

**MEETING OF UTTLESFORD FUTURES BOARD held at 2.00 pm at the  
COUNCIL OFFICES SAFFRON WALDEN on 28 AUGUST 2007**

Present:- Councillors H Rolfe – Chairman  
Councillors Catherine Dean and Alan Dean, Councillor Ray Gooding (ECC), Alaine Clarke, Catharine Roberts, Alex Stewart and Tracy Turner (UDC), Sue Sumner (CVSC), Toni Coles and Alison Cowie (PCT), Christopher White (ECC), Paul Garland (Sustainable Uttlesford), Graham Fletcher (Federation of Small Businesses), David Westcott (CVSU), and Amanda Montague (Learning Skills Council).

**F15 APOLOGIES AND WELCOME**

An apology for absence was received from Yvette Wetton.

**F16 MINUTES**

The Minutes of the meetings of the Management Team held on 7 August 2007 and of the Board Meeting held on 2 July 2007 were agreed and signed as correct records subject to the following amendments:- insertion in the first line of the 2 July minutes of “Board” after “Uttlesford Futures”; amendment of “(CSVC)” to read “(CSVU)” in line 5.

**F17 CORPORATE PLAN UPDATE**

Alaine Clarke gave an update on the development of the Corporate Plan explaining the four priorities which had been agreed. She expected the plan to be available for comments in September.

Members asked for the Uttlesford logo to be used for the purposes of identifying the Corporate Plan, and for all documentation to be collated and distributed before the Board meeting. In answer to a question the Chairman explained that the Board’s concern with the Corporate Plan arose from the partnership responsibilities of the organisation in the direction of other councils, local communities and the Local Strategic Partnership itself which related to other local strategic partnerships.

**F18 MIGRANT WORKERS UPDATE**

Tracy Turner reminded the Board of the Migrant Worker project between Uttlesford, Braintree and East Herts District Councils which would be beginning in September. Discussions had taken place regarding worker registration, data from schools and national insurance data which would be analysed. Consultations were also taking place with employers and the GNB Union. She asked for observations from Members. Paul Garland asked that Sue Hayden contact him regarding the transport aspect.

Graham Fletcher referred to use of international signage on industrial sites. He thought that temporary migrant staff presented some difficulties in the farming situation.

Alan Dean relayed reports of exploitation of workers in connection with Stansted Airport. The Chairman asked that the issue be reconsidered at the next meeting with points of concern and an explanation of the project's structure and reporting systems.

F19

## **SUSTAINABLE COMMUNITY STRATEGY UPDATE**

Alex Stewart circulated written information about the progress of the Uttlesford Futures Sustainable Futures Strategy and it was noted that stakeholder costs of between £2,500 and £3,000 had been agreed to be paid.

Members debated what sustainable strategy amounted to. It was noted that Paul Garland had produced a paper on 'What is a sustainable community'. Alison Cowie described the PCT needs assessment plans for each of the districts which seemed very different in different areas. It was noted that Maggie Evans was the new consultant in this context and that it would be appropriate to avoid conferences attended only by public sector stakeholders. Amanda Montague on the Learning Skills Council agreed to host a workshop at the discussions that were to take place on 11 September.

Catherine Dean raised the question whether parish plans were sustainable and the Chairman asked that this be pursued by officers.

Tracy Turner agreed also to ensure that the hard to reach were embraced by the consultation process.

F20

## **LOCAL STRATEGY PARTNERSHIP - PARTNER REPRESENTATION AT MEETINGS**

Alaine Clarke explained that it was intended to review the role of both the Management Group and the Board and the attendances at each meeting. The Chairman added that he felt a verbal update of the proceedings of the Management meeting should be reported to the Board meeting. In addition the Board should contain representatives of each of its five working groups and possibly Management Team representation. In addition, a transport member should be provided for the Board.

Alison Cowie stressed the importance of the Board carrying out a scrutiny role. It was agreed that the groups should report back on the achievement of their targets.

Alaine Clarke described the visits of officers to Epping Forest and the composition of the meeting there. The Chairman proposed that a group of three or four of the Uttlesford Futures Group prepare a paper on the title role responsibility and composition of the Board and the Management Team.

RESOLVED that an item be brought to the next meeting regarding this issue.

F21

## **UPDATES FROM WORKING GROUPS**

Alaine Clarke explained that she would be putting the main action plans and LAA targets of the five working groups operating on behalf of Uttlesford Futures onto Covalent so that progress reports would be better accessible.

Members welcomed this and asked that a template be circulated with the Minutes. The Chairman asked that a progress report be developed for the next meeting on one working group's area using the new format.

Members representing the working groups gave updates on their progress since the last meeting.

Councillor A Dean (Economic Development Working Group), reported that there had been no action yet.

Graham Fletcher (Federation of Small Businesses) described various meetings which had taken place and said that a meeting was to happen with the District Council.

Paul Garland (Sustainable Uttlesford) referred to the cost difficulties of the proposed feasibility study leading to the 'Green Doctor' initiative. Chris White of Essex Social Services offered to assist with obtaining a representative for this scheme, and in answer to a question from the Chairman Paul Garland said that his organisation fed into new building via Planning as well as to Councillor Catherine Dean.

The Chairman suggested that Peter Woolard of RAG should be asked to offer an alternative representative.

It was noted that Sue Sumner was the representative for the Healthier Communities etc group and Alex Stewart for CYPSP. Sue Sumner stressed that they were concerned to meet the needs of Uttlesford rather than those of the county. A report would be brought to the Group at the end of September.

F22

## **ESSEX COMPACT**

Sue Sumner gave a presentation on the Essex Compact describing the difficulties in delivery of this across the County. A new draft was being promoted and she suggested that all districts promote it so that the Compact could have more teeth. She sought an advocacy and mediation approach to using the Compact, but there were financial implications. She would bring a draft for adoption to the next meeting.

F23

## **BENCHMARKING REPORT**

Alaine Clarke reported that visits had been made to Epping and Harlow. Harlow was using Performance Plus.

She circulated a report which dealt with each of the benchmarking visits and described the structure, performance management and other features of note in each of the three local strategic partners organisations. The report also described an opportunity for Uttlesford Futures to undergo a peer challenge in the coming year.

Alaine Clarke agreed to check the reported Local Strategic Partnership funding amounts.

The Group agreed that Uttlesford Futures would take part in the Peer Challenge and encourage its partner local strategic partnerships to take part in this challenge too.

F24

## **BUDGET**

Members were informed that BAA had agreed to make voluntary contributions but nothing had been forthcoming. It was agreed that they be approached about this. It was noted that funding was still ring fenced for adult education in the District, but went to the North West Essex Adult Education College.

Members debated topics for reducing expenditure and it was agreed that John Reddy be asked to make a presentation to the Group at its next meeting.

F25

## **FUNDING REQUESTS**

The following funding requests were submitted

### **(a) Purchase of Mosaic – Alaine Clarke**

It was noted that Essex County Council was anxious for all Districts to enter into this contract, but that it was not yet established whether it was necessary to sign up for one or three years. The cost for the annual licence fee was £4,050 and it was suggested that the request be approved, subject to the number of years and price.

Members were concerned however about implications of data processing on a household basis and felt that the Group should have a demonstration of the software. Some members were very concerned, feeling that the attributes of the system amounted to “a tool too far” and should be explored and established before any commitment.

**RESOLVED** that the request be denied and that the experience of the PCT in this matter be used to inform further investigation.

**(b) CYPSP – Alex Stewart**

Alex Stewart explained two requests for funds

RESOLVED that

**(c) Supporting for LA21 Conference on Low Carbon Uttlesford – Paul Garland**

RESOLVED that £1,000 be allocated for this conference.

**(d) CVSU database – Sue Sumner**

Sue Sumner explained the value of the work to maintain the CVSU database and asked for £3,080 towards this which was agreed.

**(e) Economic Development Group – Breakfast Fund**

Councillor Alan Dean requested £250 for a breakfast fund for the Economic Development Group which was granted.

The meeting ended at 4.30 pm.