

**Confirmed**



Minutes of a Meeting of the **Community Partnership Board** held via Microsoft Teams  
on Monday, 6 December 2021 at 6.00pm

**Community Partnership Board Members Present:**

Steve Gallant (Chair of the Community Partnership Board and Leader of East Suffolk Council)  
Chris Abraham (Chief Executive of Community Action Suffolk)  
Paul Ashdown (Chair of the Lowestoft and Northern Parishes Community Partnership),  
Chris Blundell (Chair of the Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership)  
Norman Brooks (Chair of the Carlton Colville, Kessingland, Southwold and villages Community Partnership)  
Judy Cloke (Chair of the Beccles, Bungay, Halesworth and Villages Community Partnership)  
Tony Cooper (Chair of the Aldeburgh, Leiston, Saxmundham and Villages Community Partnership)  
Susan Harvey (Greenprint Forum)  
Michael Ladd (Suffolk County Council representative)  
James Mallinder (Chair of the Melton, Woodbridge and Deben Peninsula Community Partnership)  
Tom McGarry (Head of Stakeholder Engagement for EDF Energy)  
Russ Rainger (Suffolk Association of Local Councils)  
Andrew Reid (Suffolk County Council representative)  
Stephen Singleton (Chief Executive of Suffolk Community Foundation)  
Letitia Smith (East Suffolk Council Cabinet Member with responsibility for Communities, Leisure and Tourism)

**Others present:**

Luke Bennett (Partnerships Manager, East Suffolk Council)  
Sharon Harkin (Felixstowe Town Council and Vice-Chair of the Felixstowe Peninsula Community Partnership)  
Chloe Lee (Communities Officer, East Suffolk Council)  
Matt Makin (Democratic Services Officer, East Suffolk Council)  
Jon Neal (Chief Executive of Suffolk MIND)  
Ben Porter (Funding Manager, East Suffolk Council)  
Nicole Rickard (Head of Communities, East Suffolk Council and NHS Norfolk & Waveney / Ipswich & East Suffolk Clinical Commissioning Groups)  
Louise Thomas (Communities Officer, East Suffolk Council)  
Kevin Wegg (Partnerships Funding Officer, East Suffolk Council)

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**1. Apologies for Absence**

Apologies for absence were received from Mark Jepson, Lisa Perkins, Jane Topping and Roger Wright.

## **2. Minutes of the Previous Meeting**

Steve Gallant presented the Minutes from the last meeting of the Board held on 6 September 2021 and it was by consensus

### **RESOLVED**

That the Minutes of the Community Partnership Board Meeting held on 6 September 2021 be approved as a true record.

## **3. Community Partnership Board Priority 3: Mental Health and Wellbeing**

The Community Partnership Board received a presentation from Jon Neal, the Chief Executive of Suffolk MIND, on how COVID-19 had impacted on mental health and what could be done about it. Jon Neal outlined the Mental Health Continuum Model and explained its core concept.

Jon Neal outlined the physical and emotional needs of human beings to avoid stress; he considered emotional needs to be more nuanced and summarised the key needs identified:

- Security
- Control
- Community
- Status
- Privacy
- Emotional Connection
- Attention
- Achievement
- Meaning and Purpose

Jon Neal provided the hypothetical case study of “Alex” which summarised the impact of the pandemic on his emotional needs and the knock-on effect on his mental health and wellbeing.

The Board was also provided a summary of a survey of the impact of COVID-19 on emotional needs in Suffolk; Jon Neal highlighted the largest and smallest changes over significant milestones of the pandemic.

Jon Neal outlined Suffolk MIND’s response to the pandemic, outlining the various workshops it had provided including a workshop for those working in the education sector. Suffolk MIND was also looking to develop courses on overcoming anxiety and overcoming anger. Jon Neal provided a summary of the feedback from these workshops and summarised the costs to provide each course.

Steve Gallant asked if Suffolk MIND had found it difficult to meet the needs of its services users virtually, given the increased screen time for many people due to the pandemic. Jon Neal acknowledged that the workshops worked best in a face-to-face environment and that there were some drawbacks to delivering this type of training remotely and highlighted the impact on sleep that can be caused by excessive screen time. Jon Neal noted that Suffolk MIND was able to deliver training face-to-face, should a specific organisation require it.

Nicole Rickard highlighted that item 5 of the agenda sought, amongst other things, to establish a Task and Finish Group to look at this priority in focus, with an aim to bring outcome proposals to the Board's next meeting.

Letitia Smith considered the presentation highlighted how people can be struggling with stress without realising it and how support can help them get back on track. Jon Neal gave examples of how his presentation would have been more interactive in a face-to-face setting and explained how poor sleep and irritability could be signs of stress; he said that Suffolk MIND was committed to raising the level of awareness of stress signals.

Stephen Singleton endorsed the work of Suffolk MIND and highlighted how its workshops had benefitted staff at the Suffolk Community Foundation, helping to realign thinking on mental health. Stephen Singleton considered the Mental Health Continuum model to be very important. Stephen Singleton said it was important to develop a way of providing this sort of support on a larger scale, particularly to young people and queried if other organisations could help deliver it.

*Susan Harvey joined the meeting at this point (6.40pm).*

Michael Ladd spoke about the importance of educating people about mental health and wellbeing and suggested that more Mental Health First Aider training be rolled out. Jon Neal spoke positively about this training but advised that this service was for those at crisis point; the examples of training in his presentation would assist in preventing people from reaching that point.

Steve Gallant thanked Jon Neal for his presentation.

#### **4. Focus on Community Partnerships**

This item was introduced by Letitia Smith, who highlighted that it was the aim for Community Partnership meetings to take place face-to-face in the future.

##### *Felixstowe Peninsula Community Partnership*

The Board received a short presentation from Sharon Harkin and Chloe Lee. The presentation covered the Felixstowe Peninsula Community Partnership's four priorities, its key achievements and the total amount of funding that had been provided to projects in the area, including how this was distributed amongst various groups. Sharon Harkin noted that the Felixstowe Peninsula Community Partnership would need to review its priorities to incorporate the high level of young people who are overweight or obese identified in the area.

The key achievements were summarised as the rural proofing exercise that had been undertaken, the establishment of a small grant scheme, and supporting 25 different projects at a total of £59,747.70. The presentation also included images from some of the projects funded.

Steve Gallant highlighted Chloe Lee's hard work across the Felixstowe Peninsula area as its Communities Officer.

James Mallinder praised the chat benches project and sought more information on how the project had been established. Chloe Lee explained that the chat benches project had been developed elsewhere in the district and that the Felixstowe Peninsula Community Partnership had identified the benefit it would bring to its own area, aiming to make its rural parishes feel more included through the provision of a useful asset.

Chloe Lee stated that the projects supported had been community focussed and discussed both in and out of the Felixstowe Peninsula Community Partnership's meetings. Sharon Harkin added that the Felixstowe Peninsula Community Partnership was always looking for opportunities in the area that aligned with its priorities.

Susan Harvey highlighted that a chat bench was being installed in Kirton and Falkenham parish and considered it to be a very good idea; Susan said she would report back on its effectiveness at a future meeting.

#### *Lowestoft and northern parishes Community Partnership*

The Board received a short presentation from Paul Ashdown and Louise Thomas. The presentation highlighted the projects funded by the Lowestoft and northern parishes Community Partnership and summarised the positive impact of these projects.

The presentation also covered future events and projects planned and pictures of cheque presentations undertaken by the Chair and Vice-Chair of the Lowestoft and northern parishes Community Partnership.

Chris Blundell asked for more information on the Boys Respect project mentioned in the presentation. Paul Ashdown explained that it was run by the Seagull Theatre in Lowestoft and worked with young boys to learn and become part of a theatre company. Louise Thomas added that the project was aimed at improving the mental health and wellbeing of the young people accessing it and that the Seagull Theatre had previously run a similar project with young girls which had been successful. Louise Thomas explained that the Seagull Theatre identified young people known to them to access the project.

Letitia Smith reminded all present that a full update on all eight of the Community Partnerships had been included in the agenda pack for the meeting.

## **5. What We Focus On: Community Partnership Board Priorities**

The Board received a presentation on its priorities from Nicole Rickard; Nicole noted the revised data pack received from the Suffolk Office of Data Analytics (SODA) which had been included in the agenda pack and had been discussed at the visioning event held at Trinity Park on 5 November 2021.

Nicole Rickard explained that the paper recapped the Board's existing priorities, the nine Strategic Partner priorities identified and the priorities that had emerged from the visioning event. Nicole Rickard highlighted that it was intended to hold a loneliness event prior to the

next Community Partnerships Forum in March 2022 and that a survey on loneliness had been conducted through the East Suffolk Magazine; the latter had identified several individuals who were keen to talk further on the issue.

Nicole Rickard outlined the proposals summarised in the report to maintain its current focus and to establish new Task and Finish Groups to consider other priorities identified.

Steve Gallant considered that the Task and Finish Groups has been successful in drilling down into and understanding issues; he added they had worked best when multiple organisations had been involved. Steve Gallant was keen to hear for as many partnership organisations as possible to be involved in Task and Finish Groups.

Steve Gallant proposed that the Board accepted the recommendations in the report, minus paragraph (e) of the third recommendation, which proposed a specific Task and Finish Group be convened to consider the issue of climate change and the role of the Board in tackling the climate emergency.

Steve Gallant considered that all of the partnership organisations in the Board was taking their own actions on the climate emergency, citing East Suffolk Council's Environment Task Group as an example, and did not want to set up a Task and Finish Group which would duplicate work already being done.

There being no further comments or questions, it was therefore by consensus

## **RESOLVED**

That the Board:

1. Consider the data pack attached as Appendix A to the report and reflect on any additional key messages and priorities (particularly Board Members unable to attend on 5 November 2021)
2. Note the priorities identified through the exercise following the data presentation attached as Appendix B and summarised in paragraph 7 of the report
3. Agree the proposals set out in paragraphs 9 to 14 of the report:
  - a. That the Board maintain its focus on Social Isolation and Loneliness, Sustainable Transport and Travel and Mental Health and Wellbeing
  - b. That a new Task and Finish Group be convened to consider various 'hidden Needs' and inequalities, absorbing the outstanding work of the Covid Recovery Task and Finish Group and previous focus on Hidden Needs, and taking a wider perspective on vulnerability
  - c. That Board partners work through the new Integrated Care System structures in order to emphasise importance of work around health inequalities
  - d. That specific focus be placed on healthy weight in the places with the highest levels of children and adults who are overweight and obese –

namely Lowestoft and Northern Parishes CP, Aldeburgh, Leiston and Saxmundham CP and Felixstowe Peninsula CP

## **6. How We Work: Peer Challenge of Community Partnerships and Draft Action Plan**

The Board received a short presentation on the Peer Challenge of the Community Partnerships from Steve Gallant; he summarised the challenge's process and described it as having been a positive experience.

The results of the Peer Review Challenge had been presented on 14 October 2021 and had included insights and recommendations, which were outlined in the report included with the agenda.

Steve Gallant highlighted that these results were the focus of the visioning event held at Trinity Park on 5 November 2021, which had posed questions on how the Community Partnerships could learn from and respond to the recommendations. The output from the visioning event had been collated into the draft action plan appended to the report, which had been arranged by five focus areas.

The recommendations to agree the actions to be agreed and implemented following the Peer Challenge were summarised by Steve Gallant.

Steve Gallant noted that some of the recommendations from the Peer Challenge were already being implemented; there was now a dedicated resource in East Suffolk Council's communications team for Community Partnerships and a Community Partnership e-bulletin had been proposed.

Nicole Rickard confirmed that the draft action plan would be refined and brought back to the Board at its next meeting; any feedback on the action plan was welcomed.

There being no further comments or questions, it was therefore by consensus

### **RESOLVED**

That the Board considers the Draft Community Partnership Peer Challenge 2021 Action Plan and:

1. Agree what actions should be taken to address the issues raised by the Peer Challenge Team.
2. Task the Community Partnership Steering Group to oversee implementation of the action plan on behalf of the Board and report back regularly on progress.

## **7. 2021/22 Community Partnerships Forum – 25 March 2022**

The Board received a short presentation from Luke Bennett on the proposals for a face-to-face Community Partnerships Forum to take place on 25 March 2022; Luke advised that Trinity Park had been booked for this date.

The purpose of the event, previously set by the Board, and the proposed offer of the event were summarised in the report included with the agenda.

Luke Bennett noted the uncertainty around holding a face-to-face event in March 2022, given the unclear picture regarding the ongoing COVID-19 pandemic.

Luke Bennett said clarification had been sought on the use of fringe events leading up to the Forum; the advice received from the East of England Local Government Association (EELGA) was that fringe events immediately prior to the Forum could draw attendance away from the main event. It was therefore suggested that any fringe events are held either further ahead of the Forum event or spread out across the year as a programme of events.

Steve Gallant considered that the possibility of any fringe or lead-in events should be reviewed by a Task and Finish Group to ascertain the value of doing so.

There being no further comments or questions, it was therefore by consensus

#### **RESOLVED**

That the Board:

1. Agree the approach being taken to plan the next Annual Forum
2. Make every effort to attend the event and consider what you could each contribute to the proposed programme.

#### **8. Any other Business**

Steve Gallant considered that meetings of the Board should be held face-to-face in future, suggesting that this would benefit networking. Steve Gallant proposed that the Board's next meeting on 7 March 2022 be held in-person.

Several members of the Board supported this proposal and noted the advantages of face-to-face meetings over virtual meetings.

It was therefore by consensus

#### **RESOLVED**

That the Community Partnership Board meeting scheduled for 7 March 2022 be held face-to-face.

#### **9. Dates of Next Meeting**

7 March 2022, 6pm, venue to be confirmed.

#### **10. Dates of Future Meetings**

The future dates of the Community Partnership Board meetings were noted as:

- 13 June 2022

- 5 September 2022
- 5 December 2022

The venues for these meetings would be confirmed in due course.

**11. Forward Plan – March 2022: Focus on Greenprint Forum**

It was noted that the next meeting of the Board would focus on the Greenprint Forum.

The meeting concluded at 7.40pm

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Chairman