

**Social & Community Development Sub-Group
16 January 2008
1.30pm – 3.30pm
BCVS Meeting Room, Worksop**

MINUTES

Attending:

Steve Brown (Vice-Chair)	Bassetlaw District Council (Corporate Services)
Cllr Liz Jeffries	NALC
Frank Raspin	NCC Community Development
Joice Richards	A1 Housing Bassetlaw
Stephen Saddington	Bassetlaw CAB
Karen Tarburton	Rural Officer, NRCC/ BDC
Bob Wallace	NCC Strategic Partnerships
Elizabeth Whittles	Bassetlaw District Council (Policy)
Jo Wilson	Bassetlaw District Council (Policy)

1. Introduction and Welcome

Steve Brown acted as Chair and welcomed everyone to the meeting in the absence of Pauline Elliott.

2. Apologies

Jackie Collins, Sure Start Children's Centres; Pauline Elliott (Chair), BDC; Sue Gill, Bassetlaw PCT; Kath Hobart, Tuxford MOI; Graham Jackson, Bassetlaw District Council (Housing); Vicky Rawson, FOYPIB; Malcolm Robson, BDC Access Officer; Chris Salter, Age Concern; Nicola Simpson, NCC Community Development; Ann Vallance, NNC. Bob Whatley, BDC.

3. Minutes of last meeting and matters arising

The minutes of the last meeting were noted and the following amendments were agreed:

Matters Arising:

KT's email address has now changed to ktarburton@rcan.org.uk
This is due to the name change to Rural Community Action Nottinghamshire.

The meeting of the events group agreed at the November meeting had not yet taken place.

BW noted that the minutes for Agenda Item 6 did not make clear reference to the current NCC approach. Minutes to be amended with an appropriate addition. Additional action points to note:

(3) District Council to agree procedure for feedback from District Councillors.

(4) BW to clarify the possibility for other officers to attend DOG meetings.

Revised minute for November (addition highlighted):

Action 3.4 – Links to local Councillors (also supports Priority 4)

JW reminded members that part of the new action plan was to look at improving the way we engaged communities in service design and delivery, as well as encouraging greater community involvement. To date nothing had been agreed as to how to further engage Councillors – District/ County and Cabinet/ Backbenchers, as well as Parish Councillors. The main concern was around how we were currently ensuring information was communicated to and from communities.

FR noted that together with NS they link back to County Councillors through the County Members Forum for Bassetlaw; Bassetlaw Tenant's & Residents Associations (TRAs); Community Groups/ Associations and a number of other organisations.

BW noted that there were regular meetings for County Council Officers working within the District and a separate meeting with Bassetlaw County Councillors. This allowed useful two-way communication on what the County Council were trying to deliver on the ground as well as allowing issues to be highlighted and addressed.

SB commented that there was nothing like this at a District level and that it was definitely an area for improvement where the District could perhaps learn from the county approach.

JW noted that it would be useful to have feedback from these meetings as local issues may be being picked up by County officers but actually may require action at a more local level.

Members agreed that it was likely that we were 'engaging' but not reporting back to the LSP Sub-Group as standard as to how this was happening on a regular basis.

VR noted that very often it was the case that we did try to engage but it was one-way communication because Councillors did not always 'engage' back with organisations.

GJ noted that there was good practice with A1 Housing and their Tenant Participation Strategy and their A100 club. Through their work the TRAs were heavily involved in service delivery. He knew that BDC did feed in to the TRAs and suggested contacting Jim Fieldhouse.

VR suggested that although we did need to work closely with Councillors we also needed to ask them how they could help us, it shouldn't just be about us as organisations providing information to them, it needed to be two-way communication.

**Action: (1) JW to contact Jim Fieldhouse and discuss attendance at a future meeting.
(2) BW to give feedback at LSP Sub-Group meetings on issues raised at the Bassetlaw Members Forum (County Councillors) and DOG meetings (District Officer Group – for County staff).**

4. Summary of Indices of Multiple Deprivation 2007

LW provided a brief summary of the new Indices. Bassetlaw has improved from 82nd in the rankings to 94th. The Indices have been produced in the same way to the 2004 set and are therefore comparable allowing us to plot trends. The data tables were currently being finalised and would be circulated to partners as soon as possible. JW suggested adding an additional column to the tables which would show the SOA code used on the Neighbourhood Statistics website. This will allow partners to view a map of each SOA.

5. Priority 1: Improve Community Engagement/ Consultation

Attendance at community events during 2008 (Also supports 4.3)

Update from Working Group to be given at April meeting.

Action: JW to send 2007 event planner to SB for info.

Update from the Strategic Arts Officer and Summer Arts Festival

KT provided a report on this project on behalf of Adele McCarthy. A meeting is due to take place on 31st January involving Adele, Frank Raspin, Nicola Simpson and Michael Newstead. This will be predominantly to look at events for Worksop and Retford. KT will also be supporting events to happen in five rural areas:

- Misterton
- Beckingham
- Cuckney
- Langold
- East Markham

KT and AM will be meeting will Parish Council Chairs on 7th February to discuss possible local activities and how they can be supported. Where possible local artists from the villages will be included. Some of the venues and artists involved in the Festival will be at no cost but funding is available to support the events to take place.

JR suggested doing a video tent at each session to act as a blog and capture people's views. This was something A1 had done with their tenants and it had proved successful.

JW noted that with the Festival planned for late July it could potentially link to the BLSP Summer Conference. JW also noted that York had used a similar approach when they set up their LSP and wrote their first Community Strategy.

KT noted each village was likely to have a different theme.

Action: AM/ KT to circulate further information as available. Partners are prepared to support the project and would be happy to attend planning meetings outside of the normal Sub-Group meetings.

Update on County Community Cohesion Strategy

LW provided an update on progress at a county level.

NCC are running an event on the 7th March at County Hall, regarding migrants coming to the area from the A8 countries. The event will look at their experiences of coming to the UK, living and working here. In addition the event will also look at what we are doing as service providers. Michael Newstead will be a keynote speaker at the event detailing the approach taken in Bassetlaw, which has been noted as good practice. The event is likely to be followed up by a cultural event in the summer.

Action: KT noted she had not received any information on this. JR also requested a copy. Copy of info to be circulated with minutes.

LW noted that new guidance on translation had been released by the government.

Action: The link to guidance is as follows:

<http://www.communities.gov.uk/publications/communities/translationguidance>

Key points to be considered on any decision to translate written materials include:

- There is no legal reason for all materials to be translated.
- Translation can never be a substitute for learning English
- Translation should be reduced except where it builds integration and cohesion
- Translation should be considered in the context of communications to all communities

The guidance also indicates that local authorities should support the delivery of ESOL courses locally. Through the work of the BLSP Group it had been identified that the libraries are very often the first point of contact for information. This is further supported by the IT provision offered by libraries as many use them to access the Internet or use the software available to support online learning, including languages. This can assist them with Citizenship exams.

This particular area of integration is being raised with local businesses to establish if they would be willing to subsidise ESOL courses for staff in order to assist them in integrating to the community.

One of the task groups of the New Community Group is looking at communications including translation and is currently surveying partners to establish what methods they currently have for translating documents/ dealing with customers face to face.

All members at the meeting were in agreement that the New Community Group needed to clarify what their main agenda was:

- Integration or
- Access to Services

At the moment the Group seemed to be more focussed on Access to Services whatever the cost, rather than the Government approach which seems more focussed on Integration.

LW also noted that NCC were submitting a Beacon Council Bid for Accessibility Planning. Some partners questioned whether this was a strong point for the County Council, however, SB noted that considerable work had been done in this area and that it was a strong point for the authority. He backed the bid and encouraged partners to support it. JW noted that accessibility planning information was available on NOMAD+ for those who could access it and two strategies existed which supported the Local Transport Plans for the county.

6. Priority 2: Equal Access to Services

Update on progress of financial exclusion work

SS provided an update on progress and circulated a report. A conference is being planned for March, which is being fronted by DWP and supported by others such as CAB, Credit Union etc. This fits in with a variety of work happening at national level. The Conference will be aimed at organisations regarding training of staff, rather than the public.

7. Priority 3: Encourage Community Leadership and local community planning

Learning from the A1 Housing approach

JW explained that following that last meeting she had found details of A1 Housing's approach to tenant empowerment/ involvement. She made reference to the Tenant Empowerment Strategy and Action Plan and A1's Stepping Stones to Customer Involvement. This model clearly identified three levels of involvement: low, medium and high.

JW also highlighted three actions with A1's Strategy, which she felt were adaptable for BLSP's purposes.

Action 1: Offer incentives for resident involvement

It was suggested that this could link to Parish Plans, as current government funding had now ceased. KT explained that approximately £4,500 was needed to produce a Plan and JW suggested the formation of a BLSP pot that Parishes/ Communities could bid in to support the production of a Parish/ Neighbourhood/ Community/ Plan. An amount of £500 would provide a key start to funding that needed to be sourced and provide an incentive to pursue local community planning further. This supported the objectives of the LAA, local authorities, NRCC and Central Government's drive for devolved decision making. The money would be given on the proviso that a Plan was completed within a certain timescale and this corresponds with criteria for other funding streams that have been linked to local planning in the past.

BW and FR noted that each County Councillor is currently assigned £5,000, which is increasing to £7,500, to spend within their Electoral Divisions. There is also a District Initiative Fund of £10,000 they can access for projects that would support more than one area.

JR felt it was vital to assess the current funding available that groups could access, as to ask organisations to put money in to another communal pot may conflict with funding they already made available to community groups.

Action:

- (1) KT to provide a summary paper on Parish Plans completed to date**
- (2) KT/JW/EW to produce report detailing future of funding for Parish Plans including existing funds available and proposal of support from BLSP.**

Action 2: Have a framework for resident involvement that effectively links with and supports wider community involvement

JW suggested that the Sub-Group could adapt the guide to community engagement produced for LDW 2007 and add in a guide to possible levels of involvement within each organisation. In addition to this, some sort of Charter or Agreement about the commitment residents could expect from organisations at each level of involvement and in turn what would be expected of them would provide clear guidelines for all involved.

Further action TBA.

Action 3: Expand website to improve web access to services, improve communication channels and links to community sector websites

JW noted that the LDW Guide had primarily been produced as a web based resource and felt this could easily be improved further with weblinks for all entries. In addition, weblinks on the Social & Community Development section of the website could be improved for local community groups.

Further action TBA.

8. Priority 4: Active Citizenship

Support to development of Older People's Forums

JW explained that she had contacted Lynn Tupling regarding how the Sub-Group could provide support. As developments were still in the early stages there was nothing at present that members could do. However, a follow up event to the first session held at The Crossing was taking place on the 31st January at the New Life Centre in Retford. LJ noted that it was taking place from 11am-1pm with lunch at the end.

- Action:**
- 1) LJ noted that she had been attending OPAG meetings as a district representative and could provide feedback to members on projects as they happened.**
 - 2) FR noted that he was aware that the PCT had some money relating to Older Peoples' Services/ Involvement to be spent by the end of March. FR to email Lynn Tupling with information.**

9. Rural Officer Update

KT gave an update on Parish Plans within the District:

- Beckingham have just published.
- Misson will launch in March
- Sutton are the last area in the district to receive dedicated funding for the completion of a Parish Plan.
- Laneham will launch their Plan soon as well.

She noted that she had assisted a number of groups with funding searches for such things as play areas, village hall refurbishments and meeting DDA requirements. In particular a high amount of WREN money had been levered in to the area. In total KT had been involved in assisting groups to bring in £478,000 grant monies so far this financial year.

Mattersey/ Mattersey Thorpe were currently sourcing funding to create changing rooms as part of their community centre facilities.

Treswell were currently through to the second stage of the Lottery Community Buildings Programme, to source funding for a new community building. Ranskill had also bid in to this fund but had unfortunately been unsuccessful. They required £720,000 for their centre.

10. A.O.B

Sheffield City Regions Event – 6th Feb

JW reminded partners of the event taking place on the 6th February for voluntary and community sector organisations.

Peer Review

JW also noted that the draft final report from the Peer Review team had now been received. The final version was currently being agreed as there were a couple of inaccuracies in the report compared to previous comments received. The report will be circulated to partners as soon as it is available.

Partnership Profile

As part of developing the partnership further it was hoped to establish a profile of the partnership. This will enable us to see gaps in membership. A monitoring form will be circulated to partners in the early part of this year and it would be most appreciated if partners would complete it.

11. Dates for 2008

Wednesday 16th April, 2pm-4pm, Assembly Room, Worksop TH

Wednesday 16th July, 2pm-4pm, Ceres Suite, Worksop TH

Wednesday 8th October, 2pm-4pm, Council Chamber, Retford TH