

## SSP OVERVIEW & MONITORING GROUP MEETING

### Minutes of Meeting – 7<sup>th</sup> October 2008

|                         |                |                      |                      |
|-------------------------|----------------|----------------------|----------------------|
| Tom Charnock (TC)       | (Chair)        | Steve Henderson (SH) | Faith Representative |
| Paul Gregory (PG)       | Equalities Rep | Stella Milsom (SM)   | (GOSW)               |
| Alison Chamberlain (AC) | SBC            | James Griffin (JG)   | SBC                  |
| Janet Beattie (JB)      | SBC            | Lucy Thomas          | (GOSW)               |

#### Apologies for Absence:

|                      |                              |                        |                            |
|----------------------|------------------------------|------------------------|----------------------------|
| Ruth Hursey (RH)     | Geographical Communities Rep | Geoffrey Hammond (GH)  | Environment Representative |
| Steven Richards (SR) | SWRDA                        | Cllr Colin Lovell (CL) | SBC                        |

| ITEM | DISCUSSION   | ACTIONS |
|------|--|---------|
| 1    | <p><b><u>Minutes and matters arising</u></b></p> <p>Minutes of the last meeting were agreed with the amendment made and signed off as a true record.</p>   |         |
| 2    | <p><b>LAA2 Review &amp; Refresh</b></p> <p>SM updated the group on the LAA Refresh and added that although the LAA has only just been signed off, we need to go through a review and refresh process. We have around 13 indicators in LAA2 which will be reviewed. All indicators will have a detailed delivery plan in place by the end of October 2008. SM discussed the timetable for the Refresh with the group. A formal review meeting will be held with the LAA Board in January where an almost final draft review will be discussed, this draft review will go to CLG at the end of February. We will receive feedback during March and the final version will be sent to the Minister on March 26<sup>th</sup>, with the final sign-off by the Secretary of State on 31<sup>st</sup> March.</p> <p>TC asked if there would be enough time between 16<sup>th</sup> February and the end of March to allow for the Place Survey results to be incorporated. SM agreed that there would be. TC asked if any progress had been made on NI 154 – SM confirmed that a statement from CLG is still awaited. JG added that the two National Indicators which the team had highlighted as high risk were NI 154 and NI 186.</p> <p>PG added that the LGBT Coalition had commissioned a survey with the Older People's Coalition on National Indicator 139 to find out what support older people are getting, the results of this survey are due in late October. JG added that this is a good example of a broad indicator where various groups can contribute to its delivery.</p> |         |

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| <b>3</b> | <p><b>Standing Items – Feedback from Block Meetings</b></p> <p><u>E&amp;S Block</u> – JG gave a brief update on the recent meeting where Delivery Plans had been discussed at great length. Indicator leads presented their delivery plans and achieved sign off by the block. The block also looked at Community Grants and debated how the Third Sector could help deliver LAA outcomes. SM added that a good exercise would be to get the groups to recognise what they are already doing and how it contributes.</p> <p>PG advised the group that some school governors and also the Samaritans in Swindon are not aware of the LAA, AC replied that the team are happy to visit any group to talk to them about the LAA. JG also suggested that the membership of the Blocks are checked to ensure that voluntary groups (ie. Age Concern and the Samaritans) are included, AC agreed to talk to Governor Support about training sessions.</p>   | AC |
| <b>4</b> | <p><b>OMG Review</b></p> <p>AC shared the draft Terms of Reference, Work plan and final recommendations from the recent review with the group. The proposed membership of the group was discussed and they debated the representation, particularly with Young People and the best methods to engage with this sector.</p> <p>The group agreed the draft Terms of Reference, with the suggested amendment to wording, and the work plan which will be used to form the basis of the Annual Report.</p> <p>AC was requested by the group to start a recruitment process for new members.</p> <p>The group agreed broadly with the recommendations of the Review Report which were:</p> <ul style="list-style-type: none"> <li>• Adopt new terms of reference and work development plan.</li> <li>• Change the frequency of meetings. (monthly until March, then 6 wkly, to be reviewed after the conference in September.</li> <li>• Recruitment of new members to the group. (Sustainable Development Rep, 3<sup>rd</sup> Sector Rep). Membership if the group should link to cross-cutting issues and members should be on the group because of their links and reach into the communities they represent.</li> <li>• Continue with 2 conferences per year</li> <li>• Continue to manage and monitor Vision for Swindon through the Community Strategy Action Plan and undertake an annual report/review for the Board and Forum.</li> </ul> | AC |

