

## **MEETING OF UTTLESFORD FUTURES HELD AT 2.00 PM AT THE COUNCIL OFFICES, SAFFRON WALDEN ON THE 27 JULY 2006**

Present:- David Westcott – Chairman.  
Councillors Catherine Dean, Barbara Hughes, Jan Menell, and Peter Wilcock and Officers Victoria Harvey, Alex Stewart and Tracy Turner (UDC)  
Maggie Evans ( NWEAEC / Uttlesford Learning Partnership)  
Graham Fletcher (Federation of Small Businesses), Paul Garland (LA21), Jane Gardner (ECC), Councillor Ray Gooding (ECC), Duncan Lewis (ECFRS), Colin Steele (Essex Police), Sue Sumner (CVSU), Paul Taylor (LSC Essex), Christopher White (ECC/ Uttlesford CYPSP).

### **1 APOLOGIES**

Apologies for absence were received from Dale Atkins, Alasdair Bovaird, David Barron, Paul Bowers, Jane Elsom, David Morson and Melanie Walker.

### **2 ELECTION OF CHAIR AND VICE CHAIR**

It was agreed that David Morson be elected as Chairman of the Uttlesford Futures Board for the ensuing year, proposed by Councillor C M Dean and seconded by Graham Fletcher.

It was agreed that Paul Bowers be elected as Vice Chairman for the ensuing year, proposed by Councillor C M Dean and seconded by Colin Steele.

As both of these were absent it was agreed that David Westcott would take the chair for the meeting.

### **3 MINUTES AND MATTERS ARISING FROM BOARD MEETING HELD ON 18 APRIL 2006**

The minutes of the board meeting held on 18 April 2006 were received and signed by the Chairman as a correct record, subject to the deletion of "Councillor" David Westcott; as he was no longer a Councillor.

#### **(i) Minute 4 – Bridge Partnership Framework**

The investigation that had been undertaken indicated that the Chair of the LSP Bridge Framework should not be adopted as there were more appropriate packages that could be utilised.

#### **(ii) Minute 6 – Structure of LSP Working Groups**

It had now been agreed for a 5 PCT framework in Essex. Uttlesford would join with Harlow and Epping to make a West Essex PCT, which would come in force from 1 October.

4 **MINUTES AND MATTERS ARISING FROM THE MANAGEMENT TEAM MEETING HELD ON 30 MAY 2006**

The minutes of the Management Team meeting were agreed by the board as a correct record.

5 **UTTLESFORD STRATEGIC DEVELOPMENT ADVISORY GROUP – UTTLESFORD 2021**

Tracy Turner presented a report to the board on the outcome of the work of the Strategic Development Advisory Group; a community vision for Uttlesford in 2021. This identified the long term scoping vision for development in the community and identifying economic objectives.

The report presented two options for housing. One was based on dispersion of housing and the other would concentrate on housing in new towns. The vision looked at the impact on the area for people to work, live and visit.

Paul Garland showed concern over the wording of the vision and suggested “sustainable development” should have been included as it set an overriding set of principles. Peter Wilcock said the document was still going out for consultation and he did not see why this working could not be in the final version.

AGREED that Uttlesford Futures would adopt the vision and incorporate it into its overall Work Programme.

6 **UPDATE ON THE LAA AND FEEDBACK FROM LAA WORKSHOPS**

Alex Stewart said the overall attendance to the workshops had been fairly good with 120 people attending over the two days. However the workshop on economic development only attracted one person.

Along with Jane Elsom, Alex had devised a template to move onto the next stage. The headings would include a theme, summary, lead, lead contact, then areas on where in Uttlesford Futures it related, to which act was relevant and to what partnerships would link in. Then in more detail the template would outline the aim, key actions and priorities, what, why and how it happened and then a calendar with the proposed four themes in the LAA.

Christopher White said this would be very useful and would tie in with the CYPSP work. It would be a good method to keep focused on the agenda and manage the process of work.

Alex said he would email the document out to members and asked for any comments to be fed back to either himself or Jane Elsom by the end of August.

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## **VERBAL UPDATE FROM UTTLESFORD CYPSP ON THE: COMMISSIONING & PERFORMANCE MANAGEMENT FRAMEWORK TO SUPPORT DELIVERY OF THE OUTCOMES IN THE CHILDREN & YOUNG PEOPLE'S PLAN & THE C & YP BLOCK OF THE LAA**

Chris White said there had been extensive consultation on the priorities of the CYPP and the Children and Young People's Block of the LAA. The Children and Young People's Board had considered and agreed a performance management and commissioning framework. Local CYPSPs would have other priorities which they would want to implement. Performance against these local targets would also need to be monitored.

Local CYPSPs were requested to provide by 1 March 2006 their updated priorities for the 2006-07 year. Agreements were being worked up with each local CYPSP, and the Heads of Services on the performance that would be expected to achieve the priorities of the CYPP and the Children and Young People's Block of the LAA.

It was anticipated that the performance framework for the CYPP and the LAA would continue to be developed during the first year. Not least a significant research agenda would be required in order to obtain reliable and valid data on which to base indicators and inform activities which could contribute to making major improvements to the lives of children and young people and their families.

The delivery of the priorities in the CYPP and in the Children and Young People's Block of the LAA was critical. It was intended that the framework described would contribute to an improvement in performance in service delivery.

The common assessment national programme was holding a pilot in Braintree. CYPSP had been asked to roll out the CAF within the locality; which was to be completed by 2008. The CAF was a key component in the *Every Child Matters: Change for Children* programme. The aim of the programme was to ensure that every child receives the universal services to which they were entitled and any additional services they needed at the earliest opportunity. CAF phase one had been agreed and steering group, involving Essex Police had been set up.

Further information could be found at [www.ecm.gov.uk/CAF](http://www.ecm.gov.uk/CAF) and provided a standard form to help record a response to unmet needs. Every child should be entitled to every service.

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## **TERMS OF REFERENCE OF UTTLESFORD COMMUNITY PARTNERSHIP**

Sue Sumner said Uttlesford Community Partnership had been an efficient group, managing partnerships and projects. The partnership were responsible for grant funding and health in the community and met regularly. A working group was in operation and the current Members were Alex Stewart, Christopher White, Sue Sumner, Graham Stubbs, Sue Locke and Dale Atkins. The model of joint partnership was viewed as good practice taking positive action.

The Partnership fund was administered by this group on behalf of the PCT, UDC and ECC. UDC contributed £27,500, matched funded by the PCT and a smaller contribution from ECC. Grant monies provided the voluntary and community sector to contribute towards the overall health and well being of residents in Uttlesford.

AGREED that

1. the budget money should sit with the Management Team, and the Team would make recommendations to the board.
2. the Terms of Reference return to the sub group for amendments and be presented at the next board meeting.

9 **SIGNING UP TO THE LOCAL COMPACT – LSP’S OWNERSHIP OF UTTLESFORD COMPACT AND RECOMMENDATIONS FOR IMPLEMENTATION FROM UTTLESFORD FUTURES**

Compact had produced code of practice on volunteering that set out parameters and guidelines on how to work together. Christopher White explained that the Compact way of working was endorsed by the LSP. At the next LSP board meeting it would be asked if a Compact Champion could be designated.

Sue Sumner said Compact awareness needed to be increased to ensure everyone knew it existed. More work on this area needed to be undertaken.

AGREED that this topic be discussed at the Management Team Meeting and a paper be brought to the next meeting of the Board.

10 **UPDATE ON ECC COMMUNITY INITIATIVES FUND**

ECC had allocated £150,000 per district and borough area to access funds for capital items for round one.

The collection of local Parish Councils for mobile speed signs had been very successful.

Round two for applications was in process with a further £150,000 to be allocated. The application for closing dates was 15 September, the application would be determined on 13 November. A final round would commence subsequently. As each round went through the quality of bids needed to be higher as more competitive applications were being submitted.

11 **FINANCE REPORT**

The balance stood at £26,083.25. The £5,636 spent by CYPSP was used for commissioning of services or research and it had been ring fenced for CYPSP work. All local CYPSPs had been provided with a degree of money.

The £10,000 spent on the North West Essex Adult Education had been earmarked and came from the learning skills councils. This had funded the SWCI Arts Projects. The work for the voluntary sector had met the target and had now been exceeded and Maggie Evans agreed to circulate copies of her report.

A full report was due by 14 August.

The meeting ended at 3.45pm.