

## SSP OVERVIEW & MONITORING GROUP MEETING

### Minutes of Meeting – 2<sup>nd</sup> October 2007

Tom Charnock (TC) (Chair)	Joe Backshell (JB)	Equalities Representative
Renee Smith-Gorringe (RSG) (GOSW)	Steve Henderson (SH)	Faith Representative
Ruth Hursey (RH) (Renewal Task Group)	Geoffrey Hammond (GH)	Environment Representative
Alison Chamberlain (AC) (SBC)	Janet Beattie (JEB)	SBC
Matt Gott (MG) (SBC)	James Griffin (JG)	SBC
Sheila Roberts (SAR) (SBC)		

#### Apologies for Absence:

Steven Richards (SR)	SWRDA	Cllr Colin Lovell (CL)
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ITEM	DISCUSSION	ACTIONS
1	<p><b><u>Minutes and matters arising</u></b></p> <p>Minutes of the last meeting were agreed and signed off as a true record.</p> <p><b>Matters arising:</b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul>	
2	<p><b>SSP OMG – The way forward</b></p> <p>A report from RH had been circulated prior to the meeting. The purpose of this report is for the actions to be discussed, agreed and assigned to a designated person where needed.</p> <p>The report was discussed in detail and amendments made to the report. An amended copy of the report is attached with the notes.</p> <p>A2 - TC advised that he had attended the Scrutiny meeting on 17<sup>th</sup> September with MG and CL to discuss the Community Strategy. Previous discussions have included proposals for members of SSPOMG to attend scrutiny, but a lot of the work that the Scrutiny Committee covers does not concern the SSPOMG. AC advised that at the moment the LAA is scrutinised yearly by the Scrutiny Committee and that Scrutiny Committee is a public meeting with minutes available on line. RH suggested that 1 or 2 members of the OMG could attend the relevant Scrutiny Committee meeting when either the LAA or the Community Strategy was on the agenda and submit questions to the Committee Clerk prior to the meeting, and feedback to the OMG. TC added that the SSP OMG role is to determine what is happening on the blocks. TC added that if one</p>	

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<p>member of the OMG took on a block and reported back, then the Chair would be invited to the OMG meeting where any specific requests or concerns can be raised. It would also mean that the OMG member would gain a clearer understanding of issues relating to the block. After discussion it was agreed that a representative from SSPOMG would attend the Scrutiny Committee when the LAA and Community Strategy was on the agenda, and the group would request advice and support from the Scrutiny Manager.</p>	
<p>A4 – section for questions on the data monitoring sheets is required. This was agreed.</p>	AC
<p>A5 – relationship with Partnership Board – MG added that if the SSPOMG member is an observer at the block meeting this will help build relationships. TC suggested that maybe the Chair or Vice Chair of the OMG could go to Partnership Board as an observer. RSG added that it is important to look at the whole structure of the OMG and PB and set up a formal link between Chairs and Vice Chairs for a two way process. Can Matt ask PB to take SSP Chair/Vice Chair into their meeting as an observer over the next few months.</p>	MG
<p>B8 – MG advised that the current arrangements would continue.</p>	
<p>B9 – It was decided to ask Chris Sivers about these items. She is invited to the November OMG meeting.</p>	
<p>TC summarised that it is essential that block meetings are targeted and each member of the OMG will pick a block to observe. The group decided on the following representation:</p>	
<p>RH – Safer &amp; Stronger block  SH – Healthy Communities and Older People block  JB – Economic Development &amp; Enterprise block  TC – Children &amp; Young People block  GH – not able to extend beyond his existing profile – has not got the time to sit on other blocks.</p>	
<p>AC to speak to Chairs of the blocks and obtain a timetable of their meetings.</p>	AC
<p>D – there was a discussion around co-opting additional people onto the group. The group decided to think about what skills were needed on the group and the areas of expertise. AC to contact the group in the next few weeks to get their thoughts.</p>	AC

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<b>3</b>	<p><b>NSCS - update</b></p> <p>SAR joined the meeting to update the group on the Community Strategy Consultation. The consultation closed on 30<sup>th</sup> September 2007, although we held the paper questionnaire open for a further 24 hours to allow for the post, and to date 62 electronic and paper responses had been received, with 700+ post-its from the Roadshows, 30 minutes of interviews and a 8 ½ minute video. 14 different groups have been consulted with. The report from the electronic questionnaires is due this week.</p> <p>The results from the post-its have been collated and entered onto a spreadsheet, thanks to JEB for her work on this. These details have given us emerging areas from the public response:</p> <ol style="list-style-type: none"><li>1) Quality of Open spaces and parks, protecting the environment for the future etc;</li><li>2) More activities for children &amp; young people;</li><li>3) Improvements to the shopping experience in Swindon, with a variety of larger shops and smaller independent shops;</li><li>4) Improvement to the visual appearance of Swindon;</li><li>5) More recycling;</li><li>6) Culture – larger music venue, arts and theatre;</li><li>7) More sustainable transport system.</li></ol> <p>There is also lots of support for the University and the Canal.</p> <p>SAR added that she didn't envisage a huge re-write to the existing document and went on to explain the format for the new document.</p> <p>It has been agreed to keep the 6 themes, as no one has objected to this; the descriptions will stay in with one or two tweaks from the consultation. The information in the speech marks will be changed to bring it in line with consultation responses received. There will be more detail on key measures of success, there will be a chapter and diagram on how it all fits together – LAA/Community Strategy/other plans etc. Appendices will include how the Community Strategy will be measured, with more explanation on the 6 themes, data quality and links to who's involved and the consultation process.</p> <p>We will also produce at a later date (probably April) pledges on how we take this forward, using the work completed at the last SSP Conference.</p>	
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	<p>SAR will circulate the draft of the new document prior to the next SSP meeting in November, so watch out in your e-mail inboxes and letterboxes.</p> <p>JB asked if the document would include an introduction from the Leader of the Council. MG responded that the Intro will be by Cllr Bluh, the Chair of the LSP who is also the Leader of the Council. JB added that we need to ensure that the introduction is the scene setter.</p> <p>RSG commented that the document will prioritise what the people of Swindon want to see, the LAA will pad out the delivery over the next 3 years. MG suggested that we wait until we have the first draft of the document from Sheila and feed back the comments at the next meeting.</p> <p>GH advised the group that the Government are currently looking at the Environmental Vision and it may change the vision. MG responded that Swindon is currently working with the Carbon Trust and SBC has signed up to carbon reduction in the borough.</p> <p>SH raised the concern that he had completed the questionnaire online at <a href="http://www.swindonsp.org.uk">www.swindonsp.org.uk</a> but found the experience very clunky. MG advised that the SSP website is hosted through the SBC website, and the borough had been having hosting problems which BT Internet Service were trying to rectify, and apologised for the experience SH had encountered.</p> <p>JB suggested that the Economic Development Team come to a future meeting to present their Digital Strategy, possibly invite Bill Cotton and Ernesto Gomez. AC added that Ernesto had asked to come to a meeting, but at the moment their paper has not been published, but Ernesto and Bill will be invited to a future meeting.</p> <p>SH added that the roadshows were fun to be involved in, they were upbeat and positive and thanked SAR and the team for their work.</p>	<p>SAR</p> <p>ALL</p> <p>AC</p>
<p><b>4</b></p>	<p><b>SSP Conference</b>  AC advised the group that she had spoken to the Chair and RSG about delaying the forthcoming SSP Conference in December. We currently have two main agenda items for the conference – 2008 LAA &amp; Community Strategy. There is a delay on the Comprehensive Spending Review information from the</p>	

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	<p>Government which will effect the work that the Partnership Team needs to do for the 2008 LAA. The suggestion was put forward to reschedule the conference to the end of January/beginning of February, where we will be in a better position to engage with communities. Group agreed to move the date of the conference and suggested the first week in February, Friday 8<sup>th</sup> February 2008).</p> <p>RSG advised that the current rumour is that the CSR will be available at the end of October. RH suggested that conference planning meetings are held. AC confirmed that to date only a flyer had been sent out with the date of the conference, but the team would send out a further flyer advising delegates of the change in date.</p>	<p>AC</p> <p>AC</p>
<p>5</p>	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• RSG is hoping to bring along her replacement to the next meeting.</li> <li>• James introduced himself to the group and gave an overview on his background and experience. MG explained his Directorate's structure to the group.</li> </ul>	
<p>6</p>	<p><b><u>Date and time of next meeting:</u></b></p> <ul style="list-style-type: none"> <li>• 6<sup>th</sup> November 2007 – 3.30-5.30 pm – CR5, Civic Offices</li> </ul>	

Agreed and signed as a correct record: ..... Date: .....