had direct relevance for two of the four Theme Groups – Children & Young People and Economic Development & Enterprise. This matter had been considered by the PMG on 16 May 2007 and it was recommended that the Board nominate a lead member to become engaged in the process on behalf of the LSP.

**AGREED**

That Gwen Parsons be nominated as the lead representative on behalf of the LSP to engage fully in the sub-regional post 16 review of education, with support from the LSP Co-ordinator.

GP / CG

**12 SUB-REGIONAL FORUM NOMINEE**

The Board considered nominating a representative to join the Waveney and Great Yarmouth Sub-regional Group. A copy of the terms of reference for the Group had been circulated prior to the meeting. The Group was comprised of lead Members and Officers from partner organisation and agencies.

**AGREED**

That Richard Perkins be nominated as the LSP representative on the Waveney and Great Yarmouth Sub-regional Group.

RP

**13 END OF YEAR PERFORMANCE MONITORING REPORTS**

The Chairs of all the Theme Groups had been requested to submit End of Year Performance reports to enable the Board to carry out its monitoring role. Targets for each of the Theme Groups were set out in the Waveney Sustainable Communities Strategy for the period 2007 – 2010.

Children & Young People

Sally Simpkin gave a verbal update in relation to the work undertaken by the Children & Young People Theme Group. A more comprehensive report had been submitted to a past meeting of the Performance Management Group. Key issues highlighted included:

- There were now four Children's Centres in Waveney, the County Council having just acquired premises at the Riverside for a centre in Lowestoft.
- Research was ongoing to reduce the number of young people in bed and breakfast accommodation.
- The number of young people participating in activities during holiday periods had increased from 11% to 24.8% during 2006 with a corresponding reduction in anti-social behaviour and vandalism. As a result of the success of these initiatives, further activities were planned for the future.
- To date, £58,355 had been spent from the Youth Opportunity Fund and £48,601 had been allocated for capital funding.
- At the Children & Young People Consultative Group, young people were directly involved in the allocation of funds to projects.

Sally agreed to supply Carole George with a written copy of her report.

Safer, Stronger and Sustainable Communities

Martin Jelley and Alan Osborne presented the report from the Waveney Crime & Disorder Reduction Partnership (C&DRP) for 2006/07. Statistical information in relation specific aspects of crime was outlined in the report. Key issues raised included:

- The Waveney C&DRP was the best performing in Suffolk.
- Criminal damage and violence in public places particularly associated with alcohol was being addressed.
- The C&DRP had funded out of school activities for young people, an example of which was a circus project at Kirkley Middle School.
- The Community TV Project which was being launched on 1 August 2007. Beyond the launch date, there would be a need to publish new information on a quarterly basis and the original project group would continue to meet to oversee this.

Adults & Healthier Communities

No report received. Deferred until the next Board meeting.

Economic Development & Enterprise

A verbal update was given with regard to work undertaken by the Economic Development & Enterprise Theme Group. Key issues raised included:

- A Norfolk & Suffolk Skills Centre would be opening in Halesworth in September 2007.
- Vocational training for young people ages 14 – 16 years would be commencing on a 1-day a week basis in a variety of professions and trades.
- Post 16 courses had been extended
- A partnership arrangement between Lowestoft College and 3 High Schools had been established.

**AGREED**

- (1) That the written and verbal updates for end of year performance reports for three of the Theme Groups be received.
- (2) That an end of year performance report for the Adults & Healthier Communities Theme Group be submitted to the next Board meeting.

MS / CG

**14 DATES OF FUTURE MEETINGS**

The dates for future LSP Board meetings (as approved by the LSP Board on 6 February 2007) were noted as follows:

- Tuesday 9 October 2007 – 10.00am - Halesworth Police Station
- Tuesday 4 December 2007 – 10.00am - Venue to be confirmed

**15 ANY OTHER BUSINESS**

- (1) LSP Representation for Investing in Communities

**AGREED**

That Gwen Parson be appointed as the LSP representative for Investing in Communities.

GP

- (2) LSP Representation on the Suffolk Strategic Partnership

**AGREED**

That Jane Hore be appointed as the LSP representative on the Suffolk Strategic Partnership.

JH

- (3) Proposed Merger of Respective Health Fora Between Great Yarmouth and Waveney Local Strategic Partnerships

Glen Garrod presented a report proposing a merger of the health fora between Great Yarmouth and Waveney LSPs. The recent creation of the Great Yarmouth and Waveney Primary Care Trust (PCT) has provided the opportunity for greater collaboration between agencies across borders. Both LSPs had a health forum with broadly similar areas of activity and membership and both were chaired by a PCT representative.

**AGREED**

- (1) That the merger of the respective health fora between Great Yarmouth & Waveney LSPs be approved and Glen Garrod be asked to write to the Great Yarmouth LSP to propose the matter. GG
- (2) That reference to the joint health fora be made within the LSP's response to the Suffolk Community Strategy. GG
- (3) That the possibility of having a joint group for considering both the Norfolk and Suffolk Health Care Strategies Consultation for formulating future health targets be explored. MS
- (4) Schools Organisation Review  
 Clarification was sought as to whether the LSP should have representation on the body overseeing the recently approved Schools Re-organisation, particularly as Lowestoft was included in the first phase of implementation.

**AGREED**

- That Sally Simpkin clarifies the position in relation to the feasibility of LSP representation on the body overseeing the Schools Organisation Review in Waveney and reports back to Carol George. SS / CG
- (5) Suffolk Compact  
 Confirmation was given that the Suffolk Compact was signed off at the Waveney Charity Roadshow held on 23 May 2007.
- (6) Waveney Health Profile  
 Confirmation was given that the above document would be circulated to all members of the Board.
- (7) LSP Website  
 Carol George reported that work in relation to a website for the LSP was in progress. She would be actively consulting partners shortly and a report would be submitted to PMG in July 2007.
- (8) Great Yarmouth & Waveney Primary Care Trust – Consultation Document  
 Notification was given that the PCT were about to publicise a consultation document entitled “A Healthier Future – Developing Healthcare for Great Yarmouth and Waveney 2008 and Beyond”. It was suggested that a presentation could be made to the next meeting to the Project Management Group. In addition, it was suggested that the document could be circulated to all Board members to enable each partner to comment separately. The deadline for comments was 30 September 2007.

**AGREED**

- (1) That a representative from the PCT be invited to address the next meeting of the Project Management Group on the PCT consultation document. MS

- (2) That copies of the PCT consultation document be supplied to Carol George for circulation to all LSP Board members, to enable each partner to comment separately. | CG

The meeting was concluded at 12.05 pm.

Chairman