



MINUTES

Of a meeting of the

WEST NORFOLK PARTNERSHIP BOARD

Held on 19th July 2007

At Fairstead Community Centre, Centrepoint, Kings Lynn

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**Minutes of a Meeting of the West Norfolk Partnership Board
Held on Thursday 19th July 2007 at 2.00pm
At Fairstead Community Centre, Centrepoint, Kings Lynn**

PARTNERSHIP BOARD MEMBERS PRESENT:

Heather Farley – West Norfolk VCA (Acting Chair)
Paul Adams – Norfolk County Council
Councillor Harry Humphrey – Norfolk County Council and Norfolk Police Authority
Kate Gordon – Chair, Healthier Communities and Older People Partnership
Rory Robertshaw – Learning and Skills Council
Peter Stewart – College of West Anglia
Sue Lowe – Age Concern
Eddie West-Burnham – West Norfolk MIND
David Lennard Jones – Norfolk County Council Children’s Services
Ray Harding – Borough Council of Kings Lynn & West Norfolk
Mark Weston – Norfolk Primary Care Trust
Councillor Elizabeth Nockolds – Borough Council of Kings Lynn & West Norfolk
Nick Daubney – Borough Council of Kings Lynn & West Norfolk
Carol Comer – Connexions
Nigel Woonton – Environment Agency
Wing Commander Gary Headland – RAF Marham
Terry Cuss – Norfolk Constabulary
Tom Savory – Norfolk Childrens Services

By Invitation:

Wally Glynn – FANG
Vicky Etheridge – Neighbourhood Manager

Apologies for absence:

Stephen Teverson – Association of Town and Parish Councils
Paul Kunes – Norfolk Chamber of Commerce
Tony Cherington – Norfolk Constabulary
Brian Long – Borough Council of Kings Lynn & West Norfolk
Tony Hall – Freebridge Community Housing
Caroline Williams – Norfolk Chamber of Commerce
Geoffrey Leigh – Rural Community Council
Group Captain Phil Osborn – RAF Marham

Supported by:

Ian Burbidge – Policy and Performance Manager, BCKLWN
Martin Slater - Partnership Delivery Officer, BCKLWN
Laura Beveridge – Partnership Assistant, BCKLWN
Sarah Dennis - Democratic Services Officer, BCKLWN

1	Welcome and Apologies The Chair welcomed everyone to the meeting and members of the Board introduced themselves. The Chair explained that this was Peter Stewart’s last Board meeting as he
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	would be retiring shortly. The Chair thanked Peter for his valued contribution to the Partnership since its inception.	
2	<p>Minutes and Matters Arising</p> <p><u>Partnership Tasking and Co-ordinators Group</u></p> <p>It was AGREED that:</p> <p>Dates of the TCG meetings to be followed up and circulated to Board members.</p> <p><u>Hunstanton Job Centre</u></p> <p>In response to a question from Peter Stewart regarding progress to date, Ray Harding explained that the Downham Market and Hunstanton branches would be closing and relocating to the Borough Council's Customer Information Centre. There would need to be a few adaptations which the Job Centre would fund.</p> <p>The minutes were agreed as an accurate record.</p>	SD
3	<p>Chairs Correspondence</p> <p>There was none.</p> <p>The Chair explained that she had met with Nick Daubney, Leader of the Borough Council and Ian Burbidge to discuss the position of Chair of the Partnership Board. The Chair proposed that she hand over the role of Chair of the Board to Nick Daubney, that she chair the Management Group and that they divide the external representation between them.</p> <p>It was AGREED that:</p> <p>1) Nick Daubney, Leader of the Borough Council be appointed Chair of the West Norfolk Partnership Board</p> <p>2) Heather Farley be appointed Chair of the West Norfolk Partnership Management Group</p> <p>3) External representation for the Partnership be shared between the Chair and Vice Chair.</p> <p>Nick Daubney took over the chair and highlighted the good work John Dobson had undertaken as part of the Local Strategic Partnership and he expressed his intention to help continue with this.</p>	<p>ND</p> <p>HF</p> <p>ND/HF</p>
4	<p>Performance and Budget Monitoring</p> <p><u>a) Neighbourhood Management Board</u></p> <p>Vicky Etheridge gave a presentation to highlight the work of her first year in post as the Neighbourhood Manager. Vicky demonstrated 'before' and 'after'</p>	

photographs of projects as well as achievements to date in the Safer Stronger areas, for example:

- Fencing and gateway on the College field
- Dog walking area and dog bins at Gaywood
- Fairstead pub
- Improvements to Hillington Square entrance
- Pond at Winfarthing Avenue
- Neighbourhood Teams
- Police Community Support Officers
- Set up of Community Action Groups

Vicky explained there were some challenges left for example:

- People – listening and responding to their needs, giving feedback, breaking the dependency culture
- Places – attempting to get people to see their improved areas differently
- Performance – principles of neighbourhood management can lead to improved performance and efficiency. It was important to ensure there was resident engagement and responsiveness.

Vicky explained that partnership working was essential as there were many inter-related issues for example housing, truancy, anti social behaviour etc.

In response to a question from Harry Humphrey regarding whether young people had been involved in the improvements, Vicky Etheridge explained that at Centrepont, a local artist would be working with young people as well as a mother and toddler group to design tiles and inlays for the area. There would also be a street party open to all once the works were complete. The installation for the multi use games areas had also been subject to requests from young people.

The Chair thanked Vicky for her report.

b) Management Group

Heather Farley introduced this item and drew the Boards attention to the Management Group actions highlighted in paper B circulated with the agenda. She explained that all issues discussed at the Management Group were reported to the Board to ensure transparent decision making.

In response to a question from Elizabeth Nockolds as to why Highgate was mentioned specifically as having issues around non English speaking families, Heather Farley explained that this was because Highgate school had contacted the Partnership directly, although it was acknowledged this affected several schools, and so had been passed to the Children and Young People Partnership for consideration and action.

In response to a question from Harry Humphrey regarding the worked up Partnership Development Plan, Ian Burbidge explained this was on the Partnership website. He explained that Martin Slater would be piloting a Go East performance scheme, entitled 'Aspire 2 Perform' which would provide

feedback for areas of improvement. A recent external audit report of the Partnership looked at governance and accountability and made a series of recommendations that would also be picked up.

It was **AGREED** that:

The worked up Partnership Development Plan be brought to the meeting of the Board on 11th October 2007.

IB/SD

c) Thematic Partnerships

Health

Kate Gordon explained that the Healthier Communities and Older People Partnership had identified three main work strands:

- Cardiovascular disease and obesity
- Older people
- Mental health

Kate explained that as part of the obesity work the Partnership were developing a Knowledge Transfer Partnership with Hertfordshire University, which would join business with academia. This would be the first example of its kind in the public sector and would lever in external funding also. It was intended that work would commence on Fairstead Estate in consultation with the residents to find out what their health needs were.

Kate Gordon reported that the Older Peoples Group was up and running and the third work stream around mental health was moving forwards with a project entitled 'Beating the Blues'.

Eddie West-Burnham explained the Beating the Blues project looked at long term health conditions and the links to mental health. The project would be run by MIND and would target Fairstead initially. Eddie explained this was the first project of its kind in the country.

Skills

Peter Stewart circulated a paper that outlined the work to date of the Skills and Learning Partnership. Peter highlighted a project that intended to raise the aspirations of girls and would be concentrated in the Smithdon, Terrington St Clement and Marshland schools. It was anticipated this project would impact on self confidence and raise their performance in school. Peter also outlined the Opportunities West Norfolk day which would take place over two days on 17th and 18th October 2007. There had been over 1000 young people attend the event in 2006 and Peter encouraged the Board to promote the event whenever they could. The website for the event was www.opportunitieswestnorfolk.co.uk

Peter Stewart explained that the major refrigeration suppliers in Kings Lynn send their staff to Bristol for training and so the Skills and Learning group were in discussion with them regarding the possibility of a training facility in West Norfolk.

Peter reported that there had been little progress with Investing in Communities

(IIC) but added there were several ideas for IIC projects being discussed. It was intended that a small sub group would be established to look at IIC projects and then report to the Partnership Management Group who would, in turn, report to the IIC Board.

Peter Stewart reported that the Skills and Learning Group had uncommitted resources to date of £55,000.

Eddie West-Burnham reported that he had met with local representatives for skills and care and highlighted the increase in competition for resources in these sectors. Peter Stewart explained that when the Skills group had been launched one of the key sectors identified had been health care.

It was **AGREED** that:

A meeting to be held to discuss the links between skills and health care and the need to ensure resources are used effectively.

**EWB/
PS**

Children & Young People

David Lennard Jones introduced this item and explained that the Children and Young People Partnership had met on 9th July and work was progressing well. David outlined the three work streams identified by the Children and Young People Partnership:

- Youth Forum – the need to consult with young people. A small amount of funding had been allocated to the set up of a forum. The first forum meeting would take place in the autumn. David explained that the County Council Participation Manager would be leading on this project.
- Supporting Families – this work stream identified the need to engage with parents and highlighted the importance of multi agency working. One specific group of young people had been identified and agencies would be brought together to achieve more with this group than could be achieved individually.
- Reduce exclusions in schools – exclusions in West Norfolk schools were higher than the rest of the County. This work stream would look at the physical and mental health of excluded children, and the need for multi agency working was again highlighted.

David Lennard Jones also explained that a fourth potential work stream had been identified as teenage pregnancy.

d) CDRP

Terry Cuss tabled a paper highlighting the figures for the BCS comparator crime statistics for March to May 2007 and for the same period in 2006. The table also showed the most recent 12 months and the comparative figures for 2006. Terry explained the results were positive as they showed a reduction of 7.2% for BCS comparator crimes between March to May 2007 and the same period in 2006, and an 8.5% reduction for all crime for the same period.

Peter Stewart noted that although the crime figures had reduced, there was still a very real fear of crime and this needed to be addressed.

	<p>Terry Cuss explained that a proposal had been put forward for a merger of the Kings Lynn and West Norfolk and Breckland Crime and Disorder Reduction Partnerships (CDRPs). Terry explained the process of any potential merger and requested the endorsement of the West Norfolk Partnership.</p> <p>Ray Harding explained that an informal merger was already in place and working well and efficiently and supported the merger. This view was supported by Paul Adams.</p> <p>It was AGREED that:</p> <p>The West Norfolk Partnership fully support and endorse the proposed merger of the Kings Lynn and West Norfolk and Breckland CDRPs.</p> <p>Heather Farley reported that a Community Cohesion Action Plan was in the process of being drawn up. The importance of vibrant communities had been highlighted recently at a County level.</p> <p>It was AGREED that:</p> <p>The Community Cohesion Action Plan be brought to the Partnership Board meeting on 11th October 2007.</p>	IB
<p>5 Sustainable Community Strategy</p>	<p>Ian Burbidge introduced this item and explained that a new community strategy was in the process of being prepared, and a paper had gone to the Board on 26th April 2007. Two workshop sessions had been held and reports from these sessions, prepared by the Local Futures Group, had been circulated. Ian explained that the priorities for the Borough had been identified as:</p> <ul style="list-style-type: none"> • Education and Skills • Enterprise • Connectivity • Social cohesion and the need to ‘narrow the gap’ • Sustainability • Quality of Life <p>Ian Burbidge explained the need to identify how these priorities would be achieved. The Management Group had identified the need to sell the vision to agencies and residents and in order to do this it would be important to present the vision as a Partnership and not as individual organisations. The need to tie the vision in with other projects, for example the revised Local Development Framework, was also highlighted. Area based public engagement and consultation would take place in autumn 2007.</p> <p>Ian Burbidge explained that the Board members would split into groups and attempt to identify any ideas or projects that organisations were actively planning or were aspirations for the future and to plot them on a timeline. In response to a question from Mark Weston regarding whether this was an aspirational vision and whether there would be expectations within the resident population, Ian Burbidge explained that this exercise was intended to try and make the vision real. It was hoped to use it as a tool to sell the vision within</p>	

	<p>organisations and create a 'buy in' for the public, after refinement and approval from the Management Group.</p> <p>The meeting reconvened at 3.45pm.</p>	
<p>6</p>	<p>Data Sharing Protocol</p> <p>Ian Burbidge explained that the data observatory, Dawn, had been actively promoted to various organisations and groups. Laura Beveridge sent out periodic emails containing the latest data available on Dawn. Ian explained that data sets could be uploaded on to Dawn and noted that crime data was regularly updated. There would also soon be information regarding abandoned cars and fly tipping from the Borough Council. The Data Sharing Protocol set out the guidelines by which data was made available. Data on Dawn was aggregated and anonymised data and the Protocol would give assurances as to how it was used and shared.</p> <p>Mark Weston explained that West Norfolk PCT should now read Norfolk PCT.</p> <p>It was AGREED that:</p> <p>The Partnership Board support and endorse the Data Sharing Protocol.</p>	
<p>7</p>	<p>Queen Elizabeth Hospital Foundation Status</p> <p>Kate Gordon introduced this item and explained that the Queen Elizabeth Hospital would be applying for Foundation Trust Status. Kate explained that the Department of Health had specified that if the hospital was financially robust and more actively engaged with the community, they could apply for Foundation Trust Status. A business plan had been put together and submitted to the Department of Health. Kate explained that the hospital would still be an NHS hospital but would have more freedom around the provision of services, as well as being more locally focused and having greater financial freedom. Kate explained that promotional literature had been distributed inviting residents to be part of the consultation process. Members of the public as well as staff would be involved with the governance. There would be a governing council made up of approximately 30 members and would need to represent the public and staff as well as appointed members from organisations such as the PCT, Borough Council, College of West Anglia, UEA, EEDA and the voluntary sector.</p> <p>Kate Gordon explained that it was anticipated that the proposal would be out for full consultation at the end of July 2007, although the Department of Health were responsible for allocating a 'slot' during which to apply and this had not yet been allocated. It was hoped that Foundation Status would be achieved in 2008. Kate requested that the Partnership Board be called upon if the need for further consultation arose.</p> <p>Ray Harding highlighted the Citizens Panel and Your Council magazine which could be used for consultation. Eddie West-Burnham explained the parish council network could also be used. In response to a question from Peter Stewart regarding the Board of Directors becoming trustees, Kate Gordon explained this was the case.</p>	

	<p>Carol Comer, Mark Weston and Elizabeth Nockolds left the meeting at 4.00pm.</p> <p>It was AGREED that;</p> <p>The Partnership Board would assist with the consultation for the Foundation Trust Status for the Queen Elizabeth Hospital wherever practicable.</p>	
8	<p>Growth Point Status (GPS)</p> <p>Ian Burbidge introduced this item and highlighted the need to secure external funding to secure the ambitions for the future. The report prepared by Hewden Consultancy set out the position statement and noted the high level of housing required by the year 2020. The report had recommended that a delivery plan be prepared for more detail regarding delivery. The report matched the aims and objectives of the Sustainable Community Strategy also. The Management Group had agreed that Hewden Consultancy draft a delivery plan and this required Board ratification.</p> <p>It was AGREED that:</p> <ol style="list-style-type: none"> 1) The Board support the Management Group decision for Hewden Consultancy to prepare a delivery plan for GPS 2) The delivery plan to be taken to a future meeting of the Management Group 3) The delivery plan be brought to the Board meeting on 11th October 2007. 	<p>IB</p> <p>IB</p>
9	<p>Changes to the Post Office Network</p> <p>Ray Harding explained that the number of village post offices would be cut and this would be completed in stages based on Parliamentary constituencies. Kings Lynn and West Norfolk would be in January to March 2008. The consultation information outlined quite clearly how far people were expected to travel to their nearest post office.</p> <p>It was AGREED that:</p> <p>No Partnership response to the consultation be given at the present time.</p>	
10	<p>Any Other Business</p> <p>There was none.</p>	
	<p>The next meeting of the Board to be held on Thursday 11th October 2007 at 2.00pm in the Council Chamber, Town Hall, Kings Lynn.</p> <p>The meeting finished at 4.06pm.</p>	