



Notes of a meeting held at Waveney Chambers, Suffolk Road, Lowestoft on **Thursday, 28 April 2005** at 9.30 am.

Board Members present:

- A. Braddy – (Suffolk Constabulary)
- A. Evans – (PCT)
- R. Knights – (Waveney Economic Partnership)
- M. Oldham – (DIAL)
- G. Parsons – (Lowestoft College)
- C. Pinsent – (SAVO)
- B. Russell – (Waveney Community Forum)
- P. Tabiner – (Flagship Housing)
- W. Mawer – Waveney District Council

Support Staff present:

- G. Garrod (Chief Executive (WDC), L. Ghoshal (SDA), E. Keen (Suffolk County Council), A. Harrison (WDC), L. Mowl (WDC), A. Osborne (Suffolk Constabulary) and L. Thornton (Lowestoft & Waveney Chamber Commerce)

Action

1 WELCOME AND INTRODUCTION

The Chairman welcomed everyone to the meeting and formally introduced Maxine Narburgh and Glen Garrod to their first meeting of the LSP Board. All members and officers gave personal introduction for the benefit of new members.

2 DECLARATIONS OF INTEREST

There were none.

3 APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from: Paul Storey of the LSC and Councillor Alan Thwaites.

4 MINUTES

The minutes of the last meeting held on 27 January 2005 were confirmed as a correct record, subject to amendments.

5 MATTERS ARISING FROM THE MINUTES

- a) **Minute 5b.** It was clarified that Maxine Narburgh was the Community (Voluntary) representative on the URC Board.
- b) **Minute 5d.** It was noted that a permanent representative from the LSP Board was needed to sit on the Suffolk Strategic Partnership (SSP). The Chair undertook to attend the next meeting of the SSP as LSP Representative. This meeting due to be held on 3 May.
- c) **Minute 7.** The LSP Administrative Support post was due to be advertised imminently in the local press and Liz Mowl undertook to carryout the selection process. She stated that any member interested in assisting should contact her. The post would be based at Lowestoft Police Station and line managed by the District Council.
- d) **Minute 12.** The recent Blackburn with Darwen event had taken place on 5 April. Due to the proximity to the election date there were few Councillors present although the event was both interesting and informative.

All

- f) **Minute 14.** There was some concern that the 'Health Atlas' made reference to the LSP on its front cover even though the LSP had not been involved or consulted in its production. Liz Mowl undertook to contact the PCT in this regard.

6 MINUTES OF THE PROJECT MANAGEMENT GROUP

The Project Management Team had not met since their last report.

7 VERBAL UPDATE ON INVESTING IN COMMUNITIES

Liz Mowl gave a report on the recent appointment of Mike Dowdall as Investing in Communities Manager (IIC) to the Suffolk Development Agency. She stated that Mike was an ex WDC employee. She referred to the planned development work to look at capability and capacity issues within the LSP and the 10 year programme in the deprived wards in the district. She reaffirmed the links between the Local Area Agreement and the LSP.

The Chair stated that there was an urgent need for the LSP Management Board to have an early meeting with Mike Dowdall preferably before the end of May.

Meeting to be arranged LM

8 & 9 LOCAL PUBLIC SERVICE AGREEMENTS 1 & 2 UPDATE & GOVERNANCE ATTANGEMENTS

Liz gave a brief description of the Local Public Service Agreements (LPSA) and detailed the progress thus far which had resulted in the award of the Performance Award Grant (an indicative £292,000). There was some discussion about the accountability for achieving the targets and the responsible authority.

Glen Garrod confirmed that the LSP was not the responsible agency for delivering against targets as these would be the Primary Care Trust, Education, Social Care etc. It was also confirmed that the LPSA targets had been set two years previously.

There was, however, a need for the LSP to determine how to spend/distribute the funding.

The board agreed to the setting up of a sub-group to report back to the July LSP Meeting with regard to the distribution of the Award Grant.

The Chair stated that further funding would be due to the LSP and Liz Mowl referred to the LPSA2 grant of £117,000 that was 'en route'.

Adrian Braddy reminded members that the Crime and Disorder Reduction Partnership (CDRP) funding effectively supported the LSP's targets.

It was reaffirmed by Glen Garrod that the LSP was not the 'delivering' agency but that it existed to 'add value'. He described overlapping areas such as homelessness and education and that the LSP's role was to help create a synergy between agencies.

Bob Russell referred to the work of the Thematic Groups in influencing the targets of other agencies. Members offered several other examples of cross-cutting issues and the LSP's ability to influence the work of others.

Members agreed the recommendations of the report;

- a) To note the current position against targets for LPSA 1;
- b) To note the LPSA 2 target negotiation update;
- c) To agree the LSP sub group as Bob Russell, Esther Keen, Andrew Evans, Adrian Braddy (CDRP), Margaret Oldham and Liz Mowl and for them to report to the July Meeting of the LSP Management Board;

Report to July meeting LM

- d) And to ask the Project Management Group to ensure that the PSA2 targets are integrated into the relevant themed group action plans.

Liz referred to the Governance Seminar on the 12 May. The Chair and Adrian Braddy undertook to attend on behalf of the LSP Board. Wendy Mawer and Steven Wood would be attending on behalf of Waveney District Council.

Leena Ghoshal described the Governance Models and asked that members choose a preferred version.

The Chair clarified some of the issues for members and stated that Suffolk was a pilot being the only county in the Eastern Region to have a Local Area Agreement.

Glen Garrod offered a cautionary note against creating an unwieldy bureaucracy around governance arrangements.

The Chair referred to the May meeting and reminded members that it was about Governance issues only, and asked members for any input prior to 12 May via email.

Actioned

10 REPORT OF THE ENVIRONMENT GROUP

Maxine Narburgh referred to the action plan for the Environment Thematic Group and gave examples of their work so far including investigations into **Community** Wind Power, the Environment Day in July, Alternative Transport, the Credit Union, Composting, Scrapheap Challenge, and advice to householders on all waste issues.

Members commented on the considerable achievements of this group and the overlap with the PSA2 targets.

The Chair thanked Maxine for her informative and positive report.

11 CHANGE UP

Bob Russell reported on the 'change up' initiative and the need to improve the infrastructure to become more business-like. He stated that there was a 'sea change' happening to create 'one voice' to write a County Plan. There had been a recent successful and informative meeting of Community Groups at the Astral Centre.

Bob briefly explained the GP Hub model of infrastructure provision, which was the recommended way forward. He described the proposed division of funding across the six areas (of which West Suffolk was divided) at approximately £30,000 per area.

The six services described in the report were:

- Enabling Representation,
- Development,
- Support Services,
- Liaison,
- Strategic Partnerships and,
- Volunteering.

He confirmed that Waveney Community Forum successfully delivered five of the six services required. Bob provided some examples of Waveney Community Forum's (WCF) successes in these areas, referring to enhanced working relationships achieved and the use of funding in enhancing the service provided by the Lowestoft Volunteer Bureau.

Bob also gave a brief description of COMPACT, which governs the relationship between the Community Bodies and the Lowestoft Volunteer Bureau.

Members agreed to support the bid, and Liz undertook to write a letter on behalf of the LSP.

Letter LM

12 REVIEW OF THE COMMUNITY STRATEGY

Liz Mowl referred to the Community Strategy. She stated that the Community Strategy was not 'fit for purpose' and that there was a need for a review.

Liz presented the scope of the strategy and stated that the same method was being used for the Community Strategy as the District Council used to produce the Local Development Plan Framework (Local Plan).

She referred to the requirement for a clear understanding of the needs of the community detailing:

- Options;
- Partnership organisations;
- and the need to maintain momentum of the learning model.

There were a series of topic papers to inform the revision of the strategy and a heavy overlap with the Local Development Framework.

The recommendations were:

1. That the Board approves the attached project proposal document for the review of the Community Strategy which integrates the consultation process set up for the development of the Local Development Framework (the new local plan) with that of the Community Strategy.
2. That the Board agrees to ensure that the Community Strategy review takes into account key priorities already identified in strategic planning documentation and priorities that are based on identified community need and/or statutory responsibilities.
3. That the Board commits to supporting the development of relevant 'topic papers' where appropriate and as outlined in the project proposal document.

Esther Keen suggested that the sub-groups could contribute to the topic papers to strengthen their involvement.

Glen Garrod suggested that these issues should be considered at a dedicated meeting and this was supported by the Chair.

It was agreed that the July meeting be dedicated to the 'vision' for the Community Strategy and that work was required prior to the meeting. Glen offered support and assistance.

GG, GP, LM

13 LSP BOARD STRATEGIC WORK PROGRAMME

Information to be distributed via email.

LM

14 PROGRESS REPORT FOR UNIVERSITY COLLEGE SUFFOLK

Item deferred.

15 ADMINISTRATIVE AND GOVERNANCE ARRANGEMENTS

Information to be distributed via email.

LM

16 DATES AND VENUES OF FUTURE MEETINGS

Thursday, 21 July 2005 at 09.30. The Chair asked members to bring their diaries to the next meeting.

All

17 ANY OTHER BUSINESS

There was none.



The meeting was concluded at Noon.

Chairman