

## Torbay Strategic Partnership - Core Group Meeting

Wednesday 4<sup>th</sup> February 2004 – 1.30pm – 3.00pm

Committee Room '1', Town Hall, Torquay

### Minutes

#### Present: -

Dominic Acland (DA)	Torbay Coast and Countryside Trust
Jo Trethewey (JT)	Torbay Council
Fiona Tolley (FT)	Torbay Primary Care Trust
Frances Billinge (FB)	Torbay Council
Carole Schneider (CS)	Torbay Voluntary Service
Paul Lucas (PL)	Torbay Council
Andrea Colborne (AC)	Councillor – Torbay Partnership Committee
Mandy Lowe (ML)	Torbay Council
Mel Broad (MB)	Devon and Cornwall Constabulary
Bernard Page (BP)	Torbay Council
Victoria Jeffcoat (VJ)	Youth Parliament
Heather Maxwell (HM)	South Devon College

#### 1. Apologies

Chris Harris	Peter Bushell
Liam McGrath	Peter Colclough
Tony Smith	John Clamp
Barry Cole	

#### 2. Consultation Results

MB circulated 3½" Floppy Discs containing the 51 page matrix of collated Comments and Feedback received as a result of the Consultation Exercises. MB explained the comments/feedback matrix to the meeting and asked Theme Leaders that they now take into account the comments when re-writing the Community Plan. MB further asked theme leaders to complete the "Action Required Box" accordingly on the matrix and return to ML electronically (by email or by returning the floppy disc) when completed.

FT clarified that theme leaders are being asked to work with their key stake holders/ teams/ partner agencies to undertake a review of the comments and then complete the action required box of the matrix, i.e. FT to work with Jain Wood and her team. PL recommended that Peter Bushell should work with the newly formed Torbay Development Agency on the Economy Theme

**Action: ML to email copy of matrix to Jain Wood**

**Action: Theme leaders to meet with Key Stake holders / agencies**

**Action LSP Officer Team to brief John Clamp (Culture lead) and Peter Bushell (Economy lead)**

CS raised the question, is a similar exercise expected of those who lead on the cross cutting themes. ML explained that cross cutting themes had been identified in the Matrix and asked that the Cross Cutting Theme Leads undertake the same exercise in completing the Action Required box of the matrix.

MB distributed hard copies of and explained the top line results from the IML events, written questionnaires and on-line questionnaire that had been prepared by the Research team. DA queried the accuracy of the initial top line results, as he was surprised at the large percentage of young people (0-16yrs) shown in the IML results. MB explained that the Officer Group had taken the IML equipment and Consultation Road Show that had been used for the 3 town meetings to 3 secondary schools in Brixham, Paignton, and Westlands Torquay. However, unlike the disappointing public attendance at the public town meetings, at each of the schools we had an average audience of 80 students. The LSP Officer Team had found that the students were extremely mature in their responses and in general their views had mirrored those of the adult groups consulted. MB explained that the Grammar schools had been unable to attend these events, due to 'A' Level examinations taking place. However the Grammar schools had been supplied with ample copies of the draft plans. In turn these schools, had been involved in the Consultation exercise by holding 6<sup>th</sup> Form discussion groups, and an example was given of what had taken place at Churston Ferrers Grammar School. Subsequently the LSP had received a large number of written responses and completed written questionnaires from Grammar Schools.

MB raised the point that the consultation exercise had highlighted the fact that the LSP needed to seriously consider whether Housing be a separate theme from Health and Social Care within the plan. The meeting debated this issue. PL recommended that Core Group should evaluate and recommend the suggestion to the Full LSP at its next meeting, that this was a good outcome from consultation and that we had to react to it.

MB expressed concern that the theme leader (FT) would need an early decision on this issue if she were to make any progress in writing this section of the plan, and that delaying this decision for several weeks may frustrate her efforts.

FT added that Homelessness Strategy and Housing Strategy groups would prefer Housing to be a separate theme within the Plan. Discussion took place and meeting agreed that FT would raise this issue at the Joint Management Team (JMT) Meeting on Thursday 5<sup>th</sup> February and feedback to the Officer Group with a decision as to whether they wished for Housing to have its own separate Theme within the Plan.

**Action: FT to feedback to Officer Group with decision of JMT.**

BP stated that a very valid consultation process had taken place and that the general feedback was in favour of the overall structure with just some minor changes needing to be considered.

MB circulated copies of letters and emails to each Core Group member, these had been received in the LSP Office from individuals responding to the Draft Plan as part of the consultation process. MB suggested the theme leaders would need to take into account the issues raised in the correspondence when drafting their relevant sections of the Community Plan.

PL asked the Officer team if the data from the three tables – top line results, of the IML, paper questionnaire and on line web questionnaire could be merged into one set of data sheets and displayed in bar or pie chart graphic format. ML explained this course of action was intended but had not been carried out due to time constraints and the prioritisation of work upon Geoff Chamings and his team.

**Action: Officer Group to liaise with Research Team to obtain combined data and graphical presentation.**

FT asked if it was possible for ML to forward a copy of the existing Health, Housing and Social Care section of the plan in an electronic format for editing and amendment. Agreed ML would forward to each Theme Leader a copy of the relevant sections from the Draft Full Plan.

**Action: ML to send by e-mail relevant sections of the Plan to the Theme Leaders.**

MB pointed out to the meeting that the Full Plan would become a much smaller readable document with the removal of those contents that would form the Action Plan.

### **3. Allocation of Themes and tasks**

The Officer Group asked for clarification as to who would lead on each theme in reviewing the consultation feedback and re-writing the Plan.

It was agreed that the following leaders/support would be: -

**Community Safety** – Mel Broad with support from Sgt. Sarah Passmore and the Community Safety Team

**Health and Social Care** - Fiona Tolley supported by Jain Woods Management Team (FT to advise Officer Group with regards to the Housing Section)

**Secretary note: FT advised Officer Group (5<sup>th</sup> February 2004) that the Joint Management Team had agreed that Housing should be a separate Theme and that Simon Sherberksy will lead this section.**

**Environment** – Dominic Acland with support from Mike Trevarthen

**Education** – Heather Maxwell with support from Frances Billinge

**Economy** – Peter Bushell with support from Tim Whitehead and Torbay Development Agency

**Action: Officer Group to arrange a briefing meeting with PB & TW on requirements from this meeting**

**Culture** – John Clamp with support from Barry Cole.

PL asked that Sue Cheriton be contacted and asked to provide support and guidance to John and Barry

**Action: Officer Group to arrange a briefing meeting with JC & SC on requirements from this meeting**

**Inclusion** – Carole Schneider

**Young People** – Victoria Jeffcoat

**Sustainability** – Jo Trethewey

JT suggested that a checklist could be used to ensure the crossing themes were considered within each section of the plan (models are available).

AC suggested CS JT and VJ scrutinise the plan in conjunction with each theme leader and ensure the cross cutting themes are embedded within each theme.

DA suggested that a column be included within the action plan indicating crossing cutting issues.

MB suggested that the Exeter Community Plan contained the most suitable Action Plan template to follow. MB circulated a copy of the Exeter Action Plan for information, meeting agreed this as a suitable template to use.

Meeting agreed that the final plan will be a glossy document with a three-year lifespan containing a pouch wallet with a paper version of the Action Plan. The Action Plan will be an annually reviewed document with detailed plans of the next 12 months and contain indicative plans of years two and three.

The Community Plan will contain each theme's vision, priorities, why it is a priority and the overall aims – the contents of the Action Plan will link back to the aims within the Community Plan.

#### **Action; Theme Leaders to**

- 1. Consider all feedback comments and update matrix.**
- 2. Amend Full Plan**
- 3. Produce Action Plan**

#### **4. Time table**

BP talked through the suggested project plan and it was suggested the meeting of the full LSP scheduled for the 25<sup>th</sup> February was an unrealistic date for the number tasks to be completed by the theme leaders. Meeting agreed that the full LSP be circulated with the minutes of this meeting and to advise that the meeting of the 25<sup>th</sup> be postponed to 31<sup>st</sup> March 2004.

It was agreed that the Officer Group to write to all LSP members seeking endorsement of the Core Groups proposals and seeking availability for a meeting on 31<sup>st</sup> March 2004.

#### **Action: Officer Group to write to all LSP members seeking endorsement of above**

It was agreed that theme leaders complete the agreed tasks and forward to Officer Group as and when completed, the Core Group to meet again on 10<sup>th</sup> March for progress update.

Meeting agreed that the paragraph '*why it is a priority*' within each section would need a fuller explanation. The sections on '*Torbay has been tackling this through a number of Initiatives*' will be removed. The content of '*over the coming three years*' and '*our key targets are to*' will be reflected in the Action Plan and whilst these items need to be linked to an overall aim they will not be in the Community Plan.

#### **5. Any Other Business**

There was no other business raised.

#### **6. Date and time of next meeting**

Core Group - Wednesday 10<sup>th</sup> March 2004 at 1.30pm – 3.00pm – Conference Room Torquay Police Station.

***Provisionally - Full LSP – Wednesday 31<sup>st</sup> March 2004 at 4.00pm – 6.00pm – Boardroom, Town Hall, Torquay. (Amended from 25<sup>th</sup> February 2004)***