

Notes of a meeting held at Waveney Chambers, Suffolk Road, Lowestoft on **Thursday, 27 January 2005** at 2.00pm

Board Members present:

- A. Braddy – (Suffolk Constabulary)
- P. Storey – (Learning & Skills Council for Suffolk)
- M. Oldman –(DIAL)
- B. Russell – (Waveney Community Forum)
- P. Tabiner – (Flagship Housing)
- A. Thwaites – (Suffolk County Council)
- W. Mawer – Waveney District Council

J. Leighton deputising for Andrew Evans (PCT)

Support Staff present:

- E. Keen (Suffolk County Council), S Wood (WDC), L. Mowl (WDC), R. Bell (WDC) E. Clarke (WDC) A. Osborne (Suffolk Constabulary)

Action

1 WELCOME AND INTRODUCTION

In the absence of the Chair and Vice Chair it was agreed that Bob Russell be appointed as Chair for the meeting.

Bob Russell then welcomed everyone to the meeting and asked that they introduce themselves.

2 DECLARATIONS OF INTEREST

There were none.

3 APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from: R Knights – (Chairman) – (Waveney Economic Partnership), Jane Leighton (Waveney Primary Care Trust), L Thornton (Lowestoft & Waveney Chamber Commerce), G Parson (Lowestoft College), Christine Pinsent (SAVO), L Ghoshal (Suffolk Development Agency).

Substitutes: Jane Leighton for Andrew Evans (Waveney Primary Care Trust), Paul Storey has now been formally nominated by Nick Foster to represent the Learning and Skills Council at the LSP Board.

4 MINUTES

The minutes of the last meeting held on 28 October and 1 December 2004 were confirmed as a correct record and signed by the Chairman.

5 MATTERS ARISING FROM THE MINUTES

a) Minutes

Liz Mowl referred to amendments that had been made to the constitution that were circulated for comments.

b) Waveney LSP Representative on URC Board

Liz Mowl confirmed that Maxine Narburgh (Suffolk Connect) had been put forward as the LSP representative on the URC Board. It was agreed that she should be co-opted onto to the LSP Board. A letter from the LSP Board informing Maxine had been sent.

Liz Mowl

c) Action Plan Update – Health & Well-being

Jane Leighton noted the lack of awareness of the themed groups in the PCT.

d) Local Area Agreements

Adrian Braddy raised concerns following a meeting of RAG covering the community safety unit under CDRP that it was understood that the proposed structure and membership of the Suffolk Strategic Community Funding Board that LSP was not going to be given a seat on that body. He considered that both RAG and LSPs should be represented on the Board in order to secure funding. Steven Wood concurred with those concerns view adding that PSA and LAA were focussed around LSP. PSA's are the practitioners that influence targets and that each LSP must have a representation.

Liz Mowl referred to a separate meeting for which nomination were sought to sit on the SSP meeting on 1 February. This meeting would look at the wider governance arrangements for LAA's. It was agreed that Councillor Mawer WDC represent the Board at that meeting. A permanent nomination from the LSP Board was required for further SSP meetings. The Board meets 3 times per year between 6-8 in the evening.

LSP Board

It was agreed that the LSP write to the SSP seeking representation on the funding board for both the RAG and LSP.

Liz Mowl –
Actioned
31/1/05

6 MINUTES OF THE PROJECT MANAGEMENT GROUP

Subject to Alan Osborne's name being substituted for Alan Coleman, the minutes of the meeting held on 10 November were approved and the minutes of 21 January 2005 be circulated for comments.

7 PROGRESS ON LSP ADMINISTRATIVE POST

Esther Keen reported that the County Council had agreed for one year to match fund the contribution put forward by Waveney District Council for the post. Liz Mowl reported that a draft job description had been drawn up. She invited comments and assistance with the selection process when that stage was reached.

LSP Board

8 REPORT OF THE COMMUNITY SAFETY GROUP

- a) Adrian Braddy circulated a theme progress report on crime and disorder as the recognised measure for progress for CDRP's is iQuanta, which was a Home Office police performance analysis tool. It produced a range of charts to illustrate current performance at CDRP level.
- b) For the financial year ending 31 March 2005, Waveney CDRP had adopted the police targets and had seen a number of success areas. Which were detailed in the report There was some discussion on the interpretation of the figures and the part the Board would play in terms of an input into the new strategy being developed by CDRP.
- c) The Waveney Home Shield pilot had continued to develop and the partnership had generated 135 referrals from vulnerable households to the various agencies supporting the scheme.
- d) The CDRP had also been successful in supporting various other initiatives across Waveney, which had included domestic violence projects, youth diversion projects and anti racist education.

9 WAVENEY LSP BOARD ACTION PROGRAMME 2005

Liz Mowl circulated a draft programme and asked the Board's approval of the higher level themes and template proposed to be used.

10 LOCAL DEVELOPMENT FRAMEWORK

Roger Bell gave a presentation on the Local Development Framework. Hard copies were circulated at the meeting. The Board emphasised its commitment to community partnership. Some joined up working in developing the Local Development Framework and revising of the Community Strategy would be required.

11 WAVENEY DISTRICT ARTS & CULTURAL STRATEGY

Emma Clarke asked the Board for support in connection with a Waveney proposed District Arts and Cultural Strategy. The Board discussed the level of involvement for the LSP in developing and implementing the strategy through future Community Strategy targets. It was agreed that the issues contained within the document be put to the relevant thematic groups for comments. Liz Mowl agreed to act as facilitator through the Project Management Group.

LSP Board

12 LSP FORUM – BLACKBURN WITH DARWEN EVENT

In the absence of the Chair, Liz Mowl reported that a source of funds had been found. The event they were going to organise aimed to achieve community engagement. The dates being suggested were around Easter depending on availability from Blackburn with Darwen. The date currently being pursued was 5 April 2005.

5 April 2005
CONFIRMED

13 ADMINISTRATION AND GOVERNANCE ARRANGEMENTS

Board Members were asked to encourage Thematic Groups to set dates for the year to assist with forward planning.

Andrew Evans had requested revised dates for LSP Boards for 2005 on account of it clashing with other commitments. A matrix will be sent round for availability for future LSP Boards.

Liz Mowl

An amendment to the constitution circulated at the meeting was required to read that meetings of the LSP Board be held once a quarter.

Liz Mowl

Chairmanship

It was agreed that the existing Chairman be allowed to stand for re-election and this be incorporated into the constitution. This would be done outside of the LSP meeting, if possible.

Liz Mowl

14 ANY OTHER BUSINESS

a) University Campus of Suffolk Local Learning Centres Group (East)

Councillor W Mawer reported that the above group had met three times since July 2004. It has a wide group of invitees but was also aware of the wider range of potential stakeholders within the Eastern region.

The Group was set up to represent the interested parties across the East part of Suffolk, covering Waveney, Suffolk Coastal and Mid-Suffolk. Latterly, Great Yarmouth had been invited due to the major sub-regional work being progressed across Lowestoft and Great Yarmouth (similar to Haven Gateway). There was a West Group covering St Edmundsbury, Forest

Heath and Babergh. Ipswich is part of the main campus developments

b) Health Atlas WLSP Document

The question was raised as to whether the document had not been through the LSP Board as referred to on the cover. It was agreed that it would be raised at the next meeting.

Jane
Leighton to
enquire at
PCT

The meeting was concluded at 4pm.

Date of next meeting to be confirmed.

Chairman