

MEETING OF UTTLESFORD FUTURES BOARD held at 1.00 pm at the COUNCIL OFFICES SAFFRON WALDEN on 1 April 2009

Present:- Councillor Howard Rolfe (UDC)

Councillors Catherine Dean, Jan Menell, Mark Lemon, Alan Dean (Economic Development Group), and Keith Eden (Transport Forum), Gaynor Bradley (Community Partnerships Manager UDC), Kerry Vinton (Partnerships Officer), Jake Roos (Energy Efficiency Surveyor), Graham Fletcher (Federation of Small Businesses), Paul Garland (Sustainable Uttlesford), John Mitchell (Chief Executive UDC), Chief Insp Joe Wrigley (Essex Police), Councillor E Hicks and Sue Sumner (CVSU), Yvette Wetton (ECC/CDRP), Helen Dear (West Essex PCT), Hamish McIlwrick (UALC), Councillor Ray Gooding (Essex County Council) and Duncan Wood (Head of Public Engagement & Corporate Analysis (ECC))

F56 APOLOGIES

Apologies for absence were received from Alison Cowie, Brenda Towle and Steve Parker.

F57 MINUTES

The Minutes of the Board Meeting held on 24 February 2009 were received, confirmed and signed by the Chairman as a correct record.

The meeting also approved an addendum containing three minutes accidentally omitted from the minutes of the meeting held on 25 November 2008 (annexed below).

F58 NI 4 INFLUENCING LOCAL DECISIONS

Duncan Wood, Head of Public Engagement and Corporate Analysis at Essex County Council made a presentation on delivering outcomes in respect of NI 4. The sum of £10,000 was offered to Uttlesford Futures for the development of a community engagement/consultation exercise to be undertaken during the summer culminating in a partnership conference in October 2009. Duncan Wood made reference to the outcome of the last Tracker Survey which showed that only 24% (as opposed to a target of 40%) of Uttlesford residents felt able to influence decision making. However the recent draft Place Survey results demonstrated an improvement in satisfaction levels. It was felt that the issue of Stansted Airport and Eco Towns could be a contributory factor to the Tracker Survey results. A Working Group was to be established to pursue the consultation exercise. It would be chaired by Yvette Wetton, ECC and Duncan Wood, and Chief Insp Joe Wrigley agreed to participate in the group. It was also agreed to consider widening representation from agencies after the first meeting of the group.

AGREED that

A working group is established to undertake the above work.

F59 **DELIVERING LEVEL 1 NI 188**

The Energy Efficiency Officer gave a comprehensive presentation on achieving sustainable development through the activities carried out by Uttlesford District Council and the Local Strategic Partnership.

Paul Garland of “Sustainable Uttlesford” warmly endorsed the content of the presentation stressing the importance of conducting sustainability checks on the Uttlesford Futures action plans. It was recognised that it is important for groups to share this work and avoid working in silos.

F60 **PARTNERSHIP CONFERENCE DATES/VENUE**

The Community Partnerships Manager reminded the Board of the planned conference for partners and agencies. She explained that this would be held in the week beginning 12 October 2009 on either the Tuesday or the Wednesday and circulated a sheet of venue/delegate rate options.

AGREED that

Chesterford Research Park would be the favoured venue and the Partnerships Officer would confirm availability.

F61 **“VITAL SIGNS” PCT PRESENTATION**

This item was deferred to a future meeting of the Board.

F62 **GROUPS’ ACTION PLANS**

Reports were circulated at the meeting from the Crime and Disorder Reduction Partnership, Healthy Communities & Older People Working Group, Transport Working Group and Environment Working Group. A verbal update was provided for the Children & Young People’s Strategic Partnership. The reports were noted.

Healthy Communities & Older People Working Group (Helen Dear)

Transport Working Group (Cllr Keith Eden) It was noted that terms of reference needed to be firmed up as well as the membership ambit of the Group. Councillor Menell inquired whether the Transport Forum would

embrace all other local transport groups, as the Council had no Transport Manager to refer to.

Councillor Menell also asked that the ECC be asked to re-consider the very small grant they had awarded to CYPSP and Councillor Ray Gooding agreed to pursue this and report to the next meeting.

CDRP Yvette Wetton agreed that she and Yasser Alromisse and would collaborate on a report to a future meeting about the link between crime and the economic climate. Chief Insp Joe Wrigley stated that Uttlesford crime statistics were currently a long way below predicted levels.

Councillor Menell suggested that the problem was more of a youth one in Uttlesford. Chief Insp Joe Wrigley said he found this difficult to believe since the figures did not bear it out. Gaynor Bradley suggested that the problems were of alcohol consumption and related admissions to hospital but Helen Dear said that such admissions were not necessarily of young persons.

F63 **PERFORMANCE REWARD GRANT**

The Community Partnerships Manager reported that as the Business Survey was not now to be funded out of the Performance Reward Grant money £30,000 was available to be reallocated over the approved projects. The following was suggested:

PRG code	Project	Original requirement	Funding Previously agreed by UF Board	Proposed funding allocation
UTT10	Engage Plus	£80,000	£50,000	£65,000
UTT4	Family Intervention Project	£50,000	£45,000	£50,000
UTT12	Home Audits	£90,000**	£43,000	£53,000

**CDRP funding also allocated £12,000

Sue Sumner referred to the needs of an additional Group (the Juice Bar project) and the Community Partnerships Manager and Councillor Lemon contributed information about the proposed new lease for the Juice Bar premises for which CYPSP was to contribute £15,000. They hoped this would be in operation by mid-July. Councillor Lemon added that funding for the Juice Bar would be £25,000 from Essex County Council and £10,000 from "Rewards for all".

The Chairman asked the Community Partnerships Manager to investigate the funding situation for this Group/project and the viability of the Juice Bar project and its fiscal status if any, so that a final decision could be taken at the next meeting of the Committee.

The Chairman added that he was concerned that an audit trail should be achieved around these projects. The Community Partnerships Manager said she would feed the projects into Covalent (the Council's performance monitoring system) so that each project could be monitored by the lead officer. The Chairman explained that he wished to have a project list showing the final decision, the organisations involved, the organisation for which the work was being undertaken and the key project milestones, so that progress could be monitored.

Councillor A Dean inquired about funding for the Economic Development Group. There had been a bid for £30,000 to run a survey on the need to give advice to small businesses. The Chairman commented that there was £5,000 from the Essex County Council and Uttlesford Futures was asked to support this to the maximum of £25,000. He hoped that it was not all to be used on a survey. Councillor Dean said a survey would cost £15,000. Uttlesford Federation of small businesses suggested that the £98,000 LAGBI money received by the District Council should be used for the purpose of supporting businesses. (Councillor Rolfe said that he would take this up within the Council.)

There was a discussion regarding provision of job clubs in the district and possible use of small Council accommodation. After some debate it was agreed that Steve Rhenius should liaise with Job Centre Plus, EEDA, and ECC to arrive at a sense of exactly what it was that business needed.

AGREED that

1. The Community Partnerships Manager investigates the viability of the Juice Bar project and its fiscal status if any, so that a final decision can be taken at the next meeting of the Committee.
2. The Community Partnerships Manager arrange use of Covalent so that each project can be monitored with lead officers identified, a project list showing the final decision (on funding), the organisations involved, the organisation for which the work was being undertaken and the key project milestones, so that progress may be monitored.
3. Steve Rhenius to liaise with Job Centre Plus, EEDA, and ECC regarding jobs clubs and funding sources and arrive at a sense of exactly what it is that business needs.
4. ECC be asked to re-consider the smaller grant allocation to CYPSP and that Councillor Ray Gooding pursue this and report to the next meeting
5. A report be brought to a future meeting about the link between crime and the economic climate.

F64 **BUDGET**

The Board received an update on the budget which was noted.

Councillor A Dean asked to be informed how much was available for the budgets of the Economic Development Group work referred to above.

The Chairman explained that the available fund for approved schemes was up to £25,000.

F65 **COMMUNICATION**

The Chairman asked for a publicity splash to coincide with the Conference and appropriate web site additions.

F66 **MEMBERSHIP**

Yvette Wetton contributed updates to the Membership list.

F67 **HEALTH AND SOCIAL CARE FORUM**

Sue Sumner asked for the terms of reference of the thematic groups to share with the new Forum so as to establish where it could make a useful contribution.

F68 **NEXT MEETING**

The Chairman asked for a progress report on the Juice Project to be made to the next meeting. (The date of the next meeting is Wednesday 24th June 2009, 1.30pm in Saffron Walden Council Chamber.)

The meeting ended at 4.10pm

ANNEX **Meeting of Uttlesford Futures held on 25 November 2008 – additional minutes**

F37/1 **COMPREHENSIVE AREA ASSESSMENT**

The Chief Executive briefly explained the nature and purpose of comprehensive area assessment.

AGREED that a presentation be made to a future meeting of the Committee.

F37/2 **BUDGET UPDATE**

The Board received and considered the Futures account sheet for 2008/09. Members agreed to strike out provision of sandwiches at future meetings of the Board and to consider making a contribution of approximately £5,000 towards the business questionnaire.

F37/3 **ECONOMIC DEVELOPMENT WORKING GROUP**

The Board received a report from the Community Partnerships Manager requesting funds to pay for officer time of two days a week to support work of Economic Development Learning and Skills. The Chairman felt the matter was urgent.

Members were concerned whether the skills of the candidate being considered were a good match with the post.

The Chief Executive briefly outlined the current government policy in this area and the Council's role which was mainly one of liaison with the Essex County Council and the Board. A member suggested a six month trial in view of reservations and the Chief Executive explained that the candidate was a part-time employee in a redundancy situation.

AGREED that the Chief Executive and the Community Partnerships manager liaise with Councillor Dean as to how the matter may be taken forward.