

Minutes of a meeting held at the Astral Centre, Lowestoft College on **Tuesday 6 February 2007** at 10.00 am.

Board Members present:

G. Parsons – (Lowestoft College) – Chairman
 Councillor J. Hore - Police Authority
 Councillor W. Mawer (Waveney District Council)
 T. Cable – (Waveney Economic Partnership)
 S. Simpkin (Suffolk County Council)
 M. Stonnard – (PCT)
 M. Narburgh – 1st East
 A. Stevens – Learning & Skills Council
 M. Burnside – Waveney Community Forum

Support Staff present:

A. Cronin (WDC), C. George (LSP Co-ordinator), B. Russell – (Lowestoft Together), S. Revill (WLSP Block 3 Chair) C Harvey (Suffolk County Council) and T Leonard (Great Yarmouth LSP)

1	WELCOME AND INTRODUCTION	Action
	<p>The Chairman welcomed everyone to the meeting and introduced Amanda Stevens (Learning & Skills Council) and Martin Burnside (Waveney Community Forum) who were new Board Members.</p> <p>It was reported that the order of business would be changed to enable Report 11 (Neighbourhood Management Project) to be considered higher up the Agenda.</p>	
2	APOLOGIES FOR ABSENCE & SUBSTITUTIONS	
	<p>Apologies for absence were received from Board Members Cllr Mark Bee, Bob Blizzard MP and Support Officers G Garrod (WDC), L Robinson (SCC) and A Osborne (Suffolk Police)</p>	
3	ELECTION OF CHAIR AND VICE-CHAIR	
	AGREED	
	<p>That the election of Chair and Vice-Chair of the LSP be deferred until the next LSP Board meeting in view of the item on the Agenda for remuneration for the Chair's position.</p>	GP / CG
4	DECLARATIONS OF INTEREST	
	<p>Councillors Wendy Mawer and Maxine Narburgh declared personal interests as Board Members for 1st East.</p>	
5	MINUTES OF THE MEETING HELD ON 25 OCTOBER 2006	
	AGREED	
	<p>That subject to the following amendments, the Minutes of the meeting held on 25 October 2006 be received and confirmed as a correct record:</p>	
	<p>(1) The inclusion of Maxine Narburgh's apologies.</p>	

- (2) Clarification to Minute 14 – Neighbourhood Management Project in the first paragraph that consideration needed to be given to the allocation of a place for the ‘Chair of the Neighbourhood Management Board’ on the LSP Board.

6 MATTERS ARISING

Details were given of those actions outlined in the Minutes of 25 October 2006 that had been completed.

AGREED

That the update on completed actions arising from the 25 October 2006 Minutes be noted.

7 MINUTES OF PROJECT MANAGEMENT GROUP

Tanya Cable reported, in relation to Minute 4 from the 17 January 2007 meeting, that the Waveney Economic Partnership (WEP) had two performance management systems. One for measuring of the partnership itself (using word) and baseline data to show deviance during quarterly monitoring. The WEP also used Projxsoft re performance of two projects (Waveney Prospectus and Learning Co-ordinator) financed by the LSP Performance Reward Grant.

AGREED

That, subject to the above amendment, the Minutes of the Project Management Group meetings held on 15 November 2006 and 17 January 2007 be received.

8 PERFORMANCE MANAGEMENT

Andrea Cronin submitted a report regarding performance management processes for Waveney Sustainable Communities Strategy’s Action Plans. A suggested performance management template was attached as Appendix A to the report.

A correction was made to the report that ‘Economic Development and Enterprise’ were not using Projxsoft. Children & Young People and Adults & Healthier Communities would be using the performance management system outlined on Appendix B.

Block 1 - Children & Young People Theme Group

Sally Simpkin gave a verbal update in relation to the following issues:

- The Four Towns Bus Project - Exploring how to engage with families re skills for life. Linkage opportunities were available for basic skills and also healthier living (diet).
- Additional support being provided for the Family Welfare Service – Cross-cutting issue, opportunities for other linkages.
- Addressing the lack of suitable accommodation for young people (particularly young people coming out of care).

Martin Burnside agreed to supply Sally with the contact details for the ‘Cardboard People’ Group.

Block 2 – Safer, Stronger Sustainable Communities

MB

It was reported that performance management for the Crime & Disorder Reduction Partnership (C&DRP) was particularly rigorous and that the Waveney C&DRP was the best performing in Suffolk. However, concern was expressed regarding the broader aspects of this Block, including environmental issues that were not being adequately addressed. It was also suggested that additional representation should be sought, particularly in view of the wider remit of the Group. Discussions would be held outside of this meeting and confirmation would then be sent to all LSP Board members as to progress made for ensuring that this Block addressed its wider role.

It was suggested that the Performance Management Group should be requested to consider how community cohesion and environmental issues should be embraced,

Block 3 – Adults and Healthier Communities Partnerships

Sam Revill gave a verbal update in relation to the following key health targets which linked to delivery against Local Area Agreement targets:

- Increasing the number of people who stop smoking
- Increasing the numbers of local workplaces and public places which are smoke free (tobacco control and smokefree places)
- Increasing the amount and frequency of physical activity that adults do every day
- Improving the quality of dietary intake towards achieving 5-a-day fruit and vegetables, reducing intake of fat, sugar and salt (obesity and body mass index)
- Improving mental health and well-being (not yet included within Suffolk LAA).

Two projects had benefited from Performance Reward Grant funding: a Waveney Smoke Free Officer and a Volunteer Support Worker for Lowestoft Volunteer Bureau.

Two projects were benefiting from Local Public Service Target (LPSA 2) pump priming funding. The first was a package of interventions targeted at mothers at risk of having a baby of low or very low birth weight (including a project of food and cooking skills competency programmes and support for pregnant women who were smoking or alcohol dependent). The second to research and develop a new service specification for dementia care.

Developing themes for 2007 were outlined at the meeting.

It was suggested that the 'Project and Funding Newsletter' should be made available on the WLSP website.

Sam agreed to liaise with Martin Burnside regarding a database for older people.

Block 4 – Economic Development and Enterprise

The Chair gave a brief update. Two projects had been funded through Performance Reward Grant: A Waveney Prospectus (which complemented the 1st East Prospectus and concentrated on development outside of Lowestoft) and a Co-ordinator for Waveney Learning Community.

Pump priming funding had been obtained for the development of new provision at the University Campus Suffolk for two new Foundation Degrees in Business Administration and Childhood & Early Years.

CG

SR / MB

Tanya Cable circulated an Action Plan at the meeting. The Members of this Block were monitoring the Action Plan but it was envisaged that a huge amount of effort, investment and skills would be required in order to meet the economic vision for Waveney by 2020.

Councillor Mawer reported that Councillor Bee would be attending a meeting promoting the 'Waveney Prospectus' at the Wherry Hotel on Wednesday 6 February 2007 at 9.00am. The meeting would focus on the regeneration of areas outside of Lowestoft, including the Market Towns. All were welcome to attend.

Confirmation was given that new European funding would be concentrated on 'social enterprise'. In addition, Sub-Regional Economic Partnership initiatives would be routed through this Block.

AGREED

- (1) That the Performance Management Group receive quarterly reports from each of the theme area action plans and where performance was not being met, the Theme Chairs report to the LSP Board.
- (2) That the Theme Chairs report to the LSP regularly on the positive progress made on the progress of their Action Plans.
- (3) That the Performance Management Group (PMG) look at how they will develop a workable solution to how the additional partnerships performance monitor their Action Plans and feed into the Theme Chairs PMG and the LSP Board – the PMG to formulate solutions and report back to the LSP Board.
- (4) That the Theme Chairs bring a final end of year Performance Monitoring report to the LSP Board to the June 2007 meeting.
- (5) That confirmation be sent to all LSP Board Members once clarification has been obtained in relation to the wider remit and representation on Block 2.

9 NEIGHBOURHOOD MANAGEMENT PROJECT

The LSP Board considered an update report regarding the Neighbourhood Management Project, the new name for which was 'Lowestoft Together'.

Details of the projects funded were outlined in the report and Bob Russell gave a verbal update on progress. Bob agreed to inform the Chair of the LSP Board which of the Co-Chairs of 'Lowestoft Together' would be taking up a place on the Board.

BR/ GP /CG

AGREED

That the report and verbal update be received.

10 LOCAL PUBLIC SERVICE AGREEMENT

An update was submitted on the Waveney LSP Local Public Service Agreement (LPSA) for which the LSP had financially supported 10 of the 12 LPSA targets. The summary contained information broken down to the LSP area (where available) and was progress mapped against the Government performance management 'traffic light system' which

indicated whether targets were on or off track.

Three targets were reported as being 'red' – Childhood Obesity, Anti-Social Behaviour and Killed & Seriously Injured (K&SI). It was reported at the meeting that performance on K&SIs was now green but this was an extremely volatile area.

Sam Revill agreed to investigate whether an underspend could be transferred to 'Childhood Obesity' in order that further progress could be made. In addition, links with 'Every Child Matters' were to be explored.

SR

AGREED

That the report and verbal update be noted.

11 SUSTAINABLE COMMUNITIES' STRATEGY

Andrea Cronin circulated a report at the meeting regarding a Waveney Sustainable Communities Strategy for 2007 – 2010. The documents took account of the views / concerns of local communities, as well as statutory documentation and plans. The aim was to create cohesive communities where there was a sense of belonging and an excellent quality of life.

The following issues were raised:

- Under 'What you had to say' (page 5), the comments would be separated out in line with the four themed areas
- An updated map and statistics would be obtained
- New Supplementary Planning Guidance had recently been issued and this needed to be reviewed as to whether it would impact on the Strategy
- Desired outcomes, priority actions and performance measures were outlined for each Block.
- Volunteering – the need to ensure that voluntary work undertaken in specific theme groups was accounted for and measured was highlighted
- Clarification was given that Priority Performance Measure No. 3 (Measuring the number of pupils who have completed the Specialised Diplomas pilot scheme) There was no guarantee that Waveney would be chosen to pilot the Specialised Diplomas. The outcome of the bid to become pilot area would not be known until April 2007 There may be a need to insert an alternative project instead.
- It was suggested that greater reference should be made to environmental issues, engaging with communities and community cohesion and disability / access issues. It was suggested that further discussions on these issues should be held with Andrea outside of this meeting.
- The Action Plans for the theme areas would need updating regularly.

AGREED

- (1) That the Waveney Sustainable Communities Strategy be approved in principle.
- (2) That any further comments on the Waveney Sustainable Communities Strategy be submitted to Andrea Cronin by 14 February 2007 and the document then be published.

12 SUFFOLK COMPACT

The Board considered a report which requested that the WLSP sign up to

the ‘Suffolk Compact’, a copy of which was attached to the report. The Compact was a tool for improving the relationships between public sector agencies and the voluntary and community sectors (VCS) in Suffolk for mutual advantage. It would promote a better understanding and working relationship between each of the sectors. Support was also sought for a half-day conference to enable organisations to sign up to the Compact’s principles.

During the discussion on this item, it was suggested that the conference would provide an opportunity for promoting the Community Strategy.

AC / MB

AGREED

- (1) That the conference being held to promote the Suffolk Compact be supported by the Waveney LSP.
- 2) That approval be given for the Waveney LSP to sign up to the Suffolk Compact as a champion for developing better working relationships between public agencies and the voluntary and community sectors.

AC / MB

13 REMUNERATION OF LSP CHAIR

Both the Board and the PMG have previously considered the issue of remuneration of the Chair of the LSP but no clear consensus had been reached. It was considered that the current chairing arrangements were vulnerable and succession planning was problematic. The recent Local Government White Paper suggested strengthening the role of LSPs and as this would place greater demands on the Chair, then suitable remuneration would assist in attracting suitable candidates for the post. The Board was reminded that it had previously decided that an ‘independent’ Chair should be sought and that this approach had been recognised as a strength in the recent Peer Review. Financial contributions would need to be sought from the statutory agencies represented on the WLSP for funding the Chair’s remuneration.

AGREED

- (1) That an independent Chair for the WLSP Board should be sought.
- (2) That the remuneration level be aligned to that awarded to a Portfolio Member at Waveney District Council, plus travelling expenses at the appropriate rate and this be reviewed on an annual basis.
- (3) That the Chief Executive of Waveney District Council confirms the level of remuneration required and seeks equal amounts from the five statutory agencies represented on the WLSP Board. These were Suffolk County Council, Waveney District Council, Suffolk Police, Great Yarmouth & Waveney PCT and the Learning & Skills Council.
- (4) That once confirmation of the funding had been received, the post of Chair of the WLSP be advertised.

GG / CG

14 RESOURCING OF LSP CO-ORDINATOR

Carol George declared a personal and prejudicial interest in this item, left the room and took no part in the discussion or voting thereon.

Consideration was given to the funding for the post of LSP Co-ordinator. The post was currently funded through Performance Reward Grant until

August 2007. The post provided administrative support to the LSP Board, Project Management Groups and themed groups. Its significance in providing value was recognised in the recent Peer Review of the LSP and it was considered that a failure to fund the post would be detrimental. The financial implications (including on-costs) and potential funding options were outlined in the report.

AGREED

That the Chief Executive of Waveney District Council writes to the five statutory agencies represented on the WLSP Board (Suffolk County Council, Waveney District Council, Suffolk Police, Great Yarmouth & Waveney PCT and the Learning & Skills Council) in order to seek funding for the post of WLSP Co-ordinator.

GG

15 1ST EAST UPDATE

Maxine Narbugh (LSP Board representative) gave a verbal update in relation to the work of 1st East. Two business events had been held in Waveney and Great Yarmouth on 19 January 2007 and a community event would be held at Lowestoft College on the evening of 6 February 2007. Formal consultation on the 1st East Area Action Plan (Preferred Option), which formed part of the Waveney Local Development Framework, would end on 19 February 2007. Funding opportunities were being explored through Section 106 agreements for a possible third river crossing and contributions for schools.

AGREED

That the verbal update be noted.

16 JOINT SUFFOLK STRATEGIC PARTNERSHIP AND DEVELOPMENT GROUP REVIEW OF PARTNERSHIP ARRANGEMENTS

The LSP Board considered a report regarding a review being undertaken on partnership arrangements by the Suffolk Strategic Partnership (SSP). The review focused on a number of issues that impacted on the effectiveness for the SSP and partnership working across Suffolk as a whole. Proposed recommendations for improved arrangements were outlined in the report.

AGREED

That the report be noted.

17 OLYMPIC CONSULTATION PAPER

The Board was asked to consider whether it wished to comment upon an Olympic Consultation Paper submitted by the Suffolk Strategic Partnership, a copy of which had been circulated with the Agenda.

AGREED

That the Waveney LSP does not submit a response on the Olympic Consultation Paper.

18 DATES OF FUTURE MEETINGS

AGREED

That the following dates for future LSP Board meetings were approved:

Tuesday 17 April 2007 – 10am – Great Yarmouth & Waveney
PCT, Beccles
Tuesday 19 June 2007 – 10am – Council Chamber, Waveney
District Council
Tuesday 9 October 2007 – Venue to be confirmed
Tuesday 4 December 2007 – Venue to be confirmed

19 ANY OTHER BUSINESS

None received.

The meeting was concluded at 1.00 pm.

Chairman