

**NOTES OF THE MEETING OF THE EAST SUFFOLK PARTNERSHIP BOARD  
UNCONFIRMED**

**HELD AT THE NORTH SUFFOLK SKILLS CENTRE, HALESWORTH, ON 19<sup>TH</sup> DEC 2012**

PRESENT	
Nick Boulter	Suffolk Coastal Business Forum
Andrew Cassy	Greenprint Forum
Andy Evans	Health East
Wil Gibson	Suffolk ACRE
Ray Herring	Suffolk Coastal District Council
Sally Hogg	NHS Suffolk
Stephen Javes	Orwell Housing
Colin Law	Waveney District Council (Chairman)
Alastair MacFarlane	Associated British Ports
Michael Hart	Suffolk Association of Local Councils
Frank Mortimer	Waveney District Council
Doreen Savage	Suffolk Coastal District Council

IN ATTENDANCE	
Stephen Baker	Suffolk Coastal and Waveney District Councils
Chris Bally	Suffolk County Council
Luke Bennett	ESP / Suffolk Coastal LSP
Arthur Charvonia	Suffolk Coastal and Waveney District Councils
Esther Keen	Suffolk County Council
Alan Osborne	Suffolk Constabulary
Tony Osmanski	Suffolk Coastal and Waveney District Councils

APPOLOGIES	
Phil Aves	Suffolk Constabulary
Mark Bee	Suffolk County Council
Christopher Hudson	Suffolk County Council
Tessa Linfield	NHS Suffolk

REF	ISSUES / ACTIONS	BY WHO
1	Outcomes of the Board workshop 4 <sup>th</sup> October 2012 were agreed.	
	It was agreed that the outcomes of the Suffolk Coastal LSP Forum workshops held on 9 <sup>th</sup> November should be circulated to the Board for consideration when delivering its priorities.	LB
2	On behalf of the Programme Officers Group (POG) CB presented a report on the draft ESP Business Plan and priorities for 2013, and tabled a suggested approach to develop a work programme for discussion.	
	<b>ACTION:</b> The following changes be made to the ESP Business Plan and Priorities for 2013: <ul style="list-style-type: none"> <li>i) Change 3<sup>rd</sup> priority to “Encouraging a growing, ageing population to be healthy and live well”.</li> <li>ii) Amend section on CO2 levels (no longer reducing).</li> <li>iii) Make clear that the ESP will encourage and support action to</li> </ul>	

	<p>reduce greenhouse gas emissions but not to the detriment of promoting growth.</p> <ul style="list-style-type: none"> <li>iv) Reword to celebrate what is good about East Suffolk.</li> <li>v) Strengthen message about the importance of conserving and enhancing the environment of East Suffolk.</li> <li>vi) Strengthen message about supporting local communities and small businesses to do more for themselves.</li> <li>vii) Make the unique role that the ESP will perform more explicit (from strategic influencing to supporting communities)</li> </ul> <p>The work programme approach was endorsed with the following considerations:</p> <ul style="list-style-type: none"> <li>i) Bring together the priorities relating to NEETS and workforce skills to identify where the ESP can support schools (including primary schools) and existing initiatives like Raising the Bar.</li> <li>ii) Important that the ESP does not pick up work of existing organisations – key services must remain accountable for their own services.</li> <li>iii) The Community Safety Partnership is keen to develop joint initiatives with the ESP.</li> <li>iv) The work programme be developed on an ongoing basis and reviewed / amended at future Board meetings</li> </ul>	<p>LB</p> <p>POG</p>
	<p><b>DECISIONS:</b></p> <ul style="list-style-type: none"> <li>i) ESP Business Plan (as amended) adopted – to be reviewed within the next year.</li> <li>ii) Priorities for 2013 (as amended) agreed.</li> <li>iii) Work programme to be circulated to the Board for their organisations to put forward activities and impacts for consideration by end of January. A combined version then circulated for Board approval.</li> <li>iv) Begin delivering agreed work programme and review and update at all future meetings.</li> <li>v) Agreed that how the outcomes are delivered should be managed by the ESP Programme Officer Group between meetings of the Board and progress reported to the Board regularly.</li> <li>vi) Agreed that decisions on spend greater than £5,000 should always be made by the Board. The Chairman be given delegated power to agree spend of up to £5,000 per project or initiative between meetings – but this should be the exception based on urgency and referred back to the Board at its next meeting.</li> </ul>	<p>AGREED</p>
<p>3</p>	<p>On behalf of the Programme Officers Group APO presented a report on a range of mechanisms the Board can use to ensure ESP impact.</p> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>i) Great Yarmouth and Waveney Systems Leadership Board be added to the list of key partnerships the ESP will seek to deliver.</li> <li>ii) The various partnership task groups (and the annual Forum delegates) comprise individuals who are important to delivering impact and should be brought along with the development of the ESP.</li> <li>iii) Existing groups should be mapped and those that are appropriate to support the ESP should be encouraged to work together towards a shared agenda across East Suffolk.</li> <li>iv) The ESP budget will be used to provide funding to develop projects and initiatives that add value – not administered as a grants pot.</li> </ul>	<p>POG</p> <p>POG</p>

	<p>v) The Board reiterated the outcomes from its previous discussions – that the final step will be integration of effort by aligning what individual organisations are doing to achieve what they want together.</p> <p>vi) ESP will be proactive, have an appropriately high risk appetite and will work towards outcomes that shift focus and break cycles.</p>	
	<p><b>DECISIONS:</b> The recommended solutions in the report were supported in principle and it was agreed that Board members submit specific views and actions by email following the meeting. The POG will work up the various options on behalf of the Board.</p>	<p>ALL POG</p>
4	<p>SH gave a presentation on the emerging priorities for the Suffolk Health and Wellbeing Board.</p>	
	<p><b>ACTION:</b> The Board agreed that the ESP will support the priorities of the Health and Wellbeing Board.</p> <p>Further engagement with the Board and others is needed to identify specific actions – but as the ESP and the H&amp;WB both see the preventative agenda as paramount there should be ample opportunity to integrate their work.</p>	<p>SH</p>
5	<p>On behalf of the Programme Officers Group AC presented a report on communicating the ESP.</p>	
	<p><b>ACTION:</b> The ESP must be bold and not use cautious language. It will champion alignment, integration and aspiration and its communications must be consistent.</p>	<p>ALL</p>
	<p><b>DECISIONS:</b></p> <p>i) The ESP will have a communication plan that will support delivery of its business plan and will be regularly reviewed by the Board.</p> <p>ii) Forum / Stakeholder events will be used to widen engagement in the Boards work and develop relationships and enhance accountability for the Board.</p> <p>iii) The first stakeholder event will test the initial ESP priorities.</p>	<p>POG POG AGREED</p>
6	<p>The Board briefly discussed arrangements for its future meetings.</p>	
	<p><b>ACTION:</b> The following meetings were agreed:</p> <p>Wednesday 20 March                      5.00 - 7.00pm  Wednesday 19 June                            5.00 - 7.00pm  Wednesday 18 September                5.00 - 7.00pm  Wednesday 18 December                5.00 - 7.00pm</p> <p>It was agreed that meeting should be held at various locations around east Suffolk – venues will be confirmed prior to meetings.</p>	