

Herefordshire Partnership Executive Group
Minutes of a Meeting Held on Wednesday 5th October 2011

Present:-

Chris Bull (Chair)	Herefordshire Public Services (HPS)
Paul Deneen (representing Charles Hill)	Herefordshire Policing Board
Chris Bucknell (representing Linda Wilcox)	Herefordshire Association of Local Councils (HALC)
Mark Yates	Hereford & Worcester Fire & Rescue Service
Dave Throup	DEFRA Group
Richard Quallington (representing Jake Bharier)	Third Sector Board
Liz Smith	West Mercia Probation Trust

In Attendance:-

Jane Jones	Herefordshire Partnership
Philippa Lydford	Herefordshire Partnership
Clem Attwood	Herefordshire Partnership
Madeleine Spinks	Herefordshire Public Services (HPS)
Jenny Lewis	Herefordshire Public Services (HPS)
Nina Bridges	Herefordshire Public Services (HPS)
Carol Trachonitis	Herefordshire Public Services (HPS)
Jude Perks (taking minutes)	Herefordshire Public Services (HPS)

Apologies:-

Charles Hill	West Mercia Police
Jake Bharier	Third Sector Board
Lynda Wilcox	Herefordshire Association of Local Councils (HALC)
Dr Andy Watts	Clinical Commissioning Group

1. Welcome, Introductions and apologies

Chris Bull welcomed everyone, round the table introductions were made and apologies noted.

2. Minutes and Matters Arising, September meeting (including Autumn Event)

The minutes were agreed as a true and accurate record.

2.1 (Matters Arising – to be addressed)

2.1.1 Page 1, Item 3, Community Safety Partnership: Alcohol and Night Time Economy

Action: Charles Hill to bring the Action Plan to a future HPEG meeting.

2.1.2 Page 2, Item 5, Herefordshire Business Board

Action: Philippa Lydford to arrange a HPEG visit to the Enterprise Zone site and follow on practical partnership support discussion.

Action: Jane Jones to provide supporting statement of HPEG for the Enterprise Zone for promotional use.

2.1.3 Page 2, Item 6, Herefordshire Partnership Autumn Event

Jane Jones advised that, following comments at the September HPEG meeting, the proposed Agenda had been revised to accommodate the showcasing of local Partnership working which is resulting in successful project delivery. This to include a Community Safety/Health perspective (in respect of “alcohol” initiatives) and private business/public service initiatives

2.1.4 (Hereford Enterprise Zone). Jake Bharier to present on the Third Sector Board’s role in strengthening the partnership between communities and organisations.

As this would still be a half day event, there would less time available to focus on locality working as previously planned, and as a result the Workshop would be of a “broader” nature

than originally anticipated.

A draft Agenda had been circulated to participants, and would be finalised in the next week. The Group agreed they were happy with this approach.

Jane reminded everyone that it had been agreed to use a Community facility outside of Hereford for the event, although it remained to be seen whether this would attract a wider audience. To date the take-up of places had been favourable with good overall representation from all sectors, although, limited Elected Member take up.

Page 3, Item 9, Community Action Against Crime Innovation Fund Briefing

This was sent out with the agenda for information.

3. **HPEG Work Plan – Philippa Lydford**

A draft Work Plan was enclosed with the agenda along with a covering report. Philippa explained the background to the development of the work plan and next steps.

- Chris Bull clarified for Richard Quallington that HPEG's main focus was "place" based and that the Health & Wellbeing Board's main focus was "people".
- The group **agreed** that the Work Plan captured everything.
- Next stage now is to draft Delivery Plans to deliver the outcomes. It was **agreed** that the approach that should be taken is this: to look at each of the 3 main areas individually, i.e. Supporting the Economy; Community Safety & Crime Reduction; and, Working to Empower Communities. As each section is looked at, partners will be given the opportunity to input in order to identify the priorities and how they can contribute within each of these 3 areas.

The group agreed the challenges and approach as a focus for the group, as per the recommendation.

Action: Philippa Lydford to progress with the group the identification of the priorities within each of the 3 main areas to develop Delivery Plans.

4. **Equalities and Human Rights Charter – Carol Trachonitis**

Carol delivered a PowerPoint presentation, explaining the Herefordshire's Equality and Human Rights Charter 2010 – 2013, as previously circulated with the agenda. Carol was asked for further clarification on the statutory requirements on public bodies, Carol explained:-

- If you are delivering a service using public money then you have to have an equality objective in place.
- You are obliged to publish data/information/intelligence, which is the base for driving needs' assessments.
- Procurement needs to support equality.
- Must show due regard.
- There is no longer a requirement to have a separate Race or Disability policy in place as the Charter covers 9 characteristics, of which, 2 are race and disability.

All **agreed** that they were in favour of signing up to the Charter. It was **agreed** that each organisation would devise their own action plan to deliver this within their organisation with their own mechanisms for performance monitoring. It was **agreed** that as HPEG should hold a countywide overview with the Charter on the agenda twice a year with the purpose of gaining an organisational update in this area of work and how partners can help one another to deliver the Charter.

Action: Philippa Lydford to note and bring back to the group twice yearly.

5. **State of Herefordshire Report and Joint Strategic Needs Assessments (JSNA) – Madeleine Spinks & Clem Attwood**

Madeleine and Clem presented the Key Findings report to the group together with the JSNA, both documents were previously circulated with the agenda. Initial feedback:-

- All agreed that the State of Herefordshire report was a really good research document and a great source of information.
- Paul Deneen suggested that the Foreword/Introduction should highlight the partner organisations that make up Herefordshire Partnership.
- Front cover should be more "Herefordshire".
- Doesn't appear to include much about the Third Sector. Richard Quallington suggested

that the Third Sector Review could be highlighted especially as Herefordshire has such a vibrant Third Sector.

- Should aim to have just 1 document for Herefordshire that meets the needs of partners. Chris Bull asked that partners consider whether the information contained in the report was the right information to support corporate need, referring to the recommendations in the report. The group were asked to feed back by Wednesday 19th October to research@herefordshire.gov.uk

Madeleine responded to the initial feedback:-

- The Research Team are working on a standardised needs assessment methodology.
- Working towards bringing all the documents together.
- Will still produce an annual report around June.
- Aiming to become website based.
- Will link State of Herefordshire report to the Locality Profiles. Clem advised that the Locality Profiles were being updated in readiness for the Autumn Event and that further analysis was being done on deprivation, flood risk, Mosaic information, community views etc.

6. **Locality Working Update – Nina Bridges**

- 9 Locality Lead Officers (LLO) have now been appointed across HPS.
- Workshops have been held with all LLOs.
- LLOs are meeting with Ward Members.
- Some LLOs have met with other stakeholders, e.g. schools.
- Developing contacts which will form the Locality Network.
- Have listened to feedback, especially from Parish Councils, and taken this into account.
- Currently looking for “quick wins” to promote the “buy in” to this way of working.
- HPS Schools and Transportation departments want to engage with localities.
- Really important to promote this work at the Autumn Event.

It was **agreed** to keep Localities on the HPEG agenda and review again after the Autumn Event. It was further **agreed** that at a future meeting the group will look at one example locality and test progress.

Action: Philippa Lydford to note the two agreed points above.

7. **Hfd & Worc Fire & Rescue Service Changes to Response to Automatic Fire Alarms – Mark Yates**

Mark delivered a PowerPoint presentation. The covering report was previously circulated with the agenda. The main change is that the Fire & Rescue Service will no longer attend calls to fire alarms actuating at hospitals and non-residential premises (includes offices, shops, factories, warehouses and other buildings) unless a fire is confirmed. The Service's review found that 40% of their calls had been false alarms, hence the need to address this. They will still respond to residential and school fire alarms. HPEG were in **agreement** of supporting the proposed changes. Implementation will occur in 2012.

8. **Communications – Chris Bull and Jane Jones**

At the last meeting a number of opportunities for communication were raised. The group discussed how HPEG might promote its role and achievements to both the public and partner organisations. The following points were made:

- The need for differentiation between internal / external communication
- Communication opportunities should be considered at each HPEG meeting, and possibly in relation to each Agenda item, where relevant.
- The need to think creatively about how we communicate through our networks, and recognise existing opportunities
- The possibility of re-establishing a Newsletter to be considered.
- Promote specific projects that involve partnership working.

Jane advised that she is now part of the HPS Communications Team and also on the editorial team for Herefordshire Matters. Jane asked for partner input into developing communications. Need better web links between the organisations and access to partners' IT.

Action: Jane Jones to contact Partners' Communications officers and develop enhanced links (particularly through IT), ensure Communication opportunities are recognised and

addressed at HPEG meetings and other appropriate settings, and maximise opportunities for project promotion through publications such as Herefordshire Matters.

9. Information Sharing

9.1 West Mercia Police – Paul Deneen

Recorded crime is up slightly by 1%. Overall solved crime has increased by 15%. Violence in the city has reduced. Operation Summer Presence was successful – there were 2 weekends with zero reported crime/anti-social behaviour. Dispersal Orders have been used very effectively.

9.2 DEFRA Group – Dave Throup

A national risk assessment has indicated a potential drought for next year due to an expected dry winter this year. Minor restrictions are back on.

9.3 Third Sector Board – Richard Quallington

The recently established Third Sector Board has done one set of recruitment. They hope to release some press coverage soon. If anyone knows of somebody that would be a good champion/ambassador and has the right skills and competencies, please get them to apply to the Board.

9.4 West Mercia Probation Trust – Liz Smith

The improvement/increase to the solved local crime over the last 4 – 6 months is probably partly due to greater information sharing. Probation has found that those recently captured criminals are ones with a high reoffending rate.

10. Any Other Business

Paul Deneen asked to receive an update at a future meeting on any known applications for Community Action Against Crime innovation fund.

Action: Nina Bridges to monitor and report known applications.

Date of Next Meeting

Friday 4th November, 11am, at Brockington (Room 22A)

Enc. Herefordshire Equality and Human Rights Charter – ppt. slides by C Trachonitis