

**MEETING of WORTHING TOGETHER LSP on
WEDNESDAY 25 NOVEMBER 2009 in the
GORDON ROOM of WORTHING TOWN HALL**

1) Attendance, apologies and introductions

WORTHING TOGETHER CHAIR	√	Jane Claxton
PARTNERSHIPS		
Voluntary Sector Forum	√	Julia Carrette
Crime & Disorder Reduction Partnership	√	Andy Tonks
Economic Development and Regeneration Ptnp	√	Tina Tilley
Health and Wellbeing Partnership		Debra Balfour
WS Learning Service		Anne Parkinson
Worthing Arts Council	A	Stefan Sykes / Dan Thompson
Children & Young People Forum		Sue Bull
Transport & Environment Partnership		VACANT
Churches Together in Worthing	√	Mike Tyler
Worthing Community Partnership	√	Jane Claxton*
YOUTH ORGANISATION		
WSCC Youth Service	A	Teresa Flower
LOCAL AUTHORITIES		
Worthing Borough Council	√ √ √	Cllr Kevin Skepper / Cllr Joan Bradley Cllr Bob Smytherman Andrew Gardiner (non-voting)
West Sussex County Council	A √	Cllr Robin Rogers Sue Couchman (non-voting)
OTHER MAJOR ORGANISATIONS		
NHS West Sussex	A	Peter Hayward
Environment Agency	A	Carina Strutt
West Sussex Fire & Rescue Service	√	Andy Tonks*
Sussex Police		Chief Insp Howard Hodges
SUPPORTING OFFICERS		
Worthing and Adur Councils	√	Tina Favier
Worthing and Adur Councils	√	Ruth Goldstone
Worthing Borough Council	√	Claire Hunt
Worthing Borough Council	√	Norma Ndoping

* Previously recorded on the record of attendance, i.e. member represents more than one partnership/organisation

2) Declarations of interest: None.

3) Minutes of the previous meeting and matters arising

The minutes of the meeting of 16 September 2009 were agreed.

a) Organisations who have missed two or more meetings

Ruth Goldstone had written to these, as agreed, but had received no responses as yet.

b) Progress on climate change strategy

Ruth reported that a job description was being drawn up for an officer who will have responsibility for this.

c) Participatory budgeting: Adur

For information, as agreed, Ruth provided an OSC report to ADC Cabinet, dated 24 September 2009, titled *Participatory Budgeting and Community Engagement*.

d) Family Intervention Project

Tina Favier reported that posts have been agreed and an advert is being placed for a Co-ordinator. There will be a Steering Group.

Andrew Gardiner said that there had been positive feedback from WSCC on the finance issue.

e) Community Wellbeing Team

Tina reported on newly filled posts and the work being covered by the new officers. Clarification of the core purpose of the team would follow on from *Waves Ahead*, the joint Sustainable Community Strategy. This had to be ready by March.

f) Community Development Review

Tina said that there was need for more targeted work in the LNIAs, based on neighbourhood action plans. Work on these, and on a framework across both LSPs, would be carried out by a group of Community Wellbeing staff.

g) Community Cohesion

This would feed into *Waves Ahead*.

4) LNA Action Plans; applications and their appraisal (Ruth Goldstone, Claire Hunt)

Ruth provided hard copies of the LNA Action Plan for Adur and Worthing and announced that the LAA1 reward money for them had just been made available. It was up to the LSPs to determine exactly how to spend their respective allocations, though a report would need to be written to WSCC at the end.

Claire had designed an application form, making use of good practice identified in the Worthing Together application forms for initial LAA1 funding. SRB process good practice was also incorporated. The idea was to ensure that monitoring, evaluation and sustainability were considered right from the start. Guidelines were also to be drawn up, and there would be a separate evaluation form. In answer to a question from Joan Bradley, Claire confirmed that the guidelines would include contact details of a specific person who would be available to people who needed help in completing the forms. The guidelines would also make it clear that outcomes were to consist of measurable improvements; numbers of people visited, for example, would not suffice.

Julia Carrette advocated social auditing, while acknowledging that this was costly.

In answer to a question from the Chair, Ruth said that she envisaged appraisal of applications might take place at the end of January; the money needed to be spent by the end of 2010—11.

There was discussion as to what extent the applications should be opened up. It was agreed that a small group should sit within the next two weeks to come up with a clear action plan.

Action: Tina Favier

5) LSP Self evaluation (Ruth Goldstone)

Progress through Partnership (PtP) provides an opportunity to LSPs to acquire £6,000 of funding every two years to improve the LSP. This is dependent on a self-evaluation to identify where improvement is necessary.

Ruth undertook to circulate a draft before the self-evaluation is submitted.

Action: Ruth Goldstone

6) Waves Ahead (Tina Favier)

New Community Wellbeing staff have joined in working on Waves Ahead, and there is some assistance from other teams. An action plan has been drawn up to the end of February.

Evidence gathering and consultation are being carried out simultaneously, and a record is being kept to enable subsequent audit. Consultation is broad, and is based on three key questions. Use is being made of earlier consultation events. The co-operation of all was sought for evidence gathering.

A report is in progress. A meeting the previous day worked on deciding priority headings and identifying gaps in evidence. Various assessments will have to be carried out to ensure sustainability, health & safety, equality.

Training of the Community Wellbeing Team is being arranged, and two sessions of Councillor training would be organised in January: one for Worthing Councillors and one for Adur Councillors.

Meetings are planned:

- SCS Group: January date to be agreed
- Joint meeting of WT and AiP 14 January 2010

It would be helpful to have another joint meeting of the two LSPs in March.

There was support for a suggestion from Andy Tonks, that there should be two sessions of Councillor training, as already proposed, but that Councillors should have the opportunity to attend either of these.

The two sessions would be held:

- In Adur on 06 January 2010 from 7—9 p.m.
- In Worthing on 07 January from 7—9 p.m.

There was agreement on a proposal that there should be LSP Steering Group member involvement in the Councillor training.

7) Information Officer (Tina Favier)

A proposal is being formulated for this post, to be funded jointly by NHS West Sussex and the Council. The role would include responsibility for co-ordinating evidence from various sources, analysing it and presenting it in a usable form. The officer would also tap into information from local people. A Community Profile would be an important outcome of this officer's work. There would be a focus on the issue of deprivation.

Sue Couchman offered to put a new officer in touch with the West Sussex Community Insight Team, which was putting together larger databases. It was acknowledged that statistics needed at District Level might differ from those needed at County level.

While the creation of this post would inevitably involve some expenditure, it was suggested that this would be more than offset by increased efficiency; currently there is duplication of effort as multiple parties try to locate and access the same statistical information.

8) Community Engagement Strategy (Ruth Goldstone)

A successful bid by the *West Sussex Community Planning Officers' Network* has resulted in £80,000 of funding from *Progress through Partnership* for the drawing up of a common Community Engagement Strategy. A consultant would be engaged to do the work, owing to lack of capacity in the various Districts. It would be necessary to establish principles and to set priorities as to how to engage the community. Suggestions included: building on the experience of other areas, and tapping into the model established at West Durrington.

9) Reports from Sub-Groups

a) CDRP (Andy Tonks)

Police and Fire Service are conducting pilots involving joint control of events such as Halloween and Guy Fawkes Night. Results so far have been positive.

The two bodies are also working jointly on a spate of arson attacks in the Tarring area.

Worthing Lions have taken over the premises previously occupied by Allied Carpets for the run-up to Christmas, and the CDRP has a stand there.

Data collection has highlighted a reduction in the critical fire risk areas in Worthing.

b) Health & Wellbeing Partnership (Tina Favier)

Priorities have been identified as Healthy weight, and reduction in alcohol abuse.

c) Cohesion and Tension Monitoring (Tina Favier)

A recently appointed officer is mapping communities (not just BME communities). An action plan is geared up to a March milestone.

A form has been agreed for tension monitoring – a condition of the funding received.

A contingency plan for dealing with any tension crisis is to be drawn up by a group.

d) Children and Young People Forum (Ruth Goldstone)

The most recent meeting did not include the presentation on CAF that was planned, owing to the last-minute unavailability of the guest speaker.

On 09 December there will be a joint meeting with AiP's CYP Partnership, with focus on parenting. Dr Juliet Starbuck from WSCC will be the guest speaker.

Arrangements are being made for a speaker on the West Sussex CYP Plan.

10) Structure of Worthing Together (Tina Favier)

Once *Waves Ahead* SCS has been agreed, it will be necessary to consider whether the current structure of Worthing Together needs modification in order to best respond to the Strategy. It has been suggested that PtP should be sought for the purpose, and use made of the 'critical friend' that PtP offers to LSPs.

James Appleton reminded members of the work already done through PtP which led to agreement in principle for WT and AiP to join. He pointed out that joint meetings between these groups was already pointing to this process happening organically.

11) Dates of Future Meetings

James questioned the desirability of fixing meetings separately for the year ahead. The SCS would dictate the way forward, and he suggested mapping out joint meetings between WT Steering Group and AiP Board.

Wednesday meetings suited neither the representative of the Arts Council representative nor that of the Economic Development and Regeneration Partnership.

The following arrangements were approved:

- Thursday 14 January 09:30—12:30 – joint LSP workshop with AiP to review and prioritise *Waves Ahead* evidence, to be held at The Pavilion, Field Place, Worthing. Lunch to be provided.
- Thursday 04 March at 16:30 – joint LSP meeting with AiP, to be held at an Adur venue – subject to agreement of AiP, which Ruth Goldstone would seek.

Action: Ruth Goldstone

12) Other business

a) Apprenticeships

In answer to an enquiry about apprenticeships, Mike Tyler was referred by Tina Tilley and Jane Claxton to contacts at Northbrook College.

b) Information about AiP Board Meeting items

Andy Tonks made reference to a presentation on fuel poverty to the AiP Board, which recommended to the Steering Group. He also briefed the meeting on a scoping study presented to the Board on opening up public access to the Teville Stream.

13) Closing

The Chair closed the Meeting at 18:20.

WBC/PRW/CP/NEN 02 Dec 09