

Minutes of a meeting held at the Kirkley Resource Centre, Lowestoft on **Thursday, 26 February 2004 at 10.00am.**

Board Members present:

G. Parsons – (Chairman) (Lowestoft College)
Councillor P. Austin – (Waveney District Council)
S. Bostock – (Waveney Primary Care Trust)
A. Braddy – (Suffolk Constabulary)
N. Foster – (Learning Skills Council)
M. Oldham – (D.I.A.L)
C. Pinsent – (SAVO)
P. Tabiner – (Flagship Housing Group)
B. Russell – (Waveney Community Forum)
Councillor A. Thwaites – (Suffolk County Council)

Support Staff present:

A. Harrison (WDC Committee Assistant), E. Keen – (SCC in support of Cllr Thwaites), L. Jordan-Hall – (WDC in support of Cllr Austin), L. Mowl (LSP Lead Officer), A. Osborne – (Suffolk Constabulary in support of Superintendent Braddy), and J. Rowley (WDC Regeneration Projects Manager).

Prior to formal business the outgoing Chair welcomed Nick Foster from the Learning and Skills Council.

1 ELECTION OF CHAIRMAN

Liz Mowl stated that one nomination had been received, and asked members if there were any other nominations outstanding. In the absence of any other nominations she referred to Gwen Parsons as the nominated Chair and asked members for a Secunder. Bob Russell seconded the nomination and members elected Gwen as Chair for the coming year.

2 ELECTION OF VICE-CHAIRMAN

The Chair asked for nominations for Vice-Chair. Christine Pinsent was elected Vice-Chair.

3 VALEDICTION

On behalf of the Management Board the Chair thanked Stella Bostock for her work as Chair over the previous term.

4 INTRODUCTIONS

All members of the Management Board and Officers gave brief introductions for the benefit of new members.

5 APOLOGIES AND SUBSTITUTION

There were none.

3 PROCESS TO REVIEW BOARD MEMBERSHIP

Liz invited comments on the review process.
Councillor Thwaites referred to Suffolk County Councillors being keen to support the Waveney Locality with continued representation by Alan Thwaites.

Liz referred to the Constitution of the LSP Management Board and the 'automatic' membership of various organisations and 'non-automatic' places which could be subject to review. There was a discussion about adequate representation by the six thematic groups, and some concern at the lack of representation from the 'Environment' Theme.

Members discussed arrangements for setting the 'terms of office' for the non-automatic places.

Adrian Braddy asked whether representation from the Project Management Group (PMG) would be appropriate and suggested that a member of the PMG be represented on the LSP Management Board. He proposed that PMG submit nominations for future appointment to the non-automatic places.

With regard to an Environment representative, members referred to possible CEFAS, Ramblers Association and Suffolk Wildlife Trust involvement, and offered names of suitable contacts (John Sayer – Ramblers Association, Graham Elliott – CEFAS) for consideration.

It was agreed that the process for the appointment of the non-automatic places remain as existing and that the Chair of the PMG be appointed as a representative to the LSP management Board.

There was some discussion about the difficulties of reflecting all interests on the Board and agreement that this would be more appropriate at a lower level without the need to reflect all interests throughout the chain.

Adrian Braddy proposed that an additional automatic place be created for the Suffolk Police Authority to bring wider Policing Issues to the Board. Members expressed concern at the risk of overrepresentation from various groups and agreed not to consider additional membership at this stage. It was proposed that the Thematic Groups could feed specific issues and achievements to the board.

The Chair briefly summarised the discussion points for members as follows:

- Terms of Office for non-automatic places to be agreed;
- Amend automatic places to include Suffolk Constabulary as opposed to Suffolk Police;
- Maintain the existing number of automatic places with the addition of the Chair of PMG.

4 MINUTES

The minutes of the meeting held on Thursday, 11 December 2003 were agreed as a correct record subject to the following amendments:

C. Deslandes should have been listed as a guest speaker and not as Board member.

G. Parsons had been spelt incorrectly.

The following matters were considered:

(a) New Opportunities Fund - Fairshare Trust Programme (Item 5)

Bob Russell reported on a recent meeting with Christine Abraham and referred to a proposal to carryout a leaflet drop in the relevant wards.

(b) Responsible Authorities Group (Item 5)

Alan Osborne stated that the Responsible Authorities Group (RAG) had expressed some concern at being absorbed with the Crime and Disorder Reduction Partnership (CDRP) membership at the Suffolk Locality Meeting, and Adrian Braddy asked for clarification of the roles of the CDRP and The LSP.

Members discussed these issues in some detail agreeing that the RAG was the governing body for CDRP and therefore that Adrian was representing the CDRP and RAG to the LSP Board. Members were concerned at the need for further representation from either the CDRP or RAG on the LSP Board.

Councillor Austin was concerned at the lack of clarity for the decision making process. In response, Adrian Braddy detailed the process for CDRP implementation of Community Safety issues.

It was agreed that members discuss ways of building partnerships between the various bodies, but that this was not the appropriate forum.

(c) Comprehensive Performance Assessment

Councillor Austin referred to the recent CPA Peer review for Waveney, and gave a brief report on the positive aspects of the report and the areas for improvement and stated that there was a reasonable balance of weaknesses and successes. Louise Jordan-Hall thanked the LSP Board for their support when interviewed by the Peer Challenge Group.

5 MINUTES OF THE WAVENEY ECONOMIC PARTNERSHIP

Louise Jordan-Hall gave a verbal report on the Waveney Economic Partnership (WEP). She referred to the setting of a business plan and further work in support of the Urban Regeneration Companies (URC). There would be ongoing liaison and support by English Partnerships, Suffolk Development Agency and the Office of the Deputy Prime Minister (ODPM).

6 UPDATE ON INVESTING IN COMMUNITIES

Jim Rowley gave a brief presentation referring to this new initiative being introduced by the East of England Development Agency (EEDA). The initiative was a successor to the Single Regeneration Budget (SRB) and implied wider partnership working targeting deprived wards and the market towns.

The partnership working would involve the LSP and both Health and Education. Work was currently being carried out to put forward details for a 10 year plan. Capacity proposals had to be submitted by the end of March. Jim confirmed that Social and Community Issues would be linked to the Economic Development Partnership.

Members discussed the capacity issues for delivering the project and the need for the LSP to consider options.

Issue to be considered included:

Creating Community Assets (open space, skateboard park);
Children's Centre development project;
Tackling barriers to employment;
Sure Start projects to be delivered next year;
New Deal/Training;
Caring for Education;
Test Bed Learning Initiative;
Crime Prevention Measures including Anti-Social Behaviour projects;
Counselling;
Kessingland Community Resource.

The Chair referred to the comprehensive coverage for the project.

Louise Jordan-Hall referred to the need to track results against the Community Plan and the relationship with the Thematic Groups.

Jim offered to attend a future meeting of the LSP Management Board with more detail regarding the timetabling of specific projects.

The Chair thanked Jim for his informative update.

7 PROGRESS ON PROJECT DEVELOPMENT TEAMS AND ACTION PLANS

Overview on membership of project development teams.

Liz Mowl asked members for feedback on progress with the formulation of the Project Development Teams (PD) and timescales.

Health and Wellbeing – Stella Bostock referred to an initial meeting planned for 30 March with Alison Ross and the various groups invited to attend. Liz Mowl would be facilitating.

Regeneration – Louise Jordan-Hall stated that the WEP were at the business plan stage and would look at wider issues in conjunction with the Community Plan.

Lifelong Learning – The Chair referred to the appointment of Mike Pinner as Coordinator who was currently on a world tour. He was part way through the mapping exercise. His post had been funded by the Suffolk Learning Partnership.

There were a vast number of initiatives needing coordination and the membership was to be expanded. Sally Simpkin represented Education Department although there was a lack of Adult Education representation.

Environment – No representation as yet.

Housing and Social Inclusion – No representation as yet.

Community Safety – Alan Osborne stated that the CDRP was well established and that RAG were due to meet next month.

It was agreed that Paul and Christine Gore (WDC) would look at Housing and Social Inclusion and that Liz and Esther would consider Environment.

Review of action planning to date.

Liz offered an example of an Action Plan for Learning and asked for members views on the appropriateness of these for each of the thematic groups.

The Chair suggested that the form should emphasise 'targets' first. Liz stated that the absolute deadline for preparation of the Action Plans was June 2004, completed ahead of time if possible.

It was agreed that 'Action Plans' be an agenda item for the next LSP Board meeting.

8 THE PROJECT MANAGEMENT GROUP

Members discussed the process for the population of the PMG with the recommendation that it be populated by the Chairs of the Thematic Groups. **Alan Osborne suggested two nominations from each group, therefore giving a maximum of 12. Members also discussed the frequency of the meetings for PMG and suggested that six meetings per year would be appropriate.**

Liz referred to the monitoring and evaluation role of PMG and the Chair expressed concern at the potential overlap and number of meetings for the Thematic Groups, the PMG and the LSP Management Board.

9 PERFORMANCE MANAGEMENT

Liz stated that there was a need for a Performance Management Framework to monitor and review delivery. She offered an example based on that used by Great Yarmouth with the core requirements being:

Review of Delivery
Review Partnership Working
Target Improvement Planning

Liz detailed specific activity requirements within these three main areas, and offered examples of the forms to assist with the function of the Performance Management Framework.

Liz requested that members take the document away from the meeting to review and offer feedback or comments by email.

The Chair suggested that the Performance Management Framework be combined with the Community Strategy Action Plan.

10 ANY OTHER BUSINESS

Primary Care Trust – Bid for New Opportunities Fund – Stella Bostock referred to the bid for 'Exercise Programmes' for Waveney. She was happy to submit the bid but was keen for it to be submitted under the auspices of the LSP Health and Wellbeing Group, and therefore related to the LSP Target.

The Chair suggested that bids are considered by a group, on behalf of the board with feedback to the Chairman of the LSP Board. **It was agreed that this group should include Margaret Oldham, Gwen Parsons, Christine Pinsent and a Waveney District Council Officer.**

Publicity – Margaret Oldham asked when the LSP would publicise their function. Liz stated that LSP activity is included in external communications and asked for support from other organisation. She stated that formal publication was planned for April, suggested regular features in the local press, and asked for ideas on publicity methods to be fed back to her.

It was agreed that there was a need for the Project Teams and PMG to be in place before publicising the LSP.

LSP Forum – Liz reported on feedback distributed to members.

Fair Share Trust – Bob Russell asked for an LSP member to sit on the fair Share Trust Board at quarterly meetings. Paul Tabiner volunteered.

Future Agenda Item – Transport in Waveney Update.

11 DATES OF FUTURE MEETINGS

Tuesday, 20 April 2004 at 14.00 and Thursday, 24 June 2004 at 10.00. (Venues to be confirmed).

The meeting closed at 12.30pm.

Chairman