

**Executive Group  
10<sup>th</sup> July 2008  
9.00am – 11.00am  
Collinson Boardroom, Retford Hospital**

**MINUTES**

**Present:**

Councillor M W Quigley MBE (Chairman)	Leader, Bassetlaw District Council (BDC)
Gillian Blenkinsop	BDC – Deputy Head of Community Engagement & Performance
Stephen Brown	BDC – Senior Support Services Manager
Richard Edwards	Manton Community Alliance
Mandy Green	Women's Aid (substitute for Sue Gill)
Julie Hamilton	BDC – Democratic Services Officer
David Hunter	Chief Executive, BDC
Louise Newcombe	Chief Executive, Bassetlaw Primary Care Trust
Mike Newstead	Bassetlaw Community & Voluntary Services (BCVS)
David Pearson	Nottinghamshire County Council - Director
Lynn Tupling	Retford Action Centre
Fran Walker	North Notts College
Esther Watt	BDC – Scrutiny Officer
Jo Wilson	BDC – Policy Officer

**1. Welcome and Apologies**

The Chairman welcomed E Watt to the meeting who will be taking J Wilson's place whilst on maternity leave. Apologies were received from:

Sue Gill	Bassetlaw Primary Care Trust
Trish Pogue	Notts County DAAT

**2. Minutes of the last meeting – 5<sup>th</sup> June 2008**

The Minutes were agreed as a true and correct record.

**3. Finalise Annual Progress Report 2007/08**

J Wilson reported that not all partners had responded and therefore the report was incomplete. She suggested focussing on the completion of a summary for distribution at the BLSP Summer Conference to be held on 18<sup>th</sup> July 2008. It was noted that a dedicated session for all partners to contribute to next year's report has been programmed into the schedule of meetings.

- Action:**
1. R Edwards to complete his contribution.
  2. D Hunter to chase up Robert Wilkinson's contribution.
  3. F Walker to chase up the Children's Centre contribution.

(R Edwards and D Pearson joined the meeting at this point.)

#### 4. Strategy Refresh/Addendum

J Wilson tabled the addendum to the Strategy which had been written as a summary.

Although the current Strategy does not expire until 2009 and the second phase of the Local Area Agreement (LAA) has already started, it was noted that the priorities and workloads are still valid. It was felt that the summary would be a useful document for the LSP members but the whole Strategy would be too unwieldy for public use. Local delivery responsibilities within the LSP require monitoring but such monitoring cannot be reflected in the Strategy.

- Action:**
1. Any comments be submitted to J Wilson by 11<sup>th</sup> July 2008.
  2. J Wilson to include the four key projects in the summary.
  3. J Wilson to include the Vision on the first page of the Strategy.
  4. The action plans be refreshed annually.
  5. G Blenkinsop and F Walker to produce a 4-6 page summary booklet for distribution at the BLSP Summer Conference on 18<sup>th</sup> July 2008.
  6. F Walker to look at the issue of marketing the LSP.

#### 5. BLSP Conference Summer 2008

It was reported that preparations are on course for 18<sup>th</sup> July 2008 and that, to date, 43 attendees have been confirmed, although more would be desirable. It was noted that, although it was the last day of the school term, two schools would be attending to provide a musical interlude.

- Action:**
1. All Group members chase up attendees for 18<sup>th</sup> July Conference.
  2. M Newstead to substitute for Paul Buck on his presentation if Paul is not available.
  3. G Blenkinsop to email the final programme to Group members and presenters confirm if they will be doing a powerpoint presentation.

#### 6. Feedback from Governance Leads

##### Governance

L Newcombe reported that she is meeting with L Tupling next week to look at the action plans.

- Action:**
1. L Newcombe to email summary notes of her meeting with L Tupling to Group members.
  2. G Blenkinsop to email T Hurrell's correspondence to Group members.

##### Stakeholder Engagement

R Edwards reported that positive meetings had been held, resulting in a draft report. The Community Engagement Group was being well led by Sarah Pearson and the Strategy was to be presented to the Safer Network Group.

The Strategy pulls together the different institutions within the LAA and shows the aims/objectives and benefits, and applies the ladder engagement to both citizens and institutions. There is no descriptive list of recommendations for the LSP but the action plan and profile still need compiling. It was noted that the Social and Community Development Sub-Group has a timetable of events where consultation could take place.

G Blenkinsop reported that the Place Survey is scheduled for Nottinghamshire during October/November 2008. This survey will include 198 indicators and will replace the BVPI survey as Comprehensive Area Assessment (CAA) commences. CAA will focus more on partnerships and less on local authorities, and will determine the effectiveness of the BLSP.

Its outcomes will not be published but will be available, and it was questioned what outcomes can be achieved for local people and how can these be measured. The importance of customers' views must be realised because these are what the CAA will judge.

- Action:**
1. J Wilson to circulate the draft report.
  2. S Brown to organise a meeting in mid-September 2008 to look at the common approach.
  3. G Blenkinsop to circulate the Place Survey to Group members when received.

#### Quality and Outcomes

F Walker had no progress to report.

- Action:** F Walker to report progress at the next Group meeting.

(S Brown left the meeting at this point.)

#### **7. Completion of Partnership Profile**

J Wilson reported that 150 forms had been issued but only approx 50 had been returned, although it was noted that most were not anonymous.

- Action:**
1. J Wilson to re-circulate the Partnership Profile form to Group members.
  2. A supply of Partnership Profile forms be made available at the Summer Conference.
  3. J Wilson and M Quigley to chase up any outstanding replies after the Conference.

#### **8. Agreement of Equality Impact Assessment (EIA) Approach**

J Wilson presented a Quick Guide to Equality Impact Assessment and reported that the proforma will be presented to all Sub-Groups by S Brown.

- Action:**
1. The EIA on the LSP Partnership be presented to the next Group meeting.
  2. M Quigley to sign off the Partnership EIA and the Chairs of the Sub-Groups to sign off the Sub-Group EIAs.
  3. The Governance Lead to conduct an annual audit of the Sub-Groups.
  4. An EIA be carried out for each project.
  5. S Brown to provide EIA training at the next Executive Group meeting scheduled for 4<sup>th</sup> September 2008, this to include access and project management.
  6. The EIA on the LSP Partnership be posted on the LSP website.

(L Tupling and M Green left the meeting at this point.)

#### **9. Forward Plan of meeting dates 2008 and 2009**

J Wilson presented BLSP Planners for 2008 and 2009, and reported that the New Community Group is due to hold the first of its quarterly meetings on 15<sup>th</sup> September 2008.

- Action:**
1. J Wilson to circulate the BLSP Planners for 2008 and 2009 to all Sub-Groups and any amendments be sent to J Wilson.
  2. D Pearson to check the Board and Executive Group dates.

## 10. BLSP Board Agenda – 7<sup>th</sup> August 2008

**Items:** Standard Performance Report  
Sub-Group Updates  
Comprehensive Area Assessment  
Local Area Agreement  
'Moving Forward' Addendum  
ERDF – F Walker

## 11. Draft Report from New Community Group Research and Recommendations from Task Groups for LAA Funding

M Newstead presented the draft final report of the four Task Groups looking at the issues affecting new communities in Bassetlaw, and thanked BDC staff for their help, particularly L Whittles and R Bean. 24 different nationalities of migrant workers coming into Bassetlaw were identified.

### **Action:**

1. Thanks be recorded to M Newstead and the four Task Groups for an excellent piece of work.
2. M Newstead to contact BDC's Electoral Services Officer to ascertain figures about non-British electorate figures from the Electoral Register.
3. M Newstead and G Blenkinsop to produce a summary report/action plan to include priorities and costs and to identify the lead agency.
4. Group members to take the summary report/action plan to their own organisations once approved by the Board.

## 12. Future Partnership Development

This was felt necessary to maintain the momentum following the Peer Review.

**Action:** G Blenkinsop to present a report to the next Group meeting.

## 13. Any Other Business

F Walker reminded the Group of World Mental Health Day on 10<sup>th</sup> October 2008, with an event being planned for The Crossing, Worksop.

**Action:**

1. F Walker to present the programme for the World Mental Health Day event to the next Board Meeting.
2. D Pearson to speak to Mick Burrows about re-arranging the Notts Partnership Board Meeting, scheduled for 9.30am at The Fluid Power Centre, Worksop, on 10<sup>th</sup> October, to the afternoon so both events can be attended.

## 14. Dates of Future Executive Group Meetings

The Executive Group Forward Plan up until April 2010 was presented for information.

**Action:** The Executive Group Forward Plan be noted.

The Chairman closed the meeting at 11.10am.