

**LSP Board**  
**10<sup>th</sup> September 2009**  
**Idle Valley Rural Visitor Centre, Retford**  
**9.30 am – 12.50 pm**  
**MINUTES**

**PRESENT:**

<b>Chair:</b>	<b>Councillor Michael Quigley, Leader of Bassetlaw District Council</b>
<b>Vice-Chair:</b>	<b>Lynn Tupling, Chief Executive, Retford Action Centre</b>
Gillian Blenkinsop	Deputy Head of Community Engagement and Performance, Bassetlaw District Council
Bernard Coleman	Managing Director, A1 Housing (Bassetlaw) Ltd
John Connolly	Principal, North Nottinghamshire College
Gerald Connor	Community Safety Co-ordinator, Bassetlaw District Council
John Everitt	Chief Executive, Nottinghamshire Wildlife Trust
Mandy Green	Vice-Chair, Bassetlaw Children and Young People's Sub-Group
Simon Halpenny	Nottinghamshire Fire and Rescue Service
Julie Hamilton	Senior Democratic Services Officer, Bassetlaw District Council
David Hunter	Chief Executive, Bassetlaw District Council
Liz Jefferies	Nottinghamshire Association of Local Councils
Louise Newcombe	Chief Executive, Bassetlaw Primary Care Trust
Geraldine Pearce	Director, Bassetlaw Community and Voluntary Service
Sally Penn	Sure Start Children's Centres Co-ordinator
Alister Shaw	Manton Community Alliance
Phil Sibson	Sales Director, Aquila Business Products Ltd
Graham Sheppard	Job Centre Plus
Dave Wakelin	Chief Superintendent, Nottinghamshire Police
Bob Wallace	Strategic Partnership Services, Nottinghamshire County Council
Fran Walker	Consultant, North Nottinghamshire College and Chair of the Learning and Skills Sub-Group
Derek Wilkinson	Retford and Worksop Churches Partnership
Joanne Wilson	Policy and Scrutiny Co-ordinator

**1. APOLOGIES FOR ABSENCE**

All Group members introduced themselves.

Apologies for absence were received from:

Nigel Clifton	Chief Executive, Doncaster, and Bassetlaw Hospitals NHS Foundation Trust
Carl Cornish	Nottinghamshire Wildlife Trust, Chair of the Environment Sub-Group
Richard Edwards	Pathfinder Manager, Manton Community Alliance

Sue Gill	Head of Partnership Commissioning, Bassetlaw Primary Care Trust
Mary Mitchell	Hospital Manager, Doncaster and Bassetlaw Hospitals NHS Foundation Trust
David Pearson	Strategic Director of Adult Social Care and Health and Acting Deputy Chief Executive, Nottinghamshire County Council
Karen Tarburton	Rural Officer, Rural Community Action Network
Robert Wilkinson	Chair of the Economic Development Sub-Group, Economic Regeneration Team Leader, Bassetlaw District Council

## **2. MINUTES OF MEETINGS AND MATTERS ARISING**

### (a) Minutes of the Board Meeting held on 7<sup>th</sup> May 2009

**AGREED** that the Minutes of the meeting held on 7<sup>th</sup> May 2009 be approved as a correct record, subject to an amendment to the apologies that Mary Mitchell is the Bassetlaw Hospital Manager and not a representative of the Nottinghamshire Wildlife Trust.

Minute No 13 – New Community Group - F Walker asked for an update on the progress of the Group and the Chairman informed the Board that work is ongoing and a report would be presented to the next Board meeting.

### (b) Minutes of the Executive Group held on 16<sup>th</sup> July 2009

Minutes of the Executive Group held on 16<sup>th</sup> July 2009 were presented for information.

**AGREED** that the Minutes of the Executive Group held on 16<sup>th</sup> July 2009 be noted.

Minute No 3 – Job Centre Plus - D Hunter updated the Board inasmuch as he and a HR officer from BDC had met with Job Centre Plus and were continuing to work together.

Minute No 10 – LAA 1 – M Quigley asked if there were any updates on LAA 1 and was informed that the latest update was that on the agenda.

## **3. 'MAKING THE CONNECTION' – PRESENTATION FROM THEME LEADS ON THE WORK OF THE SUB-GROUPS**

Presentations were given by six of the sub-groups on their priorities; their top three projects; support received from other groups; and their relevant National Indicators. The sub-groups and the respective presenters were:

- Community Safety – Gerald Connor
- Learning – Fran Walker
- Children and Young People – Mandy Green
- Health – Louise Newcombe
- Transport and Accessibility – Lynn Tupling
- Manton (Neighbourhood Management) – Alister Shaw

The Chairman thanked the theme leads for their presentations.

Copies of the Neighbourhood Management presentation and the Manton Community Alliance's Annual Report were available at the meeting.

A discussion took place on the work of the Manton Community Alliance. A proposal was made that the LSP Board should commission the MCA team to work on a neighbourhood management strategy, which could be used in other priority areas within the District, to be rolled out over the next 2-3 years before the funding ceases.

**AGREED that:**

1. Copies of the slide show handouts be circulated to all Board Members with the Minutes.
2. Details of the apprenticeship schemes be circulated to all Board Members (at Board in November).
3. Details of the intergenerational event to be held on 4<sup>th</sup> November 2009 at the North Notts Arena be circulated to all Board Members.
4. Details of the week of activities scheduled for the second week in October 2009 including the 'What's Stopping You' programme be circulated to all Board Members.
5. The remaining three sub-groups to give their presentations at the next Board Meeting.
6. An action plan to roll out the work of the Manton Community Alliance to other priority areas within the District be presented to the next Board Meeting.

(A comfort break was taken at this point, after which M Green left the meeting.)

**4. JOB CENTRE PLUS**

G Sheppard, External Relations Manager, updated the Board on unemployment and local action to get people back into work, after first apologising for the non-attendance of a representative from Job Centre Plus over the last few months due to work commitments. He assured the Board that this would now be resolved.

He gave the following statistics:

- Job Seekers Allowance claimants: April 2009 – 2,579; July 2009 – 2,355 (compared to 1,151 in July 2008)
- 18-24 year olds: April 2009 – 845; July 2009 – 760 (compared to 405 in July 2008)

Action being taken includes: increased redundancy support; awareness training to job centres; initiatives for professional/executive clients; initiatives for 18-24 year olds eg 'Backing Young Britain'; 'Future Jobs' fund.

**AGREED that:**

1. The update be noted.
2. Statistics for the Retford and Worksop split be circulated with the Minutes.
3. Expressions of interest forms for the 'Future Jobs' fund be circulated to all Board Members.
4. A presentation on A1 Housing's 'Mow and Grow' scheme be given to the next Board Meeting.
5. A presentation on opportunities for 18-24 year olds be given to the next Board Meeting.

**5. 'BACKING BASSETLAW'**

P Sibson, business lead for the programme, updated the Board on initiatives to tackle the economic downturn.

The Loyalty Scheme is to be launched at the end of the month. The website [www.backingbassetlaw] will enable retailers to advertise their offers and card users to view such offers. Loyalty cards, leaflets for retailers, stickers for display by retailers, car stickers, and a shopping guide for Worksop are available. Application forms for the scheme are to be circulated with A1 Housing's tenant newsletter and will also be available at other outlets, including participating retailers.

Workshops for businesses and a 'Meet The Buyer' event are also being planned.

A written update was also tabled which included further updates on: Retford Enterprise Centre; LEADER programme; canalside development, Worksop; and Retford Market Square.

**AGREED** that:

1. J Everitt and P Sibson liaise on how 'Backing Bassetlaw' will impact on environmental issues.
2. D Hunter and P Sibson liaise on distribution of the Loyalty Scheme application forms.

## **6. ROLE OF THE RETFORD ACTION CENTRE**

L Tupling, Chief Executive of the Action Centre, gave a presentation on its facilities and work. Facilities in the new building on Canal Street, Retford, include: WRVS; Bassetlaw Alzheimers; the BCVS Partnership Room; and training courses run by WEA. The Action Centre is "a community resource agency linking organisations and individuals with help and support." There are 60 staff, only 10 are paid, and it runs seven projects:

- Bassetlaw Community Car Scheme which has 30 volunteer drivers and 1,134 clients
- Bassetlaw Outreach Advisor which supports 300 individuals
- Bassetlaw First Contact which has 2,082 clients
- Bassetlaw Share A Ride Scheme which has 642 registered individuals
- Bassetlaw Self Help Link which has produced 650 self help directories
- Retford's Resource for Older People which takes place every Thursday morning in the Buttermarket
- Staying Well In Bassetlaw which is a self-management programme for people living with a long-term condition

Statistics for the future:

- 31% increase of 65+ year olds expected by 2020
- 39% increase of 85+ year olds expected by 2020

A copy of the Retford Action Centre's draft Annual Report 2008/09, 'Making A Difference Throughout Bassetlaw' was tabled.

**AGREED** that the presentation be received.

## **7. QUARTER 1 (APRIL-JUNE) 2009/10 PERFORMANCE MANAGEMENT REPORT**

The performance and management update for Quarter 1 2009/10, April to June 2009 was presented.

**AGREED** that the Quarter 1 Performance and Management update be noted.

## **8. BASSETLAW NEWS FREQUENCY**

The Board was informed that the number of editions of 'Bassetlaw News' is to increase to six for the next year. This is distributed to every household in the District (approx 49,000) and will offer advertising opportunities to members of the BLSP.

**AGREED** that anyone interested in discussing the potential of using 'Bassetlaw News' to communicate their services to Bassetlaw residents contact the Council's Communications and Engagement Manager, Nicola Platts, on 01909 535104 or email: [nicola.platts@bassetlaw.gov.uk](mailto:nicola.platts@bassetlaw.gov.uk)

## **9. BASSETLAW CHILDREN'S CENTRE UPDATE**

Sally Penn, Senior Co-ordinator, updated the Board on the progress of Children's Centres in Bassetlaw, including: Children's Centre designation; Bassetlaw Rural Children's Centre Network development; progress to date; family support; and examples of good practice (working with fathers and Healthy Child Pathway).

L Newcombe raised a concern that the Children's Centres are not linked into the General Practices and S Penn advised that approaches had been made but access had been denied in some practices.

**AGREED** that:

1. The mapping exercise be circulated to all Board Members.
2. A report on future monitoring of Children's Centres by OFSTED be presented to a future Board Meeting.
3. L Newcombe and S Penn liaise on linking the work of the Children's Centres to General Practices.

## **10. PLACE SURVEY – BASSETLAW RESULTS**

The topline results from the national Place Survey, which was undertaken by all English local authorities in the autumn of 2008, were presented to the Board for information.

**AGREED** that:

1. The Board notes the initial feedback and the issues it identifies as important to our local communities.
2. Further analysis of the data be carried out and reported to a future Board Meeting.

## **11. NEW COMMUNITY SPENDING PROFILE**

The Board was updated on the spending plans for the New Community Group in 2009/10. A summary of the spending plans was outlined in the report.

**AGREED** that:

1. The current spending plans for 2009/10 be approved.
2. A report detailing the spend for 2009/10 be presented to the next Board Meeting for approval.

## **ITEMS FOR INFORMATION/FUTURE ACTION**

## **12. COMPREHENSIVE AREA ASSESSMENT – SELF ASSESSMENT**

The Board was presented with the Area Assessment Self Evaluation which had been produced by partners in Nottinghamshire. The report identified potential red flags (areas which are perceived as under-performing that were identified as part of the trial process last year) and set out a case to show that these issues are all being managed positively. It also identified potential green flags (areas believed to demonstrate exceptional practice).

**AGREED** that:

1. The Board notes that an Area Assessment Self Evaluation has been completed and that this will form part of the evidence base for the final Area Assessment report which is expected in November.

2. The Board notes that the Area Assessment Self Evaluation will be supported by an Inspectorates' Joint Analysis and report which is expected in September (initial feedback was received in June 2009.)

### **13. LAA AUDIT**

The Board was presented with the findings of a recent audit on the implementation and management arrangements in respect of the Nottinghamshire Local Area Agreement. It was noted that the Audit Commission does not develop, approve or monitor LAAs. This is the responsibility of the Government Officer for the East Midlands, with whom the Audit Commission has liased as part of the audit.

**AGREED** that the progress in implementing the Nottinghamshire Local Area Agreement be noted.

### **14. PERFORMANCE REWARD GRANT – LAA1**

The Board was informed of the anticipated performance against the stretch targets agreed for LAA1.

**AGREED** that the reward grant achieved and the reward grant anticipated as at 31<sup>st</sup> March 2009, subject to audit, be noted.

### **15. LOCAL AUTHORITY BUSINESS GROWTH INCENTIVE SCHEME**

The Board was presented with a copy of the report to Bassetlaw District Council's Cabinet on 11<sup>th</sup> June 2009 which approved a programme of regeneration initiatives funded through the Local Authorities Business Growth Initiative.

**AGREED** that the programme of regeneration initiatives funded through the Local Authorities Business Growth Initiative approved by Bassetlaw District Council be noted.

### **16. CHANGE 4 LIFE**

The Board was updated on progress of Change 4 Life, specifically; the launch of the campaign; the establishment of a multi-agency steering group to produce an action plan based on the findings and priorities from the engagement and current data and statistics; the signing up of six organisations to the Charter; the online directory of all services in the area; a centralised diary of events for the public and for organisations; and web pages to enable information sharing. The Charter was appended to the report.

**AGREED** that:

1. The update report be noted.
2. The Local Strategic Partnership signs up to the Change 4 Life Charter and individual organisations be encouraged to sign up separately.

### **17. NOTTINGHAMSHIRE SUSTAINABLE COMMUNITY STRATEGY – REVISED TIMETABLE**

The Board was presented with a revised timetable for the Nottinghamshire Sustainable Community Strategy – Nottinghamshire's Vision 2009-2020.

**AGREED** that the revised timetable for the Nottinghamshire Sustainable Community Strategy be noted.

## **18. DATE OF NEXT MEETING**

Although the 5<sup>th</sup> November 2009 had been proposed for the date of the next meeting, this clashes with Nottinghamshire County Council's Cabinet Meeting and therefore the County Council officers, together with the Chairman, will be unable to attend.

**AGREED** that an alternative date for the date of the next Board Meeting be circulated.

As there was no other business, the Chairman closed the meeting at 12. 50pm.