

Minutes of a meeting held at Halesworth Police Station  
Norwich Road, Halesworth on **Thursday, 19 January 2006** at 10.00 am.

**Board Members present:**

G. Parsons – (Lowestoft College) – Chairman  
A. Braddy (Suffolk Constabulary)  
R. Knights – (Waveney Economic Partnership  
Councillor W Mawer (Waveney District Council)  
B. Russell – (Waveney Community Forum)  
P. Storey (Learning & Skills Council)  
A. Lipp (PCT) (Substitute)  
G Kayembe (Suffolk Police Authority) (Substitute)

**Support Staff present:**

G. Garrod (Chief Executive WDC), L. Mowl (WDC), C. George (LSP Co-ordinator), L. Thornton (Lowestoft & Waveney Chamber of Commerce), A. Osborne (Suffolk Constabulary), L. Robinson (Suffolk County Council),

**Also in attendance:**

M. Burnside (WDC) and T. Leonard (LSP Co-ordinator for Great Yarmouth).

**Action**

**1 WELCOME AND INTRODUCTION**

The Chairman welcomed everyone to the meeting.

**2 APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies for absence were received from Board Members Councillor M. Bee (SCC), G. Jones (Suffolk County Council), J. Hore (Police Authority) and M. Narburgh (Suffolk Connect). A. Lipp acted as a substitute member for A. Evans and G Kayembe acted as a substitute member for J. Hore.

Apologies for absence received from Support staff included S. Travis (WDC) and A. Redfearn (Suffolk County Council).

**3 DECLARATIONS OF INTEREST**

Councillor W Mawer declared a personal interest as a member of the Local Area Agreement Accountable Bodies Board.

**3 MINUTES OF THE LAST MEETING HELD ON 28 OCTOBER 2005**

**AGREED**

That the Notes of the meeting held on 28 October 2005 be received and confirmed as a correct record.

**4 ACTIONS ARISING FROM THE MINUTES**

- 4.1**
- a) **Minute 5 (2)** - Glen Garrod reported that whilst he was happy to undertake a co-ordinating role, it was considered that he should not be a member of the Board.
  - b) **Minute 5 (4)** - the Chairman confirmed that she had written to the Chairs of all the thematic groups.

- c) **Minute 6 (1)** - Confirmation was given that G Jones would represent Children & Young People on the LSP Board.
- d) **Minute 8** - No report had been received from Richard Hunt outlining propositions for projects that would impact on LAA targets for the Waveney area.
- e) **Minute 10 (3)** - Councillor Mawer confirmed that she attended the 'Together We Can' Conference in place of Bob Russell.
- f) **Minute 12** - The Chairman reported that she had an Investing in Communities meeting scheduled on 23 January 2006 and that she would report back on this to the next meeting.
- g) **Minute 14** – The Chairman reported that it had not been possible to hold a meeting in December 2005 but that the dates of all meetings for 2006 had been circulated.
- h) **Minute 15 (1)** – Alan Osborne confirmed that he had spoken to both Stuart Grimsby and the Crime & Disorder Partnership regarding the Community Cohesion Partnership.
- i) **Minute 15 (3)** - The Chairman confirmed that she had written to all those officers who had attended the last meeting, reports from which were deferred.

GP

**5 FINANCIAL ARRANGEMENTS**

A report had been circulated regarding proposed financial arrangements for funding sourced from the Local Public Service Agreement (LPSA2) and LPSA1 Reward Grant.

A Braddy reported that whilst there was a separate funding stream for the Crime & Disorder Reduction Partnership (CDRP), the CDRP could bid into LSP funds if there was a need to. It was considered that this could also apply to partnerships working between the different thematic groups. It was suggested that admin support provided to the CDRP may be available as a resource to the LSP.

LM / AB

B Russell reported that the Waveney Community Forum had been funding the secretariat for the Project Management Group but this funding would shortly come to an end. It was suggested that there was a need to flag-up those areas where short-term or smaller amounts of funding had been made available for projects.

LM

A discussion took place as to the best way forward for seeking and processing funding bids. There was a need to ensure that the Community and Voluntary Sectors were made aware of and understood the chosen process in order to ensure that they were not excluded from bidding for funds. The importance of a sustainability or exit strategy for short-term funding was highlighted.

**AGREED**

- (1) That the revised Community Strategy and LAA targets be used as the basis for decisions about specific expenditure, with weight being accorded firstly to the Priorities and secondly to the Important Issues.
- (2) That a decision requiring all block themed groups to submit action plans for the remainder of 2005/06 and for 2006/07 identifying delivery on LSP priorities and LAA targets be deferred.
- (3) That consideration of delegating authority to the Project Management Board to approve expenditure of £5,000 or less be deferred.

LM

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| (4) That the extension of the contract for the LSP Co-ordinator from August 2006 – August 2007, at an approximate cost of £17,500, to be funded from the Performance Reward Grant, be approved.  | LM |
| (5) That consideration of the funding proforma (as outlined in Appendix 2 to the report) be deferred.  |    |
| (6) That approval be given to request Waveney District Council to provide 'banker' services to manage the two funding streams at an approximate cost of £1,000.  | LM |
| (7) That whilst the LSP Management Board favours more strategic approaches for bidding but not excluding smaller bids, the Project Management Board be requested to debate more fully whether grants should be for commissioned work or open bids. | LM |

**6 NEIGHBOURHOOD RENEWAL**

It was reported that an implementation plan for the Neighbourhood element of the Safer and Stronger Communities Fund (SSCF) was being developed, the latest draft for which was attached as an Appendix to the report. The Board's support was sought for the issues outlined in the document for the adoption of the Neighbourhood Management approach.

The next stage would be to initiate community engagement. This was being explored through various avenues but included attendance at the three Area Forums whose areas were affected and joint funding with the Fairshare Trust for the North Lowestoft area and with the Sunrise Scheme for South Lowestoft. The use of joint consultation strategies was commended as there had recently been consultation and there was a danger of consultation fatigue, particularly in relation to the Urban Regeneration Company (URC).

The Government Office for the East (GOEast) had emphasised that SSCF must be reported through Block 2. Glen Garrod reported that he would be happy to meet with GOEast regarding the co-ordination of activities by the two themed groups.

Clarification was given that Bob Russell, Esther Keen and Alan Osborne were members on the SSCF Sub-Group.

**AGREED**

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| (1) That progress made for developing the Implementation Plan for the Neighbourhood Element of Safer and Stronger Communities, including the model for Neighbourhood Management, be supported.   | MB |
| (2) That having taken into consideration the Board's comments in relation to community engagement, joint consultations and a robust stance with GOEast regarding LSP activities, the Implementation Plan be finalised and considered by the SSCF Sub-Group to allow the programme to commence in April 2006. |    |
| (3) That a progress report be submitted to the next LSP Board meeting.   | MB |

- (4) That Liz Mowl contacts G Jones regarding his availability to sit on the Sub-Group. LM

**7 CHILDREN’S FUTURES**

Consideration of this item was deferred until the next meeting of the Board. ST / AR

**8 PROGRESS ON REVISED COMMUNITY STRATEGY**

The Board considered a report outlining progress made for a revised Community Strategy. Approval was sought for the overall framework of the Strategy. Board Members were requested to submit specific comments on the content of the Strategy to Liz Mowl. A further report would be submitted to the April 2006 meeting of the Board.

Confirmation was given that the vision already agreed by the Waveney Economic Partnership (WEP) and the strategies of other bodies had been taken into account in revising the Community Strategy.

Confirmation was given that arising from any restructure of the Primary Care Trusts, there would still be a health team to support Waveney.

**AGREED**

- (1) That, subject to the recommendations of the Project Management Group arising from the 1<sup>st</sup> February 2006 meeting, further discussions be held with other partnership groups on key issues (as outlined in Appendix B) and these be relayed to the LSP Sub-Group. LM
- (2) That the draft framework of the revised Community Strategy (as outlined in Appendix A) be agreed.
- (3) That the Action Plans be removed from the Strategy.
- (4) That appropriate support be committed for the development of action plans to support short and medium term priorities.

**9 DEVELOPMENT OF SUB-REGIONAL BLOCKS FOR ECONOMIC DEVELOPMENT & ENTERPRISE AND ADULTS & HEALTHIER COMMUNITIES**

A verbal update was given in relation to a meeting scheduled for 25 January 2006, at which issues could be taken forward on a sub-regional basis relating to Block 4. Confirmation was given that both Norfolk and Suffolk Local Area Agreements were to share some relevant targets. The Chairman of the Board would be kept updated and Board Members would be informed of any outputs by email. LM

**AGREED**

That the verbal update be noted.

**10 CONFIRMATION OF THE RESTRUCTURING OF THEMED GROUPS**

At the Board meeting held on 28 October 2005, it was agreed to reduce the number of thematic groups from 6 to 4 to mirror the Local Area Agreement targets. A revised report was circulated at the meeting and the Board was requested to formally approve the completion of the restructuring of the LSP and to note the Chairs of the Thematic Groups

and associated partnerships (as outlined on Appendix A to the original report).

Revised wording was suggested to replace 'previously' with 'comprising' when referring to the structure of the Blocks to avoid confusion. An amendment was needed to reflect that Councillor Mawer was the Deputy Leader of Waveney District Council.

Block 1	Children & Young People	New group to be established
Block 2	Safer Stronger Sustainable Communities	Comprising of: Crime & Disorder Partnership Environment Group
Block 3	Healthier Communities and Older People	Health Group
Block 4	Economic Development and Enterprise	Comprising of: Waveney Economic Partnership Lifelong Learning Housing
Social Inclusion cross cutting over the four blocks		

It was reported that the Project Management Group has been revised to include the four Chairs of the Thematic Groups. This Group would meet on 1<sup>st</sup> February 2006 to discuss terms of reference, which would then be submitted to the LSP Board for approval.

**AGREED**

- (1) That the reduction of the Thematic Groups from 6 to 4 to reflect the LAA Blocks and the decisions of the Board made on 28 October 2005 in relation to the re-structuring of the LSP be confirmed.
- (2) That the appointment of Chairs of the Thematic Groups and associated partnerships, as outlined on Appendix A to the original report be noted.
- (3) That the Chairs of the Themed Groups contact Carol George (LSP Co-ordinator) with details of the membership and/or changes in membership of Themed Groups and any relevant Sub-Groups.

Chairs of the Themed Groups

**11 PEER CHALLENGE**

A report was submitted regarding a 'Peer Challenge for Local Strategic Partnerships, funding for which was available from Waveney District Council's Capacity Building Bid. The Board was requested to commit to undertaking the challenge, agree the participants and the timescales for the review.

It was suggested that some representatives would need more than half-an-hour and so Liz Mowl agreed to contact the facilitators to see if this could be accommodated within the peer review programme. Concern was expressed that there was limited opportunity for input from the Community and Voluntary Sectors and it was agreed that Liz would liaise with Bob Russell on this issue.

**AGREED**

- (1) That participation in the Peer Challenge for Local Strategic Partnerships be approved.

LM

- (2) That the participants as outlined on Appendix B to the report be invited to various challenge activities.
- (3) That week commencing 20 March 2006 be confirmed as the key activity week.
- (4) That feedback from the Peer Challenge be submitted to the 7 April 2006 LSP Board Meeting and commitment be given to action any follow-up improvements.

**12 WAVENEY DISTRICT COUNCIL - COMPREHENSIVE PERFORMANCE ASSESSMENT – FUTURE DIRECTION OF TRAVEL**

Glen Garrod (Chief Executive) updated the LSP Board on issues arising from a review of the Council's performance following the publication of a disappointing Comprehensive Performance Assessment rating. A summary of the key findings of the Audit Commission were outlined at the meeting and detailed on the circulated presentation notes.

It was acknowledged that the Waveney District Council had made significant improvements but these had not necessarily been translated to recognisable service improvements by the public. If the Council was to move forward, it must be able to demonstrate that the public and key partners believed that service delivery had improved.

It was reported that new local priorities for the Council had been influenced by the LSP and its Sub-regional partners.

As part of an on-going review, the Audit Commission would be contacting key partners over the next 8/ 9 months in order to gauge perceptions on whether the intentions of Waveney District Council's service improvements had been translated into reality for service users.

**AGREED**

That the verbal update be noted.

**13 RE-ELECTION OF CHAIRMAN OF THE LSP BOARD**

The Chairman reminded the Board that at a Special Meeting held in September 2005, a revised Constitution for the LSP Board was approved. A requirement of the new Constitution was that the Chairman of the Board should be elected at its first meeting each year.

Gwen Parsons reported that she was increasingly being invited to meetings in her role as Chairman of the Board, both Suffolk-wide and regionally, and it was becoming difficult for her to fulfil her role as Chairman, as well as the Principal of Lowestoft College. Gwen was commended for her drive and vision as Chairman and was thanked for the hard work and dedication that had seen the LSP progress significantly over the last two years.

The Board was asked to delay the election of a Chairman until the next meeting and in the meantime, to consider how best the position of Chairman of the LSP Board could be filled. In particular, it was suggested that in order to secure a person of the sufficient calibre and with time to devote to the post, consideration could be given to awarding an annual allowance for an Independent Chairman. Adrian Braddy offered support from Crime & Disorder Reduction Partnership to support broader LSP activity.

**AGREED**

- (1) That the election of Chairman for the LSP Board be deferred until the next ordinary meeting of the Board. LM
- (2) That overall support for the Local Strategic Partnership be examined.

**14 DATE OF NEXT MEETING**

**AGREED**

That the next meeting of the LSP Board be held on 7 April 2006 at 10.00 am at Halesworth Police Station (**Note change of venue**). CG

**15 ANY OTHER BUSINESS**

ODPM / LSP / Community Strategy Consultation Paper

Liz Mowl informed the Board that an ODPM Consultation Paper has been published entitled 'Local Strategic Partnerships – Shaping The Future'. Various aspects would be covered as part of the consultation exercise including governance, accountability and capacity of LSPs nationally. Copies of the Consultation Paper were available on the ODPM website. E-mail address [odpm@twoten.press.net](mailto:odpm@twoten.press.net) product code reference: 05 LGFG 03524. Any comments to Liz Mowl by the end of February 2006, as she will be preparing the LSP Board's response.

The Project Management Group would meet to discuss the content and proposals outlined in the Consultation Paper. LM

**AGREED**

That the verbal update be noted.

The meeting was concluded at 12.05 pm.

Chairman