

MEETING OF UTTLESFORD FUTURES BOARD held at 2.00 pm at the COUNCIL OFFICES SAFFRON WALDEN on 26 August 2008

Present:- Councillor Howard Rolfe (UDC)
Councillors Catherine Dean, Mark Lemon, Jan Menell (UDC), Councillor Alan Dean (Economic Development Group), John Mitchell (Chief Executive, UDC) Richard Auty (Head of Community Engagement, UDC) Gaynor Bradley (Community Partnerships Manager UDC), Jane Elsom (Partnership Officer) Graham Fletcher (Federation of Small Businesses), Paul Garland (Sustainable Uttlesford), Tim Newcombe (Essex Police), Sue Sumner and David Westcott (CVSU), Yvette Wetton (ECC/CDRP), Alison Cowie, Toni Coles (West Essex PCT) Greg Keys (Essex Fire) Hamish McIlwrick (UALC).

F16 APOLOGIES

Apologies for absence were received from Steve Thacker.

F17 MINUTES

The Minutes of the Management Team held on 5 August 2008 and of the Board Meeting held on 27 May 2008 were received, confirmed and signed by the Chairman as a correct record.

F18 BUSINESS ARISING

ii) Minute F6 – Migrant Workers Project update

At the last meeting the Board had been given details of the activities of the Migrant Workers post. The Board had felt this was a valuable service and had agreed to consider funding of the post if funding could not be found elsewhere.

AGREED that funding for this post be considered under the budget item, later in the meeting.

ii) Minute F9 – Training for LSP Members

AGREED that this item be considered at the next meeting.

iii) Minute F10 – Peer Challenge Improvement Plan

AGREED that a report be made to the next meeting and a working group, comprising Howard Rolfe, Yvette Wetton and Gaynor Bradley be convened to go through the plan.

iv) Minute F12 - Compact

AGREED that the relevant paper be circulated to the Board and Sue Sumner report to the next meeting.

v) Minute F14 - Budget

Gaynor Bradley reported that she had had some initial discussions regarding a process for allocating the budget. Other members offered to be involved in these discussions to produce a draft pro forma for the next meeting.

AGREED that a group be convened to determine a process for the allocation of the budget and report to the next meeting. The group to comprise Gaynor Bradley, Yvette Wetton, Toni Coles and a representative from CVS.

F19 EMPOWERMENT WHITE PAPER – DIRECTION OF GOVERNMENT TRAVEL AND LSP CONSISTENCY

Gaynor Bradley confirmed that she would extract the key issues of the White Paper into an action plan to ensure that the LSP was compliant with the guidance.

F20 LAA REWARD GRANT AND PROJECT SUPPORT

The Chairman reported that through the LAA2 grant the LSP had been allocated £500,000 over 3 years subject to the submission of acceptable bids. An outline bid had to be submitted by the end of August with the substantive bids being finalised by the end of September. The group was now asked to look at the bids that had been sent in by the partner organisations, determine whether they were acceptable and prioritise them. There would then be a month to work up the bids before a final decision was made.

The group considered that the following criteria should be used in order to prioritise the schemes.

1. meets population need
2. meets LAA target
3. complies with LSP Strategy
4. A cross partner initiative.

The Board was informed that other LSPs in the county had already undertaken this process and had produced scoring systems. In particular Chelmsford had a scoring matrix which could be made available to the group.

The Board considered each of the schemes and made the recommendations as set out in the table below

AGREED that the list of projects would be submitted to Essex County Council and details of the final schemes be sent to the Board in due course. The worked up schemes would then be seen by the Board.

THEMATIC GROUP (SCS SECTION)	NATIONAL INDICATOR	PROJECT	LEAD OFFICER/ PARTNER	COMMENTS	DECISION
Children & Young People's Strategic Partnership (Children & Young People Matter)	NI.117 Percentage 16 – 18 year olds missing education or who are not in education, employment or training (NEET)	<p>1) Driving tuition and employment/life skills project to facilitate young people not in education, training or employment to seek further training or access to employment to reduce the NEET figure.</p> <p>2) Juice Bar Meeting place for young people at other in a premises in \Great Dunmow</p> <p>3) 'Reach Out' project based on a 'door knocking' approach. Increase employment rates by making people aware of the guidance, support, financial help and opportunities</p>	Gaynor Bradley Rainer Charitable Youth Organisation	<p>1)The scheme met all the criteria, Gaynor Bradley said as far as she was aware there wasn't a similar schemes elsewhere in the county</p> <p>2) Young people had been consulted and were supportive of the scheme. The grant would be for setting up cost and it was hoped it would be self financing in the long run.</p> <p>3)The scheme conflicted with the LSP 'no calling' strategy. Also the scheme was currently lacking a sponsor.</p>	<p>£80,000</p> <p>£58,000</p> <p>Not pursued</p>
Healthy Communities and Older People (Staying Healthy)	<p>NI.6 Participation in regular volunteering (+ NI.7)</p> <p>NI.6 Participation in regular volunteering</p>	<p>4)"Getting on Board" – develop a marketing and recruitment package to encourage people in work to become trustees.</p> <p>5)'Circle of Support' project through InterAct. The aim of the project is to ensure young people with learning disabilities realise their potential.</p>	<p>Sue Sumner</p> <p>InterAct</p>	<p>4) AND 5)</p> <p>These schemes were part of an Essex wide bid. The Board commented that it would support this bid if the Essex bid was unsuccessful.</p>	

	<p>NI.7 Environment for thriving third sector.</p>	<p>6A)Research grant for a post to undertake a survey in Uttlesford to find out what voluntary sector organisations are out there and what they are doing, preparatory work for access to services proposal. 6B) Access to services – pilot survey in one area to deconstruct access to services and form an opinion of the basic level of services that should be available in an area.</p>	<p>Sue Sumner</p>	<p>6A and 6B The group commented that the Uttlesford area often scored low in relation to access to services. It was agreed that there should be a survey to find out the services that were available in the district but this should be wider than just the voluntary sector.</p>	<p>£30,000 for a survey into Access to services in Uttlesford</p>
	<p>NI.8 Adult participation in sport and recreation.</p>	<p>7) Revised version of HELP, MEND and Bodycare. To expand the scheme to rural locations</p>	<p>Gaynor Bradley</p>	<p>7) The PCT commented that they had not seen the outcome measures for this scheme and there was already a high level of adult participation in activity. Also this was something that could be delivered by individual partners. However it was felt that a scaled down scheme should be included under this indicator</p>	<p>£50,000 for a pilot scheme</p>
	<p>NI.11 Engagement in the Arts</p>	<p>8) Saffron Walden Sculpture Trail – contribution towards commissioning a piece of sculpture and developing a trail.</p>	<p>Gaynor Bradley</p>	<p>8) This scheme did not meet the criteria of population need.</p>	<p>Not supported</p>

<p>Economic Development, Learning and Skills Working Group</p> <p>(Developing Business)</p>	<p>NI.171 New business registration rate.</p>	<p>9A) Business Start Up – promotion of services to new businesses.</p> <p>9B) Early Stage Business Survival – promote growth and re-connect businesses with mainstream support post launch.</p> <p>9C)Business Rescue – reduce business failure rate e.g. related to tighter credit climate.</p>	<p>Keith Hughes</p> <p>Keith Hughes</p> <p>Keith Hughes</p>	<p>9A,9B,9C</p> <p>These were county wide projects but the LSP would support them if they were not approved at that level. Alan Dean said what was really required was an understanding of the local business community in Uttlesford. The group supported a survey of local employment, to determine the priorities and issues and enable benchmarking with other areas. The survey should comprise issues that were relevant to the Local Strategy and Graham Fletcher asked for a question to be included about the extent of business crime.</p>	<p>£25,000 for a survey of local employment</p>
<p>Crime and Disorder Reduction Strategy Group (Feeling Safe)</p>	<p>NI.47 People killed and seriously injured in road traffic accidents.</p>	<p>10) Computer Game – development of a computer game that can be used in schools to education young people how to be a responsible driver – incorporating the law, drug and alcohol legalities, cost and vehicle maintenance issues.</p> <p>11) Revised version of Reality Roadshow for year 9 school children – deliver a theatre/participation project to address a number of issues e.g. bullying and anti-social behaviour.</p>	<p>Gaynor Bradley/ Road Johnson Police Fire & Rescue Services</p> <p>Fiona Gardiner/ Yasser Alromisse</p>	<p>10) The group had some questions about this proposal and whether the game should be developed on a wider scale in conjunction with a commercial partner. However work in this area was supported as accidents from newly qualified drivers was one of the main road safety issues in the district</p> <p>11) feedback from this initiative had been very positive, The schools had asked for the roadshow to tackle a number of other issues.</p>	<p>£30,000 But further investigation into the project</p> <p>£20,000</p>

	<p>NI.17 Perceptions of anti-social behaviour.</p> <p>Perception of crime</p>	<p>12) introduction of a partnership Community Safety Newsletter to be delivered to every home in the district to keep residents informed about community safety initiatives and communicate the message that Uttlesford is a safe place to live.</p> <p>Static ANPR cameras. Memo cam which captures images.</p>	<p>Yasser Alromisse</p> <p>Police</p>	<p>12) The group felt that another leaflet was unnecessary and it was suggested that this information could be incorporated within Uttlesford Life or on the Councils website. The group was advised of other schemes that might be appropriate under this heading and were given details of the Family Intervention Project which had been very successful in Harlow District</p> <p>Purchase 10-20 cameras and publicise where they are being placed in the district</p>	<p>£50,000 as a ball park figures but more details of the scheme to be submitted.</p> <p>£10,000</p>
<p>Environment Working Group (Protecting the Environment)</p>	<p>NI.186 Per capita CO₂ emissions in the local authority area</p> <p>NI.186 and NI.197 Improved local biodiversity</p>	<p>13) Home Assessment Scheme – contract a company to undertake assessment of homes to advise on eco friendly measures that can be taken to improve the climate. Also, expand scheme to incorporate fire and safety measures in the home.</p> <p>14) three elements to the project. 1) working with businesses to look at their energy efficiency, water use and waste minimisation. 2)5 businesses to carry out biodiversity reviews. 3) industrial estate recycling scheme.</p>	<p>Jake Roos Joe Wrigley Yasser Alromisse Duncan Lewis</p> <p>Jake Roos</p>	<p>13) Paul Garland said that the funding was for the initial start up but it was expected that the scheme would become self funding. A business plan had yet to be developed but the scheme me would aim to refer people to other organisations.</p>	<p>£100,000 but more specific details to be forthcoming</p> <p>Insufficient detail at this time</p>

F21 TRANSPORT GROUP

A meeting had been arranged to discuss how the Transport Group should be incorporated into the Transport Form

AGREED that a report be made to the next meeting.

F22 WORKING GROUP ACTION PLAN UPDATES

The action plans of the various groups were received.
In relation to the Environment Group Paul Garland asked for partners to send him their carbon reduction plans

AGREED that the group to look at all the action plans in greater detail at the next meeting.

F23 PERFORMANCE INDICATORS AND PERFORMANCE MONITORING

The lead officers of the working groups were reminded to update their action plans on covalent.

F24 LSP POST

The group was advised that Jane Elsom, the current Partnerships Officer would be leaving at the end of the week. A draft job description for the post, which was funded by the LSP and hosted within Uttlesford Council, was circulated. It was suggested that the post be offered on a fixed term contract of 3 years. Members of the group commented that there was no reason why this should be a fixed term position and it should be offered as a permanent position for the life of the LSP. Funding had been made available to employ a temporary person while recruitment for the permanent position was taking place.

AGREED that the job description be approved and the LSP fund the full time permanent position of Partnership Officer.

During the course of the discussion Sue Sumner commented that Jane Elsom's post used to incorporate providing funding advice to the voluntary sector. Since this element had been removed from the UDC'S establishment, the voluntary sector had found that the requests for this type of advice had increased by 300%. Whilst this was an appropriate service to be offered by the CVSU she pointed out that additional funding was required to help with this service.

F25 COMMUNICATIONS STRATEGY

The next edition of Uttlesford Life would have a double page spread devoted to the Partnership and the Board was asked to comment on the form that this

should take. It was felt that the public would have little interest in the LSP structure so the page should concentrate on outcomes. It should explain the funding and outline the achievements that had been made with all organisations working together.

Tim Newcombe commented that in dealings with the press the partner organisations should emphasise that they were speaking on behalf of the Partnership.

F26 **BUDGET**

It was noted that the balance as of 4 August 2008 was £53,053.15. This included the funding for the partnership post and the temporary administrative support. The Board then considered the funding for the Migrant Worker post, which would be £22,000 per annum. The Board realised that if it agreed to this funding almost 60% of its budget would be committed to salaries. The group did not consider this to be sustainable and with regret

AGREED that the Board is not able to fund the post of the Migrant Worker at this time.

Paul Garland questioned the protocol for approving expenditure from the LSP budget as he had wished to attend a conference relating to Climate Change and the Economy and had not known how to go about obtaining funding. A protocol for authorising expenditure would hopefully be available at the next meeting but in the meantime it was

AGREED that the LSP authorise expenditure of up to £200 for Paul Garland to attend the conference on Climate Change and the economy on behalf of the Environment Working Group.

It was further AGREED that the following amounts be paid

£800 - Grant Finder (final payment).
£250 - Essex Place Survey.

F27 **ANY OTHER BUSINESS**

The Chairman thanked Gaynor Bradley for all the work that she had undertaken following the departure of Alaine Clarke. He also thanked Jane Elsom, the Partnerships Officer for all her assistance and hard work and wished her every success in the future.

The meeting ended at 5.00 pm.

