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**MEETING OF THE GREAT YARMOUTH LSP EXECUTIVE**

**13 July 2007 – 10.00 am**

**PRESENT:**

J Ratcliffe (GYBC) (in the Chair); T Aydin (GYP), P Cheeseman (GYP), C Congreve (Norfolk Constabulary), R Gregory (Neighbourhood Management Board), T Gonzales (Connexions) and B Horner (Norfolk Voluntary Services)

N Darwish, R Darnell, S Goodrum, S Slade, M Smith, P Wright and S Davis (GYBC officials) and T Leonard (LSP Officer)

D Stannard (LSP/Sustainable Community Strategy) and R Miles (PCT) attended by invitation

**1. APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN**

**RESOLVED:**

That J Ratcliffe continue as Chairman and C Congreve be appointed as Vice-Chairman for the 2007/08 Municipal Year.

**2. APOLOGIES FOR ABSENCE**

Apologies for absence were received from M Hartley, R Leeke, B Johnston, N Hayes, J Cook, G Empson, H Foale and J Holt.

Concern was expressed at the lack of representation at several meetings from the Primary Care Trust and Norfolk County Council. It was agreed that the Chairman would raise this meeting's concerns with both organisations.

### **3. MINUTES**

The minutes of the meeting held on 15 June 2007 were confirmed.

### **4. MATTERS ARISING**

#### **(a) Corporate Connect**

Paul Cheeseman reported that, at the recent sub-group meeting, it had been agreed that there was a need to look at whether the brokering role between charities and businesses was needed and to examine what provision already existed. He added that the group also wanted to research the needs of the voluntary and community sector, bearing in mind the recent DCLG discussion paper on Third Sector Strategy.

#### **RESOLVED:**

That an analysis of the baseline position be reported to a future meeting together with a timetable for any activities.

### **5. GREAT YARMOUTH HEALTH PROFILE 2007**

The Executive received a copy of the Health Profile for Great Yarmouth which gave a snapshot of health in the area. It was explained that the Health Profile, alongside other local information, had been designed to support action by local government and Primary Care Trusts to tackle health inequalities and improve people's health. The LSP Officer reported that the document set the scene and also showed that none of the themes operated in silo as they were all cross cutting, ie two thirds of those of working age population not in work were on Incapacity Benefit and the biggest reason for receiving Incapacity Benefit was mental health. He added that, whilst mental health was not a local LSP target currently, it did have implications for the LSP to meet its employment target. Members were reminded that the Sheffield Hallam University would shortly be undertaking a study on Incapacity Benefit take up in Great Yarmouth. It was pointed out that mental health had been flagged up as one of the main issues in the Neighbourhood Management area and health trainers were currently collecting data on mental health issues which could be fed in. The LSP Officer questioned whether the LSP should create a mental health indicator. He pointed out that there

was a need to bear in mind the current validity of the data as seven out of the 31 statistics in the Health Profile dated back to 2001/02.

Members also considered the PCT's public consultation document on A Healthier Future which would inform and help develop a strategic five year plan for service delivery within Great Yarmouth and Waveney. Consultation responses were requested by 30 September. The LSP, individual organisations or personal responses were requested which would then be analysed by the UEA. Concern was expressed that there had not been enough notice of a consultation event held in Great Yarmouth and it was suggested that this event be repeated within central Yarmouth in an attempt to engage the community in the process. Rachel Miles admitted that the PCT needed to develop a hard-to-reach strategy for consulting those types of groups which was why it was planned to visit various types of places such as crèches and supermarkets. The point was also made that the PCT needed to look at how literature was presented, eg information in key languages and consulting via a website in order to engage hard-to-reach groups. Clarification was sought as to whether the LSP response would have an equal weight of an individual and it was agreed that Rachel would speak to the UEA although she did agree that the LSP could submit a more detailed response than the form provided if it wished.

**RESOLVED:**

That organisations respond individually if they wished and the LSP Officer co-ordinate a response from the LSP which would be agreed and signed off by the LSP Board Chairman.

**6. CONSULTATION AND RELOCATION OF GREAT YARMOUTH MARKET PLACE POST OFFICE**

The LSP Officer reported that the LSP was being asked to respond to a proposal to relocate the Post Office from the Spar to W H Smith. It was noted that the Great Yarmouth People Steering Group had discussed the issue and had expressed concerns in relation to the effect on older people. A suggestion was made that a response should focus more on the service provided rather than the location which was much the same as at present. It was also agreed that representations should be made for the Post Office to be more visible to members of the public and in particular visitors who quite often did not know where it was located.

RESOLVED:

That the LSP Officer be requested to respond to the consultation along the lines that the level of service and visibility should be improved rather than an emphasis on a similar location.

**7. JOINT COMMISSIONING PROJECT**

Members noted the minutes of a meeting which discussed proposals for joint commissioning on health and social care across Great Yarmouth and Waveney. It was noted that the Norfolk Health and Social Care Strategic Forum had discussed the Health and Social Care Strategy and it was suggested that there was a need to link in with the Norfolk PCT. It was agreed that Brian Horner would discuss the issues raised from the Strategic Forum with the Great Yarmouth and Waveney PCT bearing in mind that there were lots of existing joint commissioning projects in Great Yarmouth. It was also suggested that the Health Profile could be used to identify priorities. Clarification was sought on the likely timescale for this joint commissioning work and it was agreed that Rachel Miles would report back to the LSP Officer on this issue.

RESOLVED:

That the notes of a meeting held on 4 June 2007 be received and members with any priorities for joint commissioning be reported to the LSP Officer as soon as possible.

**8. COMMISSIONING NEIGHBOURHOOD RENEWAL FUNDING SLIPPAGE MONIES**

The LSP Officer reported that £141,000 slippage to 31 March 2007 would be supplemented by this year's slippage and must be spent by 31 March 2008. Members were reminded that the Board had decided that following the Joint LSP/Community Conference, an amount of slippage would be allocated to activities for young people and the remainder would be used to extend existing projects in a mini-bidding round. The Board had also requested that some of the NRF be spent on advancing the Employment and Skills Action Plan.

The NRF Manager reported that the Activities for Young People Sub-Group had agreed to invite people to bid for funding for children's

activities in the summer. The deadline was 20 July and a panel would decide on the bids on the 25 July. In relation to the mini-bidding round, it was noted that two projects had already declared they would have slippage and that funding would go back to the relevant fora. Other slippage monies would also be available and bids would be needed by 20 September. Clarification was sought as to the likely amount of funding available and the point was made that as the amount to be top-sliced for activities for young people had not yet been agreed it was difficult to assess at this stage how much would be available for the mini-bidding round.

**RESOLVED:**

That delegated authority be given to a cross-agency Activities for Young People Sub-Group to approve bids and a report on the funding available be made to the next meeting.

**9. LSP NETWORK – PUBLICATION OF 2006 LSP SURVEY**

The Executive received a copy of an e-mail giving details of the 2006 LSP Survey results which appeared to suggest that LSP's were beneficial and would be around for some time.

**10. COMMUNITY COHESION**

Trish Aydin stated that work was ongoing in progressing community cohesion in partner organisations and she suggested that a report should be made on what each partner was doing in each organisation. She added that hopefully another event meeting would be held in August/September.

**11. NORFOLK AUDIT SERVICE REVIEW OF LSP GOVERNANCE**

The Executive received the Terms of Reference of the above review being undertaken by the Norfolk Audit Service. The LSP Officer reported that the review had already shown that the Constitution was slightly out of date and the auditors had wanted to know that the LSP's decision-making process was robust. He added he would report back to the Executive once a final report was received from the auditors.

## **12. EMPLOYMENT AND SKILLS PLAN**

The Executive received the latest version of the Employment and Skills Action Plan and Members were reminded that this was an evolving list which was being used as a framework. The Economic Development Officer reported that the Sub-Group had identified some potential gaps in the Action Plan where NRF could be used, ie childcare, links with High Schools and future opportunities, an aspiration event in February, possibly connecting with the Jobcentre Plus Work Fayre. The Neighbourhood Manager suggested that this Action Plan should also link in with the Neighbourhood Management micro plan which he would report on at the next meeting.

## **13. NEIGHBOURHOOD MANAGEMENT**

The Neighbourhood Manager reported that he was currently working on establishing micro level service delivery plans and the four thematic groups.

### **RESOLVED:**

That the Neighbourhood Manager produce a more in-depth report on the thematic groups at the next meeting.

## **14. LEGI**

The Economic Development Officer reported that the LEGI Board's main priority was still the establishment of a hub building.

## **15. ITEMS FROM GYP/COMMUNITY PARTNERSHIPS**

Trish Aydin reported that concern was being expressed in relation to the timescales being given for consultation and the volume of paperwork being received. She cited the LDF as an example. She suggested that organisations produce summaries and send representatives to GYP meetings to explain the consultations. It was agreed that consultation mechanisms should be tailored to the needs of its target audience and should be more accessible in order to engage communities.

## **16. LOCATION OF FUTURE MEETINGS**

It was noted that GYP representatives had stated that they were not averse to using the Supper Room at the Town Hall for some meetings such as the LSP Executive.

## **17. FORA UPDATES**

It was noted that none of the thematic fora had met since the last Executive meeting.

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

It was agreed that the next meeting would be held on Friday, 17 August at 10.00 am.

## **19. SUSTAINABLE COMMUNITY STRATEGY**

David Stannard reported that a workshop event would be held on 7 August at the Kings Centre. He added that he would produce a discussion paper based on the eight components of the White Paper for consideration at the workshop event.

## **20. CLOSURE OF MEETING**

The meeting ended at 11.50 am.