

**Social & Community Development Sub-Group
16 April 2008
2pm-4pm
Assembly Room, Worksop Town Hall**

MINUTES

Attending:

Steve Brown (Vice-Chair)	Bassetlaw District Council (Corporate Services)
Kath Hobart	Tuxford MOI
Cllr Liz Jeffries	NALC
Frank Raspin	NCC Community Development
Joice Richards	A1 Housing Bassetlaw
Malcolm Robson	BDC Access Officer
Karen Tarburton	Rural Officer, NRCC/ BDC
Bob Wallace	NCC Strategic Partnerships
Julie Wilkinson	NNC Community Development
Jo Wilson	Bassetlaw District Council (Policy)

1. Introduction and Welcome

SB welcomed everyone to the meeting and noted the issue of the current Chair leaving the authority. He requested that all those interested in the position of Chair or Vice-Chair should contact JW with their details/nominations.

Action: Position of Chair and Vice-Chair to be included in July's Agenda.

2. Apologies

Steve Bradley, NCC; Jackie Collins, Sure Start Children's Centres; Sue Gill, Bassetlaw PCT; Vicky Rawson, FOYPIB; Stephen Saddington, Bassetlaw CAB; Chris Salter, Age Concern; Nicola Simpson, NCC Community Development; Andrew Tatham, BCVS; Ann Vallance, NNC; Bob Whatley, BDC; Elizabeth Whittles, Bassetlaw District Council (Policy).

3. Minutes and Matters Arising

The Minutes of the last meeting were agreed as a true and accurate record.

Matters Arising

BW noted that no further decision had been taken regarding NCC's DOG meetings. He also agreed the amendment to the previous set of Minutes.

JR wished to attend an event organised on the IMD 2007 following discussions at the last Sub-Group meeting and the Board presentation.

KT agreed to produce a Parish Plan report for the July meeting.

Members had attended the SCR event. They agreed there was a strong economic focus to this work which was not relevant to a number of V & C sector organisations. An interesting point was that the North Derbyshire authorities did not feel a link to Sheffield but North Nottinghamshire did. It was agreed that we should keep a watching brief on progress of the SCR for future V & C involvement.

4. Priority 1 : Improve Community Engagement/Consultation

Attendance at community events

JW explained the work now being carried out by the Executive Group on stakeholder involvement which should complement the work of this group

JW also noted that this area had been discussed by the Environment Sub-Group at their meeting on Monday morning. They had suggested that a core group of BLSP members should be agreed on an annual basis that would attend community events and get involved in BLSP promotion activity. This would provide a more focussed approach as asking partners to promote BLSP work as well as their own organisation sometimes meant that the BLSP lost out, particularly if the partner was promoting work that they had little knowledge of.

FR noted that there was currently an issue re: the location of the Manton Gala. The date was set as the 19th July. He agreed to update when he knew of the location.

Post Meeting Note - the Manton Gala will be held on the area off Priorswell Road opposite The Canch which is traditionally where the Fair locates.

County Community Cohesion

It was noted that LW had been unable to attend the meeting.

Action: LW to do written update on County cohesion work for circulation with the Minutes

JW noted that the New Community Group (NCG) would be agreeing a Terms of Reference as part of the Constitution refresh. This followed from comments in a previous Social and Community Development meeting where it was felt that the NCG should clarify its remit.

5. Priority 2 : Equal Access to Services

FR noted that the Financial Inclusion Conference had been moved to the 5th June. The event will take place at The Crossing from 10.00 a.m. - 4.00 p.m. The main purpose of the event was to get a clearer picture of work being carried out in Bassetlaw compared to the national picture. From the event it is hoped to develop a Financial Inclusion Strategy.

JW asked how this new Strategy would take account of the BDC Debt Strategy.

FR noted that the new Strategy should align with it.

JR asked who was being invited to the Conference.

FR noted that anyone from the Sub-Group was welcome to attend they just need to contact FR or SS for details

JR asked that Pete Exley from A1 Housing be invited as a minimum to ensure representation from A1 Housing.

6. Priority 4 : Active Citizenship

This item followed on from the discussion at the January meeting regarding expanding the involvement guide produced as part of LDW 2007.

JR suggested that as this could be a particularly large piece of work it may be better to break it down by sectors, starting with statutory agencies.

It was agreed that BCVS should be involved due to their already extensive database and information that they hold on the variety of agencies in the district.

- Action:**
- (1) **JW to check with Volunteering Notts on the research they have done**
 - (2) **SB/JW to design a template for the first stage of this work looking at the statutory sector**

7. Rural Officer Update

KT provided an update on the FAiB event. The five villages involved had now changed – Langold was no longer involved and Bothamsall had replaced them.

At the Misterton event there would be a book signing in the evening by local author, Stephen Brown, who writes crime novels. There will also be a music workshop.

In Beckingham there will be an Art Workshop and a Graffiti Workshop.

The event will take place on the 26th July and promotional material is currently being developed.

- Action:** **KT to send information to JW for circulation with the Minutes.**

KT then gave an update on her work programmes as Rural Officer.

Parish Plans

- Misson launched their Plan two weeks ago
- Laneham are holding a celebration event for their Plan on the 17th May

- Action:** **KT to send copies of the final documents to JW.**

Groups Supported

- Village Hall Groups
- Langold Friends of Group/Langold Gala Group
- Beckingham
- Everton – group looking at Housing
- Misson – group looking at youth activities and a community clean-up day

Other Work Areas/Issues

- Involved in the production of the Youth Toolkit which has approval by the Rural Youth Board. This Toolkit will be placed on NCC Youth Zone and is aimed at people that want to set up a youth group or project.
- The Rural Officer co-ordinates BRIG – Bassetlaw Regeneration Initiatives Group.
- RCAN currently have funding issues for the Rural Officer posts within the County. There should be four officers in total, however, there is currently only funding for two. This could result in KT's hours in the District reducing to two and half days. RCAN have approached authorities that currently fund the officers to ask for additional support on top of their usual contribution for a period of 12 months covering the 08/09 financial year

Action: SB agreed to raise the issue of funding at the Executive Group as there was an obvious impact across the BLSP if KT's hours are reduced

JR supported this agreeing that it was obvious looking at KT's workload and the benefits achieved that there was a need to lobby to keep the post at its current hours, otherwise we were at risk of disengaging the rural areas.

8. **Progress against Action Plan and Update to Board for Quarter 4 (January-March) and**
9. **Refresh of Action Plan for 2008/09 including new LAA Actions**

These two agenda items were taken together.

JW noted that the Q4 Performance Report was being finalised and an update was required from the Sub-Group against their Action Plan.

Members present agreed that nothing had changed regarding progress from the Q3 update. In addition, members felt very aware of the capacity of the group and its focus and all queried whether the work of the Sub-Group was moving forward.

Action: JR agreed to update against Priority 5 for the new 2008/09 Action Plan.

SB noted that the issues regarding leadership of the Sub-Group had not helped give a clear focus to the Action Plan

Action: It was agreed that the July meeting would be totally devoted to reviewing the Action Plan, using the new project management approach developed and agreed by the Executive Group.

10. **Content for Annual Report**

JW asked members to agree the Case Studies to be featured for the Sub-Group in the Annual Progress Report. The following were agreed.

Case Study	To be completed by
Parish Plans	KT
Misterton Help Point	SB
Finance Conference	FR/SS
LDW 2007	JW
A1 DVD	JR

11. **Refresh of BLSP Constitution for 2008/09**

JW noted that the Constitution was undergoing a refresh to bring the process in line with the financial year. She asked if members were still happy with the Terms of Reference agreed in November.

- Action:**
- (1) **Members happy with Terms of Reference.**
 - (2) **Any changes to position of Chair/Vice-Chair would be reported as an amendment to the August Board Meeting**
 - (3) **Members to refocus group to cultural aspect of workload as part of July Sub-Group meeting, to further bolster links to Terms of Reference**

BW raised the issue of NCC having no representative on the Executive Group. JW reminded members that the Executive Group was a means of bringing together all Sub-Group Chairs, Chair and Vice-Chair of BLSP and commissioning support as a mechanism to further develop the partnership. The Group enabled the BLSP to prepare for any new roles as part of the revised LAA and provide an improved governance function outside of the main Board meetings. It was not an arena where all key partners had a seat, as was the case with the Board. SB and JW also noted that this particular issue was currently being considered by the Executive Group as part of the development of the partnership following the Peer Review. Any decision to be made was not for this Sub-Group to debate.

12. **Feedback from Board Meeting February 2008**

SB and JW provide feedback from the Board meeting and noted that Board papers were available on the BLSP website or from the LSP Support Team should partners require any information.

- Action:**
- KT to receive Board papers and Minutes to help further develop her links across the Sub-Groups and gain maximum benefit from the Rural Officer post.**

13. Any Other Business

JW noted that she was producing a Forward Plan of meetings and a Work Programme in advance of going on maternity leave. Partners may be contacted for information as part of this process.

SB reported on the progress of the Beacon Council Support Scheme that BDC were currently involved in. Norfolk County Council and South Norfolk District Council have previously won Beacon Status for Youth Engagement. Norfolk County Council are currently mentoring BDC on Youth Engagement. SB listed the partners currently involved and that they were looking at web links currently used to share information. In addition, it may also be a possibility to look at how young people can be involved in the scrutiny of services - an area developed by Norfolk County Council. SB also noted that the PCT would now be getting involved and that the meetings were still open for other partners to attend. He also noted that as part of the work there would be a focus on the rural areas of the District.