

## **BOARD MEETING OF THE NORTH NORFOLK COMMUNITY PARTNERSHIP**

**Minutes of the Board Meeting held on 24 January 2011, Victory Housing Offices, Cromer Road, North Walsham at 2.00 pm**

### **Members Present:**

John Archibald	Victory Housing Trust
Chief Ins Neil Baily	Norfolk Constabulary
Philip Burton	North Norfolk District Council (Chair)
Jon Clemo	Norfolk Rural Community Council
Mark Danson-Hatcher	Local Area Partnership Association
Edward Gadsden	Norfolk Association of Local Town and Parish Councils
Cllr Virginia Gay	North Norfolk District Council
Peter Hawes	Norfolk County Council
James Kearns	VCS Together
Philip Moy	North Norfolk Business Forum
Linda Rogers	Voluntary Norfolk
Don Venvell	North Norfolk Skills Partnership

### **Officers in attendance:**

John Mullen (for item 2)	Projects Manager, North Norfolk Community Partnership
Robin Smith (for items 5.2.1 and 5.2.2)	Tourism and Economic Development Manager, NNDC

### **1. APOLOGIES FOR ABSENCE AND DETAILS OF SUBSTITUTE MEMBERS**

Apologies – Steve Eldred, Chair, Ian Doughty (substitute Philip Moy). Philip Burton as Vice-Chair, chaired the meeting in Steve's absence.

### **Part 1**

### **2. HOLT VISIONING PROJECT – PROPOSAL FOR FUNDING SUPPORT**

This proposal had previously been presented to the Board but there were concerns around the level of ownership which would be achieved through using a consultant and there had been uncertainty about income to the LSP for 2011/12, and hence a reluctance to approve any further projects. Philip Burton informed the meeting that he had subsequently raised the issue of funding with the Chief Executive at Norfolk County Council who had advised that there was no intention to vary funding arrangements for LSPs for 2011/12.

John Mullen outlined the proposal which sought funding of £25,000 to engage appropriate consultants to develop the vision for the project. The District Council will be supporting the project through officer engagement. John Mullen clarified that the estimate was based on local market conditions. Jon Clemo pointed out that consideration should be given to the Communities and Local Government Neighbourhood Planning Vanguard Scheme which is making available funding of up to £20,000 for suitable projects.

A Stakeholder Group has been established with agreed terms of reference which will oversee the completion of the visioning study.

It was proposed by Linda Roger, seconded by Ted Gadsden and agreed to support the application on the basis that funding is provided for 5/6<sup>th</sup> of the project up to a maximum of £25,000.

3. **NNDC RESPONSE TO NORFOLK COUNTY COUNCIL'S BIG CONVERSATION CONSULTATION**

As discussed at the last meeting, it was agreed that a number of organisations would make their own submission to the consultation. A copy of NNDC's response, based on discussions with partners, had been enclosed for information.

The Board welcomed that the County Council had agreed to moderate its proposals for post 16 transport and review the level of disinvestment in prevention work for the elderly. It was appreciated that these decisions would create other funding challenges for the County Council.

**Part 2**

4. **NOTES OF NNCP BOARD MEETING ON 29 NOVEMBER 2010**

The notes of the Board meeting held on 29 November 2010 were agreed as an accurate record.

5. **DISCUSSION ON FUTURE STRUCTURAL ARRANGEMENTS FOR NORTH NORFOLK COMMUNITY PARTNERSHIP AND FUTURE FUNDING COMMITMENTS**

**Board Structure and Membership**

5.1 A revised copy of the Board structure and membership, together with the key aims and how the proposal would work, was circulated at the meeting.

The proposal was to redefine the role of the Board to operate at a strategic level and introduce a complementary group (the Locality Delivery Group) which will replace the thematic groups, be closer to the ground and determine how resources are deployed. The suggestion is

that over the next couple of months the Board and Locality Delivery Group will come together at a half day workshop to determine how they will each deliver their roles, agree working protocols and start to plan ahead.

It was suggested that the Board will meet 3-4 times per year and will have the initial task of compiling and publishing the district Sustainable Community Strategy 2011-2015. This process will need to be expedited as the strategy is scheduled for approval by the District Council at its meeting in June 2011 prior to which there will need to be a period of consultation on the draft strategy involving key stakeholders.

It was considered important to have a mechanism for ensuring elected members are represented on both groups to give democratic accountability. The proposed restructuring will accommodate this objective and bring together representatives both on the Board and Locality Delivery Group from all key agencies whose activities impact on quality of life in North Norfolk.

The Board's primary roles will be initially to translate the various needs and priorities emerging from consultation carried out during the autumn into a cohesive medium term strategy for the future of North Norfolk and, subsequently, to commission the Locality Delivery Group to identify and apply resources to projects and services which are designed to meet those priorities and needs.

Don Venvell raised concern that the education sector should have a place on the Board, particularly in the context of quality of life and opportunities for young people living in North Norfolk. Peter Hawes considered that Norfolk County Council, as the biggest spender on services in North Norfolk should continue to be represented on the Board and Neil Baily proposed that the Police would be most appropriately represented on the Locality Delivery Group rather than the Board.

James Kearns raised concern about the capacity of some groups to deliver the wishes of the strategic board, especially in the current climate. However, it was felt that the delivery group must determine an operational style which suits its membership, albeit with guidance from the Board, but looking ahead to the prospect of greater emphasis on community planning and locality projects, it was envisaged that the membership would fluctuate with partners choosing when, where and how they participate. The Board supported this principle but felt that there should nevertheless be an overarching framework so that partners would make a clear commitment to contributing to joint working and could not simply opt out at will.

At the end of this discussion, the Board approved the new Board and Locality Delivery Group structure, with the core membership of the

Board to include Education and Norfolk County Council (agreed initial membership of both bodies is appended to these minutes).

Furthermore, it was agreed that Peter Hawes would confirm the funding arrangements from Norfolk County Council for 2011/12 and with less frequent meetings, it was anticipated that administrative support costs for the LSP would be reduced. **(Action: Peter Hawes)**

It was further agreed that a joint meeting of the Board and the Locality Delivery Group would be held to agree overall principles and operational relationships, followed by separate meetings to review and agree terms of reference. **(Action: Philip Burton)**

## 5.2 **Future funding commitments:**

These requests were being put forward to the Board as funding ends this financial year.

### 5.2.1 **North Norfolk Business Forum** – Robin Smith outlined to the Board the projects that the Forum had achieved in the past two years. Philip Moy added further detail to the presentation.

The Forum would be able to support the key aims from the Building our Future Together Conference.

The proposal for funding was based on the Forum becoming self-financing at the end of the two year period. Some concern was expressed about whether the Forum could be entirely self-funding. Contributory funding for projects and events could continue to be provided as this had wider benefits to North Norfolk but the aim should be to reduce the core funding for administrative support.

The Board recognised the achievements of the Forum in supporting future economic growth, and it supported the proposal for core funding of £20,000 per annum for 2011/12 and 2012/13, subject to expectations that it would be self-financing at the end of this period. A report should be presented at the March Board meeting on the outcomes and deliverables to be achieved by the Forum in supporting the Community Partnership's priorities. **(Action: Robin Smith/Ian Doughty)**

### 5.2.2 **North Norfolk Skills Partnership** – Robin Smith outlined the Learning for Everyone Project which currently employs 5 people. Don Venvell added further detail to the presentation. The funding request was for £70,000 for the year 2011-12 to deliver Strategic Goals 2 and 3 of the Economic development services (ie employment and skills) as per proposal tabled and in order that the Skills Partnership has sufficient time to develop future funding streams whilst identifying those that will be withdrawn.

Clarification was sought on the level of funding required as it had been agreed previously that the project would be jointly funded by NNDC and NNCP. Funding of £70,000 for one year was requested from NNCP. The District Council would make a contribution of £42,000, which represented a significant proportion of the Economic Development budget. There was no scope to increase this contribution. Funding goes directly to the IAG Officers and any reduction in funding would impact on the number of events delivered. The longer term aim would be to bring together the Business Forum and Skills Partnership to make efficiencies in administrative support.

The Board agreed to the contribution of £70,000 towards funding of the goals of the North Norfolk Skills Partnership for 2011/12 as per proposal tabled.

- 5.2.3 **North Norfolk Community Fund** – The current commitment is £25,000 per annum flow through funding which is allocated against bids by community groups at least twice per year.

The Board recognised the additional benefits that this funding provided and it was agreed to confirm funding of £25,000 per annum for 2011/12 and 2012/13, subject to a review of the project eligibility criteria.  
**(Action: Philip Burton)**

- 5.2.4 **Local Area Partnerships/VCS Together** – Philip Burton explained that the debate is about future affordability, not bringing an end to the Local Area Partnerships, but rather rising to the challenge of developing a sustainability model which is less reliant on core funding from the LSP.

The Board considered a proposal to agree funding for the LAPs and VCS Together project through to 30 September 2011, based on this year's levels of funding and conditional upon commissioning an independent study of the effectiveness to date of the LAPs and VCS Together and how existing structures can act as a springboard to the future in the context of the expectations of localism and big society.

Mark Danson-Hatcher welcomed the funding proposals as the LAPs needed clarity about their future. There was a strong network of volunteers and co-ordinators who had had to work in difficult circumstances over the past few months.

An outline brief for the review was circulated at the meeting and it was agreed that if possible the study should be completed by 31 March 2011.

The Board endorsed this way forward and agreed to delegate the task of finalising the specification and procuring a consultant to undertake the review to a sub-group comprising Philip Burton, Jon Clemo and Debbie Bartlett (Norfolk County Council who is replacing Peter Hawes on the North Norfolk LSP). Virginia Gay suggested that Mark Danson

Hatcher should have an input into the formulation of the brief to reflect the views of the LAPs and Philip Burton agreed to arrange to meet with Mark as soon as possible. Finally, John Archibald proposed that in order to ensure a clear six month review/transition period from receipt of the completed study, a full six month period of funding should be agreed from the date the independent review is completed to allow for any slippage beyond 31 March 2011.

In summary, the Board agreed to commission a review of the LAPs and VCS Together, to delegate the task of completing the brief for the review and recruitment of a consultant to the sub-group detailed above and to ongoing funding the LAPs and VCS Together based upon 2010/11 budget levels for a period of six months following receipt of the completed review, the target dates for which will be 31 March for completion of the review with funding running through to 30 September 2011. **(Action: Philip Burton, Jon Clemo and Debbie Bartlett)**

- 5.3 Philip Burton advised the Board that an updated LSP budget statement would be provided for the Board meeting in March.

## 6. **OTHER BUSINESS AND DATE OF NEXT MEETING**

The next meeting is scheduled for 21 March but subject to discussions about future structures may be changed.

Philip Burton advised the Board that this would be Peter Hawes last meeting as representative of Norfolk County Council and that Peter's place would be taken by Debbie Bartlett, Head of Partnerships, Policy and Performance. Philip thanked Peter Hawes for his support and service to the Partnership over the past few years.

Finally Philip Burton reported that Steve Eldred would be stepping down as Chair as he felt he no longer had time to meet the full requirements of this role given his current business commitments. The Board endorsed Philip's words of thanks for Steve's significant contribution to the Strategic Partnership over the past six years and asked him to write formally to Steve to express members' gratitude for all that he had done. It was agreed to hold in abeyance the decision on a future Chair pending discussions at the joint meeting of the Board and Locality Delivery Group. In the meantime any ideas about the role or suitable person should be notified to Philip Burton. **(Action: Philip Burton)**