



ARTICLE NO: 1A

**CORPORATE OVERVIEW &
SCRUTINY COMMITTEE:**

MEMBERS UPDATE 2010/11

Article of: Council Secretary and Solicitor

Issue :4 February 2011

Relevant Portfolio Holder: Councillor A. Fowler

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**SUBJECT: MINUTES OF LANCASHIRE COUNTY COUNCIL'S HEALTH
SCRUTINY COMMITTEE**

1.0 PURPOSE OF ARTICLE

1.1 To advise Members of the Minutes in connection with Lancashire County Council's Health Scrutiny Committee held on 23 November 2010 and 11 January 2011 at County Hall, Preston for information purposes.

2.0 BACKGROUND AND CURRENT POSITION

2.1 To keep Members apprised of developments in relation to Adult Social Care and Health Equalities Overview and Scrutiny in Lancashire.

3.0 SUSTAINABILITY IMPLICATIONS

3.1 There are no significant sustainability impacts associated with this update.

4.0 FINANCIAL AND RESOURCE IMPLICATIONS

4.1 There are no financial and resource implications associated with this item except the Officer time in compiling this update.

Background Documents

There are no background documents (as defined in Section 100D (5) of the Local Government Act 1972) to this report.

Equality Impact Assessment

There is no evidence from an initial assessment of an adverse impact on equality in relation to the equality target groups.

Appendices

Minutes of the Health Scrutiny Committee – 23 November 2010

Lancashire County Council

Health Scrutiny Committee

Meeting held on 23 November 2010 at County Hall, Preston

Minutes

Present:

County Councillor Mrs M Skilling (Chair)

County Councillors

K Bailey	J Hanson ¹
R Blow	M Hassan
M Brindle	J Jackson ²
J Eaton	A Kay
C Evans	P Mullineaux
M Otter	

Co-opted District Councillors (Non-voting)

Mrs B Hilton	-	Ribble Valley Borough Council
Mrs V Langtree	-	Pendle Borough Council
Mrs M McManus	-	Preston City Council
D Reynolds	-	Burnley Borough Council
Mrs J Robinson	-	Wyre Borough Council
Mrs MJ Robinson	-	South Ribble Borough Council
Mrs R Russell	-	Chorley Borough Council
Mrs G Sandiford	-	Rossendale Borough Council
Mrs D Stephenson	-	West Lancs Borough Council

Apologies for absence had been received from County Councillor M Pritchard

¹County Councillor J Hanson attended in place of County Councillor N Penney

²County Councillor J Jackson attended in place of County Councillor G Askew

Introduction and Welcome

The Chair welcomed invited guests:

MPs

Gordon Birtwistle MP for Burnley

Andrew Stephenson MP for Pendle

The Rt Hon Jack Straw MP for Blackburn, and Jake Berry MP for Rossendale and Darwen had been invited but had been unable to attend and had sent their apologies.

From the Health Service:

NHS North West - Strategic Health Authority:

- Sir David Henshaw - Chair
- Kirsten Major - Acting Director of Health System Reform
- David McNally - Assistant Director Reconfigurations and Consultations.
- Elaine Darbyshire, Executive Director of Communications
- Sonya Cullington, Head of Media and Reputation

NHS East Lancashire:

- Kath Reade - Chair
- Steve Spoerry- Chief Executive Officer
- Joe Gibson – Programme Director for Meeting Patients Needs
- Dr David White – NHS East Lancashire GP representative on the MPN Board (and GP for Burnley)
- Dr Mike Ions – Professional Executive Committee Chair (and GP for Pendle)
- Dr James Robertson – Member of Local Medical Committee (and GP for Burnley)

East Lancashire Hospital Trust:

- Hazel Harding - Chair
- Val Bertenshaw - Director of Operations
- Simon Hill - Associate Medical Director
- Dr Claire Smith - Clinical Director for Paediatrics

The Chair acknowledged that members of the Committee were elected representatives of the people and had a responsibility to address their concerns, but she emphasised that as a scrutiny committee it was equally important to listen to all the evidence without prejudice before coming to a decision.

Disclosure of Personal and Prejudicial Interests

None disclosed.

An email containing advice about pre-determination had been circulated to all members in advance of the meeting. Josh Mynott confirmed with members that they had all received it.

Confirmation of Minutes

The Minutes of the meeting of the Health Scrutiny Committee from the meeting held on the 12 October 2010 were presented and agreed subject to an amendment to correct the spelling of Dr Hassan's name.

16. Resolved: That the Minutes of the meeting of the Committee held on the 12 October 2010, as now amended, be confirmed and signed by the Chair.

Meeting Patients Needs

The Chair reported that the Rt Hon Jack Straw MP for Blackburn, and Jake Berry MP for Rossendale and Darwen had been invited but had been unable to attend. A letter from Jake Berry MP had been copied and circulated to the Committee and is appended to these minutes. The Chair reported that Jack Straw had said in a telephone conversation to her that he supported the committee in its decision to consider this matter further.

The report was introduced by Josh Mynott, Committee Support Team Leader, who explained that as a result of continued public and media concern regarding the final stages of the implementation of the Meeting Patients' Needs (MPN) programme of hospital reconfiguration in East Lancashire the Steering Group had felt it appropriate to enable local representatives and NHS organisations another opportunity to discuss the current position, in particular with regard to the position of the Strategic Health Authority and their assessment of whether the Programme met the four reconfiguration tests that proposals are now required to meet.

The specific issue was the proposed closure on 6 December 2010 of the paediatric inpatient ward (Deerplay Ward) at Burnley General Hospital (BGH) and transfer of those services to Royal Blackburn Hospital (RBH).

The four tests are that any reconfiguration should demonstrate:

- support from GP commissioners;
- strengthened public and patient, and local authority engagement;
- clarity on the clinical evidence base; and
- consistency with current and prospective patient choice

Mr Mynott summarised the involvement of scrutiny in the process to date:

- A Lancashire and Blackburn Joint Health Overview and Scrutiny Committee had been established and had met between June and November 2006 to consider the MPN programme. The Joint Scrutiny Committee supported the Joint PCT Committee decision in the adoption of option A as the service model for implementation under the proposals.
- The NHS had reported back to the then Adult Social Care and Health Committee in April 2008 and again in September 2008.
- Following consideration of information presented to the September 2008 meeting it had been agreed that further scrutiny should take place via a task and finish group, specifically to further consider the MPN programme in East Lancashire and in particular the patient experience of the NHS, looking at the outcomes for patients following their hospital experience including clinical outcomes, and health care.
- The task group had conducted an in depth review, receiving evidence from the PCT, the Hospitals Trust, the Local Medical Committee of GPs, the North West Ambulance Service, Lancashire County Council's social care officers, the "It's

Our NHS" campaign, Pendle Borough Council, the two MPs for Burnley and Pendle and 33 members of the public.

- The task group had presented its final report with 21 recommendations to the Adult Social Care and Health Overview and Scrutiny Committee in February 2009.
- A meeting had then been held between the Steering Group of the Committee, NHS representatives and the Cabinet Member for Adult and Community Services on 12 March 2009 to discuss future consideration of the MPN programme by scrutiny. It was proposed at that meeting that a detailed implementation plan be developed by MPN partners in order that key stages of development in the programme could be agreed and identified for briefing the Committee. This proposal had been welcomed by members of the Committee and the NHS representatives when presented in March 2009.
- The implementation plan had subsequently been agreed by the Committee on 12 May 2009.
- The Steering Group arranged a series of meetings for them to be provided with updates throughout the development of the Programme and those meetings took place in October 2009, February 2010 and July 2010 and a final meeting is due to take place in January 2011.

The report now presented included more background detail, and information provided in the appendices contained:

Appendix A - Summary of relevant Steering Group meetings.

Appendix B - Press statement issued 23 March 2010 by the East Lancashire Hospital Trust regarding paediatric service changes. It also referred to the original engagement with the Joint Scrutiny between Lancashire and Blackburn with Darwen, and the support given by that joint committee to the proposals.

Appendix C - Letter sent by the Strategic Health Authority 10 November 2010 to Members of Parliament and Overview and Scrutiny Committees outlining their position on the nine major service reconfigurations in the North West in relation to the four new tests introduced by the Secretary of State. They believe that the Meeting Patients Needs reconfiguration meets the four tests and so should proceed to completion.

Appendix D - Copy of the service reconfiguration assurance process.

Appendix E - Copy of an email received by CC Skilling, Chair of the Health Scrutiny Committee, sent November 2010 on behalf of Councillor Jim Shorrocks and Councillor Dorothy Walsh at Blackburn with Darwen Council regarding the decision in 2006 of the Joint Committee.

Mr Mynott briefly explained what options were now available to the Committee and that if it was decided to refer to the Secretary of State for Health it had to be on the grounds of either:

- Insufficient consultation with Overview and Scrutiny

- That the reconfiguration was not in the interests of the health service in the area

The Secretary of State would then decide whether to refer it to the Independent Reconfiguration Panel (IRP) for its consideration. The timescale for a response was not known but was likely to be a number of months. He also explained that implementation of MPN might continue on the grounds of patient safety and welfare, but continued implementation did not prevent referral by the Committee.

The Chair then invited guest speakers, at the table, to address the meeting:

Gordon Birtwistle MP

Mr Birtwistle believed that two of the four tests introduced by the Secretary of State were not met.

He said he had received letters from 46 GPs representing 35 GP Practices in the Burnley, Pendle and Rossendale area opposing the move of the Deerplay Children's inpatient ward from Burnley General Hospital (BGH) to Royal Blackburn Hospital (RBH).

Two local District Councils, Burnley BC and Pendle BC had passed motions asking NHS East Lancashire and East Lancashire Hospitals Trust to reverse the decision to close the children's' inpatient ward at BGH.

He had a petition containing 20,000 signatures from local residents, many of those signatures had been against the closure of the Accident and Emergency department at BGH and the transfer of emergency services to RBH, but some 2,000 were against the move of paediatric inpatient care to RBH. He also drew the Committee's attention to the Burnley residents who had made the journey to County Hall to speak to councillors before the meeting to express their opposition to the scheme.

He said that people in East Lancashire would need to travel between 15 and 35 miles to get to RBH. Burnley was a deprived area and many of the people in the area did not own a car and would have to rely on public transport which was costly and in some cases infrequent.

Mr Birtwistle referred to the Shields report published in 1999 about hospital services in West Lancashire and Southport, which recommended that maternity and paediatric wards should be kept together on the same site. Proposals for East Lancashire were the opposite of what Professor Sir Robert Shields had recommended.

He suggested that it would make more sense to develop Burnley as a centre for Maternity and Paediatrics.

He had been in contact with Andrew Lansley MP, Secretary of State for Health, who had indicated that he would refer this matter to the Independent

Reconfiguration Panel (IRP) if the committee referred this matter to him. Mr Birtwistle was therefore asking the Committee to refer this matter to the Secretary of State.

Andrew Stephenson MP

Mr Stephenson concurred with the overview provided by Mr Birtwistle and emphasised that this was not a party political issue; all four local MPs were keen to see paediatric services retained at Burnley.

He felt that one paediatric inpatient ward at RBH was inadequate to serve such a large population. He suggested also that it was “perverse” to invest in neonatal care at Burnley and move the children’s ward to Blackburn.

He reiterated Mr Birtwistle's point about access to private transport and the high cost of public transport from parts of East Lancashire to Blackburn, suggesting that it could cost over £30 to get from some parts of the area to Blackburn during the day, and a journey during the night would be more expensive.

Mr Stephenson had written to all the GPs in his area; all the responses received had been against the move with some describing it as disastrous. He read out one of the letters to the Committee.

He urged the Committee to refer the matter to the Secretary of State on the grounds that GPs were against it and because of the lack of consultation, and in the interest of health care in the area.

Sir David Henshaw, Chair of the Strategic Health Authority (SHA)

Sir David explained that the Strategic Health Authority had a longstanding and legitimate oversight in health care provision which preceded the four tests introduced by the recently elected government. It was the role of the SHA to ensure that safe, sustainable and accessible services were provided. The SHA had been fully involved in the consultation and implementation of the MPN programme.

The four tests introduced by the Secretary of State had been considered in relation to a number of programmes in the North West in an extensive and sophisticated way. Some of the schemes were not able to meet one or more of the tests and further work required had been outlined. In none of the cases had the judgement indicated a need to halt implementation.

In the event of a referral of the final stages of the MPN programme to the Secretary of State the SHA would have to take a view as to whether implementation should be halted. The overriding and critical issue to address would be patient safety.

Kirsten Major, Acting Director of Health System Reform

Kirsten Major summarised again, for clarification, the four tests:

- support from GP commissioners;
- strengthened public and patient engagement;
- clarity on the clinical evidence base; and
- consistency with current and prospective patient choice

She explained the process that had been gone through in reviewing each of the reconfiguration programmes that had been considered by the SHA including a peer review of the assessment reports by NHS London.

A summary of the evidence provided against each of the four tests was set out at Appendix D to the report now presented and Kirsten Major drew attention to some of the key points.

- Support from GP commissioners

GP commissioners had been involved from the beginning in developing plans for the reconfiguration. The MPN programme had ensured meaningful and robust engagement with GPs. Support for completion of MPN had been given by the Professional Executive Committee (PEC), the Local Medical Committee (LMC) and all of the local practice based commissioning groups in the area

- Strengthened public and patient, and local authority engagement

The proposals had been subject to rigorous scrutiny by the then Public and Patient Involvement Forums and a joint Health Overview and Scrutiny Committee. An independent review had concluded that the public consultation process had met Cabinet Office guidelines for public consultation.

- Clarity on the clinical evidence base

The choice of service model had been driven by the clinical evidence base and a rigorous process of service model development and review was followed. The process had been founded on clinicians driving the development of and 'signing off' all new service models.

- Consistency with current and prospective patient choice

She emphasised that a number of services would remain at the BGH whilst maximising clinical outcomes. Outpatient and day case services for all specialties would be maintained on both sites.

Joe Gibson, Programme Director for MPN

Mr Gibson summarised the background to the current position and emphasised that a full public consultation had been carried out in 2006 before the service

model had been selected. It had had the support of the Joint Overview and Scrutiny Committee. The proposed changes had been based on clinical evidence. There had been input from GPs working across all 23 specific projects within the MPN programme.

RBH would be a centre of excellence and £30 million had been invested in the maternity and newborn centre at BGH. Improved outcomes were clear with a significant reduction in avoidable pain and death.

Paediatric care was only one piece of a 23 piece jigsaw, each dependant on other interlocking services which could not be viewed in isolation. The MPN programme had been consulted on as one, designed as one and completed as one, exactly as laid out in the MPN option selected. What had been requested had been done and was the best for all communities affected.

It was now just 13 days from completion of the entire programme.

Dr Claire Smith, Clinical Director for Paediatrics

Dr Smith used a PowerPoint presentation to explain the background and drivers to the changes in paediatric care in East Lancashire including:

- the risks to children at Burnley General Hospital,
- actions taken to minimise those risks,
- statistical information regarding referrals to the Children's Observation and Assessment Units at Royal Blackburn Hospital and Burnley Hospital over a four year period 2006 - 2009,
- progress regarding the implementation of MPN to date,
- safety considerations at both sites; and
- operational deliverability, particularly the recruitment of specialist professionals.

A copy of the presentation is contained in the minute book and may be viewed alongside the minutes on the County Council's website via the following link:

<http://www3.lancashire.gov.uk/council/meetings/committees/overview/committee.asp?cid=5014>

Members then raised a number of comments and questions the main points of which are summarised below:

The four tests

The Committee noted that the Strategic Health Authority had published its assessment of the nine existing reconfiguration schemes in the region, including Meeting Patients' Needs, on 3 November 2010, and had assessed the scheme as meeting the four tests.

The Committee expressed some concern that, in considering the Meeting Patients' Needs scheme as a whole, the assessment against the four tests did not fully

reflect the two stage nature of the scheme. The Meeting Patients' Needs proposals had first been made in 2006, when there had been extensive public consultation and a joint Overview and Scrutiny Committee established to consider the scheme. However, whilst those elements implemented in 2010 had been included in the original proposals, given the length of time that has passed, it was felt that further efforts should have been made to consult on phase two, in particular to ensure proper engagement on the issue of the closure of the Deerplay Children's Ward in Burnley.

Support from GP commissioners

Dr James Robertson, GP in Burnley and representative of the Local Medical Committee addressed the meeting. He suggested that the GPs who had written to the MPs objecting to the closure of the paediatric ward were not fully informed about the case for change. In his experience all doctors who had heard the case for change had been fully supportive.

There was an acknowledgement that, in an ideal world, all GPs would like to retain nearby services but it was not possible to achieve this and at the same time achieve the standard of services that could be provided by a centre of excellence such as at RBH.

The 23 GPs who had each been involved in the 23 individual projects of the MPN programme had not come forward as supporters or objectors to the programme but as honest and representative brokers. In response to a question whether the 23 GPs were paid, it was confirmed that they did have the opportunity to claim expenses, but the majority claimed nothing. Dr Mike Ions, GP in Pendle and Chair of the Professional Executive Committee, addressed the meeting and assured members that the GPs had been acting as independent, local GPs taking views from colleagues and patients and there had been unanimous support for the outcome.

GPs had been regularly asked throughout development and implementation of the MPN programme, via a number of means, to come forward with concerns or objections. No responses had been received by the PCT.

The Committee felt that the evidence on this issue was unclear. Whilst there was evidence of agreement from some formal representative bodies, such as the LMC and PEC, there was also significant evidence presented before the Committee of opposition from individual GPs and GP practices. The Committee was concerned that support primarily came from those GPs who were already closely engaged with the PCT, and it had been suggested through evidence of letters from GPs to Mr Birtswistle and others that the general views of those GPs likely to be engaged in future commissioning activity may not have been given.

Strengthened Public and Patient Engagement

There was some discussion about the level and effectiveness of the public consultation. An independent review of the effectiveness of the consultation had indicated successful contact with 1 in 99 of the local population which compared very favourably with other consultations. Val Bertenshaw, Director of Operations

addressed the meeting and explained the figures in more detail. She summarised the methods used which included an on-line campaign, leaflets to every household (including a response form), a campaign bus and particular effort to make contact with 'hard to reach' groups. Other methods were listed at Appendix D (page 59) to the report now presented.

In response to a question about the percentage of respondents in favour or against the proposals Val Bertenshaw undertook to provide this detail to the Committee.

It was confirmed that letters had not been sent to schools, however one of the outcomes of the Cobden Review of urgent care services was a recommendation that the NHS write to all schoolchildren every year. In recent weeks a letter had been sent to all school children and this would be done annually. It was emphasised again that all households had been sent a letter, and there had been local authority members on all workstreams providing links to children's services. Workstreams also included patient representatives.

It was confirmed that the Joint Overview and Scrutiny Committee had raised no objections to the NHS approach to the consultation.

The point was made that the consultation had provided two options from which to choose, both of which involved the closure of the inpatient paediatric ward (Deerplay) and it was suggested that most of the responses had indicated 'neither' was their preferred choice. In response Joe Gibson said that of the valid responses received the majority had been in favour of the service model known as Option A.

Mr Birtwistle referred to families with sick children who had chosen to move house to be near the paediatric ward only to find that it was now to be moved. The NHS had asked Mr Birtwistle to provide further details to enable them to work with the Acute Trust paediatric team in order to provide appropriate care packages for those families.

Whilst acknowledging that the original consultation and engagement carried out in 2006 was assessed as good by an independent review, there were significant concerns about consultation and engagement on the later stages of the Meeting Patients' Needs programme, particularly in relation to the transfer of paediatric inpatient services from Burnley General Hospital to Royal Blackburn Hospital. The Committee felt that the proposals, on the evidence presented to them, particularly in relation to the closure of the Deerplay Ward, did not enjoy the confidence of the local population, especially parents.

Other Issues

- **Communication**

The District Councillor for West Lancashire commented that merged hospitals in her area appeared to be working well and she wondered whether the reaction to

this programme was emotional and whether things would settle in time. There appeared to be genuine concern among parents about these proposals. Joe Gibson explained that they had consulted with a variety of other change programmes and had been part of a national initiative, Health Reform Demonstration System, working with a network of other reconfiguration programmes to learn especially around communication and public expectation. There had been a week-long programme of publicity, including radio broadcasts to ensure that the public knew what was being done and why. The NHS assured the Committee that it would re-double its efforts regarding communication with the public. It was acknowledged that change is unsettling, but once bedded-in confidence would rise.

The Chair commented that the clinical evidence appeared to be robust, but asked how doctors would respond to the parent of a child with an ongoing need for hospital treatment. She was assured that doctors and nursing staff would be moving from BGH to RBH and would quickly get to know a child with a chronic condition.

The Committee felt that, in general, the NHS had failed to communicate effectively its message on the Meeting Patients' Needs changes. Media coverage had largely been generated by local politicians and parents. Failure to communicate effectively had led to a lack of confidence in the NHS proposals. The commitment to increase efforts on this front by the NHS was welcomed.

- **Travel and Transport**

In response to a question about the possible provision of travel allowances, it was confirmed that support available to families would continue to apply and that the NHS would work closely with families to provide appropriate support. The point was made that children with complex, rare or chronic conditions were often required to travel to Liverpool or Manchester, it was hoped that improved services in East Lancashire would reduce travel for those families.

It was emphasised that most paediatric care was in outpatient and observation wards and the minor illness unit. Much of the work already being undertaken at BGH would continue.

It was acknowledged that travelling time was an important factor to consider; but it was more important to have the additional skills and resources that are available at RBH such as anaesthetists, and diagnostic testing equipment such as CT scanners.

Three additional ambulances had been provided to serve the area in phase 1 of implementation and from 1 November 2010 a fourth had been put in place. NW Ambulance Service had been partners in the programme and the workstream for transport. They had received everything asked for and response times were good. Ambulance response times were monitored on a daily basis and the information was publicly available. It was suggested that there was evidence that, despite

increased ambulance provision, response times were declining, although this was disputed by NHS representatives.

In terms of preparedness for winter conditions, the establishment of a large site at BGH for maternity and women's care had freed up space at RBH which could be used to provide other services such as an escalation site if a large number of trauma patients were admitted. The new arrangements would increase scope for flexibility with nursing and medical staff and this would help.

The Committee expressed strong concern that travel times and distances in East Lancashire had not been properly taken into account. It was felt that the scheme had not properly taken into account the level of deprivation and rurality (separately and in combination) in the East Lancashire area, and the implications for access to private transport and the ability to pay for public transport and taxis.

- **Patient Choice**

Regarding patient choice, Joe Gibson explained that, choice was not necessarily a geographical choice, but was about expertise available. There had been a £30million investment and local services were delivering a level of performance that was the best in Lancashire. It was suggested that developing a centre of excellence in Blackburn may also mean that children from East Lancashire currently receiving specialist care in Manchester and Liverpool would be able to access services closer to home.

- **Admission and Re-admission Rates**

It was suggested that whilst figures indicated an average shorter stay in hospital was being achieved, re-admission rates were rising. This was acknowledged by the NHS who were investigating the reasons for this which appeared to be more to do with how the activity of visits to hospital were coded than with the actual numbers of readmissions. There was confidence that an improvement in admission avoidance would be achieved. Re-admission figures had been independently verified.

- **Coordination with reconfigurations elsewhere in the North West**

Concerns were expressed about service changes in north east Manchester, particularly the recent announcement to bring forward changes to services in Rochdale. It was felt that this could have leave residents in south east Lancashire losing out on two fronts. Members were not satisfied that there had been effective oversight by the SHA in managing these different schemes and ensuring that there was co-ordination in the impact assessment process.

- **Implementation**

In response to a question about the financial implications if implementation did not proceed, Joe Gibson informed the Committee that it would be unsafe to maintain the paediatric inpatient ward at BGH without the other parts of the infrastructure necessary to support it; the MPN programme had been designed as a total project. It was estimated that it would cost in excess of £10million to reverse the decision to close Deerplay.

This view was challenged in light of the Shields Report which had recommended that it would be better to have maternity and paediatric wards on the same site. The NHS was asked what had changed since that report had been published and it was also noted that the two wards were running on the same site currently. In response Joe Gibson said that it was only possible to keep both wards open in the short term. The Shields Report had been about small units at Ormskirk and Southport and could not be applied to the East Lancashire model. The paediatric ward relied more on other services such as emergency, anaesthetics, diagnostic testing available at 'hot sites' than on the services of a neonatal ward.

It was acknowledged that the closure of Deerplay was scheduled to take place in just 13 days and in response to a question whether this would go ahead if the Committee decided to refer to the Secretary of State, Sir David Henshaw explained that this would be a decision to be taken urgently by the SHA Board. Patient safety would be a crucial determining factor and the Board would need to take advice from clinicians and others.

Sir David made the point that the NHS was dealing with a constantly changing landscape including the health of the population, the scale and intensity of medical solutions and competing pressures.

Consultation before the four tests had been introduced had led to the proposals that were now being implemented. Clinicians had driven the process which had been complimented for its inclusivity and rigour and the way in which it had been handled.

It was **moved and seconded** that the Meeting Patients Need Reconfiguration be referred to the Secretary of State for Health, for independent review, on the basis that it is not in the interests of the health service in the area. In particular it has not met two of the four tests set out by the Secretary of State:

- Support from GP commissioners
- Strengthened public and patient engagement.

On being put to the vote the motion was carried.

17. Resolved: That the Meeting Patients Need Reconfiguration be referred to the Secretary of State for Health, for independent review, on the basis that it is not in the interest of the health service in the area. In particular it has not met two of the four tests set out by the Secretary of State:

- Support from GP commissioners
- Strengthened public and patient engagement.

Minutes of the Health Scrutiny Committee Steering Group

It was reported that the Steering Group had met with officers from the Southport and Ormskirk Hospital Trust on 19 October 2010. A summary of the meeting was at Appendix A and a copy of the Trust's Quarterly Report as at September was at Appendix B to the report now presented.

The Steering Group had met with officers from NHS East Lancashire on 9 November regarding the Pharmaceutical Needs Assessment. A summary of the meeting was at Appendix C to the report now presented.

18. Resolved: That the report of the Steering Group be received.

Recent and Forthcoming Decisions

The Committee's attention was drawn to the Forward Plan which briefly set out matters likely to be subject to Key Decisions over the next four month period. The Forward Plan was available on the County Council's Democratic Information System website at:

<http://www.lancashire.gov.uk/council/meetings/forwardPlanOfKeyDecisions.asp>

The report also provided information about decisions recently made by Cabinet Members in areas relevant to the remit of the Committee, in order that this could inform possible future areas of work.

19. Resolved: That the report be received.

Urgent Business

No urgent business was reported.

Date of Next Meeting

It was noted that the next meeting of the Committee would be held on Tuesday 11 January 2011 at County Hall, Preston.

County Hall
Preston

I M Fisher
County Secretary and Solicitor

Lancashire County Council

Health Scrutiny Committee

Meeting held on 11 January 2011 at County Hall, Preston

Minutes

Present:

County Councillor K Bailey (In the Chair)

County Councillors

T Aldridge*	C Evans
G Askew	M Hassan
R Blow	P Mullineaux
M Brindle	M Otter
J Eaton	N Penney

Co-opted District Councillors (Non-voting)

Mrs B Hilton	-	Ribble Valley Borough Council
V Langtree	-	Pendle Borough Council
Mrs M McManus	-	Preston City Council
Mrs MJ Robinson	-	South Ribble Borough Council
Mrs R Russell	-	Chorley Borough Council
Mrs G Sandiford	-	Rossendale Borough Council
Mrs D Stephenson	-	West Lancs Borough Council

Apologies for absence were presented on behalf of County Councillors A Kay and M Pritchard and Councillors R Fulford-Brown (Fylde Borough Council) and J Robinson (Wyre Borough Council)

*County Councillor T Aldridge replaced County Councillor M Skilling for this meeting.

County Councillors Kay and Skilling were both absent owing to ill health; the Chair wished them well on behalf of the Committee.

Attendance of Cabinet Member

The Code of Conduct required that the permission of the Committee be granted to allow County Councillor Mike Calvert, Cabinet Member for Adult and Community Services to attend and speak at the meeting.

20. Resolved: That County Councillor Mike Calvert, Cabinet Member for Adult and Community Services be permitted to attend and speak at the meeting.

Disclosure of Personal and Prejudicial Interests

None disclosed.

Confirmation of Minutes

The Minutes of the meeting of the Health Scrutiny Committee from the meeting held on the 23 November 2010 were presented and agreed.

21. Resolved: That the Minutes of the meeting of the Health Scrutiny Committee held on the 23 November 2010 be confirmed and signed by the Chair.

Budget 2011/12

The report contained information considered by Cabinet at its meeting on 6 January including:

- The County Council's Financial Position as at 30 November 2010; and
- Revenue Budget 2011/12 – 2013/14 recommendations.

It also included:

- the Cabinet's resolutions insofar as they related to Adult Social Care.

The Chair welcomed County Councillor Mike Calvert, Cabinet Member for Adult and Community Services, and officers from the Directorate for Adult and Community Services, Jeff Pogson, Head of Combined Finance Team, and Steve Gross, Director of Commissioning, all of whom attended to respond to members' questions and comments.

CC Calvert briefly introduced the report by explaining the budget pressures faced by the County Council and the need to make savings. Some difficult decisions had had to be made and much work and research had been undertaken in producing the proposals.

Members raised a number of comments and questions and below is a summary of the main points which arose during the discussion:

- Members were concerned about the potential impact of reduced spending on day care. They were informed that there was currently an over-supply of older people's day care across both the independent sector and that provided by the county council. There was now an increasing emphasis on targeting need; people were being offered self directed support and personal budgets to enable them to choose how they receive support and who provides it.
- It was suggested that reduced day care provision could lead to people becoming isolated, which could in turn lead to other related problems such as

mental health issues and health problems resulting from a sedentary lifestyle. In response, it was explained that whilst isolation is a real concern, only a small proportion of older people actually attend day care. Issues of isolation would not be substantially exacerbated because of the proposals. There had never been a panacea to issues of isolation and there would continue to be a reliance on communities, family, friends and neighbours.

- Support for carers, who were regarded as vitally important, was being protected.
- It was acknowledged that a high proportion of rural provision was required in Lancashire, however personalised care would allow people to make other choices and give them the potential to expand their activities.
- In response to a question about the possible negative impact of reduced numbers of social workers, the Committee was assured that numbers matched demand. Hard-to-reach people had always existed and other agencies such as Help Direct, district nurses, the Fire Service etc could make referrals, with the individual's permission, if they felt there was a vulnerability issue. The point was made also that there is an assessment function within the reablement service. There needed to be a fundamental look at the way services were staffed within a changing environment. In terms of specialist social workers as opposed to general social workers it was confirmed that there would always be specialist roles especially in areas such as Children's Services, and within adult services sub-sets such as mental health, sensory disability etc, but the council had to use its workforce as flexibly as possible whilst recognising the need for specialist knowledge in certain areas.
- As demand for day care places reduced so too did demand for transport to those places. Reduction in transport costs was regarded as an efficiency saving and not a cut.
- The point was made that not all day care was paid for from personalised budgets; people paid for it from their own money, and there was concern that those people might be hit the hardest by increased charges. In response, it was explained that there was a wide range of day care provision within the private and voluntary sector also. In general terms, there was over-provision of day care with some 20 per cent of funded places unused at any particular time. It was important to ensure that supply matched demand. People were choosing to use their personal budgets in different ways and demand for day care was therefore declining. Feedback indicated that many older people were dissatisfied with the amount of time they had to spend on transport to and from day care; there appeared to be a need to provide more local services within communities that reflected needs and expectations.
- It was acknowledged that there were people assessed as having a day care need, but who had preferred not to go through a financial assessment. As the new charging policy was introduced, people would be offered an assessment and may then benefit from reduced charges.
- In response to a request to clarify the reasoning behind the proposal to increase charging CC Calvert explained that there were three possible responses to the budget pressures: find efficiency savings; make reductions in services; or charge more for the services provided.

- The county council had been heavily subsidising some low level service needs and it was now necessary to ask those people who could afford it to make a contribution.
- The proposals also incorporated measures to remove existing subsidies, remove anomalies within the existing charging policy and ensure compliance with recommended good practice.
- The measures being taken were not just a response to budget pressures but also a response to increasing demand as resources were reducing in real terms.
- In response to a question about how ability to pay was determined, it was explained that the County Council determined the charging policy for non-residential care taking into account strong guidance from the Department of Health. Anyone with savings / assets of £23,000+, or income at basic Income Support Level plus 25% was required to contribute towards care costs.
- One member asked whether the proposal to raise the eligibility threshold for accessing adult social care services under Fair Access to Care Services from moderate (and above) to substantial (and above) would apply to existing clients or only new clients. It was explained that the proposal was to review everyone currently on the 'moderate' banding and if they remained on that banding free social care services would no longer be provided, however clients would be provided with assistance to help them access support services. The reviews were one-off reviews, but clients would be re-assessed on request if their circumstances changed.
- CC Calvert made the point that currently Lancashire was one of only 27% of local authorities still offering services to adults assessed as having moderate needs with 73% now only offering services to those with substantial and critical needs.
- One member suggested that a benefit take-up campaign should be built-in to the review to ensure that people knew what benefits they would be entitled to and also that they were claiming it. It was agreed that those people reviewed should be offered benefit checks. The Committee was assured that the County Council's excellent Welfare Rights Service would continue to work closely with the Districts and the voluntary sector. Also, the Financial Assessment Team was trained in the range of benefits available and worked closely with the Department for Work and Pensions to keep up to date.
- It was noted that the NHS and voluntary sector were experiencing similar budget pressures and facing challenging targets, and the Committee was assured that the County Council would continue to work closely with partners to provide early intervention services.
- It was explained that the cost of supporting someone with learning disabilities was approximately £70,000 - £80,000 per year and it was important to consider whether care could be provided differently whilst not putting vulnerable people at risk. The Committee was assured that there would be no reduction in the County Council's commitment to keep people supported and safe. The proposed budget reduction was not significant in terms of the whole budget. There were strong relationships with third sector providers and work had been

ongoing for some 5-6 years. Most of the work had been done and fee levels had been agreed.

- The Committee was advised that information indicated that most people wanted to retain their independence and that was why personalisation and direct payments had been introduced.
- Some feedback had indicated that the county council provided too much by way of low level care provision.
- In terms of achieving the proposed budget savings, the Committee was assured that the County Council had a good track record of delivering savings, though not previously on the scale now proposed. There would be regular reports to the management team and actions taken to keep on track. The County Council retained a level of balances to fund unforeseen requirements and Lancashire was well placed compared with some other local authorities. The County Council had healthy reserves and was in a good position to modify its policies going forward if this became necessary.
- CC Calvert believed that the Directorate had done as much as it could in reducing management and back office costs to avoid impacting on front line services. He explained that the three-year budget would provide more certainty going forward. It was important now to look for new ways of doing things and he emphasised that suggestions would be welcome.
- He referred to the ongoing consultation on how care services could be funded in the future "Making Difficult Decisions about Funding Adult Social Care Services in Lancashire" which had been widely publicised including through TV, radio and the Internet, and public meetings. It was important that as many people as possible responded and members were asked to let officers know if they felt that any groups had been missed.
- He also encouraged members to approach him directly if they wanted further information or clarification about the proposals.

The Chair thanked County Councillor Calvert and officers for attending the meeting and responding to members' questions.

A response to the Cabinet's budget proposals would now be formulated on behalf of the Committee by the Steering Group. The Chair invited three District councillors to join the Steering Group meeting to be held at 2.00pm on 18 January 2011 and asked that anyone wishing to volunteer contact the Scrutiny Officer as soon as possible.

22. Resolved: That,

- i. The report be received;
- ii. The comments of the Committee be noted;
- iii. The Scrutiny Committee Steering Group be asked to formulate a response on behalf of the Committee to the Cabinet's Budget Proposals;

- iv. Three District Councillors be invited to join the Steering Group discussion; and
- v. The response of the Committee be presented to Cabinet at its meeting on 3 February 2011.

Safeguarding Adults – Response to the Recommendations of the Safeguarding Adults Task Group

The Chair decided that, in view of the length of the previous item, there was now insufficient time to give the Response to the Safeguarding Adults Task Group proper consideration. The item was therefore deferred until the next meeting on 22 February.

Report of the Health Scrutiny Committee Steering Group

On 28 September 2010 the Steering Group had met with officers from Lancashire Care Trust. The Trust had provided the Steering Group with an update on Whyndyke Farm and the overall mental health inpatient service provision proposals for Lancashire as originally consulted on in 2006 which were now subject to a full review in response to the service reconfiguration assurance process introduced by the Secretary of State. A summary of the meeting was set out at Appendix A to the report now presented.

On 30 November the Steering Group had met with officers from University Hospitals Morecambe Bay Trust to discuss the provision of feedback on their Quality Accounts and officers from Cardiac and Stroke Networks in Lancashire and Cumbria and to receive an update on the proposed Primary Percutaneous Coronary Intervention service. A summary of the meeting was set out at Appendix B to the report now presented.

23. Resolved: That the report of the Steering Group be received.

Recent and Forthcoming Decisions

The Committee's attention was drawn to the Forward Plan which briefly set out matters likely to be subject to Key Decisions over the next four month period. The Forward Plan was available on the County Council's Democratic Information System website at:

<http://www.lancashire.gov.uk/council/meetings/forwardPlanOfKeyDecisions.asp>

The report also provided information about decisions recently made by Cabinet Members in areas relevant to the remit of the Committee, in order that this could inform possible future areas of work.

24. Resolved: That the report be received.

Urgent Business

No urgent business was reported.

Date of Next Meeting

It was noted that the next meeting of the Committee would be held on Tuesday 22 February 2011 at County Hall, Preston.

I M Fisher
County Secretary and Solicitor

County Hall
Preston



ARTICLE NO: 1B

**CORPORATE OVERVIEW
AND SCRUTINY COMMITTEE:**

MEMBERS UPDATE 2010/11

Article of: Council Secretary and Solicitor

Issue: 4 February 2011

Relevant Portfolio Holder: Councillor I. Grant

Contact for further information: Mrs. J Brown (Extn 5024)
(E-mail: julia.brown@westlancs.gov.uk)

SUBJECT: MINUTES OF LOCAL STRATEGIC PARTNERSHIP – THEMATIC GROUPS

1.0 PURPOSE OF ARTICLE

1.1 To present to Members the notes/minutes of meetings of various LSP Thematic groups.

2.0 BACKGROUND

2.1 To apprise Members of developments in relation to the Local Strategic Partnership's Thematic Groups. I attach the following minutes of the LSP Forum Annual meeting held 23 September 2010, LSP Executive meetings held 21 May 2010, 16 July 2010, 23 September 2010 (Special meeting), West Lancashire Local Children's Trust Partnership held 4 November 2010, Health and Wellbeing Thematic Group held 20 January 2010, 21 July 2010, 15 September 2010 and 10 November 2010, Community Safety Thematic Group held 13 October 2010, Employment Learning and Skills Thematic Group held 31 March 2010, 21 July 2010 and 20 October 2010, Environment Thematic Group (Natural) held 11 March 2010 and 22 June 2010, Environment Thematic Group (Built) held 11 March 2010 and 22 June 2010, Older People's Partnership Board held 20 January 2010, 19 April 2010, 27 May 2010, 23 July 2010, 9 September 2010 and 25 November 2010, Community Cohesion Thematic Group held 24 April 2009, 5 June 2009 (special meeting), 25 September 2009, 15 January 2010 and 14 May 2010, Integrated Transport Thematic Group held 16 June 2010.

Background Documents

There are no background documents (as defined in Section 100D (5) of the Local Government Act 1972) to this Report.

Equality Impact Assessment

There is no evidence from an initial assessment of an adverse impact on equality in relation to the equality target groups.

Appendices

1. Minutes of LSP Forum Annual meeting held 23 September 2010
2. Minutes of LSP Executive held 21 May 2010 and 16 July 2010 and 23 September 2010 (special meeting)
3. Minutes of West Lancashire Local Children's Trust Partnership held 4 November 2010
4. Minutes of Health and Wellbeing Thematic Group held 20 January 2010, 21 July 2010, 15 September 2010 and 10 November 2010
5. Minutes of Community Safety Thematic Group held 13 October 2010
6. Minutes of Employment, Learning and Skills Thematic Group held 31 March 2010, 21 July 2010 and 20 October 2010
7. Minutes of Environment Thematic Group (Natural Environment) held 11 March 2010 and 22 June 2010
8. Minutes of Environment Thematic Group (Built Environment) held 11 March 2010 and 22 June 2010
9. Minutes of Older People's Partnership Board held 20 January 2010, 19 April 2010, 27 May 2010, 23 July 2010, 9 September 2010 and 25 November 2010
10. Minutes of Community Cohesion Thematic Group held 24 April 2009, 5 June 2009 (special meeting), 25 September 2009, 15 January 2010 and 14 May 2010
11. Minutes of Integrated Transport Thematic Group held 16 June 2010

LSP ANNUAL MEETING 23RD SEPTEMBER 2010

Present

Cllr Ian Grant	Chairman	Steve Igoe	Edge Hill
Cllr Una Atherley	LALC	Tracey Jardine	District Partnership Officer
Sheila Battersby	GONW	Greg Mitten	West Lancashire CVS
Lindsay Beaton	Wildlife Trust	Grant Murdoch	Youth Council
Roger Bell	OPSTA	Sarah O'Shaunessy	Intraining
Cllr May Blake	WLBC	Cllr O'Toole	LCC
John Buck	Lancashire Fire & Rescue	Cllr Owens	Education, Learning & Skills Thematic Group
Jane Cass	NHS Central Lancs	Cllr Geoff Roberts	WLBC
Stella Connell	West Lancs Crisis & Information Centre	Cerys Smye- Rumsby	Faith Network
Paul Cotterill	Bickerstaffe Children's Services	Jack Snowdon	Glenburn Sports College
Ian Cropper	Parish Council Representative	Bill Taylor	Community Safety Partnership
Cllr W Cropper	LCC	Kim Tkaczuk	Learning Disability Partnership
Louise Dawson	Skelmersdale & Ormskirk College	Shaun Walsh	Performance Management Network
Rodney Dykes	Southport & Ormskirk Hospital	Kim Webber	WLBC
Dean Holden	Lancashire Police	Cllr D Westley	LCC
Graham Howell	Faith Network	Stuart Williams	Lancashire Police

In attendance: Cath McNamara (LSP Secretariat), Alison Grimes (LSP Secretariat), Ian Gill (WLBC), Eleanor Maddocks (Women's Refuge), Ismail Karolia (CVS), Charlotte Watkinson (Food Growing Initiative)

Apologies

Natural England; Puala Jones (Physical Disability Partnership) ; Richard Small (Environment Thematic Group) ; Cllr Carolyn Evans (LCC); Bryan Pready (Ormskirk Community Partnership); Steve Waters (DWP); Proctor and Gamble; Stephen Costello (LCC); Zakyeya Atcha (CLPCT); Margaret Struggles (Home and Communities Agency); Cllr Ashcroft (Community Cohesion Thematic Group; Cllr Fowler (Health & Wellbeing Thematic Group); Cllr Forshaw (Transport Thematic Group); Alex McMinn (Older People's Partnership Board)

Welcome

The Chairman welcomed attendees to the event. He outlined that the purpose of the first part of the meeting was for members to consider how the LSP should operate in the existing economic climate in order to most effectively contribute to improving quality of life for people in West Lancashire with reduced resources.

Part 1: Strategic Business

Workshop 1 – Have we got it right?

What does the LSP need to do to add value to the way we all work locally?

Collation of the notes from the workshops are available as appendices to these minutes.

Workshop 2 – Where do we go from here?

Identifying ways to achieve efficiencies with minimal impact upon services.

Collation of the notes from the workshops are available as appendices to these minutes.

Part 2: AGM.

Apologies to the event were noted by the Chairman.

Item 1. PRG. Report from the Secretariat seeking support for approach, priorities and proposed projects.

Cllr Grant announced that one of the PRG bids, Fuel Poverty, had been withdrawn. A decision on funding the remaining bids, West Lancs Passport and CCTV, would be made by the Executive meeting after the AGM. Under the terms of PRG, both capital and revenue funds needed to be agreed, and as such both bids 'needed' each other. The Passport bid demonstrated the ethos and principles of partnership working, delivering into business, urban and rural communities and engaging with several organisations to make delivery possible. The CCTV bid assisted with a key message from the community, that is a need to feel safe.

Cllr Grant thanked all report authors for the time and work that had gone into their preparation and requested any comments on the bids from the Forum.

Roger Bell stated that he was strongly taken with the passport bid and that it tied in with elements of the Burscough Wharf development and community engagement and was keen to discuss how Burscough Wharf could help in its delivery.

Louise Dawson (co-author of the report) stated that additional partners to the scheme would be welcomed.

Paul Cotterill (PC) highlighted that he was already on record with regard to his concerns about the PIDs' approval process and disappointment that the proposals had not been referred to the Funding Management Group for appraisal. The 'Passport' PID was a good, holistic project, as far as it went although further development on options analysis and job descriptions was needed, and there was a problem with there being no capital funding available to take forward the community asset area.

PC commented that he was less convinced of the validity of the CCTV bid. He referenced the March 2010 Executive minutes that he thought indicated that there was not enough information to approve the bid. In light of this, PC requested that the Executive meeting following the AGM should be asked to *consider making some of the capital bid of the CCTV project provisional until consideration had been given to making more capital available for the Community Asset Hub.*

Bill Taylor stated that the bid was wholly concerned with ensuring the maintenance and upkeep of existing equipment. The bid would extend the shelf life of the current system. There was no alternative funds available for this work. In his opinion, there would be significant public backlash from the removal of CCTV due to its failure operate. Stuart Williams confirmed that the police fully supported the bid and agreed that the problem of CCTV being taken away is that it reduces public reassurance.

David O' Toole commented that CCTV had done much to reduce crime.

The Chairman agreed that as the discussion was concerned with spending public money, additional work would be needed to flesh out governance arrangements, but that today was about looking at approving the principle of the bids.

Agreed: That the Forum noted the contents of the report and comments would be considered by the Executive.

Agreed: That the Forum noted that discussion around prioritisation will inform the 2010 refresh of the Sustainable Community Strategy.

Item 2. LSP Chairman. Report from the LSP Secretariat seeking nominations for the Chairmanship and Vice Chairmanship of the LSP.

The positions of Chairman and Vice Chairman are elected every two years according to the Constitution. Expressions of interest in standing for the Chairman and Vice Chairman position of the LSP were requested to be forwarded to the Secretariat no later than 1 November.

In response to a query, the current Chairman agreed that he would be willing to stand again if required, but that he was happy should other members, or particularly someone from the private sector, wished to take on the Chairmanship.

Noted: The contents of the report.

Item 3. LSP Constitution. Information item from LSP Secretariat.

The Chairman stated that in his view the revised constitution was currently fit for purpose.

Paul Cotterill commented that he objected to the ending of the Funding Management Group.

Noted: The contents of the report.

Item 4. LSP Annual Report 2010. Information item from LSP Secretariat.

Cath McNamara highlighted that overall the Annual Report gave a positive view of the work that had been carried out over the previous twelve months and was interesting particularly as two long-term areas of funding, Investing in Business and Safer, Stronger Communities Funding had come to an end.

Cllr Grant felt that working together would be key to future successes.

Noted: the contents of the report.

Item 5. Lancashire Fire and Rescue Service - Performance Report and Action Plan 2010. Information item from Lancashire Fire and Rescue Service

John Buck presented a synopsis of the Performance Report and Action Plan. The report is out for public consultation on the direction of the Service and in particular on the following

areas:

- A review of specialist rescue and support arrangements.
- Development of a strategy for Unwanted Fire Signals.
- A review of the retained duty system catchment areas for recruitment.

The consultation process will run until Sunday 7th November.

Item 6. Any Other Business

Roger Bell queried what would happen to the workshop discussions and it was agreed that the information would be collated and reported back to the November Executive to help inform the LSP's focus in the future.

On behalf of the LSP, Ian Grant acknowledged the uncertainties that two members, Jane Cass of the PCT and Sheila Battersby of GONW were currently face regarding the future of their organisations and their own posts. The Chairman thanked them for their work and commitment to the LSP and wished them well.

MINUTES OF LSP EXECUTIVE MEETING
10.00am, 21st May 2010, West Lancashire Investment Centre

Present:

CLlr Ian Grant	Chairman	Angela Anspiwall-Livesay	Children and Young People Thematic Group
Bill Taylor	Chair of Community Safety Thematic Group	CLlr Blake	Vice Chair
Ian Cropper	Parish Councils' representative	Greg Mitten	Chair of People and Communities Thematic Group
Steve Igoe	Edge Hill University	Stuart Williams	Lancashire Constabulary
CLlr David Westley	Chair of Funding Management Group	Dr Zakyeya Atcha	NHS Central Lancashire
CLlr William Cropper	LCC	Jane Cass	NHS Central Lancashire
Dr Richard Small	Chair of Environment Thematic group	CLlr Owens	Chair of Employment, Learning and Skills Thematic Group
Louise Dawson	Skelmersdale and Ormskirk College	Jacky Citarella (for Rodney Dykes)	Southport and Ormskirk NHS Trust

In attendance: Cath McNamara (LSP Secretariat); Shaun Walsh (LSP Secretariat); Tracey Jardine (LSP Secretariat); Gillian Whitfield (WLBC); Ian Gill (WLBC).

1 Apologies

Steve Costello	LCC	Rodney Dykes	Southport and Ormskirk NHS Trust
Dr Alex McMinn	Older People's Partnership Board		

2. Declarations of Interest

The Borough and County Councillors present expressed an interest in items relating to PRG.

For approval

3 Minutes of the Executive meeting, 13.03.10

AGREED as an accurate record

4 Matters arising

The Chairman advised the meeting that the tabled item on PIDs had been postponed in order to provide theme leads with sufficient time to develop the strongest proposals by exploring opportunities for joint working and match funding. Theme Leads were thanked for their continued efforts in this work.

Bill Taylor thanked the Executive for agreeing to recommend funding for the Supporting and Strengthening CCTV Project through PRG. Research showed that residents wanted more CCTV as it was important in terms of reducing fear of crime.

The Chairman reminded the meeting that the Deputy Prime Minister had indicated that introducing legislation around use of CCTV would be a consideration of the Coalition Government.

Bill Taylor advised the meeting that the legislation was likely to be around how CCTV is used in terms of privacy and human rights issues, rather than prohibiting the expansion of its use.

The Chairman raised the possibility of writing to the Home Office for guidance on the matter.

For note

5 Minutes of the Funding Management Group

Cllr Westley advised the meeting that the FMG was winding up in October. There have been difficulties in achieving the quorate attendance at meetings and they had consequently been cancelled.

There had been an underspend of the LiB monies. Agreement had been obtained to extend the project for three months in order to pay for a Consultant Report on Skelmersdale Railway.

The Chairman thanked Gary Jones for leading on this work.

Noted

6 LDF Infrastructure Delivery Plan. Presentation and report of WLBC

The meeting received a presentation from Gillian Whitfield and was advised that the Core Strategy set out a vision for what West Lancashire could look like in 20 years. It was based upon local issues.

There was a need to look at infrastructure to ensure the deliverability of the Core Strategy and therefore the Sustainable Community Strategy.

A joint working group with Liverpool City Region had been established to consult with the utilities companies and avoid duplication.

Bill Taylor highlighted the need to put the issue on the Lancashire Chief Executives' agenda.

The issue of broadband was raised. Steve Igoe highlighted that maximising the opportunities of joint working would reduce costs i.e. tapping into the University high speed broadband. Working together would also maximise the opportunity to influence.

The Environment Agency and Natural England had been engaged with the process and more localised contact was being made e.g. with the Environment Thematic Group.

Zakyeya Atcha suggested that the team should revisit thematic groups to ensure that their information was current.

It was expected that the Core Strategy should be adopted in 2010. Consultation on the preferred option would take place at the end of this year.

Steve Igoe suggested that a meeting should be convened bringing together the big players to share what they are doing. Membership should be driven by impact.

The Chairman thanked Gillian and Ian.

**Agreed: That the contents of the report are noted;
That future updates regarding the progress of the Infrastructure Delivery Plan be provided to the LSP; and
That the LSP Secretariat contacts the Executive seeking interest in participation in an Infrastructure Task and Finish Group.**

7 Second Homes Fund Monitoring. Report from LSP Secretariat.

The Executive received a report updating the meeting on the current position on Second Homes Fund spending, at the end of year and year to date. Relevant project monitoring reports were also provided.

Greg advised the meeting that a graduate had been employed whose role was to develop community asset maps of Skelmersdale and to prepare bids for bringing forward funding from LCC. In response to a query regarding sustainability, the meeting was advised that an Asset Based Community Development Working Group had been established. Partnership working had produced sustainability.

Louise Dawson advised the meeting that 159 learners had been engaging in volunteering. This meant that by the end of the year, 3229 hours would be volunteered that would not have been otherwise.

Cllr Owens was very impressed with this work. The Employment, Learning and Skills Thematic Group had received a presentation from the graduate.

Greg informed the meeting that a further project proposal might be submitted (c.£4.5k). He liked the new format of the monitoring reports.

**Agreed: That the Executive notes the expenditure incurred and commitments against the fund to 31st March 2010 (appendix A);
The proposed allocation of funds for managerial purposes; and
The release of a second stage payment of funds for the Parents in Sport project, subject to a satisfactory interim report (App Ci).**

**Noted: That there remains £6338.48 as yet unallocated in this year's budget;
The progress against the projects (Appendix C);
The interim reports for Burscough Timebank and Community Food Growing Initiative (apps Cii and Ciii); and
The final report of Connecting People to Jobs (App Civ)**

For Noting

8 Performance Update. Report from LSP Secretariat.

Cath McNamara advised the meeting that there had not been any areas of difficulty or concern reported to the Secretariat. There had been some very positive performance relating to reductions in crime.

Bill Taylor praised the calibre of leadership in the Police, which he said was responsible for the exceptional crime reductions. Stuart Williams advised the meeting that serious acquisitive crime levels were likely to be showing a 38% reduction on the previous year. There was a 56% reduction

in burglaries and 19% reduction in overall crime. However, these figures were provisional and might yet be changed.

There were discussions regarding handing prosecuting powers back to the Police from the CPS.

9 Second Homes Fund – Project Proposal: Membership of the Blackpool and Lancashire Tourist Board. Bid from the Economy and Employment Thematic Group.

Cllr Owens provided an outline of the merits of the bid. It was felt that membership allowed smaller players to figure on a bigger stage.

Benefits of the membership also included the opportunity to participate in a successful graduate programme.

Concerns were raised regarding the benefits that the project could deliver. It was felt that there was insufficient cross-boarder working, especially with Southport.

Richard Small advised the meeting that it was important not to be complacent regarding the ability of larger attractions to market their own businesses. The visitor numbers at Martin Mere were declining.

Greg Mitten advised the meeting that feedback from the Rural Economy Local Action Group on which he represents the LSP, was that the Tourist Board had had positive involvement, particularly in the provision of advice.

Agreed: That the bid be approved and membership funded for one year.

Agreed: That future funding of the membership be subject to the Executive being satisfied that the project was delivering sufficient benefits.

10 LSP Constitution Review. Report of the LSP Secretariat

The meeting was advised that a review of the constitution was required, as it had been agreed that it would be reviewed within two years of adoption. A draft revised constitution had been circulated with the papers.

The Chairman requested that references to the 'Chair' should be amended to 'Chairman'.

It was felt that YPS was represented through LCC.

Agreed: That comments on the draft revised Constitution should be sent to the LSP Secretariat.

That a private sector representative should be approached again regarding attendance.

11 Proposed Annual General Meeting Arrangements. Report of the LSP Secretariat.

Agreed: That bolstering the economy, avoiding double-dip recession and achieving efficiencies with minimal impact on services should be the focus of the AGM.

That the Secretariat would bring a report to the next meeting of the Executive outlining a draft programme.

12 Duty to Involve. Report of WLBC

Shaun Walsh presented the report which detailed a proposal to meet the Duty to Involve whilst minimising the effort required from partners. This involved providing links to relevant web pages.

Noted: That information should be passed to the LSP Secretariat before 4th June.

13 Community Cohesion Advice Note. Report of the Community Cohesion Thematic Group.

Tracey Jardine presented the report. It was felt that the action plan was realistic and that the advice note provided a useful map of what partners were doing.

A huge amount of work was going on. The action plan would be reviewed annually and presented to the Executive.

The People and Communities Group was a subgroup of this thematic group. Its role was to look at how the third sector could play a part in turning strategy into action.

The advice note was the first action on the action plan and was now complete.

Bill Taylor highlighted the lack of community tension that had arisen following the conviction for murder of a Polish national. This was thanks to cross-organisational working.

Cllr Grant highlighted the success of Freshers' Week. Steve Igoe gave credit to the Students Union for this. A 'PC Paul' virtual police officer initiative had been very successful. Cllr Cropper felt that one could scarcely find a better example of partnership working.

Noted: The contents of the report.

14 WLBC Corporate Priorities 2010/11. Report of WLBC

Cllr Grant presented the item and highlighted the focus upon the best use of resources. It was a statement of intent.

Steve Igoe felt that MAAs would become more important. He felt that the one in which West Lancashire was involved looked Preston-centric. The importance of recognising West Lancashire and retaining a talented workforce were highlighted.

Cllr Grant explained the rationale behind MAAs and stressed that the West Lancashire corner was being strongly fought.

There was campaigning for an improved rail link to Preston from Burscough and Skelmersdale, so benefits to Preston could be realised by West Lancashire.

Noted: the contents of the report.

15 Forward Plan 2010

Partners were reminded that the next meeting of the Executive would commence at **9.30am**.

16 Any Other Business

Greg Mitten wished to acknowledge the partnership working that was going on. There had been a noticeable difference in the support that he had received by being a member of the LSP.

The Children's Trust had allocated £13k to fund two paid workers at a crisis centre until 31/1/11.

With regard to Future Jobs, LCC had worked well with CVS. Four young people were now working at Red Apple. The college were recruiting for a further eight. There were three other vacancies to fill. These would provide six months training.

MINUTES OF LSP EXECUTIVE MEETING
9.30am 16th July 2010, West Lancashire Investment Centre

Present:

Cllr Ian Grant Ian Cropper	Chairman Parish Councils' representative	Cllr Blake Greg Mitten	Vice Chair Chair of People and Communities Thematic Group
Hugh Evans	Chamber of Commerce	Dean Holden	Lancashire Constabulary
Steve Costello Cllr William Cropper	LCC LCC	Dr Zakyeya Atcha Mark Wardale	NHS Central Lancashire LCC (obo Tracey Jardine)
Rodney Dykes	Southport and Ormskirk NHS Trust	Cllr Owens	Chair of Employment, Learning and Skills Thematic Group
Louise Dawson	Skelmersdale and Ormskirk College	John Buck	Lancashire Fire and Rescue Service
Alex McMinn	Chair of Older People's Partnership Board	Kim Webber	WLBC (obo Bill Taylor)

In attendance: Cath McNamara (LSP Secretariat); Shaun Walsh (LSP Secretariat); Andrew Hill (WLBC).

1 Apologies

Bill Taylor	Chair of Community Safety Partnership (Kim Webber deputised with Andrew Hill in attendance)	Tracey Jardine	District Partnership Officer (LCC) (Mark Wardale deputised)
Cllr Westley	Chair of Funding Management Group	Steve Igoe	Edge Hill University
Cllr Forshaw	Chair of Integrated Transport Group	Stuart Williams	Lancashire Constabulary (Dean Holden deputised)
Angela Aspinwall- Livesay	Chair of Children's Trust		

The Chairman welcomed everyone to the meeting and provided an update about the changes that had been announced to PRG by the Coalition Government, and the implications of these announcements on the work that had previously been undertaken by the Group.

2. Declarations of Interest

It was agreed that these would be dealt with by each item.

For approval

3 Minutes of the Executive meeting, 16.07.10

At item 16, this should be amended to reflect £136k until 31/3/11 and 3 frontline projects.

AGREED as an accurate record

4 Matters arising

N/a

5 Performance reward Grant

The Chairman advised the meeting that PRG would still need to be spent with a 50/50 capital/revenue split. The purpose of the item was to seek tacit approval of interest.

Louise Dawson and Greg Mitten advised the meeting that the groups had worked together to look at scaling down the funding required, without sacrificing outcomes. Match funding etc had been considered. The revised proposal was a collaboration between Skelmersdale and Ormskirk College, WLCVS, the NHS, PCT, Children's Trust and the regeneration team at WLBC.

The project had a number of strands and would be called 'West Lancs Passport', the idea being that residents sign up to a number of objectives that they will then receive support to achieve. Targets were around number of volunteering hours and apprenticeships.

Greg felt that the project would develop employment opportunities, improve health and have a number of other cross-cutting benefits. The working group was satisfied that the project met all of the requirements, based on a revised CCTV project requiring a similar amount of capital funding.

A draft structure was distributed amongst the meeting.

Greg highlighted the use of community assets in the public sector – wants to be in a position to continue future funding, for example to create and address issues regarding employment, community safety and community food growing.

There were links to rural development. It was outcome, not aspiration based. The focus was upon creating self-sustaining organisations and asset-based community training.

The bid was made up of the following:

Funding required for 2 years:

2 Development Officers (£60k pa)
Health related training (£5k pa)

Further funding for management, co-ordination, travel and contingency.

In total, the project was estimated to cost at £386,934, of which £177,650 match funding had been identified.

There would be a senior management co-ordination group, whose target would be to make the project self-sustaining. The group would be akin to the LSP Action Groups and would

spearhead the new way of working. The Employment, Learning and Skills Thematic Group would take the work forward and manage it.

The Group believe the project to be achievable and were continually looking at further funding opportunities.

Cllr Owens was generally supportive of the work and Kim Webber highlighted how important and positive it was that the groups were working so closely together, instead of retreating into silos. Kim also felt that there were possible opportunities for greater synergy with leisure services and the MAPS team in terms of links for referral.

Louise Dawson advised the meeting that match funding was secure. Greg added that the centralised use of development workers and future jobs trainees would equal a better use of that resource. Risk strategies had been developed in case any funding was lost.

Andrew Hill provided an update on the possibility of revising the CCTV project. Improvements could be made with any amount of funding, but he felt that a worthwhile project could still be undertaken with reduced funding of £220k capital.

Agreed: That a revised CCTV proposal would be brought to the next meeting.

Agreed: That the group was still happy with the principle of a CCTV proposal.

Shaun Walsh highlighted the need to ensure that funding remained available for any project management costs.

Dean Holden reinforced the importance of CCTV in West Lancashire and offered to come back to the meeting with a presentation about its hidden benefits.

In response to a query regarding the possibility of the PRG that had been received being clawed back, the group was advised that currently there was no knowledge of this being a possibility.

In response to a query from Ian Cropper regarding when it would be possible to commit to funding a project, there was some discussion around contractual commitments. Kim felt it was important to weigh up the risks and that the suggested route was the right approach from a scrutiny perspective.

Agreed: That the Executive notes that the level of PRG which will be received is unlikely to be in excess of the £478k already received and that this will still need to be spent equally on capital and revenue.

Agreed: That no commitments involving use of PRG monies are entered into until there is certainty as to the amount of money WL LSP will receive.

Noted: That the Executive agrees an alternative way forward with regard to allocating the PRG.

Agreed: That a further paper would be brought to the next meeting of the Executive.

Agreed: That a special half-hour meeting of the Executive be held after the Annual Forum to agree a way forward on PRG allocation.

6 Funding Management Group Round Up Statement

Only £3k had been unspent.

Noted: The paper was noted and the Chairman thanked Gary Jones for the

producing it.

7 Second Homes Monitoring. Report from the LSP Secretariat.

Noted: The report was noted.

Agreed: That a report would be brought to the November meeting of the Executive, clarifying where projects were up to and whether the monies allocated to them would be spent.

8 Second Homes Fund Project Proposal – Outreach service providing free money education and fairly priced loans in the rural parishes of West Lancashire and the hard to reach areas in Skelmersdale. Report from LSP Secretariat.

The Chairman asked that Item 12 be considered along side this project proposal, as the Rural Development Programme might provide an alternative source of funding.

Greg advised the meeting that the provision of rural advice had been included in the PRG proposal considered at Item 5, however the second homes fund bid application had preceded this inclusion. The group submitting the proposal were now aware of the Rural Development Programme and were going to look into it.

The Chairman advised the meeting that as we were only quarter of a way into the financial it would be unwise to commit further revenue at this stage.

Dean Holden said that LCC Trading Standards were also looking into this area of work at the moment and it was important to ensure that there was no duplication.

Agreed: That the bid be deferred to the November meeting.

9 Neighbourhood Management. Report from LSP Secretariat.

Kim Webber outlined the work that had been conducted by WLBC Overview and Scrutiny Committee. The Committee had asked that it be brought to the attention of the Executive as it was an area of potential cross-agency working. The Executive was asked whether this was something that it wanted to look at, bearing in mind the financial situation.

The Chairman didn't believe that the LSP could sign up to funding a Neighbourhood Manager and Cllr Grant expressed concerns regarding the extra cost and how proportionate this was to the value that it would add.

In response to a query regarding carrying on the SSCF work, Andrew Hill advised the meeting that it was about using the skills gained through SSCF and taking them elsewhere, one neighbourhood at a time.

Dean Holden felt that sustainability of such projects had been demonstrated through SSCF.

Agreed: That the project be supported, in principle.

Agreed: Costings, outcomes and measures would be discussed at a future meeting,

Agreed: Funds could not be committed by the LSP but alternative means of funding could be explored at a future meeting.

Agreed: that the existing Neighbourhood Manager be invited to speak at the November meeting.

Noted: The contents of the report.

10 Performance Update. Report of LSP Secretariat.

The People and Communities Thematic Group were bringing together Ormskirk Community Partnership, Skelmersdale Community Partnership and Burscough Moving Forward. Its focus was upon two LAA targets: creating a thriving third sector and involvement in volunteering. It was aligned to the Community Cohesion Action Plan and was an opportunity to highlight rural West Lancashire.

Dean Holden provided an update on crime and disorder performance and explained that there were difficult times ahead, especially when compared with performance last year which was particularly good.

There had been an increase in lower level assaults in Skelmersdale, which were probably alcohol related. There was a project going on in Skelmersdale to address the issue of alcohol misuse.

There was good partnership cross-boarder working, for example notifying when offenders were coming into the area.

Rodney Dykes advised the meeting that there had been no increase in violence to staff during the World Cup. There had been a marginal increase at Southport, but it had been far below what had been feared. They had worked proactively to minimise any potential increase.

There had been discussions regarding misconceptions around Edge Hill. Positive projects had been undertaken and they were trying to get more positive news published through the press.

Andrew Hill felt that the Face the People Event had demonstrated the positive impact of students on the local economy.

Ian Cropper queried whether there had been an increase in mob culture. Dean advised the meeting that an incident in Tarleton had been an isolated one. Problems being experienced in South Ribble were not mirrored in West Lancashire.

Noted: The contents of the report.

For Noting:

11 LSP AGM. Verbal update from LSP Secretariat.

The Chairman felt that this should be a 2 hour meeting, followed by a Special Meeting of the Executive.

There was discussion around the title of the meeting and whether this could affect attendance.

Agreed: That the Secretariat would draft an agenda reflecting comments made during this discussion.

12 Rural Development Programme for England – Calls for Expression of Interest. Update from WLCVS

Greg Mitten advised the meeting that this was an information item.

If any partners were aware of potentially suitable projects in rural communities they should contact Karen Kerrigan.

Ian Cropper advised the meeting that Hesketh with Becconsall Parish Council had already submitted an application.

Noted: The contents of the report.

13 Forward Plan 2010

Agreed: That the Annual Forum would start at 9.30am.

Agreed: That the Secretariat would amend the forward plan to include the additions agreed at this meeting.

15 Any Other Business

1. Zakyeya Atcha advised the meeting that, with regard to the White Paper ("*Equality and Excellence: Liberating the NHS*"), the Chief Executive of Central Lancashire PCT had written to local authority Chief Executives. The Executive would be approached regarding its response.

Rodney Dykes wanted to put on record the excellent support that had been received from Central Lancashire PCT. Kim Webber added that there had been many benefits from PCT input into LSP projects.

2. Alex McMinn queried whether any clarity had been received on what was meant by the 'Big Society'. He felt that a good understanding of this would enable the LSP to be proactive once the new approach started to be implemented.

The Chairman felt that clarity regarding *localism* would also be helpful.

Kim Webber felt that the 'Big Society' provided an opportunity to share what we do.

**MINUTES OF SPECIAL LSP EXECUTIVE MEETING
12.30pm 23rd September 2010, West Lancashire Investment Centre**

Present:

Cllr Ian Grant Ian Cropper	Chairman Parish Councils' representative	Cllr Blake Greg Mitten	Vice Chair Chair of People and Communities Thematic Group
Bill Taylor	Chair of Community Safety Partnership	Dean Holden	Lancashire Constabulary
Stuart Williams	Lancashire Constabulary	Jane Cass	NHS Central Lancashire
Cllr William Cropper	LCC	Steve Igoe	Edge Hill University
Louise Dawson	Skelmersdale and Ormskirk College	Cllr Westley	Chair of Funding Management Group
Shaun Walsh	Performance Management Network Chair	John Buck	Lancashire Fire and Rescue Service

In attendance: Cath McNamara (LSP Secretariat); Dave Tilleray (WLBC).

1 Apologies

Dr Richard Small	Better Environment Thematic Group	Tracey Jardine	District Partnership Officer (LCC)
Stephen Costello	LCC	Cllr Ashcroft	Chair of Community Cohesion Thematic Group
Cllr Forshaw	Chair of Integrated Transport Group	Cllr Fowler	Chair of Health and Well- Being Thematic group
Dr Zakyeya Atcha	CLPCT	Alex McMinn	Older Peoples' Partnership Board

The Chairman welcomed everyone to the meeting and reinforced his view that governance would be key.

Comments received from the Forum were noted.

2. Declarations of Interest

Cllrs Grant, Blake, Westley and Cropper declared an interest in Item 5.

For approval

3 Minutes of the Executive meeting, 16.07.10

AGREED as an accurate record

4 Matters arising

N/a

5 Performance Reward Grant

The Chairman outlined the purpose of the meeting, the process that had been undertaken to develop proposals for allocation of PRG and the current position in terms of the proposals received.

The point that effective partnership working had been the reason for attracting this funding was highlighted.

Authors of the PIDs were thanked for their hard work.

Louise Dawson advised the meeting that the contribution of others who had also contributed significantly to drawing up the West Lancashire Challenge proposal should be recognised.

The reduction in funding had presented an opportunity for collaborative working. Louise felt that this could grow as more partners become involved.

Greg Mitten felt that it was imperative to be proactive in coming up with models that attracted funding and that sustainability would be achieved.

The Chairman said that the sustainability of the proposals demonstrated the commitment of partners.

Jane Cass said that there was a shift in emphasis from reducing duplication to being cleverer together.

Cllr Cropper felt that by working in partnership, a stronger joint proposal had been developed, rather than competing smaller ones.

The Chairman advised the meeting that the commitment of the Borough Council was evidenced through absorbing project management costs. He stressed the importance of strong governance arrangements that would stand up to scrutiny and accordingly that the Secretariat would be in touch with partners following the meeting to identify leads for both projects and to draw up appropriate SLAs.

AGREED: That the West Lancashire Challenge Project should be recommended to the Borough Council for ratification.

Greg Mitten felt that the West Lancashire Challenge Project and Strengthening and Supporting CCTV Project were complementary.

Dave Tilleray said that in looking at cutting edge technology, the CCTV Project was by definition a bit nebulous. A national expert was being used to assist with this.

The project would align with another project being undertaken to relocate the CCTV suite. The costs of moving the CCTV suite would be met by the Borough Council.

Bill Taylor advised the meeting that the proposal had been strongly scrutinised to ensure that its purpose wasn't to backfill a budget.

Cllr Grant further reinforced the importance of strong governance arrangements to evidence this. He also believed that there was strong public support for the project.

Stuart Williams reiterated the importance that removing CCTV, once it had been put in

place, would have a significant effect on public reassurance. There had been a wealth of research undertaken regarding the effectiveness of CCTV in reducing crime, from which a definitive conclusion could not be reached. There was no doubt however that CCTV was very definitely effective in detecting crime.

AGREED: That the Strengthening and Supporting CCTV Project should be recommended to the Borough Council for ratification.

6 Forward Plan 2010

Noted.

7 Any Other Business

Greg Mitten presented the Executive with copies of the end of project report for the Phoenix Project. LCC were looking into trying to set up a pilot project in Skelmersdale. c.£3k would be returned to the Second Homes Fund.

8 Future Meetings

WEST LANCASHIRE LOCAL CHILDREN'S TRUST PARTNERSHIP MEETING



ACTION NOTES		PRESENT			
DATE:	4 th November 2010	Angela Aspinwall-Livesey (Chair) Early years and Primary schools	✓	✓	Ismail Karolia (IK) clerk
		John Nelson (JN) WLBC	✓	✓	
TIME:	2pm	Tracey Jardine (TJ) DPO	✓	✓	
		Jane Cass (JC) NHS Public Health	✓	✓	
VENUE:		Jonathan Hewitt (JH) LCC	✓	✓	
Hillside Community Primary School, Egerton, Tanhouse, Skelmersdale WN8 6AB		Greg Mitten (GM) CVS [VCF]	✓	✓	
		Louise Dawson (LD) S&O College [FE/Higer ed.]	✓	✓	
		Grant Murdoch (GDM) YPS	✓	✓	
		Talha Wadee (TW) LCC	✓	✓	
		Carmel Foster (CF) Secondary Schools	✓	✓	
DISCUSSION ITEM		ACTION NOTES			BY
1.	WELCOME AND INTRODUCTIONS	Angela Aspinwall-Livesey (AAL), Chair, welcomed everyone to the meeting and introductions were made.			
2.	APOLOGIES FOR ABSENCE	County Councillor Carolyn Evans (CE) LCC Councillor Andrew Fowler (AF) WLBC			
3.	NOTE OF PREVIOUS MEETING 10TH JUNE 2010– ACCURACY	The notes of the last meeting were agreed as a correct record.			
4.	NOTES OF PREVIOUS MEETING – MATTERS ARISING	None			

7.	CYP Children and Young People's Plan consultation	Response to be prepared by TJ and IK from views given at the meeting.	IK, TJ
8.	JSNA West Lancashire Summary	<p>All partners felt the document was useful, and written in an appropriate way to make it accessible to officers, partners and community members. The following suggestions for development were given.</p> <ul style="list-style-type: none"> - No benchmarking statistics e.g. West Lancashire's statistics compared to Lancashire and England's statistics. These statistics could be given in Brackets represented through a colour coding system. <p>The summary will be completed annually. JH will speak to Heather Catt (LCC) regarding the board's suggestions and to request attendance to the partnership meeting to present the summary.</p>	JH
9.	Financial Monitoring Report	There is £38,550 remaining to be spent before March 2011. TW submitted a report regarding Funding Update. The group agreed to examine ways in which the remaining funding could be put to use, perhaps by match funding or linking funding projects e.g. TYSOG and PPP. TW will arrange a funding sub group meeting towards the end of November to discuss forward movements.	TW
10.	Future Work Plan/Ideas from Trust Members	<p>JH circulated a draft report outlining some current trends in young peoples education, highlighting</p> <ul style="list-style-type: none"> ○ Possibly as a result of the gender gap work being done, which has impacted well on boys' achievements, girls' achievement was going down. ○ There was a marked difference between children and young peoples attitudes and feelings after transition to a new school, where many children and young people reacted negatively to the change. ○ Number of permanent exclusions from secondary school has risen, in contrast to the Lancashire picture, in which it has decreased. <p>Information collated from Pupil Attitudes Questionnaire, developed by LCC. JH suggested that all schools are encouraged and supported to fill in the questionnaire, which is currently used by 5/8 secondary schools and 40/58 primary schools across the borough. Board agreed that the data was useful to help identify priority issues. CF agreed to bring up at Heads meeting.</p>	CF, ALL BOARD MEMBERS

11.	ANY OTHER BUSINESS	<ul style="list-style-type: none"> ○ County Councillor Evans ○ Commissioning Framework consultation ○ Youth Strategy 	<p>TJ informed the board that County Councillor Carolyn Evans is now Champion for the Disabled.</p> <p>LCC children and young people's service have asked for a response to a proposed Commissioning Framework. This will be disseminated to partners. IK and GDM will formulate a response by 19th November.</p> <p>LCC Young People's Service requires feedback on Youth strategy. IK and GDM to develop a response by 12th November</p>	<p>IK, GDM</p> <p>IK, GDM</p>
12.	DATE OF NEXT MEETING	February 10 th 2011, venue to be confirmed.		

Ismail Karolia, Ismail@wlcvs.org, 01695 733737

22 November 2010

HEALTH AND WELLBEING THEMATIC GROUP

**Minutes of the last meeting held on the Wednesday 20th January 2010,
09.30 – 11.30 at Boardroom, Ormskirk Offices, NHS Central Lancashire**

PRESENT:

Dave Tilleray	Exec Manager Community Services, WLBC
Leigh Boyton	Local Resident
Puala Jones	SLC Physical Disability Partnership Board
Louise Armitage - Parkinson	West Lancashire BC
Greg Mitton	WLCVS
Amy Dunne	NHS Central Lancashire
Steve Coveney	NHS Central Lancashire
Jane Cass	Public Health Specialist, NHS Central Lancashire
Cllr Andrew Fowler	West Lancashire Borough Councillor – Chair
Debbie Young	Health Education Officer WLBC
Gill Millward	LCC Lancashire Joint Health Unit
Deirdre Mitton	SCFI
John Nelson	West Lancashire Borough Council
Nikki Hennessy	NHS Central Lancashire
Sue Porter	NHS Central Lancashire
Ann Fitzpatrick	LCC West Lancashire Mental Health Commissioning LCC
Elaine Downey	Stop Smoking Service, NHS Central Lancashire.
Gina Moran	Skelmersdale Ormskirk College

Apologies

Kerry Hesketh	Breast Feeding Coordinator NHS Central Lancashire
Gillian Whitfield	WLBC Planning
Donna Studholme	Help Direct Manager
Mike Tasker	Commercial Safety Manager WLBC
Paul Greenwood	Head of Sports and Leisure Facilities - Edge Hill
Joanne Latham	West Lancashire Assistant District Partnership Officer
Tracey Jardine	District Partnership Officer - West Lancashire
Margaret Williams	Special Care & Community Dentistry – NHS Central Lancashire

Action

1. Welcome and introductions.

Chair welcomed members and introductions were made around the table.

2. Apologies.

Apologies were noted (See above).

3. Minutes of the meeting/actions and matters arising held on 20th January 2010

Matters arising from the above minutes are to be deferred until next meeting in March.

- Gum Shields
- Orthodontic Toothbrushes

Young Adults Survey – Gina gave an overview of the result and these to be circulated to the Group.

Gina Moran

Innovate NoW Bid – Amy informed the Group that the bid submitted had been unsuccessful. Amy thanked members of the Group for their support and is looking to site current documents on the NHS Central Lancashire Web Site. Amy to let the group know when the documents are available online.

Amy

4. West Lancashire Stop Smoking Service

Elaine gave an overview of what the Service provided. Discussion followed on linking into schools and the young learners with funding from the 'Children's Trust' for a one off, off the shelf course. It was suggested that brief intervention training for front line staff could be provided to include the voluntary sector. Dates of training to be circulated.



B I Application .doc



BI Flyer Ormskirk
Level 1 Training 13.0'

Elaine

Elaine circulated service information to the group and asked if members could promote the service. Chair suggested attending the Allotment Day event on the 13th and linking into the Alcohol and Drugs service as part of the Care Pathway. Deirdre asked if time could be committed of a couple of hours a month at the drop in centre, Elaine agreed.

5. Community Food Growing Strategy

Greg informed the Group that funding had been received from the 2nd Homes Fund to support the 3 year strategy and that two workers had been employed 1 for within schools and the other community groups on a part time basis.

Help direct have launched there Small Sparks scheme and now have funding available. Red Apple, Extended School funding, 18 schools had now been approved and work is underway, further funding to be requested to extend the initiative. Also European funding for rural development to include linking with farmers for distribution of produce by community groups, Chair suggested the cooperative in Scarsbrick, Chair to forward details on to Greg.

Chair

Greg went on to highlight the event 'West Lancashire

Community Food Growing Allotment Day' at the Ecumenical Centre on the 13th and asked the Group to get in touch with CVS if any suggestion and interest. Also Greg would like to re-establish the Bag a Bargain and to link in with Deirdre.



CFG Newsletter 'Dig in' - Feb 2010.pdf

Greg went on to talk around the new web page and linking in with partners for input along with the new newsletter 'Dig In' to be launched in the coming weeks. Greg to circulate the Newsletter.

Greg

7. Improving Mental Health

Ann from the Commissioning Team LCC gave an overview of her role and Ann would like to link in with the Group and get involved in improving customer pathway by increasing capacity assessed services.

8. Health & Wellbeing Newsletter

Greg talked around the CVS web page and asked the Group for feedback. The first health page about to be released. Greg suggested the Group link into the website along with other health groups such as Health Direct to include regular updates and health information such as the stats on swine flu. Chair commented that the Borough Council do have Health & Wellbeing targets and will offer support and look to the local media for promoting good news articles once a month. The group agreed that Community Food Growing, Stop Smoking Support and work on reducing Seasonal Excess Deaths should all feature in the first edition.

It was agreed that Greg will ask the website lead to contact Jane regarding linking the Health & Wellbeing news to the website.

Greg

9. Seasonal Excess Deaths

Steve gave a presentation on seasonal excess deaths. Main points raised were the need for a poor housing strategy and fuel poverty. Steve suggested the need to link into voluntary and community sectors and front line staff/partners for training and resources from funding organisations. Chair highlighted funding that has become available through the Borough Council who is to focus on improving housing within West Lancs. Further discussion highlighted the Lancashire Partnership who is discussing the Big Ticket Issue which links into economy scheme; this is to be fed back to the Group. Steve to contact the 'Older People Board' and to look to using the CVS website and residents associations to cascade information. Steve informed the Group that the text warning alert trails should be complete by February and the PCT will take a view going forward based on the results.

Steve



Seasonal Excess Deaths NHS CL Gulab

10. Outdoor Gyms

Chair opened discussion highlighting the receipt of £50,000 for funding 4 to 5 outdoor gyms which could be increased with further funding to enable more gyms to be place around the whole borough. The PCT may be an option for funding with a link into CDRP and sports wear companies. Greg to look to 'Healthy Schools' fund and Community Groups. Greg to feedback to the Group and this item to be added to the next agenda.

Jane/Greg

Liability of the machines was commented on and it was highlighted that as they are isometric machines that met the standard and with regular inspection this is not an issue. Discussion followed on suitable sites and it was concluded that schools were not the best option due to access and maintenance.

To be discussed at the next meeting.

11. Partners Update

Louisa requested the Group promote the Domestic Violence literature available. Government issued Women and Girls strategy, summary document to be circulated and awaiting the implementation document. Louisa reminded the Group about routine questioning and getting the message over of DV handling and the risk assessment check list, this to be distributed and Louisa to bring DV incident stats to the next meeting. Louisa

Performance Reward Grant – WL looking at alcohol and 3 options put forward to the LSP which will be tailored to the family as a whole and parents to have better awareness of what they do. Deirdre highlighted there was no representation from Alcohol Services. Jane agreed to seek representation on the group. Jane

Puala asked if information could be added to the website regarding parking and bus routes. Improvements to bus routes for the disabled and buggies by 2017.

Group agreed the Gym approval can be made outside the meetings as they may miss funding opportunities.

Chair - Local Charity to be invited or asked to join – for example WL Positive Living, as some Charities and organisations on West Lancashire remain unknown, along with each member of the Group presenting an overview of what each service provides. ALL

Occupational Health and Safety Group organising food campaign with a presentation in March in Sheltered accommodation. The focus will be on Listeriosis. Debbie also highlighted that they are represented on newly formed Central Lancashire tobacco control alliance

Jane circulated information on the keep warm campaign.

Newsletter to be added to the next agenda.

Date and time of next meeting

Wednesday 17th March 2010 9.30am to 11.30am, West Lancashire District Council Offices, Ormskirk

HEALTH AND WELLBEING THEMATIC GROUP

Minutes of the last meeting held on the Wednesday 21st July 2010, 10.00 –
11.30 at Boardroom, Ormskirk Offices, NHS Central Lancashire

PRESENT:

Mike Tasker (chair)	Commercial Safety Manager WLBC
Leigh Boyton	Local Resident
Puala Jones	SLC Physical Disability Partnership Board
Glenn Harrison	NHS Central Lancashire
Eleanor Maddox	West Lancashire Women's Refuge
Vicky Atwood	WLCVS
Amy Dunne	NHS Central Lancashire
Donna Studholme	Help direct manager
Jane Cass	Public Health Specialist, NHS Central Lancashire
Mark Snaylam	Serco Leisure
Debbie Young	Health Education Officer WLBC
Bev Taylor	Age Concern
Jeremy Scholey	NHS Central Lancashire
Nikki Hennessy	NHS Central Lancashire
Elaine Downey	Stop Smoking Service, NHS Central Lancashire.
Gina Moran	Skelmersdale Ormskirk College

Apologies

Kerry Hesketh	Breast Feeding Coordinator NHS Central Lancashire
Gillian Whitfield	WLBC Planning
John Nelson	West Lancashire Borough Council
Dave Tilleray	Exec Manager Community Services, WLBC
Steve Kent	West Lancashire Borough Council
Cllr Andrew Fowler	West Lancashire Borough Councillor
Tracey Jardine	District Partnership Officer - West Lancashire
Margaret Williams	Special Care & Community Dentistry – NHS Central Lancashire
Greg Mitton	West Lancs CVS

1. Welcome and introductions.

Chair welcomed members and introductions were made around the table.

2. Apologies.

Apologies were noted (See above).

3. Report back community food growing

NH fed back on behalf of the Community Food Growing sub group. The last meeting was held at Roby Mill allotments, extended schools gave a presentation – 18 schools now have raised beds and are all growing produce. Martin Trengrove gave a summary of the finance and progress towards targets which look to be being exceeded. NH suggested she circulate Martins presentation. There has also been a celebration event at Red Apple – 15 schools attended and some press coverage is due. Publicity materials have been produced and are currently being circulated.

NH to circulate presentation

GM informed the group that the college are looking at a partnership with Red Apple in order to use some land for land based studies.

4. Report back Outdoor gyms

MT fed back on behalf of SK. The purpose of the outdoor gyms is to be easy to use, self supervised and allow for strength and cardiovascular training for all major muscle groups. They will be appropriate for all abilities and will be free of charge to users and will have signage detailing instructions for use. The initiative has been funded by West Lancs Borough Council (£50,000) and NHS Central Lancashire (£10,000). A draft specification has been produced and the equipment (a minimum of 10 pieces per site) is planned to be cited in Coronation park in Ormskirk, Richmond Park in Burscough and Coronation park in Skelmersdale (sites tbc). The siting of equipment will coincide with other park developments. Two sites will be complete by Autumn 2010. Discussion is ongoing with Northern parishes regarding possible future sites. On West Lancs council owned sites, the council will install and maintain the equipment. MT asked if anyone had any questions.

LB informed the group that Ashurst residents association are trying to get a park created on an unused field. They are approaching groundwork for funding for outdoor gym equipment. Public liability insurance is the main issue at present.

GH asked if consideration had been given to how to monitor useage and benefits to users. MT could not give detail on this at present but assured the group that this would be considered.

PJ asked would the equipment be accessible to people with disabilities. It was suggested that PJ could contribute some expertise to the sub group in terms of purchasing suitable equipment and equipment being accessible.

Puala To make contact with Steve Kent.

NH informed the group that Jenny Deakon (West Lancs Borough Council) had some time allocated to put on sessions to encourage useage on existing sites. Mark Snaylam informed the group that Serco staff will also be putting on monthly sessions as an introduction to the equipment.

JC raised the question of publicity for the equipment and VA said that information could be put on the CVS website. NH also suggested using already established groups in the area as a mechanism of promoting the equipment.

Mark to distribute publicity materials to Vicky for inclusion CVS website.

5. Action plan

JC thanked everyone for their work on the action plan. There are 4 main areas; Move and Eat Well, Mental Health, Workplace Health, Risk Taking behaviour.

JC informed the group that the focus of today would be to fill in the gaps in the action plan. The action plan has been formalised to include an introduction, background, priorities and links to other groups. JC has also tried to make some of the draft actions more explicit and advised the group to focus on outcomes.

The group split up into sub groups to continue with the action plans.

JC asked the group to think about the required membership for the task and finish groups moving forward, who would be responsible for the group and meeting frequency, how will progress on actions be fed back to the LSP?

7. Next steps

The sub groups fed back that leads, appropriate membership and frequency of meetings had been identified. The sub groups agreed to feedback verbally at HWB group meetings and provide formal feedback at the end of the year.

Sub group leads were asked to type up the amendments to their templates and send to JC within 2 weeks. JC will collate the responses and circulate these with one week for further comments. Following this the action plan with then go to the LSP executive for agreement.

Sub group leads

JC

JC thanked the group again for their input.

8. AOB

DY circulated copies of the commercial safety newsletter.

PJ circulated safe traders information and advised the group that further information can be requested for traders wishing to join the scheme.

Date and time of next meeting

The next meeting will be held on 15th September at the council offices 9.30-11.30am

HEALTH AND WELLBEING THEMATIC GROUP

Minutes of the Meeting held on 15th September 2010 at WLBC, 52 Derby Street, Ormskirk

Present:

Councillor Andrew Fowler	Chair	West Lancashire Borough Council
Dave Tilleray		West Lancashire Borough Council
Ismail Karolia		West Lancashire CVS
Greg Mitton		West Lancashire CVS
Leigh Boyton		Local Resident
Deidre Mitton		Skelmersdale Community Food Initiative
Sue Porter		NHS Central Lancashire
Paula Jones		South Lancs Physical Disability Partnership Board
Gina Moran		Skelmersdale & Ormskirk College
Steve Kent		West Lancashire Borough Council
Elaine Downey		NHS Central Lancashire
Mark Snaylam		West Lancashire Community Leisure Trust

Apologies

Jane Cass	NHS Central Lancashire
John Nelson	West Lancashire Borough Council

1.0 WELCOME & INTRODUCTIONS

The Chair welcomed members and introductions were made around the table.

2.0 APOLOGIES

2.1 Noted as above.

3.0 MINUTES FROM THE LAST MEETING (21.7.10)

These were accepted as a true and correct record. There were no matters arising (not already on the agenda).

4.0 ACTION PLAN SIGN OFF

4.1 GM thanked everybody who had been involved in the process. AF believed that the process had been better focussed and should lead to more deliverable outcomes. The Action Plan was APPROVED.

ACTION

5.0 PROGRESS ON ACTION PLAN

- 5.1 DM gave an update on the Move and Eat Well work strand. She was considering holding a sub-group meeting immediately before the next full Group meeting. **DM**
- 5.2 SK updated on the Outdoor Gyms. Specifications had been completed and circulated to contractors with Tender returns due 8th October for Coronation Park, Ormskirk, Richmond Park, Burscough and Coronation Park, Skelmersdale. **SK/AF**
- 5.3 LB advised that the Mental Health Sub-Group would be meeting in October to agree progress. **NH/LB**
- 5.4 Workforce Health – no further progress. **DS**
- 5.5 ED updated on Risk Taking Behaviour, especially smoking. All provider service teams with Central Lancs are to receive a 30 minute presentation on the Stop Smoking Service and Healthy Lifestyles team. An E-learning package is currently being piloted by the stop smoking team, with a view to it being rolled out to all PCT staff and possibly partners, following evaluation. Two new dates were provided for partners to attend Stop Smoking Brief Intervention Training – 23.11.10 and 15.2.11 (9.30-12.30). ED also advised about the promotion work re. leaflets, cards, flyers, posters and the website www.centrallancashire.nhs.uk **ED/All**

6.0 ASSET BASED COMMUNITY DEVELOPMENT (ABCD)

- 6.1 IK gave a presentation on ABCD in West Lancashire explaining how it linked into national strategies, particularly in relation to the Marmot Review work on partnerships and community empowerment, the IDeA 'Glass Half Full' work on an asset based approach and the 'Big Society' work on giving communities more power, encouraging people into active roles in their communities and support mechanisms. **CB**

IK explained how individuals' skills and abilities, the establishment of local groups, organisations and businesses and the existence of places of worship, community buildings and spaces were all 'community assets'. The local West Lancashire ABCD group had been very active and IK detailed a long list of significant achievements by that group, and how they linked into the Health and Wellbeing Action Plan.

The Chair thanked IK for an excellent and informative presentation.

7.0 PARTNER UPDATE

- 7.1 AF advised about the work being done by Gulab Singh mapping out skills and knowledge of elected Members in West Lancs. **AF/GS**

- | | | |
|------------|--|--------------|
| 7.2 | MS advised about the new 'sheltered' community facilities in Ormskirk with 111 beds, a small gym and a hydrotherapy pool being established with Arena Housing. | MS |
| 7.3 | AF and SK advised about the encouragement being given to communities (using ABCD principles) to establish 'Friends of....' Groups for Parks. | AF/SK |
| 7.4 | PJ advised about the 'Safe Traders' scheme, part of Help Direct, with publicity planned. She also mentioned the presentation being given by the SLPDPB to other organisations (such as the Chorley LSP) on their work. | PJ |
| 7.5 | AF mentioned that the newsletters used by Parishes and other organisations in rural communities could be used to publicise important messages. | AF |
| 7.6 | DT advised that JC intended to update partners on structural changes in the PCT and the implications of the White Paper, at our next meeting. | DT/JC |
| 8.0 | DATE OF NEXT MEETING | |
| 8.1 | 10th November 2010 at 9.30am – Digmaor Community Centre | |

HEALTH AND WELLBEING THEMATIC GROUP

**Minutes of the last meeting held on the Wednesday 10th November 2010,
9.30 – 11.30 at Digmoor Community Centre, Skelmersdale**

PRESENT:

Mike Tasker	Commercial Safety Manager WLBC
Leigh Boyton	Local Resident
Puala Jones	SLC Physical Disability Partnership Board
Louisa Armitage Parkinson	Domestic Violence Coordinator
Eleanor Maddocks	West Lancashire Women's Refuge
Stephen Gough	Community Pharmacy Advisor
Joan Brindle	Moving on, Lancashire
Donna Studholme	Help direct manager
Jane Cass	Public Health Specialist, NHS Central Lancashire
Geraldine Moore	Age Concern
John Nelson	Head of Leisure Services
Dave Tilleray (Chair)	Exec Manager Community Services, WLBC
Nikki Hennessy	NHS Central Lancashire
Elaine Downey	Stop Smoking Service, NHS Central Lancashire.
Charlotte Watkinson	SCIFI & CVS
Mark Snaylam	Serco Leisure
Kim Tkacuk	Learning Disabilities Team, LCC
Gillian Whitfield	Planning Department, WLBC

Apologies

Cllr Andrew Fowler	West Lancashire Borough Councillor.
Jeremy Scholey	NHS Central Lancashire
Jennifer Holmes	
Debbie Young	Health Education Officer, WLBC
Kate Ainscough	Infant Feeding Team, Ormskirk Hospital
Paul Greenwood	Sporting Edge, Edge Hill University
Gina Moran	Skelmersdale & Ormskirk College
Amy Dunne	NHS Central Lancashire
Greg Mitten	West Lancs CVS
Deirdre Mitten	SCFI
Margaret Williams	Special Care & Community Dentistry – NHS Central Lancashire
Steve Kent	West Lancashire Borough Council

1. Welcome and introductions.

In the absence of Councillor Fowler, Dave Tilleray agreed to chair the meeting. The Chair welcomed members and particularly Stephen Gough and introductions were made around the table.

2. Apologies.

Apologies were noted (See above).

3. Minutes from the Last Meeting

Puala Jones corrected the spelling of her name.

Item 5.4 – The lead for the Workforce Health section of the action plan should be Nikki Hennessy and Donna Studholme is the lead for the Mental Health section. JC to alter the Action Plan leads

Apart from these changes the minutes were accepted as a true record.

4. Progress on Action Plan

Copies of the current action plan were circulated and group members were asked to provide an update on progress on the relevant sections.

Move & Eat Well

Donna provided a progress update on the collection of information for the Directory. A link will be emailed for onward circulation to the group. DS to provide link to the directory for onward distribution.

Outdoor Gyms

John Nelson provided an update on the current progress with the outdoor gyms. 3 sites have been identified. The specification has been out to tender and 9 submissions have been received. From these a provider has been identified proposing a costing of £47k for 3 sites. This was significantly less than originally anticipated. The first of the new outdoor gyms will be available in early Jan / Feb. Following this a press release will be drafted in early spring 2011.

Mental Health

DS informed the group that the research demographics exercise for West Lancashire and the asset mapping and building community resilience is near to completion.

The use of postcode information to map the population of Lancashire Care Trust has produced some interesting results highlighting some of the rural communities as the greatest users.

Brookside development – the second group meeting will be held on 15th November to discuss Health and Wellbeing issues for the project. The development is due to be opened in January 2012.

Workplace Health

Andrea Smith has attended business forum to discuss Health Works

Award and to encourage more businesses including smaller businesses to take part in the award scheme. This received a good reception. To further publicise the award, Mike will set up a meeting with Andrea to incorporate the award in the inspection to encourage businesses to take up award.

Mike Tasker to meet with Andrea Smith.

NH informed the group that Andrea will be the only part time post to deliver the award across Central Lancashire in the new PCT structure. The Healthy Lifestyle service is also available to support the Health Works Award.

JN informed the group that Rebecca Christopher is available to support the award scheme from WLBC and Mark informed the group that corporate packages are available for businesses to encourage physical activity. This information can be included in the inspection.

JC clarified that as Andrea Smith does not attend the Health and Wellbeing thematic group another member of the group should feedback the developments of the task and finish group. NH agreed to provide this information.

NH to feedback to the group on behalf of the Workplace group.

Risk Taking Behaviour

Elaine informed the group that Brief Intervention training will be held on 21 November and 15 February however only a limited number of people have booked on the group.

Elaine to circulate information on Brief Intervention training.

A pilot on e learning for Brief Intervention is currently being produced. This is in the process of being put onto the website.

The Stop Smoking Service is supporting building staff at the new Skelmersdale and Ormskirk college to stop smoking.

Recent smoking prevalence statistics have stated that West Lancashire has 17.5% prevalence. This is the lowest in the North West and a significant improvement on the previous smoking prevalence of 27%.

5. Structural Changes within the NHS

JC provided an update on the current changes within the NHS based on the recently published white paper. JC stressed that there are many unanswered questions and it is anticipated that the Public Health White paper due for release in December should provide some clarity on the health improvement functions.

JC to send presentation

ED stressed greater alignment with most local community services within the Integrated Care Organisation and a new trust called Southport & Ormskirk NHS Trust will be formed.

Question were raised in response to the presentation regarding the current position of GP consortia and the concern that some of the 'softer services' may not be commissioned. Stephen Gough stressed that the patient voice should not be underestimated.

What Health Improvement functions will be transferred to Local Authority? At this stage it is not clear however, the White paper does

indicate that services such as smoking and healthy eating may be transferred.

Concerns were raised regarding the commissioning of Health Trainers. It was confirmed that the funding is no longer available for Health Trainers in Central Lancashire.

Questions around cost savings were raised however this has not been defined at this stage.

6. Pharmaceutical Needs Assessment

SG gave an update on the Pharmaceutical Needs Assessment and invited comments and views on pharmacy services in West Lancashire.

SG to provide presentation electronically and circulate to the group.

SG circulated an executive summary and explained the historical changes for Community Pharmacies and the additional services that are now provided through enhanced services that respond to local needs.

Statutory obligation for every PCT to undertake a Pharmacy Needs Assessment to establish the local needs and this must be published by Feb 2011. This will follow a consultation process with local partners and stakeholders and will consider all pharmacy services not just community services.

The Pharmacy Needs Assessment (PNA) is not a Health Needs Assessment. This has been addressed by the PCTs Commissioning Strategic Plan. The PNA has been aligned to the PCT priorities within the Commissioning Strategic Plan with the current commissioned pharmacy services and the services that are not currently commissioned but could be commissioned.

The PCT is now undertaking a 60 day consultation exercise.

SG stressed that although the services could be commissioned from Community Pharmacies, it may not be the most cost effective way of doing it and consideration should be given to this.

GPs, pharmacists and patients have been consulted to gain information on the services that they would like to see commissioned and those which are valued the most. 76% of patients have visited Pharmacists more than once per month of which 78% obtained medicines, 48% used minor ailments scheme and 5% used emergency hormonal contraception.

Patients have stressed that they want to access minor ailments scheme and obtain Gluten Free foods directly from their community pharmacy.

Focus on access to services e.g. opening hours, transport links, adequacy of service provision (what is already available from other services) and if patients have a choice of service.

Identified some inequalities in the services commissioned from an initial mapping exercise.

SG invited comments regarding whether the needs have been

accurately identified.

DT thanked SG for his presentation and stressed the difficulty in responding to the question of whether the services accurately captured the local needs.

It is envisaged that these needs assessments will become the responsibility of LAs in the new NHS.

DT asked if the reason why patients don't use services at pharmacy is because they don't know about the services available.

SG stressed that there is some scope for pharmacies to promote some of the actions / services outlined in the Health & Wellbeing action plan. NH stated that the weight management Brief Intervention training will include information on services to be signposted to. NH anticipated that some community pharmacists will attend the training.

Community consultation events will be held across Central Lancashire with one to be held in Digmoor 11th November.

SG will send a link to the document to JC for distribution to the group.

SG to send link to JC for distribution to the group.

DT gave a positive response and stressed that the transparent process was commendable.

JC to send the questionnaire link to the group.

JC to send questionnaire link.

7. **Partners Update**

3rd CVS Rural Roadshow

JC circulated information on the roadshow and encouraged members to attend.

Mouth Cancer Awareness Month

JC circulated information on Mouth Cancer Awareness Month on behalf of the dental team and circulated blue ribbons to support the campaign.

NW Forum on Ageing.

JC circulated information on the NW forum on ageing.

Nikki Hennessy reported on recent achievements with Skelmersdale Sea Cadets. A bid for healthy eating and a cook stewards course has been successful. Although the bid was for £6,500, the cadets have been awarded £4,100.

Mike Tasker informed the thematic group that the Health Promotion Annual Report is now available on the WLBC website. This has also been circulated to the group.

MT reported that Debbie Young has provided about 100 talks to schools on healthy eating and hand washing.

European Week of H & S – Theme is maintenance. Lack of maintenance results in health & safety issues. A press release to raise awareness will be issued and during inspections in next 12 months,

officers will be talking to businesses about this. Approx 260 inspections to be undertaken over the next 12 months. For further information contact MT.

Donna Studholme informed the thematic group that Help Direct is now 2 years old. Last month they commissioned their 1st social enterprise which is a gardening service and have had excellent feedback.

DS reported that they now link with Veggies to grow. This provides made to measure pots for growing your own veggies and herbs. Excellent way to promote healthy eating. Help Direct have invested funds into this organisation and it is linked to the Community Food Growing project.

Help Direct have seen an increase in business and although West Lancashire has smallest team they are performing the best.

Involved in ABCD with Greg at CVS and for Preston.

Outreach Plus – Targeting rural areas of West Lancashire to ensure that all have access to service. This may lead to the development of more timebanks.

Age Concern.

Age Concern has been awarded a big lottery research grant to look at wants and needs of local people. Focussing on West Lancashire especially Tanhouse and Digmoor. Survey has been completed by 1,000 people but need more commissioners and providers to complete the questionnaire.

Conference due to be held on Wednesday 23rd November linked to the research grant. Detail of the conference will be circulated.

Geraldine Moore to provide conference details.

The next advisory group will be held in West Lancashire and a reference group is required to drive the work in West Lancashire. Not sure if this should be older peoples partnership or Health & Well being thematic group.

Mark Snaylum informed the group that they have been awarded a £30k Disabled Children's Grant. This will be used to create adapted facilities at Nye Bevan.

John Nelson provided an update on the review of the childrens trusts. A small structured board has been developed at West Lancashire which replicates the County structure.

Childrens Trust has £130k funding but awaiting the decision on county priorities.

County have produced a draft children and young peoples action plan and are inviting responses to the consultation. Partners are asked to respond individually and a response will be made by the Childrens Trust as well. Lots of health issues detailed in the plan. The report will be available in Jan with final copy in Feb.

School Sports Partnership Funding - Funding for the schools sports

partnership post and the support post will be dramatically reduced next year. West Lancashire Borough Council is looking at ways to fund this. The Leisure Trust may be able to part fund this.

Blaguegate – this will be refurbished in the next 6 months due to open early next year.

Eleanor Maddocks advised the group that the Annual General Meeting will be held on 25th November at Skelmersdale Football Club. An invitation will be emailed to the group.

Eleanor Maddocks to provide AGM invitation.

Joan Brindle reported that Moving On is working with SCFI and Greg Mitten on ABCD. They have also agreed their first contract with West Lancashire GP consortia for social prescribing.

Leigh Boyton reported that the North West Ecological Trust may have allotment space. This will be picked up by the Community Food Growing Project group.

Gillian Whitfield reported to the group that the Local Development Framework, which was discussed at the Health and Wellbeing thematic group approximately 12 months ago has stalled due to government changes. It is now due for release in Spring 2011. Gillian will bring this back to a future meeting.

Louisa Armitage Parkinson informed the group of the Christmas Domestic Violence campaign. Louisa distributed DV posters to the group and informed the group that they are also available as PDF. For further copies of the posters contact Louisa directly by email at Louisa.armitage-parkinson@westlancs.gov.uk

DV posters to be available from Louisa.

Louisa is also planning to organise some community based stands. LAP will contact partners directly.

NHS is coordinating a national campaign which will focus on domestic violence in run up to Christmas. LAP agreed to send the link.

Louisa to send link.

Louisa informed the group that she will provide training session on domestic violence, domestic violence awareness and the MARAC to organisations. Contact Louisa directly.

Puala Jones informed the group that Safe Traders have had their first anniversary.

A meeting will be held on 24th November with CVS re: support for people with disabilities who want to do voluntary work.

Puala will be presenting her journey at the 3rd transitional pathway and has attended a partnership meeting with David Burham which considered sustainable partnerships.

LDWP – Looking to develop a package and training for support for those working with people on self directed support packages.

Puala attended a talk on hate crime. Possibility of training session for those on disability partnership to act as conduit between police and

group.

3rd Pact meeting will be held on 10th December.

Charlotte provided an update on behalf of SCFI and stressed her disappointment on the status of Health Trainers and the implications for the services.

SCFI are delivering courses and drop in sessions and are holding a Food and Mood event on Tuesday 23rd November at the Concourse in Skelmersdale. This will focus on food that has a positive impact on mental health and links with exercise.

For CVS, Charlotte reported that the Healthy Network event will run in mid December. A date will be circulated once confirmed. The theme will be ABCD approaches in West Lancashire and Health inequalities. Charlotte to circulate date.

Charlotte confirmed that she will be taking over the health pages of website. Health information to be sent to Charlotte.

Kim Tkacuk represented the learning disabilities partnership and confirmed that they have altered their structure. Local forums still exist but have come together as a Central Lancashire Partnership Board to create a stronger voice.

The Health & Wellbeing task group have produced a delivery plan for health inequalities for people with learning disabilities and this is available from Kim. The mental health group sit under the health and wellbeing task group.

Department of Health requires a health assessment to be completed. The Strategic Health Authority is currently meeting to consider the assessment.

West Lancashire has a local forum which is still active in local issues and producing excellent outcomes. The lead for the local forum is funded until 2012 and this is an identified risk for the future.

Going through tender process for health inequality activity re: access and issues for those with complex needs. These are among the most disadvantaged group. This is approx 200 in West Lancashire.

Community LD teams are not going into new Integrated Care Organisation and will stay as a specialism outside of the arrangements. They have been undertaking partnership training and have developed a hospital passport to tell essential things about the patient. This will be implemented for other patients as the Acute trust value this. Kim to provide link to be circulated.

8. **Date and Time of Next Meeting**

Wednesday 12th January 2011, 9.30 – 11.30

NHS Central Lancashire, Ormskirk Offices

Agenda Items for Next Meeting

- Update on Public Health White Paper.
- Update on Weight Management
- Update on alcohol services and alcohol strategy

WEST LANCASHIRE COMMUNITY SAFETY PARTNERSHIP

HELD: 13th October 2010

Commenced: 6 pm
Finished: 8 pm

PRESENT:

Andrew Hill	-	WLBC
William J Taylor MBE	-	Chairman, WLBC
Dean Holden	-	Lancashire Constabulary
David Tilleray	-	WLBC
Bruce Jassi	-	Lancashire Police Authority
Steve Mahon	-	WLBC
Mel Ormesher	-	LCC
Mary Lyon	-	NHS Central Lancs.
Steve Wilson	-	LF&RS
Carolyn Evans	-	LCC
County Cllr William Cropper	-	Lancashire Police Authority
Gareth Dykes	-	West Lancs. PACT
Louisa Armitage Parkinson	-	WLBC
Colin Buckley	-	LYOT
Sam Jones	-	LDAAT
Cllr Una Atherley	-	WLBC
Cllr Nolan	-	WLBC (observer)
County Cllr Aldridge	-	LCC
Mike Lock	-	Lancashire Probation Trust
Christine Coleman	-	Edge Hill University
Kiran Gill	-	Victim Support
Louise Cropper	-	Help Direct

IN ATTENDANCE:

Cliff Owens	-	WLBC
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1. WELCOME AND INTRODUCTIONS

The Chairman welcomed members to the meeting.

2. APOLOGIES

Apologies for absence were received from:

Cllr Greenall, Janet Tyrer, Adrienne Ledson, Chris Dennis, Stuart Williams, Helen Slee, Manda Edwards, Eleanor Maddocks, Faye Kellett, John Fleet, Mandy Naylor

3. MINUTES OF LAST MEETING/MATTERS ARISING

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

4. PUBLIC SECTOR SPENDING

The Chairman provided the Partnership with a verbal update on the issue of Public Sector Spending. The Chairman stated that details of the Comprehensive Spending Review will be announced on the 20th October 2010 but added that we will not know the full impact until the 1st week in December when specific grant figures are provided to LCC and the Borough Council. The Chairman advised that the comprehensive spending review would involve cuts on the scale that we have not dealt with before from almost every government department and this will provide us with tough choices in everything we do in future. The Chairman provided an overview of the potential impact on Neighbourhood Policing if funding is cut in this area and discussed the possible impact on crime statistics and community safety. This will require speedy decisions on determining our priorities and the management task will be to reduce the impact as much as possible.

Bruce Jassi provided the CSP with a comprehensive overview of the potential impact of cuts against policing. Bruce provided examples of significant savings already achieved in Lancashire through a combination of processes including reviews undertaken to increase effectiveness of the Police and a reduction in the number of Communication Centres, which was achieved with no loss to performance.

5. PERFORMANCE MONITORING

The Chairman invited partner agencies to provide a verbal overview of their quarterly performance information, which was contained within members meeting packs.

Dean Holden advised the Partnership that the positive performance has continued and added that we have had a very good 2nd quarter with continued overall reductions of 8% against all crime. Dean highlighted the significant reductions achieved against domestic burglary, which have reduced from an average of 64 per month to 24. Dean highlighted violent crime as the main performance indicator for concern but added this remains a challenging target for this year as we are comparing the figures with some excellent performance from last year. Dean added that Domestic Abuse accounts for approximately a quarter of the violent crime figures but is difficult to police from a patrol point of view.

Dean highlighted the excellent reductions achieved against ASB and advised the Partnership that Andrew Rhodes is now the force wide lead on ASB and vulnerability. Dean stated that Freshers Week was a great success and asked that his thanks be passed onto Andrew Hill and Cliff Owens for their support in putting together the multi-agency Freshers Week Reassurance Group. Dean highlighted the threat we face from organised crime groups in Merseyside who are filling gaps in the drugs market that open up when the police are successfully removing local drug dealers. Dean stated that there is an ongoing response from the police to this threat and disruption tactics are being planned as well as the continued effective use of ANPR. Dean added that the spike shown in performance against vehicle crime could be attributed to an increase of offences against cars parked at the University, which have

been targeted by criminals. Dean added that discussions with the University are ongoing on how to reduce this threat.

Cllr Nolan raised the issue of the effectiveness of gating within communities and the impact that it has had in other areas for reducing ASB. Dean advised that gating is primarily concerned with reducing burglaries and serious acquisitive crime and is not seen as a tool to reduce ASB. The Chairman also stated that Gating is historically utilised in areas with traditional back-to-back houses and ginnels running at the back of the housing. It was highlighted that the design of housing in Skelmersdale does not make gating an appropriate solution.

Discussion also took place on methods to reduce motorcycle nuisance. Dean Holden advised that the Police have recently seen much success with Operation Click in reducing this specific ASB issue.

Grant Murdoch added that the positive work of Young Peoples Services and specifically PAYP through funding provided by the CSP and Young Peoples Services over the summer may have had a contributory impact on the reductions of ASB recorded. This statement was supported by the Chairman who praised the quality of service currently provided by YPS in the Borough.

Mike Lock provided the group with an overview of the new performance format, which is being used to present Probation performance information to the CSP. Mike continued by providing a comprehensive overview of current performance against reducing re-offending. Mike highlighted violent crime as key area of conviction in both West Lancashire and across the County. West Lancashire has an adult re-offending rate of 9.4% compared to 11.2% in Lancashire.

Mike advised the group that performance last year against the PPO cohort had been poor and this was identified as being as a result of not targeting appropriate individuals and keeping PPO's on the scheme for too long. Other individuals on last year's cohort may have been more suitable for management under ASB or MAPA arrangements. Mike continued by providing an overview of performance and highlighted the 1st quarter results for Community Payback work undertaken in the Borough.

Some debate took place on the merits of Community Payback and on the theme of rehabilitation of offenders within the community. Bill stated that the average resident sees Prison as a punishment and allot of effort will need to be made to reassure the community that community payback and rehabilitation in the community is not a soft option.

Mike highlighted to the group that serious offenders are much more likely to receive a custodial sentence and added that non-compliance of orders would lead to a custodial sentence.

Cllr Nolan requested that consideration be given to work being undertaken in his ward. Mike advised the CSP that Probation are looking to formalise the arrangements around Community Payback with key officers from the Council who can identify projects that can be undertaken.

Steve Mahon provided an overview of performance figures for the ASB Team and provided the CSP with examples of positive partnership working with the Police during the Summer of Confidence Campaign, which was led by Lancashire Constabulary. Steve also provided examples of ongoing and successful enforcement activity which the team have been involved in that has led to positive outcomes for the community. Steve provided an overview of two key points that were raised at the new Tenants Participation Group meeting. This included the concern amongst residents with motorcycle nuisance and the positive relationship that the residents have with their local PCSO's and Neighbourhood Policing Teams.

Steve Wilson provided the CSP with a verbal overview of the performance information contained in the meeting pack on behalf of Lancashire Fire and Rescue. Steve stated that performance across the board remains strong with the exception of deliberate primary fires. These are slightly above target and a small proportion of these have involved wheelie bin fires. Steve highlighted a number of complimentary solutions to this problem which would include supplying safety locks for bins in targeted areas and none flammable wheelie bins for high risk areas / properties.

It was noted that initial discussions have taken place with the Community Safety Team and Lancashire Fire and Rescue on the development of funding bids to address this area of concern.

David Tilleray advised the CSP that the Bonfire Strategy Group has also discussed this issue. Dave added although it is an area of concern the number of wheelie bin fires have been relatively low when compared to the number of wheelie bins that have been distributed.

Steve provided the group with a brief verbal overview of the serious fire on Burscough Industrial Estate. Steve advised the CSP that the fire took place in the flammable none toxic part of the site. Steve stated that a fire curtain was put in place but added the suppression systems in the building did not work and added that toxic materials were stored in the other side of the site. Although chemical waste was mixed it has been tested and chemists have confirmed that there was no danger of an airborne toxic threat. Steve stated that 70 fire fighters were on site and 13 fire engines. A Lancashire Fire and Rescue presence will remain on site for the next week.

The Chairman praised the work of LF&RS and this was supported by Dean Holden who added that their work was exceptional and made the constabulary's job much easier.

Andrew Hill provided a brief overview of performance for the Environmental Protection Team. Andrew stated that overall performance for the 2nd quarter period was very positive. Andrew added that more proactive talks to schools and community groups have been planned.

Sam Jones provided an overview of the performance information on behalf of Addaction. Sam advised the CSP that a new service for drug and alcohol has been commissioned for the Central and Southern area, which includes West

Lancashire. Sam advised that the new service, which commenced on the 1st October, is delivered by Greater Manchester West who successfully tendered to take over the delivery of the adult substance misuse service.

Sam added her thanks to the Chairman and Community Safety Officer for their support in securing the premises at Westgate as the main hub for the delivery of substances misuse services in the Borough.

Sam stated that on behalf of the LDAAT she is keen for an opportunity to become involved in the reviewing process of the Alcohol Harm Reduction Strategy, which is led by Lancashire Constabulary. Dean Holden stated that he would welcome the LDAAT's input.

Colin Buckley provided the CSP with an overview of performance on behalf of Lancashire Youth Offending Team. Colin stated that he has reviewed the format for reporting to the CPS to ensure the information provided is more relevant to the service delivered. Colin continued by providing an overview for the key areas of performance, which were supplied in members meeting packs. Colin highlighted that the spike in performance for the South Lancashire YOT was primarily down to two individuals who had committed 14 and 17 offences respectively. One of which is now on a YRO and one is in custody.

Colin provided an overview on the category 'First Time Entrants' which is a new performance measure and therefore has no local comparator figure. The target measures first time entrants into the Criminal Justice System as opposed to the Youth Justice System. Colin advised that West Lancashire does have a far higher rate in this category compared with the rest of the County.

Colin advised the CSP that the NEET performance figures are currently very good with targets being achieved. This was supported by Grant Murdoch who provided an overview of current local performance against the NEET targets.

Louisa Armitage Parkinson provided the partnership with an overview of the performance figures for the IDVA service. Lou advised that the current caseload is quite high considering that it is managed by one case worker and highlighted that the primary focus is on high risk victims.

6. FUNDED INTERVENTIONS UPDATE

A written progress report for funded interventions for 2010/2011 was enclosed in members meeting packs. Andrew Hill advised that all interventions are on track for completion and provided a brief summary update on recently supported interventions including funding provided to the Police to reduce the threat of violence over the Christmas and New Year period in the night time economy.

7 PROPOSED RATIONALISATION OF COMMUNITY SAFETY PARTNERSHIP STRUCTURES IN LANCASHIRE

The Chairman provided a brief verbal report against the proposed rationalisation of Community Safety Partnership structures in Lancashire. The Chairman stated that discussion has stalled on this subject pending the outcome of the Comprehensive Spending Review and the discussion around the future role of the Police Authority and Partnership working.

8. REDUCING PRESCRIPTIVE REGULATION FOR COMMUNITY SAFETY

David Tilleray, Executive Manager for Community Services provided the CSP with a verbal overview of the short consultation exercise on reducing the regulations, which prescribe the way Community Safety Partnerships operate. Dave advised that the document relates to Chapter 5, 'Tackling crime together', of the Policing in the 21st Century consultation document.

Dave stated that due to the very short consultation period the Borough Council provided a response to the proposals on behalf of the CSP. Dave continued to provide the CSP with an overview of the proposals and provided some detail on the CSP's response to the proposals. A copy of the document can be obtained from Clifford.owen@westlancs.gov.uk

Face the People

Dave advised the CSP that one of the requirements that Government will seek to repeal is the 'Requirement for strategy group to hold public meetings'. Dave advised however that the requirement for CSPs to consult the community would be retained. Dave provided the group with a background on the cost of the Face the People event and led a discussion on the options that we should consider for next year.

Christine Coleman advised the group that although Edge Hill University were happy to host previous Face the People events, she did not have a strong view on where they should be held. Christine advised that we do face difficult choices on where to target our resources and this should be taken into consideration when deciding how best to engage with the community.

A debate followed amongst Partners with mixed views on whether to continue to hold the event at the University, or an alternative venue either within Ormskirk or Skelmersdale. All partners agreed that the event must be run at a reduced cost.

The Chairman requested that Dave Tilleray explore both options in respect to identifying a suitable locality and venue for holding a Face the People event. The Chairman also requested options for a suitable topic be considered.

Dean Holden briefed the CSP on work currently undertaken by the constabulary around the subject of consultation and the work being carried out on consolidating existing surveys. Grant Murdoch highlighted to the group that the local Youth Council can be used to support and take part in consultation

exercises to ensure young peoples views from across the Borough are represented.

9. POLICING IN THE 21ST CENTURY CONSULTATION: RECONNECTING THE POLICE AND PEOPLE

Bruce Jassi, Lancashire Police Authority, provided the Partnership with a brief verbal overview on the Government's intention to put in place a new deal for the public and a new deal for the police service. Bruce advised that the consultation does not follow the normal approach, which involves a Green Paper being developed followed by a White Paper that becomes a Bill and leads to robust legislation.

The Policing in the 21st Century consultation document outlines the Government's intention to put in place a new deal for the public and a new deal for the police service. Bruce continued by providing the Partnership with an overview of each chapter of the document and the key points are summarised below: -

- Introduce directly elected Police and Crime Commissioners and enable Commissioners to play a role in wider questions of community safety and to reduce some of the bureaucracy for Community Safety Partnerships.
- Protect the operational independence of the police.
- Transfer power away from Whitehall, removing central targets, removing frontline bureaucracy and central guidance freeing up frontline officers and Police Community Support.
- Create a new National Crime Agency to be led by a senior Chief Constable and that will, in particular, lead the fight against organised crime, enhance the security of our borders and provide services best delivered at national level.
- Make the police more efficient at force, regional and national levels so that frontline local policing can be sustained and make the police effective at dealing with serious crimes that cross force boundaries or national borders.
- Make sure everyone plays their full part in cutting crime in a Big Society.

Bruce advised that the responses to this consultation would inform legislation that will be contained in the Police Reform and Social Responsibility Bill that will be introduced in the autumn.

Bruce advised the CSP that Lancashire Constabulary and Lancashire Police Authority have previously been recognised for their strong performance and added that the biggest weakness of this proposal is introducing this impactful change when we are faced with significant funding cuts. Bruce continued by

stating that the landscape of Lancashire is very diverse and that it would be a challenging task for a single elected Police Commissioner to manage this diversity across such a wide geographical area.

The Chairman stated that this consultation document has been debated by the Lancashire Leaders Group and it was felt that now is not the right time to introduce the proposed restructures whilst faced with significant cuts in funding. The Chairman added that it is recognised that the current system works effectively. The document can be downloaded at <http://www.homeoffice.gov.uk/police/policing-21st-century/>.

10. LSP PERFORMANCE REWARD GRANT FOR CCTV & EXTENSION TO MONITORING CONTRACT

The Chairman provided the Partnership with a background to the West Lancashire LSP bid for the strengthening of CCTV provision in West Lancashire. The LSP awarded funding from the performance reward grant monies in the amount of £380,000 however the funding to the LSP had been reduced by the government by 50%. A revised bid was submitted and was successful with £210,000 capital funding awarded and £10,000 revenue funding.

The Chairman continued by stating that the WLLSP had commented on the professionalism of the bid and thanked the Community Safety Team for their efforts in securing the funding. The Chairman continued by emphasising that the funding would provide a sinking fund to sustain the future of CCTV provision in the Borough with some funding to provide a limited number of new cameras with the revenue monies supporting some additional monitoring costs.

Andrew Hill provided the group with a verbal update on the future of CCTV monitoring. Andrew advised that the monitoring contract has recently been extended for 12 months and added that options for reducing the future monitoring costs for CCTV are being explored by the CCTV Project Management Group.

The Chairman advised the group that the current cost of the monitoring contract is excellent value and added that Remploy are an organisation with a socially productive policy for employing people with disabilities. He cautioned however that we would very likely see a significant increase in the cost for monitoring in the future. The Chairman stated that the CCTV Project Team are currently working with an expert independent consultant to explore future options for reducing costs and maintaining a high quality monitoring service.

11. FRESHERS WEEK MULTI AGENCY PLANNING

Andrew Hill introduced this agenda item stating that the multi-agency Freshers week campaign led by the CSP in Partnership with Edge Hill University had been a great success and well received by the community and local community groups.

Andrew Hill provided an overview of the campaign and added that a multi-agency evaluation meeting was held and attended by a representative of a local community group and University. It was agreed at the evaluation meeting that the Freshers Week Event had been a success and the funding allocated to the Police by the Local Priorities Group was recognised as a contributory factor to the positive outcomes achieved.

This was supported by Christine Coleman who added that the resources committed and positive multi-agency approach has made a significant difference to the successful management of Freshers Week.

12. IMPLEMENTATION OF INTEGRATED OFFENDER MANAGEMENT

Mike Lock, Probation Service Area Director provided the CSP with a brief verbal progress report on the plans for the implementation of Integrated Offender Management in Southern Division. Mike stated that the Revolution Board has been established and the Terms of Reference agreed. Mike continued by adding that work is ongoing on the development of the Re-offending Strategy and delivery plan. Mike stated that identifying funding to support a management role is a challenge but talks are ongoing between Probation the Police and other partners.

13. DOMESTIC ABUSE MULTI-AGENCY EVENT

Louisa Armitage-Parkinson introduced this agenda item and provided the Partnership with an overview of the objectives of the event. Lou stated that the event was well attended by key officers and added that the screening of the DVD to commemorate the work of the Women's Refuge was very impactful.

14. LANCASHIRE FIRE AND RESCUE SERVICE – PERFORMANCE REPORT AND ACTION PLAN 2010 - CONSULTATION EXERCISE

Steve Wilson provided a brief verbal report on the Lancashire Fire and Rescue Service Performance Report and Action Plan 2010. Steve added that there are a number of proposals that are currently out for consultation, which ends on the 6th November. Any partners wishing to be involved can contact Cliff Owens at Clifford.Owens@westlancs.gov.uk for a copy of the document or to submit comments.

15. TASK AND TIME THEMATIC GROUP UPDATES

It was agreed at the meeting that the CSP would receive via the minutes an update on the progress of the two Task and Time Thematic Groups.

A Task and Time Group to look at the problem and develop multi-agency solutions to the Illegal Extraction of Domestic Fuel in the Borough has been established and the first meeting will take place in the near future. Phil Holland Manager of Property Services is leading the Task and Time Group.

The Motorcycle Task and Time Group has met three times and a number of recommendations to the Local Priorities Group have been agreed. This includes plans to erect a K barrier to reduce the impact of illegal use of motorcycles in a key area, the production and erection of Section 59 signage to support Police enforcement and the development of a motorcycle nuisance leaflet to support responsible use of motorcycles and highlight current legislation and enforcement.

The LPG have provided on behalf of the CSP £3,700 to support the recommendations of the Task and Time Group to run a campaign aimed at reducing the impact of the problem and to support the police in delivering Operation Click. It is hoped that the campaign can be delivered by December 2010.

16. COMMUNITY SAFETY ISSUES

Louisa advised that Help Direct are working closely with Lancashire Constabulary to provide additional support to anyone identified by the local police as being vulnerable. Louisa continued by adding that similar work is being conducted in partnership with LF&RS with vulnerable people identified by LF&RS, provided with support by Help Direct.

Grant Murdoch provided the group with overview key positive activities, which are being led by Young Peoples services over the bonfire period. Grant stated that a multi-agency event is being run over the 3 nights of the bonfire period at Skelmersdale Fire Station, which builds on previous positive work from last year. The CSP have provided £2,000 in matched funding to support this activity.

17. ANY OTHER BUSINESS

No other business raised.

18. DATE OF NEXT MEETING

The next meeting will take place on the 19th January 2011 at 6pm in the Council Chamber, 52 Derby Street. A buffet will be available from 5.30 pm.

West Lancashire Local Strategic Partnership
Employment, Learning & Skills Thematic Group Meeting

31st March 2010 10.30am

West Lancashire Investment Centre

Attendance:

Cllr Adrian Owens- Portfolio Holder Regeneration and Estates (Chairman)
Greg Mitten- West Lancashire Council for Voluntary Service (WLCVS)
Greg Swift – (WLCVS)
Ann Boocock – Lancashire Adult Learning
Philip A Russell– Lancashire County Developments Ltd (LCDL)
Maureen Fazal – Exsel
Peter Scott- LSC
Dawn Lord- Skills Academy for Health
Ismail Karolia- YPS/ WLCVS
Alice Grieve – West Lancashire Borough Council (WLBC)

1. Apologies

None submitted.

2. Minutes (9th December 2009)

The Minutes were agreed as a true record.

3. Matters Arising;

The following updates were provided;

Fleetwood Pilot: PAR reported that the pilot is now being progressed by Lancaster.

NHS Skills Academy: DL reported that due to financial matters the pre-employment programme would commence with interviews in July and placements starting in August.

Lancashire and Blackpool Tourist Board (LBTB): Councillor Owens advised the group the application to fund membership of the LBTB submitted to the second homes fund had been successful and funding had been given for a 12 month period.

4. LCC update on LAA - Working Age Client Group and Business Start up

PAR explained the data sets provided to the group prior to the meeting as well as providing additional data (attached).

N152 and N153 indicator update; the group noted that although numbers of claimants are increasing the rises are smaller than envisaged. Proposed 2010/2011 targets have been submitted to GONW detailing a 2.5% reduction in the Narrowing the Gap indicator.

N171 indicator update; that there has been a drop in the level of enquiries and conversions to new businesses. Proposed 2010/2011 targets submitted to GONW detailing an increase to 49 registrations per 10,000 residents.

The group discussed concerns over the data supplied being 7 months old but agreed this was the most comprehensive data set available to meet their needs.

PAR commented that West Lancashire's representation at the recent LAA Economic Theme meeting was welcomed. Councillor Owens requested WLBC ensure attendance continues.

5. Skelmersdale Vision: Connecting People to Jobs Project Update

The group noted the update paper.

MF provided feedback on the training/work experience project delivered by EXSEL (INT) CIC (West Lancashire Community Recycling Service), which delivered 10 'individuals into training' outputs. To date of the 10 individuals accessing the training/ work experience 2 have proceeded to the Construction College, 4 have found employment and 2 are continuing in volunteering positions at WLCRS. The group noted the value of the activity.

6. LSP Performance Reward Grant Update (PRG)

Councillor Owens provided an update that Louise Dawson (Skelmersdale College), acting as lead for this area of work, submitted a Project Initiation Document (PID) to access funding from the PRG. This was considered at the LSP executive meeting on the 12th March 2010.

All PID's submitted were returned to the leads with more time being given together with a suggestion of leads working together to consider common areas of activity to ensure best value for money is obtained from this funding.

Group requested that the refreshed PID be circulated prior to re-submission.

It was fed back that West Lancashire was in a good position having already developed draft proposals.

Councillor Owens assured the group that progress would be made in this area of work during May 2010.

7. Skills and Worklessness Strategy & Action Plan

The group commented that this document provides a working document detailing the gaps and barriers in the Borough and indeed has already informed the PID for the PRG.

Action to keep the item on the agenda for the group.

8. Presentation by West Lancashire CVS re: Asset Based Community Mapping Project.

GM explained funding from the group, together with a contribution from the Childrens Trust Board who are looking to develop a Youth Facilities Centre, had enabled the mapping of the Community Assets within Skelmersdale to be carried out by CVS.

Ismail Karolia, who has carried out this piece of work, presented an overview of the Asset Based Community Development (ABCD) using a PowerPoint presentation (attached).

The report relating to this piece of work is due to be signed off shortly and will be circulated to members of the group once complete.

GM raised that ABCD has provided a valuable tool as it has enabled consideration of human, financial and environmental factors. He explained there are mechanisms to develop the human element through the third sector, opportunities to enable environmental (space) usage but there are issues around financial flexibility.

CVS has been approached by other regional and national organisations as a result of their work on ABCD and have seen the benefits this work has offered through the sharing of best practice.

CVS plan to return to the group to obtain ongoing support for this model of work.

Councillor Owens endorsed the comment and praised the work carried out by CVS and Ismail.

9 Any Other Business

1. GS advised the group that Cllr Doreen Saxon had passed away yesterday.
2. GS asked the group to thank Pete Trewin for his good work and support to the group. Councillor Owens endorsed the comment.
3. PAR advised the group the Mid-Lancs MAA was due to be 'signed off' imminently. Councillor Owens highlighted that discussions were still ongoing regarding the particular model that will be utilised.
4. GM advised the group that Lancashire has not committed all the Future Jobs Fund allocations leaving a second tranche. Members of the ABCD working group will work to develop the Boroughs offer for second allocation. Concerns were raised by the group regarding the top slicing being witnessed of Future Jobs Fund funding and praise was given to the Countys offer.

10. Next Meeting

Wednesday 21st July 2010 at 10.00am at the West Lancashire Investment Centre.

West Lancashire Local Strategic Partnership
Employment, Learning & Skills Thematic Group

Minutes of the 21st July 2010 meeting

West Lancashire Investment Centre

Attendance:

Cllr Adrian Owens	Portfolio Holder Regeneration and Estates (Chairman)
Maureen Fazal	Exsel (Int) CIC (West Lancashire Community Recycling)
Pat Perkins	Skills Academy for Health
Danny Barry	Groundwork Trust
Chris Hartley	Skelmersdale and Ormskirk College
Greg Swift	West Lancashire Council for Voluntary Service (WLCVS) and Quarry Bank social enterprise
Philip A Russell	Lancashire County Developments Ltd (LCDL)
Paula Huber	West Lancashire Borough Council (WLBC)

1. Apologies

Peter Scott, Skills Funding Agency, Dawn Lord, Skills for Health, Ann Boocock, Lancashire County Council, Greg Mitten, WLCVS and Jackie Much, Groundwork Trust.

2. Minutes of last meeting, 31st March 2010

Agreed as a correct record.

3. Matters Arising

There were no matters arising. In response to a query from Councillor Owens regarding when the final report of the Asset Based Community Development would be ready, GS reported that they were currently waiting for all individuals involved to grant permission to include their information and they were looking for a suitable 'call centre' type facility to assist with this activity.

4. LCC Update on LAA and MAA

PAR updated the group although he had limited information available to him. He confirmed that LCC were awaiting clarification on a 'new' LAA programme, but feedback was that there would be no funding and partners should be working together anyway.

The Mid Lancashire MAA sign off is still being pursued and Lancashire Leaders would be meeting in August to proceed as planned. Staff from within the Fylde MAA Economic Development Company (EDC) have now received 90 day redundancy notices due to the need to make

savings and efficiencies, making the early decision by the Mid Lancashire MAA not to have an EDC the correct one.

Working Age Client Data would be out after summer and the data should be very good, as it will take into account the Future Jobs Fund programme.

5. WL LSP Performance Reward Grant (PRG)

Councillor Owens explained to the group the current situation regarding the performance reward grant and that although West Lancashire had been told the amount it would be receiving, this had actually been reduced by 50% to assist with efficiencies and savings. As a result, project leads were being asked to revisit their proposals and look at merging priorities where possible.

As a result of this activity, PH explained how the 'young people into employment' theme had been progressed. The revised project was being developed by involving a range of partners, including Skelmerdsale and Ormskirk College, WLCVS, WLBC, Primary Care Trust and LCC. The aim of the project is to support the development of the third sector, stimulate enterprise, support the economy, citizenship and volunteering. The project is primarily targeted at young people enabling them to access employment, training or volunteering opportunities in a streamlined way by involving all relevant partners. The project would also seek to assist with finance/debt problems in rural communities as well as providing vital health related advice, in particular alcohol-related services.

Councillor Owens thanked project leads Louise Dawson and Greg Mitten for their work to date on the bid.

A decision on PRG bids is expected from LSP Executive in September.

The group were keen to ensure they had a role in monitoring the specific outcomes of this project and that the current action plan should be updated to reflect this. *PH to update the action plan if the project was approved by the LSP.*

6. Skills and Worklessness Action Plan

PH circulated the 2009/10 Action Plan, together with an updated draft for 2010/11 for the group to review and provide input. Each action point was discussed in turn and individuals provided updates where relevant. *PH to update the action plan, re-circulate to the group and make available on the LSP website (as required to do so).*

7. Economic Regeneration Manager Update

PH provided an update to the group on the Rural Development Programme for England (RDPE), explaining that around 80% of the total assistance had gone to West Lancashire businesses so far.

PH gave an update on the Mid Lancashire Future Jobs Fund programme and how West Lancashire was in line to benefit more from the second phase with approximately 66 positions, than phase one which provided only 6 positions.

The Chairman invited members of the group to give an update on their experience of the programme.

MF explained that they had a number of placements which had been very successful, with various posts from loading/unloading to an IT graduate and a furniture polisher/restorer.

PP informed the group that they have a number of placements across Lancashire and had requested 20 posts from Mid Lancashire. Posts would include primary/acute care such as porters, but the nature of the posts depends on the individual Trust. PP explained that they were working with Southport & Ormskirk Hospital and that there would be potential opportunities for West Lancashire residents.

GS explained that WLCVS are involved in the programme, having secured a number of placements that had made a positive impact.

PH updated the group on the 2nd Homes funding and how membership with Lancashire & Blackpool Tourist Board (LBTB) was progressing. PH circulated a number of publications and provided some 'good news stories' on recent achievements for some of the Borough's businesses, including having some of the highest web hits on the LBTB website.

8. Any Other Business

PAR briefly mentioned the Single Work Programme and how LCDL had produced an internal briefing note on how they could assist with this programme, he also thought it was important to include within the Action Plan for this particular group.

PP reiterated PAR's concerns and felt it was important that this group keep a close eye on this programme for the future.

PP also added how the NHS are putting funding into their apprentices to include NVQ training and that those on Future Jobs Fund opportunities may be able to progress into apprentices or other employment opportunities. They are also encouraging Trusts to release staff to be able to undertake NVQ training. This would help raise the skills level within this sector.

In terms of local employment opportunities, Councillor Owens asked CH whether, in the College's experience, it was difficult to find local labour with the right skills. CH explained that this was difficult in practice because many of the skills required on a project like the new college building were very specialist due to the quality of the build. CH went on to explain that the developer is very keen to be involved in local community projects and has already worked with the Fire Service, Lancashire Police and Skelmersdale Football Club. In response to a comment from GS, CH agreed to provide details, through John Griffiths, on the community activities available from the developer.

PH circulated a copy of the latest 'Business Review' publication, which had a 'Hot 100' businesses feature for Lancashire and Bolton. A total of around 10 West Lancashire businesses were featured within the publication.

In PS' absence, PH provided a brief update on the Skills Funding Agency (SFA) activity, including Programmes for the Unemployed have been extended until March 2011, the Single Work Programme to be launched in April 2011, the SFA are downsizing and the IACS launches in Lancashire in August and will be called Next Step. The latest version of the 'map' of PfU provision was also circulated on his behalf.

9. Next Meeting

20th October 2010 at 10.00am, West Lancashire Investment Centre.

West Lancashire Local Strategic Partnership
Employment, Learning & Skills Thematic Group

Minutes of the 20th October 2010 meeting

West Lancashire Investment Centre

Attendance:

Cllr Adrian Owens	Portfolio Holder Regeneration and Estates (Chairman)
Maureen Fazal	Exsel (Int) CIC (West Lancashire Community Recycling)
Chris Hartley	Skelmersdale and Ormskirk College
Greg Mitten	West Lancashire Council for Voluntary Service (WLCVS)
Greg Swift	WLCVS and Quarry Bank social enterprise
Philip A Russell	Lancashire County Developments Ltd (LCDL)
Phyllis Roberts	Lancashire Young Persons Service
Paula Huber	West Lancashire Borough Council (WLBC)

1. Apologies

Peter Scott, Skills Funding Agency, Pat Perkins, Skills for Health, Ann Boocock, Lancashire County Council.

Peter Scott has now retired from the Skills Funding Agency. The group expressed their thanks to Peter for his involvement with the group over recent years.

2. Minutes of last meeting, 21st July 2010

Agreed as a correct record.

3. Matters Arising

There were no matters arising.

4. LCC Update on Local Area Agreement

PAR circulated a Regeneration & Renewal article titled 'Pickles scraps local area agreements' and confirmed that although the local area agreement programme will not continue, there will still be targets to meet and that these are likely to be set at a local level based on local needs. The Chairman commented on how fortunate West Lancashire was to have received Performance Reward Grant funding before this decision was made.

5. LSP Performance Reward Grant – West Lancashire Challenge project

The Chairman explained to the group that he felt the West Lancashire Challenge bid was a high quality bid that demonstrated good partnership working and although the process was still ongoing, it had already gone some way to identifying SMART targets, which should be stretch but achievable.

The Chairman also explained how the Council had been moving forward with the appointment of its two Apprenticeship posts that would support the Council's Economic Regeneration team's activity, including the West Lancashire Challenge project and thanked members of the group for circulating the information amongst their networks and contacts.

PH explained the adverts had generated a great deal of interest with twenty nine applications being received, short listing to take place later in the week, with interviews proposed for the following week.

GM commented how the projects outcomes and objectives sat naturally within the Skills and Worklessness Action Plan for the group to be able to review, monitor and make recommendations on future activity. GM reported how some activity had already commenced i.e. the rural finance element was going forward through the Rural Development Programme for England (RDPE) to try to secure funding and progress had been made in recruiting the community engagement officer employed by WLCVS.

6. Skills and Worklessness Action Plan

PH updated the group on Item 8 – Cabinet had agreed to Council officers pursuing the Concordat initiative, which is aimed at helping businesses to find out more about Council contracts thereby trying to support existing and new supply chain members for the benefit of the West Lancashire economy. This is an exciting new initiative and plans are in place (subject to funding) to undertake events and workshops to engage with businesses and provide as much hands on support as possible.

The Chairman added how, through the use of various funding mechanisms, WLBC would be looking to recruit a marketing resource in the near future to focus on this area of work and generate new business opportunities for the Investment Centre.

GS updated the group on Item 5 – meetings had been held with Lancashire County Council (LCC) and officers from the Planning and Development Division of WLBC (Ian Gill), which had resulted in LCC having a walk-round the Skelmersdale area with GS and Ian Gill. GS reported how LCC would be piloting a taxi service in the New Year to assess demand and take up levels, so a very positive step following a long journey of discussions between the various parties.

PAR updated the group on Item 11 –

NI 152 reduce worklessness – 14%, down by 0.1% (County average 13.5% up by 0.1%);

NI 153 reducing worklessness in the worst performing neighbourhoods - 32.4%, down by 0.1% (County average unchanged at 31.3%):

Best performing ward	Ashurst 26.6%
Worst performing ward	Digmoor 41.6%

Biggest change Tanhouse down 0.7% and Digmoor up 0.9%

NI 171 increase VAT registrations - as of Aug 2010 11.5% down 0.6% from Aug 2009

The overall picture in West Lancashire was improving, PAR added how it would be useful to track this going forward but this may prove impossible due to changes within the public sector.

PR reported on information relating to NEET target of 5.7%, explaining how difficult these are to manage and monitor, explaining that there are 1200 school leavers in Skelmersdale and half of these leave the area for Wigan and Sefton colleges, showing how difficult it is to measure. Of those remaining in the Borough, around 40 individuals are sick, pregnant or young parents and 60 are working with CXL and the majority of NEET's have lower than 5 GCSE's.

The NEET target is measured between 1st November and 31st January and a meeting was recently held with a number of partners including the Princes Trust, Gingerbread and course leaders for motorbike repairs and skiing/catering to discuss who is delivering what and how any gaps could be plugged. PR explained how they had a budget of £9k to plug any gaps, i.e. provide courses not already available. GS suggested a football referee course as a possible idea as this had proved very popular in previous years.

PR went on to explain how there are different tiers of NEETs. Tier 3 are able and looking for employment; Tier 2 are those with Youth Offending Team orders or are in care and need additional support (this group is the majority of the NEETs) and Tier 1 require intensive support. PR also commented on how good Skelmersdale and Ormskirk College are and that partners including other colleges are surprised with the amount of work undertaken with regards to NEETs. A 'New Year, New Start' event to take place in the Concourse with providers.

MF added that there are several Wigan college students on placements within her organisation working towards a dumper truck licence with SD Training, and commented on how keen and ready to work they are.

7. Economic Regeneration Manager Update

PH updated the group on the RDPE Programme, reporting that under the Business Support measures a total of 134 enquiries had been received, resulting in 18 full applications. 11 applications had been approved and of these, 8 are from West Lancashire businesses. Two additional applications from West Lancashire have received an 'in principle' approval subject to further information. If approved, this would mean 85% of the take up has been by West Lancashire businesses. Under the Basic Services measure, 12 Expression of Interests are proceeding to full application stage, 5 of these are within West Lancashire (42%).

PH updated the group on the Mid Lancashire Future Jobs Fund programme, explaining that West Lancashire, through many of its partners around the table, had managed to secure 83 vacancies.

WLBC are looking to appoint 1 FJF placement to assist with tourism and marketing activity and there are potentially 4 other placements through the Council's Street Scene division later in the year.

PH provided the group with information relating to the Lancashire & Blackpool Tourist Board membership, including invitations to attend the marketing sub group, being informed on future marketing activity such as brand development and the recent opportunity to provide input into the 2011 Visitor Guide. A copy of the 'rosyview' publication was circulated, which included a full page spread on Cross Farm Holiday Cottages in Downholland, Ormskirk. *The LSP Executive are expecting a 6 monthly update on membership shortly, PH to circulate update to this group for information/comments.*

GS reported on CVS' experience of the FJF programme, explaining that Round 1 had been very successful securing 15 candidates with 5 employers. Round 2 had been a little more problematic with 22 candidates looking for placement opportunities. There were two main issues, the availability of individuals and the unsuitability/lack of individuals coming forward from Job Centre Plus (JCP). PR suggested GS liaise with Edge Hill University over possible candidates.

The discussion led on to the attendance of JCP at these meetings and how useful it would have been to talk through these issues. *PH agreed to investigate whether JCP could attend in the future, ideally a senior member perhaps with a 'sub regional' remit who could provide a good overview.*

8. Any Other Business

MF reported on two successful funding bids, one for £2,500 for a bicycle recycling project, which they were working with LCC on and secondly funding for an upholstery initiative. MF also reported that the WL Social Enterprise Hub now had 43 registered businesses.

CH updated the group on their Implementation Strategy to move Train to Gain over to Apprentices, and that they were planning to move 50% across (this is over and above the Government's ask). CH also reported how difficult it was for the College to find apprenticeship placements within the private sector.

The Chairman reiterated the Council's commitment to employ two apprentices in the next few weeks and how he hoped this would encourage others to do the same.

GS informed the group of an upcoming training programme aimed at their members and others. The 'influencing and participation in policy making in West Lancashire' was a forthcoming course and encouraged group members

to get involved, course would involve 3 full days and 3 half days. More information available on their website <http://www.wlcvs.org/training.html>

GM reported how the WL Hub was held in high esteem by the Association of CVS', acknowledging this was a good model to use for Lancashire. GM also updated the group on an approach made by a nursing/medical care social enterprise and if this was to progress it could potentially create new jobs. *GM to investigate arranging a presentation from this organisation to a future meeting.*

PR invited members of the group to a transitional evening at WL Community High School, which would bring together schools, colleges and specialist schools to provide information for pupils and families from Year 7 upwards considering their future educational opportunities.

PAR briefly explained elements of the Work Programme, highlighting that there would be between 3 and 8 prime contractors and that a meeting was to be held in County Hall, Preston in December to find out how partners can work together to deliver this important programme for Lancashire. *PH to include Work Programme as an Agenda item for the next meeting.*

PH circulated an article from The Independent newspaper as it had a really great two page feature on potato growers in West Lancashire.

9. Next Meeting

26th January 2011 at 10.00am, West Lancashire Investment Centre.

Minutes of meeting of the Environment Thematic Group of West Lancashire LSP

Natural Environment Sub Group

11th March 2010

Present: Richard Small (Chair) – Liverpool John Moores University
Tina Iball – WLBC, Environment
Steve Kent – WLBC, Countryside
Dominic Rigby – LCC, Countryside
Dave Dunlop – Wildlife Trust
Norman Pickavance - Edge Hill University

Apologies: Tim Graham – Wildlife Trust
Fiona Cruchley – LCC, Environment
Gillian Whitfield - WLBC, Planning Policy
Peter Jepson – LCC, Ecology

	Action
<p>1. <u>Introductions and apologies</u></p> <p>RS welcomed everyone to the meeting and thanked them for attending. RS introduced Norman Pickavance as a new member to the group. Norman works as the Grounds Manager at Edge Hill University.</p>	
<p>2. <u>Minutes of the last meeting</u></p> <p>The minutes of the last meeting were agreed to be a true record.</p> <p>DR responded to the query raised by Dave Hall at the last meeting regarding national coastal footpaths. DR informed the group that the coastal footpaths along the Ribble Estuary are well defined. There is a gap in the coastal network at Hundred End which is currently being investigated.</p> <p>RS enquired if Tracey Jardine received any 'environmental' type applications to the Give it A Go Competition. TI has subsequently enquired about this but all information is currently confidential.</p>	TI
<p>3. <u>ETG Action Plan Progress Updates</u></p> <p>TI informed the group that it's important to ensure the action plan progress report is fully up to date as we come to the end of the financial year. She encouraged members to report on actions completed, provide timescales for those still ongoing and raise any issues that might make some actions undeliverable. The Action Plan will then be revised for 2010-11.</p> <p>Members of the group provided updates on some of the actions which can be found in the accompanying action plan progress update document. TI requested all members add to this document as required and return before the end of the month.</p>	All

	DR raised the issue that lots of other work is going on through partners who are unable to attend this meeting e.g. Gorse Hill Nature Reserve, WWT, RSPB, Woodland Trust etc. DR will try to incorporate this through his partnership working with these organisations.	DR
4.	<p><u>NI 188 Climate Change Adaptation</u></p> <p>TI informed the group that she is currently undertaking risk assessments and business continuity plans to prepare Council services for the projected changes in climate now and in the future. This work will also be extended to involve LSP partners and would like the group to think about how this relates to the natural environment within West Lancashire.</p> <p>Dave Dunlop circulated some information produced by Natural England: Responding to the impacts of climate change on the natural environment: Lancashire Amoundness Plain. This will need to be looked at and applied at a local level.</p>	TI/DD
5.	<p><u>BHS and LNCS Site Surveys</u></p> <p>TI informed the group that the Lancashire Natural Environment Service is now up and running with ecologists in place at LCC who are starting to survey priority BHS sites this year. Those being prioritised are those in Council ownership or those required to inform the LDF.</p> <p>2 LNCS sites have also been prioritised as they are required to inform the LDF, which will be surveyed this year with money received from DCLG. TI is currently pulling together a brief. SK requested that Hunters Hill also be included if funding allows, TI to investigate.</p>	TI
6.	<p><u>Any Other Business</u></p> <p>SK raised the Woodlands from Waste project which entails the wooding of landfill sites on Platt Lane and Mill Dam Lane, utilising organic growth medium derived from waste. Could come under objectives A, C and D.</p> <p>NP requested a list of abbreviations used for organisations before the next meeting.</p>	
7.	<p><u>Date of next meeting</u></p> <p>TI to arrange electronically in June. Plenty of notice to be provided.</p>	TI

Minutes of meeting of the Environment Thematic Group of West Lancashire LSP

Natural Environment Sub Group

22nd June 2010

Present: Richard Small (Chair) – Liverpool John Moores University
Tina Iball – WLBC, Environment
Dominic Rigby – LCC, Countryside
Dave Dunlop – Wildlife Trust
Fiona Cruchley – LCC, Environment

	Action
<p>1. <u>Introductions and apologies</u></p> <p>RS welcomed everyone to the meeting and thanked them for attending.</p> <p>Apologies had been received from:</p> <p>Tim Graham – Wildlife Trust Gillian Whitfield - WLBC, Planning Policy Peter Jepson – LCC, Ecology</p>	
<p>2. <u>Minutes of the last meeting</u></p> <p>The minutes of the last meeting were agreed to be a true record.</p> <p>TI informed the group that Hunters Hill and 2 other Council sites are to be subject to a Phase 1 habitat survey to inform the development of site management plans. This work is to be carried out by Bowland Ecology, who has been involved with these sites previously. The surveys should be carried out this summer.</p>	
<p>3. <u>ETG Action Plan Progress Updates</u></p> <p>TI thanked everyone for their input into revising the natural environment and wildlife action plans for 2010/11. Due to significant duplication of actions in both of these documents, they have now been amalgamated into one document.</p> <p>All members agreed with the changes, providing every action is still included. DR recommended it be called the Natural Environment Action Plan rather than the Wildlife Action Plan, which covers all areas. This was agreed by the group.</p> <p>DR queries the archaeological section – has this been removed? Did it feature in the 2009/10 natural environment action plan? If not, TI to contact County archaeologist to see if there is anything that should be incorporated.</p>	TI

RS queried whether the funding for the development of the Wildlife Plan has been utilised and if not how the amalgamation would effect any further revisions of the plan done on behalf of the Wildlife Trust. TI to speak with Tim Graham with regards to this matter.

TI

Follow up – The funding covered initial development of the plan but was also able to cover the revision carried out by Tim Graham last year. This will now be progressed and updated by the group as a whole as per the original natural environment action plan.

TI proposed to report progress on actions through a quarterly report to be produced after every meeting. This will allow more detail to be provided on specific actions. This was agreed by the group.

TI

Please see accompanying Action Plan Progress Report 2010/11 Q1.

DR queried what IAP stands for in action 3.e regarding ponds.

TI

Follow up – IAP stands for ‘Important Areas for Ponds’ which was proposed and developed by Pond Conservation to raise awareness of geographic regions that support ponds of national or international biodiversity importance. For more information please follow this link:

http://www.pondconservation.org.uk/pond_hap/iap

It was queried if action 7.d should be more wide spread than just Gorse Hill Nature Reserve?

TG

DR informed the group that LCC have grants available to help the establishment of woodland pockets.

4. **Biodiversity Grant Funding**

TI informed the group of some possible funds which may become available from the New Burdens (Habitat Regulation Assessment) grant and a number of potential projects were discussed. TI to research this further.

TI

Follow up – further investigation into this fund and the requirements of the LDF evidence base will require the funds for development of an appropriate assessment of the European sites in West Lancs. Any under spend will look to be utilised to protect and enhance biodiversity but this will not be known for a few months.

5. **Any Other Business**

No items were raised.

6. **Date of Next Meeting**

TI to arrange electronically for mid September.

TI

Minutes of meeting of the Environment Thematic Group of West Lancashire LSP

Built Environment Sub Group

11th March 2010

Present: Richard Small (Chair) – Liverpool John Moore’s University
Tina Iball – WLBC, Environment
Pat Burgess – WLBC, Waste and Recycling
Laura Gee – WLBC, Private Sector Housing
Pam Brandwood - Edge Hill University

Apologies: Fiona Cruchley – LCC, Environment
Gillian Whitfield - WLBC, Planning Policy
Andrew Hill – WLBC, Environmental Protection

	Action
1. <u>Introductions and apologies</u> RS welcomed everyone to the meeting and thanked them for attending. RS introduced Pam Brandwood as a new member to the group. Pam is the Energy Manager at Edge Hill University.	
2. <u>Minutes of the last meeting</u> The minutes of the last meeting were agreed to be a true record.	
3. <u>ETG Action Plan Progress Updates</u> TI informed the group that it’s important to ensure the action plan progress report is fully up to date as we come to the end of the financial year. TI encouraged members to report on actions completed, provide timescales for those still ongoing and raise any issues that might make some actions undeliverable. The Action Plan will then be revised for 2010-11. Members of the group provided updates on some of the actions which can be found in the accompanying action plan progress update document. TI requested all members add to this document as required and return before the end of the month.	All

PB informed the group of changes that will be coming up in the near future with regards to waste and recycling:

- All waste from West Lancs will be going to a treatment centre in Leyland, where it will be sorted then composted or recycled.
- A transfer station will open at Stanley Depot which will reduce fleet journeys to landfill.
- Alternate weekly collection will be rolled out in Skelmersdale in May, which will encourage recycling and waste minimisation.
- Collection rounds will become zoned so all vehicles target one area at the same time. This will also reduce mileage from missed bins etc.

RS informed the group the John Moore's University have a group working on the use of compost to store carbon on brownfield sites.

PBd enquired about WLBC collecting waste from Edge Hill. PB informed that this isn't possible at the current time as the service doesn't have a commercial recycling facility. This also applies to domestic waste from residential accommodation on the university site.

4. **Update on WLBC Energy Efficiency Initiative with Groundwork**

TI informed the group that the first of the two twilight sessions for school teachers had been held on the 2nd March 2010 at Hillside Primary School. The workshop was delivered by Groundwork and The Wildlife Trust and focused on Waste and Procurement. Attendance was poor as only three schools were present. A discussion followed as to how to try and improve on this for the next workshop to be held on April 26th. Flyer attached for members to distribute as appropriate.

All

5. **Thermal Imagery Survey**

TI informed the group that a county wide aerial thermal imagery survey is being undertaken of all urban and semi-urban areas, the results of which should be available soon.

West Lancs Council have also borrowed a heat camera to undertake ground level thermal imagery to inform energy efficiency works to be undertaken on social housing in 10/11. This can also be provided for residents of privately owned properties but will probably be advertised in Autumn on the lead up to winter. TI to keep the group informed.

TI

6. **Any Other Business**

PBd asked if it would be possible for her colleague to represent Edge Hill at the Transport Thematic Group. TI to forward request.

TI

7. **Date of next meeting**

TI to arrange electronically in June. Plenty of notice to be provided.

TI

Minutes of meeting of the Environment Thematic Group of West Lancashire LSP

Built Environment Sub Group

22nd June 2010

Present: Richard Small (Chair) – Liverpool John Moore’s University
Tina Iball – WLBC, Environment
Pam Brandwood - Edge Hill University
Fiona Cruchley – LCC, Environment

	Action
<p>1. <u>Introductions and apologies</u></p> <p>RS welcomed everyone to the meeting and thanked them for attending.</p> <p>Apologies had been received from:</p> <p>Laura Gee – Private Sector Housing Manager Gillian Whitfield - WLBC, Planning Policy Pat Burgess - WLBC, Waste and Recycling Andrew Hill - WLBC, Environmental Protection</p>	
<p>2. <u>Minutes of the last meeting</u></p> <p>The minutes of the last meeting were agreed to be a true record.</p>	
<p>3. <u>ETG Action Plan Progress Updates</u></p> <p>TI thanked everyone for their input into revising the built environment action plan for 2010/11 and highlighted the change in format to mirror the natural environment action plan. This was agreed by the group.</p> <p>TI proposed to report progress on actions through a quarterly report to be produced after every meeting. This will allow more detail to be provided on specific actions. This was agreed by the group.</p> <p>Please see accompanying Action Plan Progress Report 2010/11 Q1.</p>	
<p>4. <u>Lancashire Climate Change Strategy Annual Progress Report 2009-10</u></p> <p>FC informed the group that it is now a year since the launch of the Lancashire Climate Change Strategy and an annual progress report is available. This can be viewed at http://www.lancashire.gov.uk/corporate/web/view.asp?siteid=3945&pageid=32023&e=e</p> <p>The main points to come out of the report include: The overall target has been revisited and brought into line with national targets. A 34% reduction in CO₂ emissions by 2050 is now in place.</p>	

Climate change has been identified as a big ticket issue for the county and 4 projects are currently being developed to tackle a number of identified gaps in delivery:

- Fuel Poverty Referral Project
- Low Cost Home Insulation Project
- SME Resource Efficiency Project
- Spatial Planning Project

There has been a decline in Lancashire's overall emissions, primarily from the industrial sector. Figures available from DECC show a reduction of 12.74% from the 1990 baseline.

5. **West Lancashire Climate Change Strategy**

TI informed the group that she is hoping to produce a West Lancashire strategy that which will bring the Lancashire strategy down to a borough level. This ETG group would act as a good vehicle to deliver this as involvement from external partners is crucial. TI to keep the group updated as the project progresses and invite all members to the initial meeting.

TI

6. **Any Other Business**

No items were raised

7. **Date of next meeting**

TI to arrange electronically for mid September.

TI

West Lancashire Partnership Board for Older People

Meeting held 20th January 2010

PRESENT:	Dr Alex McMinn	Chair
	Ann Fitzpatrick	LCC – Commissioning Manager
	Julia Shields	Age Concern
	Margaret Park	U3A - Upholland
	Mandy Naylor	Help Direct
	Rachel Walker	Lancashire Fire & Rescue Service
	James Bevan	West Lancashire Pensioners Forum
	Pat Roberts	Aughton/Ormskirk U3A
	Glenn Harrison	NHS Central Lancs
	David Hudson	Age Concern Lancs
	Ray Brookfield	West Lancashire Pensioners Forum
	Tracey Jardine	LCC
	Richard Ford	Age Concern – WL Project Manager
	Cllr Malcolm Barron	LCC
	Greg Mitton	WL CVS Chief Officer
	Karen Thornhill	LCC Minute Taker

1. Apologies

Apologies were received as follows:-

Cllr May Blake	WLDC
Beverley Page-Banks	Alzheimer's Society
Kiran Banati	LCC
Peter Johnson	Welfare Rights

Alex McMinn opened the meeting and Richard Ford, West Lancashire Project Manager – Age Concern, was welcomed. Julia Shields advised that this would be her last meeting as Support Officer and she was thanked by Alex on behalf of the Board for all her work on the Action Plan.

2. Minutes of last meeting and matters arising

The minutes of the last meeting were agreed as accurate.

Item 12 - Mandy Naylor advised that there had not been many applications made to the Small Sparks Fund so far, although a few had been received in recent weeks, and asked if Board members could publicise this further.

Item 13 – Tracey Jardine had asked if the Lancashire Local West Lancashire Committee could be put on the agenda for today's meeting but this had not

gone ahead as there is now a possibility that this will be dismantled. A decision regarding this is awaited and alternative options are being looked at. Tracey will update the Board when more information is available.

Greg Mitton confirmed that he is attending today's meeting in place of Hazel Allen, who is now working for CVS in Edinburgh.

3. Review of membership/representation

Membership of the Partnership Board had been discussed at the meeting on 17th September 2009 in accordance with the document dated 7th September 2009 - Appendix 1.

It was agreed that organisations would decide between themselves on a representative to attend the Board meetings and e-mail this information to Karen Thornhill – Karen.Thornhill@lancashire.gov.uk.

4. Protocol for member/meeting conduct

A document detailing the LSP code of conduct was handed out. As the Partnership Board is part of the LSP, Ann confirmed that this code of conduct applies to the Board.

5. Consultation proposed changes on the Action Plan – Julia Shields Age Concern

Work involving key members of the Board to improve the Action Plan is ongoing and this is progressing well. Approximately 75% of this is now complete and it should be ready for the next meeting. The Action Plan will then be easier to read and work from. Julia thanked those involved for their input.

Updates on the following items on the Action Plan were given:

B1 - Julia has received the minutes of the LSP Employment Strategy Group meeting and will forward to Karen Thornhill for circulation with the minutes of this meeting.

D2 – Mandy Naylor gave an update on the Wellbeing Directory which has been set up by Help Direct. This is available on the Lancashire County Council website and Mandy will forward the link to Karen Thornhill to circulate. Mandy confirmed that each month a different group of organisations is reviewed to make sure the information is as up to date as possible and also follow up calls to customers for feedback would alert them to any out of date information. Mandy requested that any updates to information on the website that people become aware of should be brought to her attention.

E1 – Minutes of the LSP Transport Thematic Group are to be circulated with these minutes to members of the Board.

J3 – 'To provide Home Fire Safety Checks'

Rachel Walker will e-mail targets for the Partnership Board to Karen Thornhill for circulation.

Alex asked if there were any other items on the Action Plan that people wanted to discuss.

Ray Brookfield raised the issue of pensions and the fact that the West Lancashire Pensioners Forum had not been consulted regarding the objective on the Action Plan 'Financial Security for Older People.' He advised that the current system of claiming benefits is felt to be degrading and demeaning by older people and a minimum pension of 40% of average earnings, in line with that received in other countries in Europe, would mean that the majority of people would not need to claim benefits.

Alex confirmed that this is a national issue rather than a local one and discussion took place regarding whether there were any steps the Partnership Board could take in influencing this.

Mandy suggested that the Board could help by ensuring that all opportunities in this area such as events that Board members were made aware of could be made known to local groups.

Greg advised that there is an organisation called 'Parliamentary Outreach' who go out into the community and put on workshops to advise people how to raise issues and access parliament. Greg offered to put Ray in contact with them.

6. Feedback from Pensioner Forum

The issue of free travel for pensioners in West Lancashire had been raised at previous meetings but it was agreed that it was not an issue for the Partnership Board. Jim Bevan advised that this issue had now been raised in the House of Commons by Rosie Cooper MP.

Ray also brought up the issue of road clearing/gritting during the recent bad weather and the impact this had had on some services, e.g. meals on wheels, due to health and safety issues.

Cllr Barron advised that Lancashire had performed better than other councils in the country and also assisted Yorkshire, Cumbria and Blackpool. As conditions worsened the council were only able to clear A and B roads and were told by the government that they had to cut down on this by 50%. The council were unable to get hold of stocks of grit they had ordered but gritters worked continuously through the Christmas and New Year period and managed to grit 1,500 out of 4,000 miles of road in the County.

7. Feedback from Central Lancs Planning & Commissioning Strategy Group – Glenn Harrison

Glenn confirmed that this was a partnership group consisting of members from PCT, LCC Adult & Community Services, District Councils, Voluntary Sector and Older People's Partnership Boards.

The next meeting is to be held on 2nd March 2010. Alex confirmed that he will be able to attend this meeting but Glenn asked if anyone would be able to deputise for Alex on the occasions he is unable to attend. Anybody who is interested should let Glenn know.

8. Update on Brookside

It was explained that Brookside is an Extra Care Housing Scheme with an on-site care team being developed in Aughton Street, Ormskirk. The scheme will provide 111 flats which will be available for rental initially but it is hoped that in future there can be some available to purchase or acquire on a shared equity basis (part owned/part rented) also. A cluster of flats for people with moderate/advanced dementia who require more specialist care will be included.

There will be a bistro on site available to residents and the wider community and a health and wellbeing centre including information services.

The PCT have put in funding for a day care resource centre for people with Dementia for residents of the scheme and the wider community of West Lancashire.

There will be multi function rooms available for use by local community groups for meetings, events and training.

The communal and garden areas have been designed to cater for the needs of people with Dementia.

Building work has been delayed by the recent bad weather but the project is due for completion late 2011. A meeting to discuss the design of the services is to take place on 5th February. David Hudson will keep the Board updated on progress.

9. Update on new Health Centre Ormskirk

Information regarding the new Health Centre has been previously circulated to Board members. Glenn confirmed that this is based at Ormskirk Hospital and offers primary care services such as GP appointments and Dental services. It will be available to people as an alternative to making an appointment with their own GP but will not provide all services as patient notes will not be available.

Glenn suggested that a future meeting of the Board could be held at the new Health Centre so that members could see the facilities provided.

10. Consultation events with users/carers on dementia care services – Glenn Harrison

Glenn is also involved with the Dementia Care Pathway events. Information had been previously circulated regarding these and the first event took place on Friday 15th January with 70 people attending including 16 carers and 2 service users with early stage dementia. It is anticipated that these people will be able to attend the next 4 events along with some who were unable to make it last Friday. The outcome of these events, which finish mid May, will inform the new Dementia Commissioning Strategy. Glenn will then report back to the Board with a summary of the outcomes.

11. Grant Funding and bidding rounds

i) LPSA funds and ii) HIA

Ann Fitzpatrick confirmed that agreement has now been reached with West Lancs Borough Council regarding the development of a Home Improvement Agency in the Borough. Outstanding LPSA funds are to be passed over from Lancashire County Council so that WLBC can set this up.

The Home Improvement Agency will offer advice to Homeowners to assist them in accessing grants, give information regarding safe traders, and assist older people to stay in their own homes.

Mandy asked if this would be set up in accordance with the standard across the County and Ann confirmed that WLBC had agreed to use the specification from the consultation.

12. Any other business

David Hudson explained the Community Links Project. Information regarding this had been circulated to members previously and is attached – Appendix 2.

David confirmed that this research will not be carried out in isolation but will consolidate existing research and information.

13. Date and time of next meetings:

To be confirmed.

APPENDIX 1

Draft membership of West Lancashire OPPB 7.9.09

Representation:

(10 Officers 5 Voluntary Sector Reps 10 Older Adult reps)

Individual members of the West Lancashire Older Persons Partnership Board to be responsible for:

- 1) provision of monitoring information for the purpose of performance management
- 2) seeking to address issues of under delivery on actions or targets in Action Plans for which the WLOPPB is responsible and which are identified as being the responsibility of their organisation
- 3) feedback and liaison within their organisation on issues relevant to the WLOPPB
- 4) attending meetings or providing briefed substitutes

Representation	Maximum Places Allowed
Lancashire county Council Adult Services	2
West Lancashire Borough Council	2
Central Lancashire PCT	1
Lancashire Care Trust	1
City and County elected Members	2
Emergency Services Rep (Fire, Police, Ambulance)	1
Other e.g. Lancashire Teaching Hospital	1 (10 in total)
Age Concern	1
Alzheimer's Society	1
CVS	1
West Lancashire Carers	1
Independent Service Providers (Help Direct)	1 (5 in total)
Better Government for Older People	1
Carers representatives	1
Older Peoples Reps e.g. Retirement Groups, Local Networks	6 (10 in total)
Total	25

The Board will in addition to the representation listed above retain the flexibility to co-opt members onto the Board whenever it feels that it is necessary for the ongoing work of the Board.

APPENDIX 2

Community Links: a three year action and research project

Age Concern Lancashire (ACL) has been awarded funding from the Big Lottery Fund to examine whether the involvement of local communities in the development of services for older people results in better provision. The three year funding has been won against intense competition and will build on a pilot project that sought the views of older people on services¹. Three contrasting areas of Lancashire will be studied as development areas: Lancaster with a focus on rural areas; West Lancashire with a focus on the urban and deprived wards in Skelmersdale; and Pendle with a focus on Black and Minority Ethnic older people.

There is abundant evidence that, whatever improvements have been made in the provision of services, many people are dissatisfied with either the scope or the quality of the support that they receive. However, not all aspirations can be met, particularly at times of resource constraints. ACL will support communities in the selected areas to further consider these issues.

The research will help older people and communities:

- to think about wants, needs, resources;
- to develop understanding of the options for services;
- to choose services for their localities;
- to better use and develop resources to support older people.

Data will be collected on:

- the population characteristics of development areas and Lancashire;
- the impact of service changes between 2010 and 2012;
- the well-being of participating older people;
- the support wanted by older people; and
- the experiences of older people, commissioners, providers and community members.

Older people will play a key role in the research, not only in consultations but also in the carrying out of the research.

Further details about the project are available from Geraldine Moore the Chief Officer of Age Concern Lancashire. Please get in touch if you would like to be kept informed about the project. There will be a regular newsletter and a website from which further details can be obtained. We will also be establishing an Advisory Group and other more local groups for the lifetime of the research.

¹ Report available from Age Concern Lancashire email sbailey@ageconcernlancs.org.uk or log onto our website www.ageconcernlancs.org

West Lancashire Partnership Board for Older People

Meeting held Monday 19 April 2010

Committee Room 1 West Lancs Borough Council, Ormskirk

PRESENT

NAME	DESIGNATION
Dr Alex McMinn	Chair
Glenn Harrison	NHS Central Lancs
Sheila Owen	West Lancs Pensioners Forum
Richard Ford	Age Concern – WL Project Manager
Pat Roberts	Aughton/Ormskirk U3A
Fred Mahoney	U3A
John Stanley	U3A Burscough
Ray Brookfield	West Lancashire Pensioners Forum
Mandy Naylor	Help Direct
Tracey Jardine	LCC Partnership Officer
Greg Mitton	WL CVS Chief Officer
Shelley Gregory	Lancashire Fire & Rescue Service
Louisa Blundell	WLBC
May Blake	WLBC (Councillor)
Karen Thornhill	LCC Minute Taker
Frances Frost	LCC Minute Taker (Shadow)

1. Apologies

Apologies were received as follows:-

David Hudson	Age Concern
Beverley Page-Banks	Alzheimer's Society
Kiran Banati	LCC Strategic Development Unit
Peter Johnson	Welfare Rights Service
Margaret Parks	U3A
Kim Haworth	LCC Integrated Commissioning

Alex McMinn opened the meeting, and read out the apologies

2. Minutes of last meeting and matters arising

The minutes of the last meeting were agreed as an accurate record.

Louisa Blundell gave an update of the Brookside development.

She advised that there had not been much progress since the last meeting in January. Some site work had begun and the completion date was still on target to complete in September 2011.

Glenn Harrison advised that the new Health Centre based at Ormskirk Hospital was now open.

Alex McMinn advised that Steve Sylvester who is officer on the OPPB and Telecare and Brookside development funding had been offered early retirement and had left. Ann Fitzpatrick had taken over the role and had also now been offered early retirement, she also has now left, so Kim Haworth (Steve and Ann's manager) has taken over in a temporary capacity whilst someone is found to fill the post, but not sure who this will be as yet.

Also, Karen who has been the minute taker for this meeting for some time now has moved to another post in LCC and Frances has taken up the minute taking in her place. So we are saying goodbye to Karen, and thank you for all your help, and hello to Frances.

3. 50+ Assembly Presentation – by David Halpin

Alex McMinn welcomed David Halpin to the meeting.

David Halpin passed around copies of his 50+ Assembly Presentation to all members at the meeting. He had also brought a few copies of the booklet Strategy for an Aging Population (extra copies of this can be obtained from David Halpin).

Alex advised if anyone wished to have their own copy they could contact Frances who would take their names and contact David Halpin for this.

Presentation (background)

The presentation was a strategy for an ageing population to 2025. An information bulletin (issue1, March 2010), was also handed out as was a leaflet on The Lancashire 50+ Assembly, Assembly Representatives, Outline Guidance. (copies are available for those who require them, from Frances)

Groups represented needed to be aged 50+ and the group needed to have 70 or more members (3 plus a chairperson was not enough).

Inaugural meeting of 50+ was held in Wirral September 2009 and David Rowbottam was elected as chairperson of Pendle in December 2009.

50+ Assembly is a self governing, self organising body. The Assembly's officer is David Halpin.

People who are interested in this forum should come as themselves rather than as a representative of an area, and not have to report back, they can give their own skills and time. Those attending should not be Local Government officers or Councillors.

All report to Local Strategy Partnerships (LSP's)

David noted that this generation is not like any before, there are over 3½ million over the age of 65. Retired people need to be seen as full citizens not just retired

people. It is necessary to know how to support older people toward financial and personal security.

Alex thanked David for his presentation. He asked if there were links between Private, public and 3rd sectors.

David advised that this was the case.

Alex asked if anyone had questions for David.

Mandy Naylor are volunteers representing themselves

David replied that anyone from the partnership boards other groups etc are all there as individuals, they do not have to give feedback.

Sheila Owen asked about page 6 outcome 1 regarding financial security. The pensioners forum is trying to get a decent pension for all, what is the partnership doing about this.

David advised that pensions are set by national government so Partnerships and Local Authorities cannot influence this.

Tracey noted these issues in the Action Plan
A multi-Agency group including Welfare Rights had produced a report and were working on a plan regarding benefits maximisation.

Pat Roberts asked what was meant by 'financial security'

Sheila stated that she was a pensioner and could not work, or afford to set up a company, so she was not able to subsidise her pension by other means, many people were in this position.

David stated people maximising benefits, people working for longer, etc were options which were being looked into. People needed to voice their concerns to their Local Councillors, their MP or the Minister of State. He added that maybe a representative from the Department of Works and Pensions could be invited to the meetings of the Older People's Partnership Board.

Greg Mitton asked if anyone from West Lancs had enquired about the 50+ Assembly meetings

David reported that no one had as yet, but there were 3 places available. He added that it was needed to have a range of people from all walks of life. Names from Pensioners Forum and Partnership Boards would be good to have. The CVS could become involved. The meetings are held in East Cliff in Preston and expenses are available for this, in cash on the day, food is also available.

Mandy asked what would happen if several people from one category only came.

David advised that this had not come up as yet.

Fred Mahoney very little information on Older People, he had tried the internet.

David stated that our society is very 'young person' focused, whereas people are now living longer and consequently the population is getting older. Dementia is a concern, and in general older people have health problems and health needs.

Greg asked if people who were 50+ were to be encouraged to engage more.

Fred stated that the only way to change things is to have targets specifically relating to older people.

David need to target what Older People are asking for, ie: end to their financial problems. People who have retired need more money in order to enjoy their retirement. Older people's needs need to be at the heart of the planning.

Alex advised that since 1984 there were documents stating that there would be an ageing population in the future. He added that in the University of the 3rd Age older people are helped to keep mentally and [physically active with all the activities on offer. There are health benefits in keeping older people as active as they can manage and as alert as possible. The diseases of old age cost money so it is an investment to keep the ageing population fit and healthy.

David reminded all that the next meeting for 50+ Assembly was to take place in Eastcliff on 28 April if anyone wished to attend.

Greg noted that there were parking problems at the Eastcliff Offices and anyone who wished to attend would need to contact beforehand to arrange a parking permit.

At this point in the meeting David Halpin took his leave.

Glenn advised that there was a need to develop an Action Plan and broaden issues for when meet again.

Greg stated that the Older People's Partnership Board should make sure the 3 spare places on the 50+ Assembly meeting were filled from the West Lancs area.

Glenn advised that we need to have a voice in that forum.

Alex noted that David had mentioned inviting a Minister from the Department of Works and Pensions etc.

Tracey Jardine queried what they would ask them.

Alex advised that we could express concerns over what their policies were for the ageing population.

Pat noted that in the majority of cases the financial issues of retirement were uppermost in people's minds and worries

Fred noted that the DWP would hopefully be able to shed some light on their policies for the older people.

Alex advised that DWP is looking at the issue of pensions (65+ and active)

4. Consultation Proposed changes on the Action Plan

Tracey advised that the Action Plan was now moving forward. Glenn had taken Ann to hospital as she was unwell and the Action Plan had not been completed, but this was now well underway. The next meeting will be in May and it should be ready to bring to the board.

Alex asked if it would be possible for the outcome to be sent out via e'mail rather than wait for the next meeting, and would the upcoming elections make any real changes to the outcome.

Tracey advised that it was quite time consuming and they were ploughing ahead and close to the finish now. She noted that whatever result came from the elections the project needs to go ahead

Alex thanked Tracey for the work she had undertaken with the Action Plan.

5. Feedback from Pensioners Forum

Ray Brookfield advised that the group was expanding and had around one hundred members now. He reported that the feeling was that pensioners were 'being robbed by the government'. He advised that gritting, or the lack of this, over the recent bad winter was an issue for lots of pensioners and it was disappointing to be advised that this was not an issue for this meeting. He noted that maybe it was needed to have more people on this board who were retired. There is a need to address the issues of the older people in regard to issues about health, travel and money etc. Possibly if pensions were worth more then there would be fewer issues.

Sheila noted that if pensions were worth more then pensioners would have fewer issues in regard to travel, heating, food etc, they only want a decent living, nothing more.

Councillor May Blake advised that the term Older People usually means people who are 50+ and there are Older People on this board. She added that in relation to the gritting issue, this is the realm of Lancashire County Council. West Lancs Borough Council have some funding for gritting main roads, and it was noted that West Lancashire was one of the best around for gritting.

In relation to having more money for pensions, this is possibly still a while off happening.

Alex advised that these are getting into the realm of national issues, this is a dilemma and some issues are out of the bounds of this meeting.

At this point David Halpin arrived (See item 3 for his presentation)

Ray noted that the Pensioners Forum have their own manifesto, which advises what the pensioners want. This has been given to the Labour Party, but they may not take a lot of notice of this.

Louisa Blundell asked if Age Concern were still helping with the meetings.

Ray advised that they were.

Louisa asked if discussion from OPPB is still being taken to forums and is feedback still on the agenda.

Ray explained that members have been questioning whether he is wasting time attending these meetings, as members still feel they no better off.

Louisa will share AP and forums can look at and discuss.

6. Feedback from Adult and Community Services Inspection

Alex advised that the Care and Quality Commission carried out an Ofsted type inspection, chairpersons from the various partnership boards were asked to attend and answer questions from the inspectors. Meetings were briefed by Adult and Community Services. The report would be due about the middle of April then go to a cabinet meeting in June, the County Council will then have 6 months to respond to any complaints which may arise.

Alex noted that there was a slot for CVS on the agenda.

7. Feedback from Central Lancs Planning and Commissioning Strategy Group

Glenn advised that this is the steering group for Older People's services. They meet on a quarterly basis, they oversee and plan for the improvement of services and report to the Older People's Partnership Board. In relation to the Dementia strategy there is a massive issue around financial costs. There have been Dementia workshops and the last one will take place on 13 May at Wellington Park Hotel Leyland, all are welcome to attend. Glenn added that he would send the flyers to Frances to circulate.

The outcome of the workshop is to develop a new commission strategy (multi agency) to improve services and shift monies from hospital based care/residential care try though multi agency input to improve the services.

The Transitional Care Services are for those who need other care as well as their Dementia ie: Stroke support, Heart Attack or issues of carers falling ill etc and this needs support as well as their Dementia.

Louisa Blundell noted that there was a South Ribble Anchor Housing, and each OPPB has nominated a deputy for the meetings, and asked for anyone who was interested in deputising for Alex to attend these meetings would let Glenn know if they are interested.

Alex thanked Glenn for his input.

It was noted at the end of the meeting that Greg Mitton had expressed an interest in deputising for Alex at the meetings.

8. Lancashire Local Report

It was noted by Councillor Blake that the Lancashire Local was no longer meeting but this was to be replaced, as it had worked well in West Lancashire, it looked at issues from the Parish Councils and people liked the face to face contact with their local Council Officers who are there to look at issues which concern them.

Tracey reported that Lancashire Local report was a delegation of County Councillors and Borough Councillors who brought their respective issues and made joint decisions. The meeting was a popular one which was held in public but was not a public meeting.

Proposals from County Council will include; what is right for the district (not one size fits all), enhancing the role of County Council's, forging partnerships and giving the people a say in decision making.

9. Grant Funding and Bidding Rounds

- a. LPSA funds**
- b. HIA**

Louisa (a)The LPSA funding - need to be reallocating funds if they are still available, also how much there is to be used.

Greg noted that the May bids needed to be looked at. Bid- Community assets and resources. Need to find out how much LPSA funding is left hand how much can be used. This needs to be followed up with Kim Haworth.

(b) HIA done

10. Any Other Business:

A letter from Lancashire Fire Rescue Service was brought to the meeting by **Shelley Gregory**, any extra copies can be requested through Frances.

11. Time and Date of next Meeting:

27 May 2010 at 10:00 am
WLBC 52 Derby Street Ormskirk, Committee Room 2/3

**** Please check with reception in regard to parking ****

WEST LANCASHIRE PARTNERSHIP BOARD FOR OLDER PEOPLE

MEETING HELD ON THURSDAY 27 MAY 2010.

COMMITTEE ROOM 2, WEST LANCS BOROUGH COUNCIL, ORMSKIRK

PRESENT

NAME	DESIGNATION
Dr Alex McMinn	Chair
Cllr May Blake	West Lancashire Borough Council
Tracey Jardine	LCC Partnership Officer
Louise Blundell	West Lancashire Borough Council
Sheila Owen	West Lancashire Pensioners Forum
Raymond Brookfield	West Lancashire Pensioners Forum
David Hudson	Age Concern Lancashire (Age UK)
Shelley Gregory	Lancashire Fire and Rescue
Mandy Naylor	Help Direct
Pat Roberts	Aughton and Ormskirk U3A
Fred Mahoney	U3A
Greg Mitten	West Lancashire CVS

1. APOLOGIES

NAME	DESIGNATION
Marian Radford	
John Stanley	U3A Burscough
Evelyn Clarkson	
Glenn Harrison	NHS Central Lancashire
Peter Johnson	Welfare Rights

2. MINUTES OF THE LAST MEETING AND MATTERS ARISING

These were agreed as an accurate record.

a. Brookside Development

Louisa stated the sub-groups were to meet to discuss details on the development, but she was not aware whether these meetings had taken place.

b. 50+ Assembly

Alex said that the majority of the members of the Assembly are chairs of Partnership Board across the County. Due to other commitment he did not

have to attend these meetings, and asked the Partnership Board to consider asking Fred Mahoney to act as representative on the Assembly for the time being. Alex stated that he is now chair of a national research committee looking at ageing and factors which sustain well-being which will entail travelling to London most weeks. Due to this, it is impossible for him to focus on local meetings.

Fred has looked at the Terms of Reference for the Assembly and was concerned that it could end up as a glorified talking shop, but he felt that there needed to be involvement to make a difference. There are currently more people in the country aged over 65 than there are children and he felt this age group should have a higher profile. 85% of older people should be able to lead a very good life. The government have produced a document 'Building Society for all ages' which does appear to make a lot of sense and is a good outline strategy. A further document PSA Delivery Agreement was revised in January 2010 and contains 5 indicators, which are

- o Employment rate
- o Pensions
- o Healthy life expectancy at 65.
- o Proportion of over 65s who are satisfied with their home and neighbourhood.
- o Older people being able to live independently at home with support to maintain a lifestyle within the community.

It is assumed that at some stage councils will have to measure and act on this information to meet the targets. Fred felt that this group has a role in monitoring and putting pressure on the people who make decisions. At this stage it is unclear how the new government will act on this document.

Action: Members of the Partnership Board agreed for Fred to represent the group on the 50+ Assembly.

c. Feedback from Adult and Community Services Inspection

Alex asked if anyone had seen a copy of the report by the Care and Quality Commission.

Action: Alex to enquire if the report has been circulated.

d. LCC representation on the Partnership Board.

Greg asked, now that Ann Fitzpatrick has retired, has a replacement been found to sit on the Partnership Board. Alex confirmed that no replacement has yet been appointed.

3. OLDER PEOPLES ACTION PLAN

Copies of the draft action plan were circulated to members of the meeting. Tracey stated that she, Louisa, David and Glenn had put in a lot of effort into

putting this plan together. It is currently in the draft stage, so there may be gaps, incorrect wording, etc., but this was felt to be a start. Members of the Board were asked to take the document away to read. Simultaneously the document will also be sent out to the LSP thematic groups.

Tracey stated that the last 3 columns in the document will list particular organisations who would be able to contribute to fulfilling the objectives. The 'by when' column has been left blank for the group to complete. If at the next meeting, everyone is happy with the feedback on the Action Plan, they could then begin to looking for leads for the various objectives.

Tracey suggested that when agreement is finally in place, the document could be launched locally during the Older Peoples week in October.

As from next week Tracey stated that she has capacity issues with the amount of time she can spend working on the Action Plan. She asked if any member of the Board could take over this piece of work, but added that she would give as much support as possible. This would entail dealing with feedback and reporting back to the Partnership Board on a regular basis.

Mandy agreed to take on this piece of work.

Alex thanked Tracey for the work she has undertaken on the Action Plan.

Action:

- **Members of the Partnership Board to pass any comments on the action plan to Mandy Naylor by the 9th July.**
- **Nominations for leads to be received by 9th July.**

The Older Persons Week commences on 1st October 2010. Louisa Blundell suggested that this could be discussed at the next Partnership Board meeting on the 23rd July. Louisa has spoken with Cllr Blake re holding Older Persons Day in West Lancashire.

Greg stated that he would like to offer officer time from the CVS and would be happy to work with Cllr Blake in organising events

As Older Peoples Champion, Cllr Blake has a small budget which non-profit organisations can apply for grants from £50 to £500. This information is to be circulated in the local press.

4. GRANT FUNDING

Louise reported that it had been recorded in previous minutes that the remaining money from the LPSA funding would go to setting up the HIA.

5. FEEDBACK FROM PENSIONERS FORUM AND U3A GROUP

a. Pensioners Forum

Ray reported that approximately 100 members of the Pensioners Forum meet once a month in the community centre on St Helen's Road. However, this building is now being run by a private organisation who charge much higher rates for refreshments than before. The members of the group would not wish to change the venue for their meetings as it is convenient for the bus service. Sheila said that this may seem a small matter, but by providing tea and coffee at the end of the meetings, this allows members to socialise with each other.

Discussion took place regarding possible ways of providing funding for refreshments.

Tracey felt that this subject was a good example of an issue which the Pensioners Forum could bring for discussion to the Partnership Board.

Ray stated that the National Pensioners Forum will be held in Blackpool on the 8th June.

Action: David Hudson agreed to look into this and will follow up with Richard Ford.

b. U3A

Alex reported that there are 7 U3A groups in the area.

Alex and Greg have been involved with a group in London working on community cohesiveness.

A report has been prepared by the Department of Health on the work being undertaken by U3A who are beginning to focus on the wellbeing of older people, the aim being to improve physical activity for older people. Aerobics tailored to the needs of older people called 'Aerobics Lite' have been introduced and the group are now moving to diet management.

A programme called 'Mind Gym' has been devised. A pack has been produced which can be rolled out to other groups across the country.

6. FEEDBACK FROM WL LSP EXECUTIVE / THEMATIC GROUPS

Alex had included this agenda item as he wanted to highlight that the Partnership Board minutes are sent through to the LSP. He will bring copies of LSP minutes to a future meeting. These are available on the LSPs own website.

Fred asked if the LSP were aware of the existence of the PSA Delivery Agreement document which had been discussed earlier in the meeting.

Action

- **Louisa to speak to the secretariat of the LSP and feed back to Fred.**
- **Tracey will contact David Halpin to discuss.**

7. FEEDBACK FROM CENTRAL LANCAS PLANNING AND COMMISSIONING STRATEGY GROUP

As Glenn Harrison had sent his apologies for today's meeting, this item was not discussed.

8. FUTURE SPEAKERS

Suggestions made were:

- Third Sector policy officer
- Health and wellbeing
- Update on Brookside scheme
- Think Jessica – campaign regarding scams on older people via the post, telephone etc.

9. HELP DIRECT INVESTMENT FUND AND SMALL SPARKS

Mandy reported that the Small Sparks Fund has awarded £6000 in funding to a variety of local groups. Applications for funding can range from £50 to £500 and the part of the criteria is that groups have not been able to apply for any other form of funding. No long term plan is required.

Mandy stated that she is on a 12 month secondment to her current post. This involves looking at certain areas where services are not available. During the second week in June all this information will be taken back to the steering group, on which 3 members of the Partnership Board sit. Mandy will feed back to the Partnership Board on a regular basis.

Discussion took place on the lack of electricians on the safe trader scheme. Mandy said that Trading Standards are to take this up and the Handy Man service is also to be looked at.

10. ANY OTHER BUSINESS

a. Fire Service

The Fire Service are hoping to hold a Rural Community Day for Older People on 7 July at Scarisbrick Village Hall. They will also be taking part in the Older Peoples Week in October.

An event regarding partnership working is to be held on 22 September at the training centre when agencies will be invited to attend.

b. Age Concern

Beverley Taylor has taken over a new role as Partnership and Development Officer for Central Lancashire and would like to attend a future meeting.

c. Community Centre

Sheila stated that the Pensioners Forum had applied for funding for a loop system for the community centre, but they had been told there was no money available.

Action: Tracey to make enquiries about this.

DATE AND TIME OF NEXT MEETING

23rd July 2010

WEST LANCASHIRE PARTNERSHIP BOARD FOR OLDER PEOPLE

MEETING HELD ON FRIDAY 23 JULY 2010.

COMMITTEE ROOM 2, WEST LANCS BOROUGH COUNCIL, ORMSKIRK

PRESENT

NAME	DESIGNATION
Dr Alex McMinn	Chair
Cllr May Blake	West Lancashire Borough Council
Tracey Jardine	LCC Partnership Officer
Louise Blundell	West Lancashire Borough Council
Sheila Owen	West Lancashire Pensioners Forum
Raymond Brookfield	West Lancashire Pensioners Forum
Mandy Naylor	Help Direct
Fred Mahoney	U3A
Greg Mitten	West Lancashire CVS
John Stanley	Burscough U3A
Margaret Park	U3A Upholland
Bev Taylor	Age Concern Lancs
Kiran Banati	LCC
Glenn Harrison	NHS Central Lancs

1. APOLOGIES

NAME	DESIGNATION
Peter Johnson	Welfare Rights
Cllr Malcolm Barron	
Shelley Gregory	WL Fire Rescue Service
Pat Roberts	Aughton and Ormskirk U3A

2. Minutes of the Last Meeting and Matters Arising

These were agreed as an accurate record.

Tracey advised that LCC needed to look at funding as it was not able to provide another person for the board at the management level of Ann Fitzpatrick, although a support Officer would be sought in order for some support to be made available to the board.

Alex asked if he should have heard this from Richard Jones' and not just have it advised during the meeting today.

Tracey advised that CC was currently under restructure and a manager at the level of Ann Fitzpatrick was not going to be possible

3. Report from Age Concern Research Officer – Ian Sydney

Ian advised that the group obtained its funding from a lottery grant. They looked at the issues in regard to an ageing population and its needs and wants. It is surrounding the responses of the people themselves, what they feel they need and could use to help themselves and/or help others or their local community.

There will be half day seminars from now until November, in the Lancashire area (West Lancs to Pendle) for WL Groups (Care Homes, U3A's etc) on how to understand their community. How services can be delivered to people in their areas and what projects can be set up. A summary of the services will be sent round.

Question – are you looking at specific groups of people.

Answer – No, any older people's groups across the board.

Question – is this just talking shop – will we see the benefit of this

Answer – not just talking shop, people need to tell us what they need and want to help their community, we need to have this information in order to try to set up the services needed.

Question – what about the existing groups, for instance the U3A's, have you spoken to them to see what they can do to help.

Answer – we intend to interact with all older people's groups to ensure help from all areas to try and get a better quality of life for the ageing population of West Lancs.

Alex asked Ian if he could come back to the WLOPPB meeting, and feedback the information he has gleaned, and what timescale would this be.

Ian advised that the next seminar was in September and there were also newsletters.

Alex noted that the WLOPPB meetings usually took place 6 – 8 weeks apart. He asked the meeting if they would like to have feedback from Ian, and all agreed this would be very helpful.

Alex thanked Ian for his input at the meeting and said the board looked forward to hearing from him in the near future.

- Ian left the meeting room *

4. Report of Older Persons Champion – Councillor May Blake

Cllr May Blake advised that she had been made aware that there were lots of older people in West Lancs who were not aware of the boards who are out there trying to help their communities. She advised that there was an Older People's grant of £2,000 which is available to be shared between any groups who apply for funding. The meeting on 17 July had been disappointing as not many older people took part.

There was to be a housing survey in the Ormskirk and Skelmersdale areas, for older people to see what their needs were.

Tracey advised that those who were 50+ and over in the West Lancs area whether in their own homes or in Sheltered Accommodation, were to be asked what amenities they felt they would like to access (Monday 10-12 in the Chapel Gallery, Ormskirk and Digmaor Community Centre).

Mandy noted that there had been no feedback from the 50+ meeting on Wednesday in regard to Sheltered Housing. Some people may want to access a Warden Service, or activities which are available etc, even though they are not living within the Sheltered Housing complex. She asked for the various groups attending to collate a response from their membership to see what the needs/wants from each group.

Alex advised that the age range was 50+ for all the older people who were eligible for the project, and this was a large band width as some people within this age group would need more input than others, as those who were more, 'high dependency' in their needs and others were more 'able bodied'.

Sheila advised that she was a home owner and did not feel that in her own circumstances that she would be eligible to sell her house and be given Sheltered Housing. She noted that any amenities she was to try and access could possibly be 'means tested' which would mean she would have to pay for everything she used, but if she was in the Sheltered Housing she would be able to use the facilities on site.

Mandy advised that the idea was for those who were in their own homes to be able to access the same levels of amenities and activities of those who were living in Sheltered Housing, not necessarily for them to move to Sheltered Housing.

Mandy advised that representatives were needed to advise what they would like for the future, and then this could be looked at to see if it was feasible.

Glenn noted that most of the care for those who are in sheltered housing will be asked what they would like for the future, those who cannot answer this will be represented by their carers, or an advocate who could advise what future services they may need.

The questionnaire has gone out to all people, not just a selected few.

It was noted that the normal, run-of-the-mill Sheltered Housing tended to be a one bedroomed property, with little or no parking facilities. It would be an improvement if the Sheltered Housing options had two bedrooms and some parking, which would leave the possibility for those who can live there more comfortably with the person they were caring for.

It was advised that there was to be an open meeting on Monday, to advise on such issues.

Louise advised that she would lead the Sub-Committee.

Cllr May Blake advised that on 1 October it was Older People's Day, David Halpin was going to be involved, there would be a meeting and events, and the Action Plan would be brought up at the meeting, it was thought that Dave Guest was to be involved also.

Alex noted that the Aughton and Ormskirk U3A were in negotiation with Estate Agents in regard to hiring a shop for the week, this was to do with Well Being, and this would possibly run into four figures.

It was noted that the Older People's Day was to make people aware of the problems and possibilities for communities. Funding would be needed to help with this.

Alex asked if there were posters in relation to the day.

Louise advised that there were posters on the internet and these could be downloaded along with an information pack for Older People's Day.

Greg advised that he and Bev would meet in regard to her new role – Ecumenical Centre and activities to be documented. And that he would like to be part of the planning group. It was noted that there is an Age Concern building in Ormskirk town centre, and the Skelmersdale area needed to be looked at also.

Bev advised that she was new and was still learning about the area.

Glenn advised that he felt there were still lots of people who were not aware of the existence of the West Lancs Older People's Partnership Board, we need to let people know that we are a body of people who want to help and find out what the people in this catchment area want, and if there are others who want to join our group.

Louisa noted that publicity was needed.

Alex stated that the U3A were well on with this and he would arrangements

Tracey agreed that a joint approach was needed to let everyone know what the group was about and what it was doing to help the older people in the area.

5. Report of Lancashire 50+ Assembly – Fred Mahoney

Alex advised that it had been arranged at the last meeting that Fred was to be the representative and report back.

Fred advised that he had attended the meeting in July and had some background information in regard to the 50+ Assembly. Roughly half of the committee of the 50+ Assembly were represented at the meeting, these were mostly women. It was an eclectic group, they decided what was to be discussed in the future, which included; Buss Passes, Hospital Care, not being able to pay accounts by cheque to the Council –m Doc 13 – Older People.

Also discussed was the role of the family in the care of elderly relatives.

The next meeting is to take place on 5 August 2010

Fred advised that there was some uncertainty about what the future held for the 50+ Assembly Group.

Alex stated that the Later Life Co-Ordinator was Bridget Barton Sediki, from the North West Regional Government Office

Alex advised that a voice was needed to support David and Fred to continue.

May said she would do this.

6. Feedback – Pensioners Forum at U3A (Aughton-Ormskirk, Upholland, Burscough)

Ray stated that it was still an issue that Older People need to have a better pension in order to have a better life, be able to keep warm in the winter etc (his mother in law received a letter from the queen – eligible for the extra £80 to keep warm – but she is not eligible to receive this because she is living with him and he pays the heating bills!! – he is taking this up with his MP). He advised that there are lots of people in this position. There has been a review of the heating allowance and it has been reduced from £100 per person to £50 per person.

Sheila advised that Older People are being robbed, the raise in pension is only £2.40p per week. The tax rate is only lower when the person reaches the age of over 64 years. VAT is back in place and will go up again in January, nothing in all this is helping those who cannot earn more money to cover the extra costs.

Sheila added that all these committee meetings are not helping the situation.

Glenn noted that he felt there were lots of people in the position of Ray's mother in law, they do not get the help they should do because of living with their families.

May advised that 'power of attorney' was needed to help the situation then the older person could sign the cheques, although it is often difficult to explain to the older person why they have to sign a cheque as they may not understand.

Alex – Leisure services - local paper tells of the loss of swimming for free but we have not been told about this as yet.

Louisa advised that the Leisure Services is a service in its own rights, she has not heard about the cuts but will check this out as soon as she can.

Alex noted that there was 10% per year recruiting in the Aughton/Burscough areas.

7. Feedback of Central Lancs Planning & Commissioning Group – Glen Harrison

1 Unfortunately, due to the timing of other associated work it was decided to postpone the last Central Lancs Planning & Commissioning Strategy Group meeting and the next meeting is scheduled for 7 September 2010 at 2 – 4 venue to be confirmed.

2 the Dementia Workshops held between January to May 2010 were now completed. These had proved to be extremely successful with really useful contribution and feedback from both staff and carers. The outcome of the workshops will be the development of a new dementia services commissioning strategy across health and social care. This is due to be completed August/September 2010 and will be initially offered as a draft document out for 90 day consultation and will be sent to all stakeholder groups and organisations. The draft strategy document will be available on the PCT and LCC websites for anyone who wishes to provide their comments and feedback.

Due to the success of the dementia workshops it has been agreed to follow the same structured model and hold a series of three workshops to review transitional care services.

15 October 2010 Wellington Park Hotel, Leyland
19 November 2010 Preston North End
17 December 2010 Preston North End

Development is straight after the consultation (dementia) Nurses, Doctors, Services to be provided, all people need to get involved and help to develop the Dementia Services.

Fred asked what was wrong with the system we have now.

Greg replied nothing, but the system is divided

Fred advised that he was concerned about the service up and running, that it will be set up and then it will change again in a few years.

Glenn replied that the people are telling us that it is not working so we need to try to make it better, each service is separate and not consistent and we need to have some consistency

8. Future Speakers – (suggestions from members)

Alex advised that the time table was very full and it was difficult to ask someone to come to speak and only offer them a small time slot. Possibly we could ask the Later Life person, Bridget – Barton Sediki.

Fred proposed that Harry Gray be asked to make some contribution.

9. Help Direct – Mandy Naylor

Mandy advised that the services was for all members of the County. There was a gap in the service. Electric £10 costs overall.

10. Action Plan – Mandy Naylor (also questionnaire)

The draft Action Plan was handed out at the meeting. It was noted that possibly Carers Association could become involved. A day to be planned to involve people with the Action Plan, the documentation was needed for people to see what was happening. She noted that it was necessary to have the opinions of the public and not just committee members

Alex thanked Mandy for all her work on the Draft Action Plan. He noted that the Action Plan should become a standard item on the Agenda of the meeting.

11. Any Other Business

Alex introduced Kiran Barti from Adult and Social Care Services, who was the Community and Engagement Officer (who arrived at the meeting late and had not been introduced to all at the meeting)

12. DATE AND TIME OF NEXT MEETING

Thursday 9 September 2010 at 10:00 am 2010 (Hopefully the usual Room in WLBC offices Ormskirk)

WEST LANCASHIRE PARTENRSHIP BOARD FOR OLDER PEOPLE

MEETING HELD ON THURSDAY 9th SEPTEMBER 2010

COMMITTEE ROOM 2, WEST LANCS BOROUGH COUNCIL, ORMSKIRK

Present

Alex McMinn (Chair)	U3A
Pat Roberts	U3A
Bev Taylor	ACL
Cllr May Blake	West Lancs Borough Council
Cllr Ruth Pollock	West Lancs Borough Council
Ray Brookfield	West Lancs Pensioners Forum
Sheila Owen	West Lancs Pensioners Forum
Anita Abram	WLCVS Community Development Officer
Fred Mahoney	U3A
Mandy Naylor	Help Direct
Margaret Park	U3A
John Stanley	U3A
Shelley Gregory	Lancashire Fire and Rescue Service
Nirmal Singh	Lancashire County Council
Tracey Jardine	Lancashire County Council
Bridgette Barton-Siddiqui	Government Office for the North West
Sue Melling	NHS Central Lancs

1. Apologies

Glenn Harrison, Louise Blundell, Marion Radford, Brian Cussey, Ann Fitzpatrick, Cllr Malcolm Barron,

It was also raised that attendees would like to see an Alzheimers Society representative at a future meeting.

2. Minutes of Last Meeting

Page 7 re Help Direct. It was pointed out that it was the electrical handyman service and possible the £10 call out fee that was being referred to.

Matters Arising

Page 7 – if over 64 lower tax rate doesn't apply.

3. Action Plan

Mandy advised that Fran circulated at the end of last week. Mandy had a look at the draft Action Plan and people have got back to her with their thoughts on it. Mandy asked if people are happy with the proposals made by other groups and explained that she is. Mandy did point out that there is something with regard to 'contributions' that she is not sure is relevant as it looks a bit specific.

Mandy explained that there will be a public consultation on 1st October 2010 to present the completed Action Plan. A lead also needs to be found with regard to 'Safety'.

Tracey added that the Action Plan will need to be signed off by the LSP executive. Feedback will be required from necessary groups and target dates set for those people who have agreed to be leads.

4. Older Peoples Day

Alex advised that Older Peoples Day will take place on 1st October. Alex praised those who have made this happen and also find the necessary funding.

Mandy explained that we have £1000 worth of funding available. There will be two venues, for the morning it will be Langham Hall in Ormskirk and for the afternoon Skelmersdale College which will also provide offer lunch prior to the session, which works out at £5 per head. Mandy added that Dave Guest from the BBC will be facilitating the day.

The budget will be split between catering, marketing, the Langham Hall venue and a fee for Dave Guest who has agreed to do the event at a special price.

Volunteers will be needed to help out throughout the day and Tracey, Margaret, May, Ruth, Sheila and Sue offered to help. Alex asked to be kept in the loop. The theme for the event is 'Healthy Living and Participation'. There will be a whole range of activities to take advantage of throughout the day.

Questions were raised with regard to what will be done in the way of publicizing the event. Tracey stressed that LCC should be able to help with this by way of a press release. U3A should also be able to organise arranging some flyers. Mandy confirmed that there will be a photographer there as well.

Anita advised that WLCVS will be able to help publicize the event and put on a weekly numbers update as well as promote the event by email. Anita added that they will also advertise by putting up posters in community cafes. Anita also explained that there will be a CVS roadshow at St Teresa's in Upholland on 29th September. Burscough café will be half price on production of a bus pass on September 30th.

Alex informed that he will inform the town mayor and Councillor Balldock about the event. Everyone agreed that the marketing of the event will be a key

factor in how successful the day is. It is essential that everyone utilises their connections.

Alex thanked Mandy for all of her hard work that has gone into putting the day together.

5. North West Later Life Co-ordinator:- Bridget Barton-Seddiqui

Bridget gave a detailed description of her role, what it entails and the work that she will be carrying out. Bridget advised that her attendance today is as the Later Life Coordinator for the North West.

Bridget passed out a handout with slides with regard to the engagement side of her role and discussed this in detail. Bridget explained some of the key findings she has made. One of findings is that there is a large number of Older Peoples Partnership Board around the United Kingdom but unfortunately the work they are doing is not finding its way to government.

Bridget discussed a new forum that has been developed called The North West Forum on Ageing. The first meeting is due to take place in mid October and will determine the priorities for the first meetings. The Forum will attempt to engage with all Older Peoples Partnership Boards throughout the North West. Bridget added there is one member of the 32 people on forum from Lancashire who will be the key to our own involvement in the forum.

Ray and Sheila stressed that nobody has ever engaged with the West Lancashire Pensioners Forum and what Bridget is talking about has been heard many times before but unfortunately nothing ever changes.

Anita stressed that she believes that there is so much bad publicity on older people. Bridget responded that this is why the forum is going to be focusing on 30-60 to plan for the future.

6. Update on LCC 50+

Fred explained that he attended the first meeting on 5th August. The 50+ assembly was not fully populated. Dave Burnham, Head of Information Services at Lancashire County Council, delivered a proposed consultation. Fred advised that this focused mainly on cost cutting. Fred suggested that Education Services could have some costs cut but this was rejected. Feedback was also given on Development Workshops.

Fred advised that it was a fairly relaxed meeting. It was revealed that David Halpin is going to be retiring but assurance was given that the assembly will not be affected by this. Fred also said that there is rumour that the OP group in Lancashire is to be disbanded.

Fred advised that he felt the 50+ assembly seemed rather isolated and didn't appear to be connected to anything other than Lancashire County Council and has no influence on policy.

Fred discussed the NHS White Paper and explained there are three main changes. These are a formation of a GP Consultation Commissioning Board. Public Health is returning to local authority and as a result the PCT will be getting restructured resulting in 100 job losses.

The consultation finishes on 9th October so all comments and thoughts need to be expressed before then.

7. Any Other Business

Nirmal advised LCC have recently taken over responsibility for Older Peoples Forums again, as up until now they have been independent since 2007. Each forum will be granted 5k per year for each forum. Funding will end in March 2011. Nirmal stressed that he is willing to speak to anyone who has concerns with regard to this.

Anita advised that the Performance Award Money has funded a Foot Care Service that has been delivered by Age Concern.

A tender has just been awarded to provide gardening services in West Lancs. This has awarded to a company called 'A Man For All Seasons'.

Next meeting 25/11/2010 at 10.00am. Held at Committee Room 2, West Lancashire Borough Council, Ormskirk

WEST LANCASHIRE PARTNERSHIP BOARD FOR OLDER PEOPLE

MEETING HELD ON THURSDAY 25th NOVEMBER 2010

COMMITTEE ROOM 2, WEST LANCS BOROUGH COUNCIL, ORMSKIRK

Present

Alex McMinn (Chair)	U3A	
Cllr May Blake		West Lancs Borough Council
Cllr Ruth Pollock		West Lancs Borough Council
Cllr Bob Pendleton		West Lancs Borough Council
Sheila Owen		West Lancs Pensioners Forum
Jim Bevan		West Lancs Pensioners Forum
Anita Abram		WLCVS Community Development Officer
Fred Mahoney	U3A	
Mandy Naylor	Help Direct	
John Stanley	U3A	
Tracey Jardine	Lancashire County Council	
Geraldine Moore	Age Concern	
Glenn Harrison	NHS Central Lancashire	

1. Apologies

Margaret Park, Pat Roberts, Marion Radford, Ray Brookfield, Cllr Malcolm Barron, Louise Blundell

2. Minutes of Last Meeting

The minutes were agreed as a true and accurate record.

3. Review of Older Peoples Day

Mandy advised that the Older Peoples Day on 1st October was a great success and all feedback that has been received since has been positive. Mandy suggested that in hindsight it was a bit of a struggle getting to both venues but that Skelmersdale College were fantastic hosts. Mandy added that we have made a number of new links who we can potentially utilise.

Glenn endorsed what Mandy said and explained that it is important that we ascertain what level of contact the new links want with the Board. Alex agreed and requested a copy of the new links.

Tracey stressed that this is a real opportunity to engage and suggested that if we don't think now how we can do things more effectively we never will. We need to work out the best way to engage with the new links and utilise them productively.

With regard to the new contacts it was decided that they will each be invited to meet with Tracey, Mandy and Alex for an informal chat to try and ascertain what level of engagement and involvement they want.

Discussion ensued with regard to whether we should put together a similar event next year. The general consensus was that we should certainly mark 1st October in some way. This item will go on the agenda at future meetings.

4. Action Plan

A copy of the Action Plan was handed out to all in attendance and it was reported that it is still to be signed off and released.

Mandy, Glenn and Louisa are sitting on a subgroup with regards to the Action Plan. Mandy did stress that it is important that a couple more volunteers join the subgroup as it is currently too officer led. Some amendments have been made but there is still no agreed lead for two of the five sections, these being Finance and Safety.

It was agreed by all that timescales need to be sorted with regard to sending the Action Plan to LSP for approval. Alex said he would like to get it to the LSP by mid 2011.

Mandy informed that feedback has indicated that the work we are doing as a Board needs to be fed back into the community better.

Tracey stressed that it is important that the leads start putting the ideas into practice and that action starts to be put in place. Geraldine added that it is imperative that everything that we commit to, we can manage. Alex thanked Mandy for the excellent job of putting the Action Plan together.

Mandy discussed the idea of identifying some 'quick wins' that we can achieve.

Mandy suggested that the leads need to make the key points that need addressing and then others should read through them and flag up any issues.

Mandy stressed the need for lots of comments from around the table at the next meeting.

5. LCC 50+ - Update

Fred explained that he attended the meeting on November 2nd but that it was poorly attended. Fred added that prior to the meeting he had received two emails which he read out. One from Dave Burnham and one from Michael Gollbold who is the chair of the OPPB in South Ribble.

Fred confirmed that LCC's 50+ Assembly will continue for the foreseeable future as £8000 funding is still available. Fred did stress however that there will be a lot of change with regard to the assembly and an Action Plan is due to be released that will hopefully be available for the next meeting. Fred added he is unsure if he will be able to

Fred also confirmed that the LEA has now dissolved. The LSP for LCC is changing and the LSP in Lancashire is dissolving and becoming a public service board.

Fred explained that it is clear that there is a lot of change and uncertainty about at the moment but it is unclear what the overall affect will be until all the structures are in place. Fred added he is unsure whether he will be invited to be involved in the newly structured assembly.

6. Future Activities

Geraldine advised that the Big Lottery Research Project is going to have a Local Community Group set up. Details of the first meeting will be made available at January's Partnership Board meeting.

Bob also discussed the idea of those older people who are financially secure waving their £250 heating allowance which could give extra help to those less well off. It was agreed that this was a good suggestion that had been raised before.

7. Any Other Business

Tracey handed out 'Travelling in Winter' leaflet and advised that she will forward to the Board a Winter Service Briefing for West Lancs from LCC Highways.

Mandy circulated 'Get Cosy' leaflets that have been generated from Help Direct and the PCT.

Sheila requested the 'Man for All Seasons' phone number.

Next meeting 28/01/2011 at 10.00am. Held at Committee Room 2, West Lancashire Borough Council, Ormskirk

**COMMUNITY COHESION THEMATIC GROUP MEETING
2.00pm, 24th April 2009, West Lancashire Investment Centre**

Present:

Cllr Iain Ashcroft	Chair	Kim Webber	WLDC
Cllr R Pendleton	WLDC	Jeanette Hickey	Lancashire Police
John Miller	NHS Central Lancashire	Zainab Ali	NHS Central Lancashire
John Buck	Lancashire Fire & Rescue	Dawn Clarke	NHS Central Lancashire
Rachel Walker	Lancashire Fire & Rescue	Joanne Latham	LCC
Kath Gresty	Skelmersdale College	Robert Johnstone	Access Matters
Chris Hartley	Skelmersdale College	Brian Lussey	WLDC
Greg Mitten	West Lancs CVS		

In attendance: Liz Donnelly (LSP Secretariat)

1 Apologies

Pam Smith	LCC
Grant Murdoch	LCC- Young Peoples Service

2. Individual Introductions

Those at the meeting briefly introduced themselves.

3. Minutes of Previous Meeting

The minutes of the meeting on 23rd January 2009 were **Agreed** as accurate.

4. Matters Arising

None

5. The Navajo Network- Presentation by John Miller (NHS Central Lancashire and Chair of Navajo Charter Mark Panel)

John Miller presented an overview of the Navajo network which is a group of organisations in Lancashire, mainly in the public, voluntary and community sectors, interested in improving service delivery and addressing issues of social well-being for the LGBT community in Lancashire. John did indicate that in respect of LGBT groups, West Lancashire was “bit of a desert”.

The work of Navajo includes the Charter Mark scheme; strategy development and mainstreaming LGBT issues; training including a five day course “Understanding Sexuality” available to all organisations; co-ordinating anti-homophobic work in educational settings; sharing good practice and providing advice on Equality Impact

Assessments.

The Navajo Charter Mark is both a signpost to say a particular organisation is LGBT friendly and also a service indicator that stamps a hallmark of quality on the services provided by an organisation to the LGBT community. The Charter Mark provides a strategic tool for outreach work in that its presence offers opportunities to develop with the local LGBT community and service providers to build capacity and bring isolated community members into the service loop.

All Charter Mark applications require an assessment of an organisation's ethics, practices and procedures and also a periodical review to ensure it still meets the criteria.

John informed the meeting that there were currently 100 holders of the Charter Mark encompassing whole and parts of organisations eg Lancashire Constabulary HQ, Fylde Borough Council, Preston CVS, Age Concern Preston and South Ribble.

Cllr Ashcroft thanked John for his very informative presentation and a question and answer session then followed.

Robert Johnstone asked about the 5 day training course and whether it addressed issues around disability. John indicated that it did saying that that is a need to get away from stereotypical representations of gays etc

Cllr Bob Pendleton asked about parents' reactions to their children coming out and how the wider community (such as schools) can be educated . John responded that there were still instances of parents throwing out young people from their homes . He also indicated that it was difficult to get schools to deal with these and other issues such as bullying due to the lack of expertise amongst teachers. But he did say that pilot studies in Lancashire schools were being carried out and LCC could provide information on these.

Jeanette Hickey mentioned that the Police will only give anti homophobic talks (as well anti racist etc) in schools if they are asked to.

Cllr Pendleton asked about what is being done to resolve the issue of West Lancashire being a "desert" in respect of LGBT work. John mentioned that a helpline had been set up but it had received no queries. He said there was a need to promote Navajo and encourage organisations to look at their practices etc

Cllr Ashcroft indicated the role of the LSP to encourage the development of awareness. He saw the need to address school governor training and suggested this as a way forward.

6. West Lancashire- Understanding the Statistics- Presentation by Liz Donnelly (WLDC)

Liz Donnelly presented some facts and figures saying an understanding of who lives in West Lancashire and of any divisions between and within groups can be a starting point for decisions about potential actions and who they should be targeted at.

She indicated that between 2006 and 2031 the number of persons aged 75+ in West Lancashire is projected to more than double; that in 2001, only 1.5% of residents were black or of an ethnic minority; that 84% of residents indicated they were Christian and

there was a lack of data regarding numbers of LGBT people. She also informed the meeting that 62% of West Lancashire population live in rural settlements or large market towns (a relatively high proportion compared with nationally- 27%). With regard to migrant workers coming to West Lancashire, Liz pointed out that between May 2004 and December 2008, 2,910 workers from those countries joining the EU had registered to work with local employers. The majority were young Polish workers in the agricultural sector,

The average gross household income in West Lancashire in 2008 (£33,800) was slightly lower than that nationally and varied from £43,000 in Parbold ward to £24,000 in Birch Green in Skelmersdale. In August 2008, 32% of the working age population in another Skelmersdale ward- Digmaor- were claiming one or more benefits (7% in Parbold). Liz then described recent Job Seekers Allowance Claimant data (proxy for unemployment data) which indicated that during February 2009, 4.0% of West Lancashire's working population were claiming JSA (but double this proportion in three Skelmersdale wards) . Over the year, the number of JSA claimants had increased by 64% (lower than for the County as a whole -78%) although the % increases in various wards outside Skelmersdale were much higher (eg +242% in Aughton Park).

Liz then presented some data around health and disabilities saying that in 2007, 5% of residents had a serious disability and that West Lancashire had a more than expected prevalence of people with mental illnesses. In terms of educational disparities, a much higher proportion of pupils living in Parbold, Wrightington and Dalton gained 5+ GCSEs at Grades A*-C in 2006/07 (84%) compared with those in Central Skelmersdale (41%).

Liz then brought together the previous data by providing some indication of local deprivation. Whereas barriers to housing and services (such as a post office, primary school) are issues in the more rural areas, there are concentrations of multiple, employment, income, health and educational deprivation in Skelmersdale. In fact there are three neighbourhoods in Birch Green, Digmaor and Moorside wards ranked in the top 3% nationally. According to the Vulnerable Localities Index, these three areas are considered to be at least twice as vulnerable to community cohesion issues as the Lancashire average. Liz pointed out the factors influencing the level of community cohesion in area- community and individual characteristics (eg deprivation, age, ethnicity) as well as individuals' attitudes and actions (respect for ethnic difference, volunteering).

She finished her presentation by notifying the meeting of the four indicators allocated to the thematic Group ie

- NI 1- % who believe people from different backgrounds get on well together in their local area
- NI 4 - % who feel they can influence decisions in their locality
- NI 5- % satisfied with their area as a place to live
- NI 35- Building resilience to violent extremism

During the presentation , various points of clarification and discussion were raised.

Regarding mental illnesses, Zainab Ali asked if breakdowns by age and ethnicity were available. Liz expressed some doubt but would check on this.

Cllr Pendleton pointed out that in terms of deprivation, there was a link to education. Kath Gresty said there had been some recent improvements in Skelmersdale schools and that Skelmersdale College itself had a high NVQ success rate . Glenburn School

had the highest % in terms of “value added” but was still not hitting government targets.

Kim Webber pointed out that in respect of the four indicators, the Thematic Group “owns” these indicators although Brian Lussey said other thematic groups such as the CDRP can also deal with them. Jeanette Hickey also pointed out that the increasing numbers of overseas students to Edge Hill University could impact on some of these indicators.

7. Action Plan- Workshop led by Kim Webber (WLDC)

The meeting then considered the formulation of an action plan.

Kim Webber suggested that a Strengths, Weaknesses, Opportunities and Threats exercise be initially carried out in an effort to identify future possibilities, the outcomes we are wanting and what will get us there (ie the drivers of change). This SWOT exercise would provide a good focus for potential actions.

The results of the SWOT exercise are attached separately.

It was **Agreed** that the workshop exercise to formulate an action plan be continued at a special meeting of the Thematic Group in June 2009.

8. Exchange of Information

It was **Agreed** that any information items that members of the Thematic Group wanted to report be sent to Liz Donnelly for her to pass on to the LSP bulletin.

9. Date of Next Meeting and Proposed Agenda Item

It was **Agreed** that the only agenda item for the special meeting in June 2009 was to be the action plan for the Thematic Group.

The Thematic Group indicated it was happy to continue with future meetings on Friday afternoons.

**COMMUNITY COHESION THEMATIC GROUP
SPECIAL MEETING
2.00pm, 5th June 2009, West Lancashire Investment Centre**

Present:

Cllr Iain Ashcroft	Chair	Greg Mitten	West Lancs CVS
Cllr J Baldock	WLBC	Jeanette Hickey	Lancashire Police
John Miller	NHS Central Lancashire	Zainab Ali	NHS Central Lancashire
Kim Webber	WLBC	Dawn Clarke	NHS Central Lancashire
Rachel Walker	Lancashire Fire & Rescue	Mandy Naylor	Help Direct
Brian Lussey	WLBC	Clare Pollard	Age Concern

In attendance: Liz Donnelly (LSP Secretariat)

1 Apologies

Tracey Jardine	LCC	Pam Smith	LCC
Joanne Latham	LCC	John Buck	LFRS
Chris Hartley	Skelmersdale College	Robert Johnstone	Access Matters

2. Individual Introductions

Those at the meeting briefly introduced themselves.
Councillor Ashcroft welcomed Clare Pollard from Age Concern and Mandy Naylor from Help Direct, both attending for the first time.

3. Action Plan- Continuation of Workshop led by Kim Webber (WLDC)

The meeting then continued to consider the formulation of an action plan for the Community Cohesion Thematic Group.

Kim Webber outlined a summary of the Strengths, Weaknesses, Opportunities and Threats exercise carried out at the previous meeting on 24th April 2009 and the meeting **Agreed** this Summary which is to be found in the Thematic Group's "Strategy and Action Plan" (attached separately).

Further exercises were then carried out which addressed a Vision for the Borough and outcomes being aimed for. The results of these exercises are also in the Thematic Group's "Strategy and Action Plan".

Following this, it was **Agreed** that Liz Donnelly prepare and circulate a summary of the workshop exercises to the Thematic Group requesting that members provide her with two suggestions to cover each of the following questions :-

- 1) What are the key areas that the Community Cohesion Thematic Group should focus its attention on? (ie the "drivers of change")
- 2) What are the most important practical projects the Thematic Group could do? (ie things within our control, our available resources and influence)

Liz would then incorporate these suggestions into a draft Action Plan- to be discussed at the next meeting.

Jeanette Hickey also mentioned work that was being carried out by David Halpin of LCC and Inspector Sue Swift (Lancashire Constabulary) to address older people's issues and suggested that they be invited to the next meeting of the Thematic Group to describe this work and this was **Agreed**.

4. Requests for Membership of the Community Cohesion Thematic Group

i) Ormskirk Community Partnership

Liz Donnelly referred the meeting to her report setting out a request for membership from the newly formed Ormskirk Community Partnership (OCP). The OCP was set up following the Market Towns Initiative for Ormskirk, and intends to act as a voice for the community as well as being a direct action group. The OCP is wanting to join the Community Cohesion Thematic Group as well as other thematic groups (employment, transport and environment) and the LSP itself.

Greg Mitten informed the meeting that the CVS has been working to help develop the OCP (in terms of its constitution and focus group) and that the OCP has been successful in getting public health funding for projects around community cohesion. However, Greg also mentioned the new People & Communities Thematic Group (with its remit around volunteering and the Third Sector and of which he is the Chair) which would be relevant for the OCP to join.

Kim Webber suggested both that the People & Communities Thematic Group would probably be the appropriate locus for the OCP and also that it would also be sensible to wait until the Community Cohesion Thematic Group had developed its action plan to see if there was a particular task role for the OCP . This was **Agreed** .

ii) Help Direct

Membership of the Community Cohesion Thematic Group was also sought from Help Direct which is a new locally-based community support service in each district across the Lancashire, its aim being to promote independence and improve well-being.

Mandy Naylor from Help Direct informed the meeting that one of the organisation's key objectives is improving community cohesion and looking at the gaps in services.

Councillor Ashcroft believed that Help Direct is a relevant organisation for membership of the Community Cohesion Thematic Group and it was **Agreed** to accept its request for membership.

iii) Edge Hill University

Brian Lussey informed the Thematic Group of a meeting he had with Edge Hill University on 5th June to discuss issues around community cohesion and the University. He indicated that the University was very keen to join the Thematic Group.

Mandy Naylor said that the University is very willing to work and engage with the community and Councillor Ashcroft indicated that it was very important that the University be represented on the Group.

Liz Donnelly clarified that Edge Hill University was already included as a possible member on the Thematic Group's Terms of Reference and that she had already tried to contact the University for an appropriate representative.

It was **Agreed** that Brian provide Liz with details of the Edge Hill proposed representative and that Liz invite them to the next meeting of the Thematic Group.

5. Any Other Business

Greg Mitten sought to clarify the relationship between the People & Communities and Community Cohesion Thematic Groups.

He saw the People & Communities Group as an action task group working across the Third Sector and he emphasised that he didn't want this Group replicating the work of other Thematic Groups. Therefore, he suggested that People & Communities Thematic Group meetings fall in with those of the Community Cohesion Thematic Group and that he would report the outcome of the former to the latter. This was **Agreed**.

6. Date of Next Meeting and Proposed Agenda Items

The following issues were noted to be for discussion as the next Thematic Group meeting :

- David Halpin (LCC) and Insp Sue Swift (Lancashire Constabulary) – presentation on work around older people's issues
- Action Plan

The next Group meeting was **Agreed** as being on the 25th September 2009 at 2.00pm in the Willow Suite, West Lancashire Investment Centre, Skelmersdale

COMMUNITY COHESION THEMATIC GROUP MEETING
2.00pm, 25th September 2009, West Lancashire Investment Centre

Present:

Cllr John Baldock	Chair	Kim Webber	WLBC
Cllr R Pendleton	WLBC	Jeanette Hickey	Lancashire Police
John Miller	NHS Central Lancashire	Clare Pollard	Age Concern
John Buck	Lancashire Fire & Rescue	Dawn Clarke	NHS Central Lancashire
Greg Mitten	West Lancs CVS	Tracey Jardine	LCC
Kath Gresty	Skelmersdale College	Mandy Naylor	Help Direct

In attendance: David Halpin (LCC); Sue Swift (Lancashire Constabulary); Janet (David Halpin's PA); Liz Donnelly (LSP Secretariat)

1. Apologies

Cllr Iain Ashcroft	WLBC	Brian Lussey	WLBC
Chris Hartley	Skelmersdale College	Robert Johnstone	Access Matters

2. Individual Introductions

Those at the meeting briefly introduced themselves.

3. Minutes of Previous Meetings

The minutes of the meetings on 24th April and 5th June 2009 were **Agreed** as accurate records.

4. Matters Arising

With reference to Minute 3 of the meeting held on 24th April 2009, Liz Donnelly clarified that the Preventing Violent Extremism indicator allocated to the Thematic Group was not NI 35 (which focuses on understanding and engagement with Muslim communities- as she had indicated in her presentation) but a broader LAA indicator which also addresses animal rights and environmental protesters.

5. Work Addressing Older People's Issues- Presentation by David Halpin (LCC) and Sue Swift (Lancashire Constabulary)

David Halpin (Lancashire County Council) and Inspector Sue Swift (Lancashire Constabulary) presented an overview of Lancashire Constabulary's Older Persons Strategy and Action Plan.

David outlined the key themes of the Strategy which include older people knowing their views and opinions are valued and that they have the opportunity to influence policing priorities and that older people feel safe and confident in the police service.

Focus group sessions (made up of ordinary residents ie not those from formal organisations) had indicated that fear of crime was a big challenge (even though there

are low levels of actual crime). Residents had indicated that they were mostly frightened of children; they associated crime with children and wanted see a return to a very strong police presence on the streets. However, they also recognised the need for inter-generational work to increase understanding; inter-dependence is important.

David briefly mentioned the action plan that had been drawn up which addressed both external and internal issues eg reducing the fear of crime and disorder and engagement but also looking at the recruitment and retention of older staff at the Constabulary.

Sue then went on to describe the Lancashire Constabulary Southern Division Older Person Action Plan for 2008/09. Quite a lot of work is currently going on but she specifically mentioned the production of leaflets "Keeping you safe" which are to be distributed to older people (an activity linked with the objective of introducing preventative measures for crime categories, specifically those where older people are more likely to be a victim of crime). She also mentioned intergenerational work to mitigate anxiety associated with young people and said Jane Hogarth, a Neighbourhood Officer in Skelmersdale, was currently involved in this. Internal objectives and actions included developing policies for custody, arrests and transfers that are age –proofed (eg custody facilities).

Cllr Baldock thanked both David and Sue for their very informative presentation and a question and answer session then followed.

Clare Pollard asked about the divisional action around conducting mapping exercises to identify the location of older people (and linked with this the action around the distribution of leaflets) and said that older people were often afraid to answer their doors. Cllr Pendleton said there were problems with identifying where older people were (especially those not in sheltered housing) and suggested two potential relevant sources as being council tax records and the census. Kim Webber suggested the MAPs team at Ormskirk Police should have useful contacts and also suggested that Sue Swift speak to herself or Liz Donnelly about potential sources of information about vulnerable people. Tracey Jardine mentioned LCC's Adult & Community Services intelligence .

Dawn Clarke suggested that it may be possible to get the PCT to pass on any leaflets to GPs to hand out to older patients. Greg Mitten mentioned that this could link in with the current engagement around swine flu and emphasised community type activity (such as the one due to start in Ashurst, Skelmersdale).

John Buck mentioned problems around data protection regarding getting out information. Tracey thought this issue had been resolved but John replied that it hadn't. He informed the meeting that the Fire Service use other agencies' information and that the Service was wanting to adopt a "village champion" approach (informal networks). Sgt Jeanette Hickey mentioned partners' information sharing with regard to migrant workers and why this couldn't be extended to older people

David Halpin said that there may be a need to go beyond a leaflets approach. What about behavioural change? (eg stopping smoking to reduce fires). John indicated that individual fire officer talks with older people were more likely to change behaviour than just producing leaflets.

David stressed the importance of identifying who is actually "vulnerable" (to crime etc) ie those with a physical disability are not necessarily vulnerable. He mentioned that it had been suggested that some preventative work could actually undermine the ability

to cope and that there was a need not to spread fear (through leaflets etc). We have to understand what makes people vulnerable and he pointed out that the education service has a major role to play.

Jeanette said that it would be useful to have a representative from West Lancashire Older People's Partnership Board represented on the Southern Division's Older Persons Working Group and Dr Alex McMinn (OPP Chair) was suggested. David Halpin mentioned also the Beth Johnson Foundation who were specialists in intergenerational activity.

Closing the discussion, Cllr Baldock asked about the way forward regarding what had been discussed. Sue and Jeanette said that the Southern Division was working towards March 2010 in terms of engagement and contact. David mentioned the need to prioritise the action plan ie pick some "aged related wins".

In terms of the West Lancashire dimension, Greg Mitten and Kim Webber suggested that the Community Cohesion Thematic Group (CCTG) be a strategic group with the new People and Communities Thematic Group (PCTG) as a practical task and finish group (ie overseeing any actions and reporting back to the CCTG).

6. **Draft Community Cohesion Strategy and Action Plan**

Liz Donnelly referred the meeting to her report and appendix setting out suggestions for practical projects to be incorporated into the Community Cohesion Thematic Group's Strategy and Action Plan 2009/10. The meeting discussed each of the suggestions in turn.

a) Support the growth of community based and managed timebanks

Mandy Naylor indicated that timebanks provide a way for people to come together to help others and help themselves at the same time by sharing skills. As such they are very effective in terms of intergenerational activity and can increase community cohesion.

Greg Mitten indicated that this was an action which the PCTG could support and asked if the CCTG could influence the provision of resources for this suggested action. Kim Webber replied that there could be potential funding from the forthcoming Performance Reward Grant and that any projects the CCTG wants to support would help in getting access to such resources. Kim asked Mandy what assistance from the CCTG this project would require or was it just a case of needing the endorsement of the Group (to ensure funding etc)? Mandy requested CCTG involvement in stimulating local communities, keeping it "on the agenda", sharing of knowledge etc ie. as and when needed. Mandy would report back to future CCTG meetings on progress.

It was **Agreed** that :

- i. *"Promote through the Community Cohesion Thematic Group, the growth of community based and managed timebanks"* be included on the CCTG action plan
- ii. Mandy Naylor provide Liz Donnelly with the appropriate wording for any specific tasks.
- iii. Help Direct to be the lead partner on this activity.

b) Production of an advice note on community cohesion

Kim stressed the need to spread through the LSP what the CCTG thinks will help with community cohesion in the Borough. An Advice Note would capture all the very good work going on in the Borough (eg intergenerational work such as timebanks, transport work, improving the image of West Lancashire).

Both Mandy and Greg Mitten indicated how valuable this would be and it will also help inform other thematic groups' action plans

It was **Agreed** that :

- i. " *Produce an Advice Note on community cohesion*" be included on the CCTG action plan
- ii. A specific task of "*audit of partners' community cohesion work/policies*" be included
- iii. Partner organisations to provide Liz Donnelly with details of their community cohesion initiatives /work.
- iv. WLBC to be the lead partner on this activity
- v. A target date of end of December 2009 has been set for completion of this activity.

c) Provide assistance to the Community Food Growing Strategy

Mandy reported that the Community Food Growing Strategy could facilitate increased community cohesion. It can be in the form of small local projects or bigger ones (such as the Red Apple in Newburgh) and provides opportunities for using the skills of migrant workers and intergenerational activity.

Mandy thought that the CCTG could drive the community cohesion aspect of this project and suggested that the CCTG work with the Community Food Steering Group (part of the Health & Well Being Thematic Group who has included this activity in their action plan) by assisting with publicising the initiative across the Borough. Tracey Jardine asked who this initiative would be publicised to and Mandy indicated that broad publicity would be required. Tracey indicated that council newspapers could be important.

Clare Pollard indicated it was a very worthwhile project and mentioned the planned community orchard in Ashurst. Jeanette Hickey pointed out the link between this suggested activity and other proposed actions such as that around engagement with disabled communities.

Greg was very keen that the CCTG take on this project- it goes across all themes and contributes to NI 1 (community cohesion indicator)- but stressed that the Health & Well Being Group was the appropriate task group. However, the project needs the endorsement and support of the CCTG (to keep it alive through funding). Kim suggested that the CCTG should be specifically championing and promoting the initiative (eg through mayoral visits which bring publicity) and that perhaps the CVS should be lead partner. Greg indicated that the CVS could not do specific work but could publicise it.

It was **Agreed** that :

- i. "*Provide assistance to the Community Food Growing Strategy*" be included on the CCTG action plan
- ii. A specific amended task of "*championing and promoting the initiative* " be included
- iii. CVS to be the lead partner on this activity.

d) Support the development of a LGBT youth group in West Lancashire

John Miller informed the meeting that the Lancashire Young People's Service was currently looking for partners to help fund the development of a LGBT youth Group in West Lancashire. John indicated that although LCC was keen on a partnership approach to this proposal they couldn't provide a lead.

Furthermore, the meeting was informed by Greg Mitten that LCC had recently announced more than £400k of funding for the voluntary sector – monies that West Lancashire should be making use of.

However, John and Greg suggested that they liaise with Grant Murdoch at the YPS in terms of setting up a steering group meeting and to discuss a potential bid for monies. Both John and Greg would report back to the next CCTG meeting (in January) as to the feasibility of this proposed activity. This was **Agreed**.

e) Develop community engagement with disability organisations and groups

Jeanette Hickey stated that there was a lack of reporting of hate crimes against disabled people. This was often a result of the lack of understanding as to what constitutes a hate crime (people often thinking it is anti social behaviour). Much work is already being done on this by Jeanette but any support from the CCTG would be useful.

It was **Agreed** that :

- i. *“Develop community engagement with disability organisations and groups”* be included on the CCTG action plan
- ii. A specific task of *“establish a baseline for disability hate incidents/crimes”* be included
- iii. Lancashire Contabulary to be the lead partner (with the CCTG) on this activity.

f) Tension Monitoring- “How Communities Feel”

Jeanette said that this suggested project would feed into the project on community engagement with disability organisations. The overall aim of this activity is to have an intelligence led ability to provide reassurance where necessary.

Jeanette described how hate crimes against specific groups or communities can impact on the overall population. She also mentioned that the county-wide Hate Crime Group has indicated the need to increase hate crime reporting and that she is already carrying out much work on this.

It was **Agreed** that :

- i. *“Tension Monitoring- How Communities Feel”* be included on the CCTG action plan
- ii. Two specific tasks of *“increase reports of hate incidents/ crimes”* and *“ provide training to partners to recognise incidents/crimes and potential for disorder”* be included
- iii. Lancashire Contabulary to be the lead partner (with the CCTG) on this activity
- iv. Add the “PVE “indicator to relevant indicators

g) Work towards embedding these Community Cohesion Action Points in the community via the People and Communities Thematic Group and/or reference to other LSP thematic groups

Greg Mitten suggested this further project to those set out in Liz Donnelly's report-one that brings the other suggested projects together.

It was **Agreed** that :

- i. *“Work towards embedding these Community Cohesion Action Points in the community via the People and Communities Thematic Group and/or reference to other LSP thematic groups”* be included in the CCTG action plan

Jeanette Hickey stressed that the action plan was a “living document” and things do change so that the action plan could be added to.

It was **Agreed** that Liz Donnelly circulate the amended action plan to the relevant members on the CCTG for them to add in tasks, timescales, leads etc. This would then be presented to the next meeting in January 2010.

7. Borough Representation on LAA People and Communities Thematic Partnership

Liz Donnelly referred the meeting to her report seeking a decision on Borough representation on the LAA People and Communities Thematic Partnership. She described the remit of the People and Communities Thematic Partnership which focuses on community cohesion, community engagement, volunteering, the third sector and equality and diversity. Kim Webber currently represents WLBC on it but the meeting was being asked to decide whether the representative should be from the Borough Council or LSP.

Greg Mitten indicated that WL CVS had previously requested representation on the Thematic Partnership and that they had been informed that this would have to be done through the LSP. Greg pointed out that the new West Lancashire LSP People and Communities Thematic Group (of which he was Chair) saw itself as a working group of the CCTG and that it was therefore appropriate that he be the Borough representative on the LAA People and Communities Thematic Partnership.

It was **Agreed** that Greg Mitten (CVS) represent the Borough on the LAA People and Communities Thematic Partnership and that he feeds back any information from the Thematic Partnership to the CCTG.

8. Request for membership of Community Cohesion Thematic Group- Action for Blind People

Liz Donnelly referred the meeting to her report outlining a request from Action for Blind People for membership of the Community Cohesion Thematic Group.

Greg Mitten suggested that it would be more appropriate for Action for Blind People, as an action-based group to join the People and Communities Thematic Group (due to meet end October). This was **Agreed** and Liz Donnelly is to contact Action for Blind People advising them of this.

9. Exchange of Information

Greg Mitten informed the meeting of a West Lancashire Volunteering Forum event on 29th September at the Ecumenical Centre in Skelmersdale. He also mentioned that from December a monthly training programme for the Third Sector was to start.

Greg also said he would feed through the People and Communities Thematic Group minutes to the CCTG.

10. Date of Next Meeting and Proposed Agenda Item

There was a short discussion regarding the future frequency of Community Cohesion Thematic Group meetings. Tracey Jardine indicated that the frequency was somewhat dependent on the progress of the action plan whilst Greg Mitten stressed that the CCTG was a key thematic group in the LSP.

It was **Agreed** that the next meeting of the Community Cohesion Thematic Group be held on 15th January 2010 at 2pm at the Investment Centre

It was also **Agreed** not to invite the Lancashire Forum of Faiths to the next meeting as the West Lancashire Faith Network (currently still under devilment) may be more appropriate for another meeting.

**COMMUNITY COHESION THEMATIC GROUP MEETING
2.00pm, 15th January 2010, West Lancashire Investment Centre**

Present:

Cllr Iain Ashcroft	Chair	Tracey Jardine	LCC
Cllr John Baldock	WLBC	Clare Pollard	Age Concern
Cllr R Pendleton	WLBC	Greg Mitten	West Lancs CVS
Anthony Hewitt	Lancashire Fire & Rescue	Mandy Naylor	Help Direct
Cliff Owens	WLBC		

In attendance: Saulo Cwerner (Lancashire Community Cohesion Partnership); Liz Donnelly (LSP Secretariat)

1. Apologies

Kim Webber	WLBC	John Miller	NHS Central Lancashire
Robert Johnstone	Access Matters	David Tilleray	WLBC
Pam Smith	LCC		

2. Individual Introductions

Those at the meeting briefly introduced themselves.

3. Minutes of Previous Meeting

The minutes of the meeting on 25th September 2009 were **Agreed** as an accurate record.

4. Matters Arising

None

5. Researching and Communicating Migration in Lancashire

Saulo Cwerner from the Lancashire Community Cohesion Partnership had been invited to the meeting to describe the Lancashire Community Cohesion Partnership project "Researching and Communicating Migration in Lancashire". This project is being funded by the Migration Impact Fund and is a one year project to Nov 2010.

The objective of this project is to promote community cohesion by challenging myths and misconceptions about migration and migrant communities that are prevalent in many areas of Lancashire. However, Saulo pointed out that the project will encompass any schemes that promote communication and interaction between communities. The project will involve a period of research and consultation with LCCP members and other district and county-wide agencies and partnerships and strategic

groups, during which a number of (mostly) local interventions will be designed. The final months of the project will see the delivery of such interventions, together with the monitoring and evaluation of their effectiveness.

Saulo indicated that participation of local partners (at district level) is fundamental for the success of the project from the research stage (eg local surveys of migrant workers, qualitative work amongst the farming communities, work in urban areas) to the design of local interventions (eg campaigns, events and other initiatives) . To this end, he will be wanting to get in contact with individual partners on the Thematic Group.

Saulo pointed out that his research will be useful for the Thematic Group, providing a strong evidence base about the needs of the area.

Cllr Ashcroft thanked Saulo for his very informative presentation and a question and answer session then followed.

Cllr Pendleton asked about involving Edge Hill University in the research and Saulo indicated he was open to all ideas regarding this stage of the project. His role is to coordinate resources (and part of the Migration Impact Fund monies could be used to fund any research).

Cllr Pendleton also asked if the project was to focus on any particular group of migrant workers . Saulo said that workers from the A8 countries (those joining the EU in 2004) were to be the main focus but he didn't want to rule out other groups.

Cliff Owens enquired if there was to be any focus on any particular themes such as crime, or the impact on the local economy and that West Lancashire was unique, with its own issues. Saulo indicated that it could be that each district focus on a specific theme. Cllr Baldock suggested researching changes in the numbers of students entering through the SAWs scheme; Cllr Pendleton suggested looking at any integration issues between different groups of migrant workers (eg Polish and Portuguese) whilst Cllr Ashcroft mentioned any issues around exploitation and displacement of labour.

Greg Mitten welcomed the project but indicated that we need to look at the "positives" and get these cascaded into the community. He also mentioned that CVS currently has a graduate placement who could help with any research.

Tracey Jardine asked about the outcomes the project is aiming to achieve eg breaking down perceptions about different cultures? Saulo replied that the project aims to show the positive side of migration and not just in a factual way (eg myths v facts) but through other initiatives that promote positive relationships and allow meaningful interaction.

Cllr Baldock stressed the importance of getting local people involved and Clare Pollard referred to the Respect Festival in 2009. Cllr Baldock also asked if Saulo could attend one of the Thematic Group's later meetings this year as it would be useful to see any proposed initiatives for the Borough whilst Tracey asked if the proposed activities would be channelled through the Thematic Group or individual partners. Saulo indicated that the Thematic Group offered the best "steer".

Finally, was **Agreed** that Tracey Jardine be the link officer for the Thematic Group in terms of this project.

6. Draft Community Cohesion Strategy and Action Plan

Liz Donnelly referred the meeting to the latest version of the Community Cohesion Thematic Group's Strategy and Action Plan 2009/10 (1st January 2010). This latest version incorporates the agreed drivers of change, the suggested actions and reasons for them and the current action plan itself. In terms of specific actions there were some updates from individual members on the Thematic Group :-

a) Promote through the Community Cohesion Thematic Group the growth of community based and managed timebanks

Mandy Naylor indicated that Help Direct was working on a couple of initiatives around timebanks- one at Burscough Café and the other in the Northern Parishes. The latter is linked to providing HD services in the rural areas.

b) Provide assistance to the Community Food Growing Strategy

Greg Mitten reported that the Community Food Growing Steering Group had recently agreed an action plan and there are now 2 part-time employees working with the community and schools on this Strategy. Parish Councils have been helpful in identifying potential sites. He also requested that in terms of "resources required" this be indicated as "Second Homes funding obtained" on the CCTG action plan and this was **Agreed**.

c) Support the development of a LGBT youth group in West Lancashire

Greg informed the meeting that there was still a degree of confusion regarding this action but that it was beginning to resolve itself. The development of a LGBT youth group is to be discussed at the next meeting of the West Lancashire Childrens Partnership (4th February). Furthermore, the People & Communities Thematic Group will also be looking at this proposal ; some links have already been made with Edge Hill University who have various groups.

7. Advice Note on Community Cohesion

Liz Donnelly referred the meeting to both her covering report on the draft Advice Note which she had produced and the Note itself.

The Note provides national and local contexts around community cohesion as well as government guidance regarding appropriate approaches and initiatives. The main part of the Note is the audit of work done locally (plus future work) and how this fits in with government recommended approaches.

Liz mentioned that the intention is to pass on this Note to the LSP Executive and other thematic groups.

The Note was generally well received by members of the Thematic Group who indicated that it would be a useful tool. However, it was recognised that possibly not all partners' work had been included eg those of the Ormskirk Community Partnership, Burscough Partnership and PCT.

It was therefore **Agreed** that the draft Note be circulated to the Thematic Group and various partners requesting further examples of initiatives and that the revised Note be passed onto the LSP Executive and thematic groups as soon as possible.

8. Help Direct Small Sparks Fund

Mandy Naylor informed the meeting of the new Small Sparks Fund which can be used to kick start, inject life or enhance community based services or activity which can show a clear positive difference to adults within their local community. The overall aim

is to improve well-being and community cohesion .There is currently £25k of funding available each year for community groups to bid for. Mandy requested that the Thematic Group help with publicising the Fund and this was **Agreed**.

9. People & Communities Thematic Group- Feedback

Greg Mitten informed the meeting that the first meeting of the People and Communities Thematic Group had taken place. It was likely that the broad focus of this new Thematic Group would be the actions identified by the Community Cohesion Thematic Group. It is intended that the PCTG meet between the CCTG meetings.

10. Exchange of Information

a) Cliff Owens mentioned the Community Safety Partnership which intends this year to focus on young people's issues. The "Meeting the People" event was brought up with requests from the CCTG that the venue be changed and focussing on young people. Clare Pollard stressed the need to involve young people.

b) Tracey Jardine informed the meeting that the closing date of LCC's "Give It a Go" competition had been extended to 22nd January with judging of the entries to take place in late February.. She also mentioned that so far there had been 10 good entries from West Lancashire.

c) Mandy Naylor reported that Help Direct was due to publish a Well-Being Directory

d) Greg Mitten (WLCVS) reported on the distribution of funding from LCC, Commissioned Outcomes Funding and the Young Lancashire Consortium bid (a partnership of voluntary, community and faith sector organisations working with children and Young People across Lancashire.

e) Greg Mitten (WLCVS) also mentioned available funding for schools via the West Lancashire Children's Trust Board available to VCFS organisations and schools.

f) Cllr Ashcroft informed the Thematic Group that this was Liz Donnelly's last meeting and wished her all the best for the future

11. Date of Next Meeting

It was **Agreed** that the next meeting of the Community Cohesion Thematic Group be held on 14th May 2010 at 2pm at the Investment Centre

**COMMUNITY COHESION THEMATIC GROUP MEETING
2.00pm, 14th May 2010, West Lancashire Investment Centre**

Present:

Cllr Iain Ashcroft	Chair	Tracey Jardine	LCC
Cllr Bob Pendleton	WLBC	Greg Mitten	WL CVS
John Buck	Lancashire Fire & Rescue	Mandy Naylor	Help Direct
David Tilleray	WLBC	Pam Smith	LCC
Gina Moran	Skelmersdale & Ormskirk College	John Miller	NHS Central Lancashire
Phyllis Roberts	LCC	Joanne Latham	LCC

In attendance: Saulo Cwerner (Lancashire Community Cohesion Partnership);
Rachel Boyes, Salvation Army

1. Apologies

Cllr Baldock
Cllr Mee

2. Individual Introductions

Those at the meeting briefly introduced themselves.

3. Minutes of Previous Meeting

The minutes of the meeting on 15th January 2010 were Agreed as an accurate record.

4. Matters Arising

Tracey Jardine gave an update on the 'Give it a Go' competition. The winning team for West Lancashire as agreed by the West Lancashire Give it a Go working group was a commercial Worm Farm project. They will be mentored by Selnet throughout the process and will be entered into the County level competition which will award the winning team £20,000. Support for all other applicants who applied at district level will be available, including mentoring.

5. LCC 'Cohesion and Integration' Strategies

Pam Smith gave a presentation on LCC 'Cohesion and Integration' Strategy and the Lancashire Community Cohesion Partnership. LCC's 'Cohesion and Integration' Strategy was launched in March and has received Beacon Authority status. Some of the key priorities are:

- Develop LCC's commitment to supporting communities through the recession
- Build Social Capital across our communities
- Increase community resilience and tension monitoring
- Build sustainable rural cohesive communities

- Strengthen community leadership
- Develop communication/marketing and challenging misconceptions

The Lancashire Community Cohesion Partnership is a senior level strategic group and a borough council representative/LSP representative in each district sits on this partnership. David Tilleray is the West Lancashire representative. There are 6 mini seminars planned on key themed areas, the first one being on 1st July and will be themed around Recession. The mini seminars will focus on good practice models; facts & figures; focus groups/workshops; link to key guidance. Copies of both strategies can be found at www.lancashire.gov.uk/communitycohesion

A questions and answer session followed.

IA Is the LCCP a strategic partnership?

PS It does take on a strategic approach, which compliments local district community cohesion partnerships.

TJ How does it link into resources?

PS There are no resources to support the LCCP. All funding has been applied for and received externally.

BP There is a police project at the moment, confidence in policing. Are you linked into this and can you influence at all as Tanhouse has been highlighted as no confidence?

PS The link for this group would be with Jeanette Hickey. A Superintendent from Lancashire Constabulary sits on the LCCP and the police provide feedback.

IA If there are any new initiatives brought to the LCCP can you keep us informed?

PS I will update TJ on any initiatives who can then feedback to the group

GM Are there any 3rd Sector representation?

PS Pam Smith from 3rd Sector Lancashire, Ed Saville and Forum of Faiths are representative on the LCCP

6. Researching and Communicating Migration in Lancashire

Saulo Cwerner from the Lancashire Community Cohesion Partnership was invited to the meeting to give an update on 'Researching and Communicating Migration' in Lancashire. As part of the research being carried out by the Mythbusting project of the LCCP there are 6 surveys of migrant workers planned in 6 areas of Lancashire including 1 survey in South Lancashire (West Lancashire/Chorley/South Ribble). A questionnaire template has been devised but will need slight adjustment to tailor it to the needs of South Lancashire. Saulo is now looking to recruit bi-lingual interviewers and needs help from the group in identifying suitable organisations to do this. There is funding available to do this and the interviewers are expected to go out into the district to conduct face to face interviews with hopefully a sample of 400 in each area. The questionnaires will be as representative as possible to include national data, nationalities, gender, age, employment, length of stay, place of residence etc.

A questions and answer session followed.

IA What kind of timescales are we looking at?

SC We are ready to go once a local organisation has been identified we should be able to start the survey within a couple of weeks.

GM ASK which is a voluntary organization in West Lancashire may be a good contact to have and may be able to assist with the survey. They have recently worked with East European workers and Polish children experiencing problems with communication. ASK agreed to go to the local area and try to make links with them. Greg also suggested that the National Farmers Union may be another good contact as they have many links with the local agricultural workers. Greg agreed to pass on the contact details to Saulo.

MN also confirmed that ASK would be a good contact as they do have language skills.

DT How do you contact migrant workers who are accommodated in caravans and continually moving around the district?

SC Try to recruit interviewers who live/work in the local area to cover local parishes and will therefore have the local knowledge/intelligence. In Pennine Lancashire they managed to bridge the gap by advertising in different areas to inform them of the activity and interviewees are also given leaflets/flyers to distribute to the community.

MN – The Fire Service may be a good point of contact/ route in with its link with local employees

BP – raised concerns in urban areas. There is now a large intake of Czech as well as Polish workers. Some are now on the electoral register. Although the citizen panel is now ceasing the data collected may be useful for addresses.

MN – After the survey has been completed, what are the timescales for receiving results.

SC – It will take up to 6/7 weeks field work, collecting questionnaires fortnightly. Should be able to feedback small report 3 – 4 weeks after receiving all questionnaires. A report with the main findings will be available late October, early November.

JM – Will the interviewers be trained to deal with social attitudes/higher levels of homophobia within the community?

SC – The interviewees will receive training on sexual orientation. There may also be some focus groups specifically themed around such issues.

PR – What is the age limit as some of the students who are bi-lingual may be interested and who should they contact if they are?

SC – Saulo is the contact and ideally they should be aged 18 years or over.

JB – If you can provide us with some flyers we will distribute them when carrying out fire home checks.

Action: agreed to forward to Saulo any contacts which may be useful regarding survey interviewers.

7. Action Plan

Verbal feedback from action leads and general discussion around the draft action plan with the following comments made:

1. Produce an Advice Note on Community Cohesion.
 - It was agreed to review the Advice Note annually
2. Provide Assistance to the Community Food Growing Strategy

- Health & Wellbeing TG through 2nd homes funding is producing a newsletter which will be distributed across the borough
3. Promote through the CCTG the growth of community based and managed timebanks
 - There are no external resources required regarding volunteering
 - An event for promoting awareness of timebanks and encourage broader take-up within the community is planned to take place in the next 6 months
 4. Support the development of a LGBT youth group in West Lancashire
 - Looking for funding from Children's Trust - £5/6K to research/identify gaps in support groups and possibly provide funds to groups if needed

Action: TJ to work with partners outside meeting to specify action

8. People & Communities Thematic Group – feedback Greg Mitten

- The P&CTG have now held their second meeting at Tarleton Fire Station.
- The group intends to move their meetings around the district but needs to concentrate on rural parts of West Lancashire
- No programme to date of future venues, but intends to publish timetable in near future

9. Verbal update on PRG bids – Tracey Jardine

- Tracey updated the group on the 2 PRG bids, volunteering and building social capital. The LSP had given the leads an extension on time to 25th June to work on the bids.

10. Exchange of Information

Mandy Naylor – Mandy is now on secondment – Social Enterprise Development. Louise Cropper has now taken up Mandy's post on a temporary basis. Mandy will continue to attend the CCTG meetings.

Pam Smith – Living Library books is planned to visit Skelmersdale Library in September/October. There will be publicity soon regarding this event.

John Miller – Equality Act passed with a duty for Public Sector Organisations to promote across all strands.

LGBT master class in June – John will send in details

Phyllis Roberts – Sexual Health event to be held on 21st June – Phyllis to send contacts to Tracey Jardine

11. Proposed items for next meeting

- DVD Hate Crime – Tracey Jardine
- Living Books – Pam Smith
- Report if available from Saulo
- Police Neighbourhood Strategy – B Pendleton

Integrated Transport Thematic Group Meeting

Wednesday 16th June 2010, 10am, Committee Rooms 2&3

Attendance

Chair: Cllr Martin Forshaw (WLBC), Ian Gill (WLBC), Gillian Whitfield (WLBC), Ashley Weir (LCC), Denise Nowell (LCC), Greg Swift (WLCVS), Roger Bell (OPSTA), Steve Coveney (CLPCT), Dominic Carr (WLBC).

1. Apologies

Tony Moreton (LCC), Andrew Varley (LCC), Geoff Wilding (Southport and Ormskirk Hospital NHS Trust), Martin Trengove (CVS), Tim Gornall (LCC), Francis Carragher (Edge Hill), Peter Blakey (WLBC), Richard Watts (LCC).

2. Minutes of Previous Meeting

Page 1 – Item 3, Action Peter Bell should read Roger Bell.

Other than this amendment, the minutes of the meeting of 20.01.10 were agreed as accurate.

3. Matters Arising

- Skelmersdale rail link business case development.

Dominic Carr gave a brief update regarding the proposed Skelmersdale rail link explaining that although the scheme has been a long standing aspiration of the Council it is a scheme we hope to see realised. He advised that the Council are working with partners Merseytravel, Merseyrail, Nertwork Rail and Lancashire County Council to commission a report that will prove there is a business case for the link. All partners are fully behind the scheme and have agreed a budget to get the work carried out. Consultants Steer Davies Gleave will be appointed by the end on June to conduct the initial demand study. If the study proves that there is a business case for the proposal the Council along with partners will then seek to conduct a Guide to Railway Investment Projects 1 (GRIP 1) study which will examine the feasibility of the different proposals on a technical level.

Chair asked about the capital costs in terms of deliverability. Ian Gill confirmed this had not yet been established and would be dependent upon which station is chosen as the most viable option. Greg Swift asked if the station at Upholland, which s currently of a poor standard, could be improved and a park and ride installed. Ian Gill advised that this option would be considered as part of the Grip1 study but there are some issues with this option due to the peripheral location. Dominic Carr confirmed that the likely timescales would be 6-9 months for initial demand study but the Grip1 could be 1-2 years due to Network Rails current work commitments and capabilities.

4. Action plan progress: review and update

Please see accompanying action plan document (enclosure 2) and strategy development update (enclosure 3) which makes reference to the production of the leaflets.

Discussion took place between Roger Bell and Ashley Weir regarding the quality of the stage coach service replacing the Cumfy Bus service which was subsidised by LCC. Roger considered it had resulted in reduced patronage but agreed to discuss in another forum outside of the group.

Roger Bell requested if it was possible to obtain monitoring data from the bus operators and Ashley Weir confirmed this would be possible.

Steve Coveney was concerned that all areas of transport would be hit with budget cuts and questioned if there had been any indications of implications to services. Ashley Weir advised nothing had been confirmed in terms of specific lines but we may need to look at services with low demand for future cuts.

Chair commented that it was interesting to see how a simple leaflet like that at Newburgh could increase demand and that this could be useful if we are to safeguard some of our rural bus links.

Action Ashley Weir – Obtain monitoring information from Stage Coach.

Action Denise Nowell – Send a copy of the update report electronically to be circulated to the group by Gillian Whitfield.

Action Denise Nowell – Send a copy of the bus changes leaflet to Gillian Whitfield who can then circulate to Ward Councillors in order to raise awareness.

5. Update on Phoenix Business Plan Development

As the kickstart bid was unsuccessful a decision needs to be made on the future of the scheme. Greg Swift produced and circulated an LSP update on the Phoenix Community Transport (enclosure 4) and a financial update (enclosure 5). Greg asked for a decision to be taken by the group regarding the remaining £2943. Does the group want the funding returned or can it be used to pursue the scheme by circulating the letter (enclosure 6) which has been drafted to approach and engage with partners. This is necessary as the expertise within the group has since been lost and assistance is vital.

Ian Gill advised that the Section 106 funds which have been secured for transport schemes (around £200,000), will only be made available if it can be proved that it would be a sustainable investment and would therefore require a viable business plan. Chair expressed his concern given the timescales left to use the section 106 funding and the time already spent on this project. It would be unlikely that any further funding could be made available and in his view the financing should be linked with LCC or an existing commercial service who have expertise to support it. The remaining money should be returned as it was not given for any other scheme and the group would not have the authority to agree.

Ian Gill asked if the scheme would be fundamentally different. Greg Swift clarified that the letter would aim to get the involvement of a commercial operator to ensure its sustainability. The research has identified the need so the scheme would not be vastly different but the business plan would have to change to include Section 106 and potentially LCC who have offered 2 minibuses.

Roger Bell advised that the Community Transport Association are assisting with schemes in Burscough and there may be an opportunity to make some linkages. Could the scheme be parked until both parties have met with the CTA?

Ashley Weir offered the services of the Community Transport Manager at LCC.

Greg Swift advised that as yet no interest has been shown from LCC but would welcome the opportunity to engage both LCC and CTA.

Ashley Weir asked what the position is now with the Community Transport and dial a ride? Chair agreed to meet with the Group Manager to discuss. Greg Swift was concerned that this may restrict the service to times of the day. Ashley Weir advised the times would be flexible and written into the contract.

Steve Coveney suggested that the point of the proposal being run by local people for local people may have hindered the project getting the kick start funding. Greg Swift advised he had not received any feedback so was unsure.

Action All - Take the issue away and read the report before making a decision.

Action Ashley Weir - Take the issue back to the Community Transport Team and Tim Gornall for advice.

Action Martin Forshaw (Chair) - Take the proposal to Members to get the view of the Borough Council.

Action Ian Gill – Schedule meeting with the Community Transport Group Manager to discuss Dial A ride.

6. Sustainable Communities Act

Nothing to report

7. Information Exchange

Nothing to report

8. Any Other Business

Roger Bell informed the group that Mersey Rail had approached him regarding a marketing campaign request for West Lancashire and although he is aware of places to go in Burscough was unsure of the attractions in Ormskirk. So far he had received little help from the contacts at the Council and Asked the group for advice and assistance. Chair suggested contacting Colin Brady (Ormskirk Market), Ian Bond (Heritage assets) and Edwina Lea in any event as a good starting point. Greg Swift also suggested Ormskirk Partnership may be able to help.

Ian Gill asked Roger Bell if there was a Mersey travel update since last meeting? Roger agreed to chase this.

Steve Coveney advised the group that the PCT had produced a sustainability plan and transport features highly.

Action Steve Coveney – Forward the Sustainability Plan to Gillian Whitfield to circulate.

Action Roger Bell – Chase Mersey Travel regarding update.

9. Date and Time of Next Meeting

Meeting to be scheduled around October November, date to be finalised in next 6 weeks.

Action Gillian Whitfield – Schedule meeting in next 6 weeks.



ARTICLE NO: 1C

**COPRPORATE OVERVIEW &
SCRUTINY COMMITTEE**

MEMBERS UPDATE 2010/11

Article of: Council Secretary and Solicitor

Issue: 4 February

Relevant Portfolio Holder: Councillor A Fowler

Contact for further information: Mr G Martin (Extn 5065)
(email: gary.martin@westlancs.gov.uk)

**SUBJECT: CONTRACT PROCEDURE RULES – TENDERS FOR OUTDOOR PLAY
EQUIPMENT**

1.0 PURPOSE OF ARTICLE

- 1.1 To advise members of an exception to Contract Procedure Rules in relation to the opening of tenders for the provision of Outdoor play equipment.

2.0 BACKGROUND

- 2.1 The Council's Contract Procedure Rules specify arrangements for all aspects of the tendering process leading to the award of a contract by the Council for goods or services.
- 2.2 Contract Procedure Rule 4 provides that in cases where the Chief Executive is satisfied that there are special circumstances, he may waive any of the provisions in the Contract Procedure Rules, subject to the circumstances being reported via a Members' Update item.

3.0 ISSUES

- 3.1 The Executive Manager Community Services has recently undertaken an exercise leading to the submission of tenders from companies interested in providing and installing outdoor play equipment.
- 3.2 Contract Procedure Rules provide for tenders for any particular contract to be opened together. As tenders are received at the Council offices, they are stored in a locked cupboard until it is time to open them. In this case the tender documents were submitted to the Council in a range of differently sized envelopes, packets

and containers (due to the fact that some of them contained large-scale plans etc) and, accordingly were not all capable of being stored in the usual place prior to opening. Arising from this, not all of the valid tenders were taken to be opened in the presence of Members, as required by the Contract Procedure Rules.

3.3 In the circumstances, it was felt that the tenders not opened on the first occasion should be opened, provided the Chief Executive was prepared to waive the appropriate Contract Procedure Rule in accordance with Rule 4(1). Had these tenders been disregarded and had it subsequently emerged that one of these was at a lower price, the company in question could have challenged the Council and, in addition, the Council could have been in a less favourable position. It was, therefore, in the interests of both the Council and the remaining suppliers for the remaining tenders to be opened at a later time by the same members involved in opening the first set of tenders. By this, it was possible for all tenders to be considered together. After considering the circumstances the Chief Executive agreed to waive Rule 12(i) and the remaining tenders were subsequently opened.

3.4 This Update has been prepared in accordance with Contract Procedure Rule 4(ii), which requires that Members be advised of the Chief Executive's action under Rule 4(i).

Background Documents

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this Report.

Equality Impact Assessment

There is no evidence from an initial assessment of an adverse impact on equality in relation to the equality target groups.

Appendices

None



ARTICLE NO: 1D

**CORPORATE OVERVIEW AND
SCRUTINY COMMITTEE**

MEMBERS UPDATE 2010/11

Article of: Assistant Chief Executive

Issue: 4 February 2011

Relevant Portfolio Holder: Councillor D. Westley & Councillor Ashcroft

**Contact for further information: Mr P. Blakey (Extn. 5054)
(E-mail: peter.blakey@westlancs.gov.uk)**

SUBJECT: Northgate Human Resources/Payroll computer system contract

Wards affected: Borough wide

1.0 PURPOSE OF ARTICLE

- 1.1 To update Members on the renewal of the contract with NorthgateArinso for the provision of their ResourceLink Human Resources/Payroll computer system.

2.0 BACKGROUND

- 2.1 In October 2003, under the direction of the then Human Resources Manager and Chief Financial Officer the Council procured Northgate's ResourceLink computer system for a 7 year contract term ending 30th October 2010 which included the purchase of Application Licensing, Implementation Services, Training and Annual Maintenance Support.
- 2.2 This system has provided and continues to provide, a fit for purpose, highly functional and legislative compliant solution to enable the Council to provide and maintain its statutory obligations in relation to Human Resources (HR), Payroll and Pensions for Council staff.
- 2.3 In 2009, it was decided not to pursue renegotiation/tender for provision of a replacement for this system when the current contract ended on 30th October, 2010, as the Council was in discussion with Lancashire County Council (LCC) in relation to an innovative pilot partnership arrangement for provision of a Human Resource Management function and potential Payroll and Pensions support, and it was envisaged that if entered into this arrangement would include provision of such a system.

2.4 In January 2010 the Council finalised the details of the partnership agreement with LCC on a pilot 2 year basis, with HR Management being provided via LCC with effect from 1/4/2010. The agreement provided for the future delivery of payroll services subject to further detailed discussions, agreement and costs.

3.0 CURRENT POSITION

3.1 On assuming interim responsibility for the Human Resources function on the 1st April 2010, the Assistant Chief Executive reviewed the position in relation to the Northgate ResourceLink contract.

3.2 The current contract with Northgate ended on 30th October 2010 and at the time, no firm arrangements were in place through the partnership with LCC, for provision of a replacement system. LCC did however, expect that their ICT and related services procurement process which include provision of a Human Resources/Payroll System, would be completed by April 2011, and therefore the option for the Council to partner with them in respect of use of this system, was likely to be available in the short – medium term.

3.3 Taking into account the cost saving and other efficiencies that this partnership may bring for the Council, it has been prudent to seek a contract renewal with Northgate for continued provision of the existing system, until such time as the LCC option is available for detailed consideration.

3.4 Detailed negotiation with Northgate secured a favourable 2 year renewal option, with a perpetual licence with Northgate in respect of our existing system. This provides a suitable lead in/implementation period to transfer to the LCC Partnership option in the future, should this prove, on examination to offer the Council best value for money.

4.0 ISSUES

4.1 There are two issues relating to Procurement in respect of this contract renewal:-

1. The Council's current contract Procedure Rules (CPR's) require that as the existing contract ended on 30th October 2010 any replacement contract should be tendered. As tendering is not the preferred route then a waiver of the CPR's has been sought and granted.
2. Whilst the value of a 2 year renewal to the contract would be below the threshold value which demands the tendering of the renewal contract, general case law under EU Procurement legislation requires that if a new contract (of any value) would be of interest to an organisation in another member state then that contract opportunity must be advertised throughout the EU. As the proposed contract renewal is only for 2 years, pending the Council deciding whether or not to join the LCC Partnership, it is advanced that no organisation in another member state would be interested in such a short term contract and, therefore, there is no need to advertise the opportunity throughout the EU.

5.0 PROPOSALS

- 5.1 The Chief Executive has granted a waiver to the Council's CPR's which would otherwise require that the contract be tendered. Obviously, for the reasons given previously in this Report tendering is not a pragmatic option.
- 5.2 A renewal to the existing contract with Northgate has been negotiated, for continued provision of Northgate ResourceLink HR/Payroll System for a 2 year period and a perpetual licence.

6.0 SUSTAINABILITY IMPLICATIONS

- 6.1 None.

7.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 7.1 The renewal cost can be met from within existing budgets, and funds earmarked for IT purposes.

Background Documents

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this Report.

Equality Impact Assessment

There is no evidence from an initial assessment of an adverse impact on equality in relation to the equality target groups.

Appendices

None



ARTICLE NO: 1E

**CORPORATE OVERVIEW &
SCRUTINY COMMITTEE:**

MEMBERS UPDATE 2010/11

Article of: Executive Manager Regeneration and Estates

Issue: 4 February 2011

Relevant Portfolio Holder: Councillor Adrian Owens

**Contact for further information: Jayne Traverse (Extn 5110)
(E-mail: jayne.traverse@westlancs.gov.uk)**

**SUBJECT: DEPARTMENT FOR GOVERNMENT'S WHITE PAPER ENTITLED
LOCAL GROWTH: REALISING EVERY PLACE'S POTENTIAL**

Borough Wide Interest.

1.0 PURPOSE OF ARTICLE

1.1 To inform Members of the recently published coalition Government's White Paper setting out its approach to local economic growth.

2.0 BACKGROUND

2.1 On 28th October 2010 the Government published its economic development White Paper 'Local Growth: Realising Every Place's Potential' which sets out its approach to rebalancing the economy and helping drive sustainable growth. This focused on three key themes.

3.0 CURRENT POSITION

3.1 The Government states its commitment to shift power to local communities and businesses. The White Paper highlights the key role of local authorities in economic growth. Local authorities' role is summarised as leadership and coordination; ensuring a responsive supply of land for economic and housing growth; influencing investment decisions, particularly through the planning system; supporting local infrastructure, local businesses and local people e.g. through employment; providing other related services – schools, transport and public realm to a high standard.

3.2 The White Paper defines the role of Local Enterprise Partnerships (LEP), which is set out in Appendix 1 to this report. 24 LEP bids were approved out of the 62

responses received nationally. The success criteria are also described in Appendix 1. Key roles for Local Enterprise Partnerships are identified in areas including business support, tourism, inward investment and skills.

3.3 The first 24 Local Enterprise Partnerships given the go ahead to proceed include:

- Birmingham & Solihull with E. Staffordshire, Lichfield & Tamworth
- Cheshire and Warrington
- Coast to Capital
- Cornwall & the Isles of Scilly
- Coventry & Warwickshire
- Cumbria
- Gt. Cambridge & Gt. Peterborough
- Greater Manchester
- Hertfordshire
- Kent, Greater Essex & East Sussex
- Leeds City Region
- Leicester & Leicestershire
- Lincolnshire
- Liverpool City Region
- Nottingham, Nottinghamshire, Derby, & Derbyshire
- Oxfordshire City Region
- Sheffield City Region
- Solent
- S.E. Midlands
- Stoke-on-Trent & Staffordshire
- Tees Valley
- Thames Valley Berkshire
- The Marches
- West of England

3.4 On 13th December it was announced that three more Partnerships covering New Anglia, Norfolk and Suffolk have been given the go ahead.

3.5 Regional Development Agency (RDA) functions will be devolved to the local level wherever it makes sense to do so. The paper acknowledges that some RDA functions will be delivered nationally but states that delivery could be flexible. It suggests that for some activities there could be both national delivery and delivery by LEPs or groups of LEPs. Specifically, it highlights: -

- (a) Business advice – LEPs could provide local information and advice for business, particularly Small and Medium-Sized but there is no mention of funding for this;
- (b) Innovation – the BIS sponsored ‘Technology Strategy Board’ will be the main delivery agency, including new Technology and Innovation Centres. It suggests that LEPs could make proposals relating to other innovation infrastructure in which RDAs had a stake;
- (c) Low carbon – LEPs to establish how to promote this, with central Government

- leading on opportunities and barriers of national significance;
- (d) Inward investment/international trade – LEPs could bid to UKTI to deliver nationally commissioned trade development support;
 - (e) Tourism – focus here will be leadership by local tourism businesses and Visit England; LEPs could play a co-coordinating role; and
 - (f) Skills – LEPs to have an influencing role with providers.
- 3.6 The White Paper confirmed that £1.4 billion will be made available through the Regional Growth fund (RGF) over the next three years. The minimum threshold for bids will be set at £1 million. This is split £580 million capital and £840 million revenue. The latter could be converted to capital if needed. The first bidding round opened on 29th October 2010 and will close on 21st January 2011. Up to half of the 2011/12 funding will be allocated. A second two-stage bidding round will be launched in early 2011. An Independent Advisory Panel, chaired by Lord Heseltine, will make recommendations on bids received to a Ministerial group chaired by the Deputy Prime Minister. The Ministerial group will make the final decisions.
- 3.7 West Lancashire Borough Council, together with its Skelmersdale Town Centre Partners have appointed consultants to investigate developing and submitting a RGF bid in the first bidding round. The bid will aim to encompass the aims and objectives set out within the Skelmersdale Vision, with the consultants working throughout the Christmas and New Year period in to meet the tight timescales. The consultants will work with relevant stakeholders and will investigate the options that are eligible for RGF, including those that demonstrate significant private sector match funding and high levels of jobs created. The RGF is expected to be highly competitive and early indications from Government suggest there could potentially be around 6,000 bids submitted into round one.
- 3.8 The Government proposes to align the European Regional Development Fund (ERDF) with the RGF where appropriate and increase private sector leverage for ERDF schemes.
- 3.9 In order to increase confidence in investment the White Paper reiterates the Government's proposal to reform the planning system that includes:-
- (a) setting a national presumption in favour of sustainable development proposals;
 - (b) developing neighbourhood plans alongside local development plans;
 - (c) allowing local communities to have 'Right-to-Build' powers to deliver small scale development without having the need for a separate planning application;
 - (d) streamlining national planning policy through a single National Planning Framework; and

- (e) introducing a new statutory duty requiring local authorities, public bodies, involved in plan-making and private bodies and infrastructure providers to cooperate on plan-making and planning for key items of infrastructure.

3.10 The Government is proposing incentives to encourage local authorities to promote economic growth. They include:-

- (a) **New Homes Bonus** – to incentivise house-building locally: the scheme will match fund the additional council tax for new homes and properties bought back into use for six years after being built. Funding of £196 million will help establish the scheme starting in 2011-12 and £250 million for each of the following three years. The Government will be consulting shortly on its proposals for implementation;
- (b) **Tax Increment Finance (TIF)** – local authorities would retain business rate uplift generated from development and use this funding stream to borrow for infrastructure needed to start the development. It will need legislation and initially be introduced by a bid-based process. Any TIF activity would need to be managed by local authorities alongside wider borrowing under the Prudential Code. The Local Government Resource Review will be launched in January 2011. In the meantime the White Paper asks questions about TIF and any support needed for local authorities; whether business rate retention is preferable to Business Increase Bonus and how they might relate to TIF schemes. Local authorities would also be allowed to keep additional business rates generated from hosting renewable energy projects. The information and guidance currently available relating to TIFs is extremely limited at present with the pilots from last years proposal submissions e.g. Birmingham and Northampton,. informing future TIF activity. WLBC are awaiting the outcome of these pilot schemes before fully investigating whether TIFs are a potential option to consider.
- (c) **Local Government Resource Review** – this will consider whether government should establish a Business Increase Bonus scheme or enable councils to retain locally raised business rates. The Business Increase Bonus would be a simpler and larger scale version of the Local Authority Business Growth Incentive (LABGI) scheme. It would reward authorities where growth in business rates yield exceeded a threshold to keep the increase (to a certain level) for a period of six years. However, the Government is also considering a more radical option of localising business rates. The Government acknowledges that it would need to reconcile this with fairness in the local government finance system and that business rate yields vary hugely between different parts of the country. It is not clear from the document if this would be full localisation of business rates, or just a proportion or if it would apply nationally.

4.0 ISSUES

- 4.1 Officers need to ensure that we keep abreast of the changes identified within the White Paper and ensure relevant and appropriate information is disseminated to both Members and Officers. The key issue within the White Paper at the present

time will be the RGF. The outcome of the Skelmersdale Town Centre bid will be shared with Members at the earliest opportunity.

5.0 PROPOSALS

- 5.1 The statements regarding the importance of local economies and the role of local authorities in supporting their development are positive. The opportunity to bid for RGF funds is to be particularly welcomed to support the proposals for the generation of private sector led growth.
- 5.2 The White Paper provides an outline of the Government's intention to introduce a new planning system. It proposes a national presumption in favour of sustainable development and new Right-to-Build powers, although it is unclear at present how these would be applied and weighted against a range of other issues that need to be considered when taking a decision on a planning application. Streamlining of national planning policy and guidance could bring a helpful reduction in bureaucracy. It is unclear how and to what extent power would be passed to communities and how neighbourhood plans would be developed and relate to other levels of the planning policy, such as the Local Development Framework (LDF). The White Paper refers to the need to produce a local development plan but its form and content is unclear.
- 5.3 The review is about encouraging collaboration and it is proposed to bring this forward through the Localism Bill, which is expected to place a new statutory duty to cooperate on local authorities. It is intended to ensure that people have greater input to the local decision making process, while reducing Central Government involvement would result in less bureaucracy and greater local ownership. The proposal that developers consult the local community prior to submitting a planning application for large developments is already happening in West Lancashire where previous developments have been the subject of local consultation throughout the pre-application stage. While involvement at the neighbourhood level is potentially a welcome development, it should not be under-estimated that the local community is often not in favour of large-scale redevelopment and it is therefore uncertain what the impact would be on future development.
- 5.4 Although the detail on the New Homes Bonus is still to be published, the principle appears to be a transparent mechanism for rewarding new dwelling construction. The proposed Business Increase Bonus, it is hoped will again be more transparent. Tax incremental financing is again welcomed as a means of funding longer term infrastructure projects but again very little information or guidance is available at this stage with pilots from last years proposal submissions hoping to inform future TIF activity.

6.0 SUSTAINABILITY IMPLICATIONS

- 6.1 The proposals within the White Paper would potentially help to tackle a number of issues and support the Community Strategy and the principles of sustainable development. For example a successful RGF bid for Skelmersdale Town Centre would provide and protect jobs by encouraging employment development and

the visitor economy, improve the environment through a series of environmental improvements and improve health by offering opportunities for leisure

7.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 7.1 The only financial resource at present is officer time in terms of keeping abreast of the issues within the Paper and the RGF bid. There will be a financial issue should the decision be made to follow the TIFs route but this is unknown at present. The cost of the appointment of Consultants to investigate a RGF bid are being met from the Skelmersdale Town Centre budget, together with financial support from Lancashire County Council. Any additional resource implications in connection with the RDF bid and subsequent activity will be investigated and reported back to Members.

Background Documents

The following background documents (as defined in Section 100D (5) of the Local Government Act 1972) have been relied on to a material extent in preparing this Report.

<u>Date</u>	<u>Document</u>	<u>File Ref</u>
October 2010	Department for Government White Paper entitled Local Growth: realising every place's potential	

Equality Impact Assessment

There is no evidence from an initial assessment of an adverse impact on equality in relation to the equality target groups.

Appendices

Appendix 1 – Local Enterprise Partnerships

APPENDIX 1

1. Local Enterprise Partnerships (LEP) The role of LEPs is defined as:-

(a) working with Government to set out key investment priorities, particularly transport and other infrastructure, e.g. digital infrastructure;

(b) co-coordinating proposals or bidding directly to the Regional Growth Fund (RGF);

(c) supporting high-growth businesses, including new business growth hubs;

(d) making representation on the development of national planning policy and getting business involvement in strategic planning applications;

(e) leading changes as to how businesses are regulated locally;

(f) delivering strategic housing development;

(g) working with employers, Jobcentre Plus and learning providers to help people get jobs;

(h) leveraging funding from the private sector;

(i) exploring opportunities for incentives around renewable energy projects and the Green Deal;

(j) cooperating between LEPs neighbouring LEPs and those sharing a common interest e.g. reliance on the same business sector;

(k) funding their own day-to-day running costs; coordinating and submitting bids to the RGF; and

(l) setting strategic planning frameworks across administrative boundaries for economic growth, but this will not apply in London as the Mayor's London Plan remains in place.

2. Key factors in the successful LEP bids were:-

(a) engagement from direct businesses, not just organisations representing business;

(b) natural economic geography supported by business and strategic local authorities;

and

(c) added value and ambition with a clear vision for local economic growth over and above that which would otherwise occur.



ARTICLE NO: 1F

**CORPORATE OVERVIEW &
SCRUTINY COMMITTEE**

MEMBERS UPDATE 2010/11

Article of: Executive Manager Housing & Property Maintenance Services

Issue: 4 February 2011

Relevant Portfolio Holder: Councillor Mrs Val Hopley

**Contact for further information: John Range ext (5252)
(E-mail: john.range@westlancs.gov.uk)**

SUBJECT: UPDATED INCOME MANAGEMENT & ARREARS RECOVERY POLICY

1.0 PURPOSE OF ARTICLE

1.1 The purpose of this report is to update members on the proposed changes made to the Rent Collection & Arrears Recovery Policy, as a result of recommendations arising from the Audit Commission Inspection of Landlord Services in March 2010.

2.0 BACKGROUND

2.1 The current Rent Collection and Arrears Recovery Policy was last updated in 2002. An Audit Commission inspection of Landlord Services was carried out in March 2010. The Audit Commission Inspector recommended that the policy be updated to reflect current good practice.

3.0 CURRENT POSITION

3.1 The draft policy has been updated in consultation with tenants and officers and the dedicated Rents Focus Group. The draft policy has been circulated to the Tenants & Residents Forum for final comment and endorsement on 22 February 2011.

3.2 The updated Income Management & Arrears Recovery Policy will be implemented from 1 April 2011.

4.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

4.1 The development and implementation of an updated Income Management & Arrears Recovery Policy involving tenants, demonstrates to the Council's commitment to engage and consult with its tenants.

5.0 FINANCIAL AND RESOURCE IMPLICATIONS

5.1 There are no additional costs associated with the implementation of the updated Policy document.

6.0 RISK ASSESSMENT

6.1 Updating the Income Management & Arrears Recovery Policy contributes to the Council's Self Improvement Plan for Landlord Services. Failure to implement the updated policy may have an adverse effect on the assessment of Council's Landlord Services by the Audit Commission.

Background Documents

There are no background documents attached.

Equality Impact Assessment

A full Equality Impact Assessment report for this document is attached.

Appendices

Draft Income Management and Arrears recovery Policy.



Full Equality Impact Assessment

Income management and Arrears Recovery Policy

Aims of the Policy

The purpose of this policy is to explain how West Lancashire Borough Council will collect rent and other charges from its tenants and the approach it adopts to recovering rent arrears.

The policy contains the following statements and commitments:

We recognise that our customer's circumstances are diverse and many may occasionally experience personal circumstances which makes it difficult to pay their rent on time. We will therefore have procedures in place which makes it as easy as possible for customers to pay their rent and access information about their rent account. We will offer support for customers through well trained staff, in-house Money Advice and a links with partners who can help with maximizing income and managing debt. We will demonstrate excellent customer care and respect in all of our actions and listen to our service users so they can help us shape the 'Rents Service'.

POLICY STATEMENT

West Lancashire Borough Council aims to collect rent and other charges due promptly from tenants in order to sustain tenancies and protect the provision of services. The key aims are therefore to maximise income collection and minimise bad debts. In cases where rent arrears do accrue, these are kept to a minimum and effectively reduced through a fair, responsive and, where necessary, firm approach.

KEY AIMS OF THE POLICY

The key aims of the Income Management and Arrears Recovery Policy is to sustain tenancies by preventing arrears accruing in the

first place and by pro-actively encouraging tenants to clear any debts that do occur. With this in mind, the objectives are:

- To ensure that all existing and new tenants are aware of their responsibility to pay the rent and, where appropriate, any other charges.
- To inform tenants promptly of any changes to rent charges
- To inform tenants of the different payment methods available to them
- To maximise Housing Benefit take up by raising awareness of entitlement and assisting with the completion of application forms where appropriate
- To ensure that all those tenants entitled to Housing Benefit are aware of that it is their responsibility to provide necessary documentation in relation to their claim, and to follow up claims with the Housing Benefit Office.
- To liaise with and operate a Service Level Agreement with the Housing Benefit Office to ensure tenants receive the best possible service and prompt payment of housing benefit.
- To provide, or sign-post advice and assistance on welfare benefits to maximise tenant income.
- To promote Financial Inclusion
- To provide money and debt advice, or sign-post tenants to other agencies who can help maximise their income.
- To ensure that all communications are clear, customer friendly and encourage contact.
- To act promptly by providing personal contact and to offer advice to a tenant who falls into arrears, establishing the reason for non-payment.
- To work closely with any advice agency or authorised person, acting on behalf of the tenant.
- To undertake financial assessment of tenant's circumstances, and ability to pay with a view to making realistic arrangements to pay off arrears.
- To identify where tenants owe the Council more than one debt and to ensure that recovery action and/ or repayment arrangements takes account of the total amount owed in accordance with corporate debt procedures.
- To advise tenants of the next course of action and the ultimate consequences of non- payment throughout the recovery process.

- To take legal action against tenants who persistently fail to pay rent and other charges
- To treat all tenants fairly and consistently and to act lawfully.
- To maximise the use of IT systems to monitor and record rent payments.
- To train colleagues to ensure they maximise the use of resources, such as IT and benefits advice.
- To provide colleagues with guidance on relevant legislation and recovery methods available to recover unpaid rent and service charges
- To have a rent recovery procedure that is clear, easy to follow and complies with all of the above, ensuring all arrears cases are actioned in a consistent and fair manner
- To encourage and support the formation of credit unions.

The rent arrears recovery process will be regularly reviewed and updated to incorporate areas of best practice, in particular with reference to the characteristics of an excellent service provider in the Audit Commission's Housing Income Management Key Line of Enquiry No. 4 (KLOE 4).

The evidence

Specific equality data

West Lancashire is in the process of collecting resident data by equality characteristic. This involves creating and maintaining a new data base, which will greatly enhance and inform the equality impact assessment process in the future.

However, currently, there is no equality data regarding rent or arrears. This will be addressed as a priority as soon as this data is collected.

However, there are some issues, which current expertise from within the sector indicates should be of high priority:

- The age characteristic. It is accepted from amongst staff and user groups, that the general profile of current tenants is disproportionately older. This is further supported by the fact that there is a large proportion of the current housing stock

which provides sheltered accommodation for older age profile residents.

Older people may be more vulnerable to debt.

- There may also be access and appropriate provision issues regarding younger age groups. Younger people may need more support services in respect of income management, particularly if they are inexperienced in tenancy.
- In particular single parents, the majority of whose households are headed by women may need particular support
- Gypsy travellers and their needs
- Migrant workers
- Ethnic minority groups
- Disabled people

What are the alternatives?

Specific alternatives in service provision have not been identified here due to the lack of disaggregated data. However, specific actions to advance equality for all groups are contained in the joint Housing Services Equality Action Plan attached.

Consultation

In addition to collecting, analysing and using the above information to demonstrate impact on the service, expert views can be gathered from:

- Residents involvement groups
- Disable people and Disability expert groups
- Different ethnic minority groups and Race equality expert groups
- Transgender expert group
- Age related expert groups and older and younger people
- Gypsy Traveller Groups and their representatives

A specific consultation exercise has been run with tenant representatives.

This should be built on in the future with more effective consultation with the above groups.

Consideration should also be given to working with other public authorities in the region and with Lancashire County Council to utilise other expert groups and fora and to utilise others data and findings.

A specific stakeholder's event was held on the 27th October with representatives from a range of tenant participant groups.

Overall the stakeholders did not express any equality concerns regarding the income management policy. They concentrated more on the effective use and implementation of the voids and allocations process, the new choice based lettings approach, repairs, maintenance, aids and adaptations and estate management including anti-social behaviour.

This does not mean that access to, and issues for particular equality groups are not relevant to the strategy. Further information and views should be sought from expert groups as detailed above.

An expert workshop for policy staff was held on the 14th of October. Due to the lack of data staff did not identify any particular negative impact of the policy by equality group. However, they did identify some actions to increase access which are contained in the joint action plan for the Housing Services.

A fully informed judgement is difficult to make at this stage as detailed above. However, once data is collected by equality characteristic both regarding existing tenants and prospective tenants, a further analysis should be undertaken

Monitoring arrangements

An action plan is being drawn up to conduct further targeted consultation and involvement of equality characteristic groups.

This action plan will include drawing up actions and timescales to collect and analyse disaggregated data.

As the strategy is implemented, a regular review process will be included in the action plan to monitor and measure impact on protected characteristics.

A scrutiny equality steering group will review the quality of impact assessments, the delivery of the action plan and the on-going strategy of the authority in relation to equality and diversity and compliance with the public sector duties.

Publishing arrangements

This full equality impact assessment will be available on our website and will be made available either electronically or in hard copy to interested parties, the above consultation group and anyone asking to see it.

Action Plan

Please see combined action plan for the Housing Services.

Name Service

Signed Dated

Human Resources Manager

Review/approval Date



DRAFT INCOME MANAGEMENT & ARREARS RECOVERY POLICY

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INTRODUCTION

The purpose of this policy is to explain how West Lancashire Borough Council will collect rent and service charges from its tenants and the approach it adopts to recovering rent arrears.

WLBC takes arrears very seriously and we expect all tenants to pay their rent and service charges due each week. This is a legal condition of the Tenancy Agreement. It is the responsibility of each tenant to ensure that their rent and service charges are paid in full, even if they are entitled to housing benefit. Cases of persistent non-payment will not be tolerated and West Lancashire Borough Council will take legal proceedings to recover possession of properties. However, eviction will only be carried out as a final sanction, and only after all other appropriate recovery actions have been exhausted.

We, recognise that our tenant's personal circumstances are all different and many may occasionally experience periods when it is difficult to pay their rent and service charges on time. We will therefore have procedures in place which makes it as easy as possible for customers to pay their rent and access information about their rent account. We will offer support for customers through well trained staff, in-house Money Advice and a links with other agencies and partners who can help with maximizing income and managing debt. We will demonstrate excellent customer care and respect in all of our actions and listen to our service users so they can help us shape the service delivery.

POLICY STATEMENT

West Lancashire Borough Council aims to collect rent and service charges due promptly from tenants in order to sustain tenancies and protect the provision of services.

KEY AIMS OF THE POLICY

To maximise income collection and minimise bad debts.

To sustain tenancies by preventing arrears accruing in the first place and by pro-actively encouraging tenants to clear any debts that do occur through a fair, responsive and, where necessary firm approach. With this in mind, the objectives are:

- To ensure that all existing and new tenants understand fully their responsibility to pay their rent and other charges where appropriate.
- To inform tenants promptly of any changes to rent charges
- To inform tenants of the different payment methods available to them

- To maximise Housing Benefit take up by raising awareness of entitlement and assisting with the completion of housing benefit application claim forms where appropriate
- To ensure that all those tenants entitled to Housing Benefit are aware that it is their responsibility to provide any necessary documentation in relation to their claim, and to follow up claims with the Housing Benefit Office.
- To liaise with and operate the agreed Service Level Agreement with the Housing Benefit Office to ensure tenants receive the best possible service and prompt payment of housing benefit.
- To provide money and debt advice, or sign-post tenants to other agencies who can help maximise their income.
- To ensure that all communication is clear, tenant friendly and encourages tenants to make contact with us if they need help.
- To act quickly through personal contact and to offer advice to any tenant who falls into arrears, finding out why there has been non-payment.
- To work closely with any advice agency or authorised person, acting on behalf of the tenant to resolve any problems.
- To undertake a financial assessment of tenant's circumstances, and their ability to pay with a view to agreeing realistic arrangements to pay off any arrears.
- To identify tenants who owe the Council more than one debt and to ensure that recovery action and/ or repayment arrangements takes account of the total amount owed in accordance with Council's corporate debt procedures.
- To take legal action against tenants who wilfully and persistently fail to pay their rent and service charges
- To advise tenants throughout the recovery process of the actions we will take and the consequences should they fail to pay their rent and service charges satisfactorily. Which could eventually be eviction.
- To treat all tenants fairly and consistently within the relevant and appropriate laws and procedures.
- To maximise the use of IT systems to monitor and record rent and service charge payments.
- To train all staff to ensure they maximise the use of available resources, such as IT and benefits advice.
- To provide all staff with guidance on relevant legislation and recovery methods available to recover unpaid rent and service charges.

- To have rent recovery procedures that are clear, easy to follow, ensuring all arrears cases are managed in a consistent and fair manner.
- To promote Financial Inclusion
- To encourage and support the formation of properly established and regulated credit unions.

The rent arrears recovery process will be regularly reviewed and updated to incorporate areas of best practice, in particular with reference to the characteristics of an excellent service provider in the Audit Commission's Housing Income Management Key Line of Enquiry No. 4 (KLOE 4).

RENT AND SERVICE CHARGES

The Council will set rents in accordance with the Governments Rent Restructuring Formula. Each year the rent will be increased in line with the Government guidelines.

The Council will base service charges on the cost of providing services such as heating, caretaking, communal lighting etc. Service charges will be adjusted according to changes in the cost of provision, however, increases are restricted by the Government policy on setting rent and service charges.

The statements above reflect the current Housing Finance Regulations. This policy will be updated to reflect any future changes to these regulations.

RENT STATEMENTS

We will provide detailed rent statements, on a quarterly basis to tenants and on a yearly basis to garage tenants. Statements or balances will also be available on request.

PERSONAL INTERVIEWS

All personal interviews will be conducted in a sensitive manner with due consideration to privacy and confidentiality. For interviews without prior appointment the tenant will be made aware that a rent interview is to take place. If it is not convenient for the tenant to discuss rent account details an alternative appointment will be agreed and documented. Failure by the tenant to agree to or keep a subsequent appointment will result in triggering the next stage of the rent arrears recovery procedures unless there is good cause not to do so. Where an interview is to be conducted at the tenant's home on an agreed date and time, Housing Officers will always produce their identity cards and explain the purpose of the visit.

All interviews will be documented and the any repayment arrangements confirmed in writing to the tenant.

NEW TENANTS

Prospective tenants will be informed of the property rent and service charges at offer and viewing stage and offered help and assistance with completing a claim for housing benefit. Where appropriate, arrangements can be made to provide an estimate of how much housing benefit the applicant could receive. At sign up, the Housing Officer will advise the tenant of their responsibility to pay rent and service charges and the consequences of non-payment.

Tenants will be advised to start paying their rent in advance of their tenancy start date.

The Housing Officer will:

Provide information about different payment methods available, promoting the benefit of paying by direct debit.

Encourage tenants to authorise the Rents Team to liaise with and access information from the Housing Benefit Office to help deal with their claim for housing benefit, where applicable.

Advise tenants to contact the Council promptly should their personal financial circumstances change or they are having difficulty paying their rent or service charges.

Offer an individual appointment with the Rent & Money Advisor where appropriate.

Signpost the tenant to agencies providing independent debt management advice and income maximisation services where appropriate.

Follow up action will be taken for every tenant moving into a West Lancashire Borough Council property to:

Confirm that they are paying the correct rent due.

Check Housing Benefit has been or is likely to be received where appropriate.

Offer an appointment with the Housing Officer/Rent & Money Advisor where appropriate.

PAYMENT

Rent is due weekly over a 48 week collection year with two non- collection weeks around the start of April and a further two around the Christmas/New Year period.

A rent account will be considered to be in arrears if a payment has not been received within the week in which it is due.

Payments can be made by any of the following methods:

Direct Debit – this is the preferred payment method of the Council and a convenient way to pay for many of our tenants. Tenants can pay monthly on 1st or 15th of each month. A direct debit mandate can be obtained by telephone on 01695 585177 or can be downloaded from www.westlancs.gov.uk

On Line – by credit or debit card at our website www.westlancs.gov.uk 24 hours a day, 7 days a week.

Automated Telephone Line – by debit or credit card. Tel 01695 585150, this service is available 24 hours a day, 7 days a Week.

Post Office, Paypoint or Payzone – retail outlets, with cash and a plastic rent payment card issued by the Council.

Standing Order – through the tenants bank/building society account regularly. A standing Order mandate can be obtained by telephoning 01695 585177 or downloaded from www.westlancs.gov.uk

By Post – by sending a cheque or postal order made payable to West Lancashire Borough Council. **Cash should not be sent through the post.**

By Telephone – with a debit or credit card, telephone 01695 577177 tenants can speak to a Customer Service Advisor. Monday – Friday 8.30am to 5.30pm.

RECOVERY ACTION

In all arrears cases the Council will follow the guidance on good practice as reflected in the Pre-action protocol for possession claims in court based on rent arrears.

Rent accounts will be monitored every week and tenants in arrears will be contacted as early as possible before the debt becomes difficult to manage. Appropriate repayment arrangements will be sought and agreed. Action will also be taken to ensure that housing benefit is in payment where there is an entitlement. It is essential in managing arrears cases that early personal contact is made with the Tenant, and contact is maintained throughout the period of arrears.

Prior to the service of a Notice of Seeking Possession, a minimum of three attempts to contact the tenant will be made to secure payment. In addition, prior to any court application or eviction application a further personal visit to the property will be carried out. If contact is not made or an interview refused this will not prevent court proceedings. Where a tenant has been advised verbally that a court application will be made, a personal visit will not be necessary.

At court the Council will seek an order appropriate to the level of arrears and conduct of the account by the tenant. Under normal circumstances an adjournment will be sought where a satisfactory payment agreement is made with the tenant. Alternatively, a suspended possession order will be sought, plus a money judgement. However, in more serious cases, or where the property is suspected to be abandoned, a forthwith possession order may be requested. The Council will seek an order for costs in all cases unless there are significant reasons not to do so.

Staff will monitor all Court Orders on a weekly basis and should a tenant default on that order, they will be notified of the default and given a reasonable time to bring the payments back into line with the Order. Tenants will be provided with advice on how to request a hearing to vary the terms of an Court Order if they have reason to do so.

Once an eviction application has been made, it will not be withdrawn unless the arrears are cleared in full or the default brought up to date and the warrant costs have been paid. A decision to withdraw an eviction application will be made by the Housing Officer in conjunction with the Senior Housing Officer. Throughout the recovery action process, free confidential debt management advice will be made available to WLBC tenants from the Council's in-house Money Advisors. Arrears letters will also advise tenants they may seek independent advice including, Welfare Rights, Citizens Advice Bureau, Legal etc.

FINANCIAL INCLUSION

The Council will promote Financial Inclusion for all tenants through the Housing Division in – house Money Advisors who provide advice and assistance on budgeting, managing debt and claiming benefits. A range of links and partnerships will also be maintained with other agencies where tenants can be sign- posted for help in maximising income. These link services will be regularly promoted and take up campaigns carried out to raise awareness.

Links include:

- Access to affordable credit
- Access to basic bank account services
- Fuel Poverty Advice
- Low cost home contents insurance
- Independent Money Advice
- Paylink multiple debt payment facility
- Furnished Tenancies
- Furniture Recycling

Stoptheloansharks
Welfare Rights
Citizens Advice Bureau

VULNERABILITY

The Council has many tenants who are elderly, or tenants who are vulnerable through mental or physical disability and tenants who have young dependent children, or are carers etc. In such instances the Council will, subject to data protection issues:

Take action that is more appropriate to the needs of the tenant, which may mean a personal visit, rather than sending letters, providing more support in-house or by referral to other agencies.

In implementing this policy the Council will ensure that any tenants who have mobility problems due to disability, or who need information in other formats and languages, or who may need interpreters or signers, or who have difficulty with reading are provided with the assistance that they require.

For vulnerable tenants, we will, liaise with the Homelessness Team before any possession proceedings take place.

We will Inform the Lancashire County Council Social Services department at the earliest opportunity where eviction becomes the only option left.

EQUALITY & DIVERSITY

West Lancashire Borough Council serves a diverse society. That is a society made up of men and women; of people of different races, cultures and religions, of people with and without disabilities; of young people and older people, of people with different sexual orientation, of people with and without caring responsibilities; and of people with many other differences. WLBC respects and values that diversity and will strive in all we do to serve the interests of people from all sections of society. We will also strive to become an organisation that reflects more fully the diversity of the society we serve

We will, in the development and implementation of our policies and procedures, comply with the Council's policy on Equality & Diversity.

INFORMATION IN ANOTHER FORMAT

We can provide this information on audiotape, CD, large print, Braille, and in other languages as appropriate on request. Visit our website www.westlancs.gov.uk/access or telephone 01695 577177.

Wszystkie te informacje możemy przekazać na życzenie w formacie audio, na płycie CD, w wersji zapisanej dużym drukiem lub alfabetem Braille'a, bądź też przetłumaczonej na wymagany język. Zapraszamy na stronę www.westlancs.gov.uk/access lub prosimy o kontakt telefoniczny pod nr 01695 577177.

Podemos prestar esta informação em gravação áudio, em CD, em letra grande, em Braille e noutras línguas, conforme apropriado e a pedido. Visite o nosso Website www.westlincs.gov.uk/access ou telefone para o 01695 577177.

HOUSING BENEFIT

The Council's Housing Division will work closely with the Housing Benefit Section to ensure prompt payment of housing benefit. The Housing Benefit Service Level Agreement (SLA) will be formally reviewed annually and will provide the basis on which access to information and standards of service delivery have been agreed. The Council will arrange for quarterly liaison meetings with the Housing Benefit Department in respect of the day to day administration of the SLA.

DIRECT PAYMENTS

The Council will liaise with the Department of Work & Pensions (DWP) about direct payment of rent arrears from welfare benefits where appropriate.

JOINT TENANCIES

All joint tenants are jointly and severally liable for rent arrears that may accrue. The Council will:

- Address separate letters to all the tenants named in the tenancy agreement.
- With authority, make arrangements and hold interviews with any person/tenant who is acting on behalf of all parties in the tenancy agreement.
- Provide a copy of all legal documents to all parties named in the tenancy agreement.

SOLE TENANCY

In households with single tenancy agreements and where the householders are married, cohabiting for tax or benefit purposes, or have joint custody over children under 16 we will always encourage the tenant to keep other interested parties within the household informed of any legal action in connection with rent arrears; interested parties do not include lodgers.

GARAGE TENANCY

The rent charges for garages represent relatively low weekly amounts for collection, therefore collection and arrears recovery costs must be kept to a minimum to provide value for money.

Tenants are expected to pay their garage rent on the due date. In dealing with garage arrears, the Council will monitor rent payments and instigate recovery action at an early stage. Cases of persistent non-payment will not be tolerated and the Council will recover possession of garages.

When dealing with garage rent arrears, the Council will consider the needs of elderly and vulnerable tenants who may specifically require a garage for parking their vehicle.

Although a range of alternative payment methods are available, garage tenants will be encouraged to pay their rent monthly in advance by Direct Debit.

FORMER TENANCY

The Council will ensure that tenants are made aware of their obligations even after their tenancy has ended. Upon notice of termination, the tenant will be made aware of any rent and service charge balance due and a forwarding address will be requested. Where the outgoing tenant is not in a position to clear any balance prior to termination, an affordable and realistic repayment agreement will be sought. This agreement will be confirmed in writing and the tenant will be made fully aware of the methods of payment after termination. The Council will pursue all recoverable former tenant arrears. Where no forwarding address is given, every effort will be made to trace former tenants owing arrears. The Council will utilise the Experian tracing system in-house, and an outside tracing/collection agency will also be used if appropriate. Failure to agree to, or maintain an acceptable repayment arrangement will result in further recovery action. The appropriateness of such action will be considered on a case by case basis and may include the following legal actions:

- Money Judgement
- Attachment of earnings
- Third Party Debt Order
- Warrant of Execution
- Order to Obtain Information
- Bankruptcy
- Selling on Debts

The Council will not normally house an applicant where there is a significant outstanding debt owed to the Council, unless a satisfactory payment arrangement has been agreed and maintained by the applicant.

When, after review, a debt is considered uneconomical to recover, or the former tenant cannot be traced, it will be dealt with according to agreed Council procedures, and may be written off. These debts may be written back on in circumstances where the debt subsequently becomes collectable.

PERFORMANCE MONITORING

The Council will benchmark its rent collection against a range of other similar landlords and set challenging performance targets in consultation with tenants and other service users.

CONSULTATION & ACCESSIBILITY

Details of this policy, a summary of the arrears recovery procedures and Rents Service standards will be included in the Tenancy agreement, tenant's handbook, and Council website

In order to ensure the Council is delivering the services the tenants want, we will create, following consultation with tenants, a structure for tenant involvement. Through the structure, tenants will be involved in reviewing the Rents Service and making recommendations for improvements and change. Tenants will be involved in Service Improvement and, Service Evaluation Groups monitoring and evaluating service delivery

LEGAL & REGULATORY FRAMEWORK

The Council will at all times, meet legislative and regulatory requirements. We will also ensure it meets all good practice guidelines.

MONITORING AND RESPONSIBILITIES

It is the responsibility of the Service Manager, Rent Recovery & Money Advice to ensure that implementation of the Income Management and Arrears Recovery Policy is monitored.

The Executive Manager, Housing & Corporate Property Maintenance Services is responsible for delivering the policy and will be accountable for its implementation. All staff dealing with rent collection and arrears recovery issues have the responsibility to be fully familiar with this policy.

ASSOCIATED DOCUMENTS

TSA Standards
Housing Act
Rent Collection & Arrears Recovery Procedures
Lettings Policy & Procedures
Corporate Debt Policy
Customer Complaints Policy & Procedure
Housing Benefit Service Level Agreement
Customer Care Standards
Ministry of Justice Pre-Action Protocol
Equality & Diversity policy
Audit Commission KLOE 4

POLICY REVIEW

This policy will be reviewed on a rolling programme to take account of any necessary updates, changes in legislation and lessons learned. Tenants will be consulted and involved in any significant changes. The policy will be formally reviewed with tenants every 2 years.

Approved by:	Rents Focus Group, Tenants Forum
Effective date:	1 April 2011
Review date:	1 April 2013
Policy developed by:	Rents Focus Group
Associated Procedure:	Income Management and Arrears Recovery Procedures