



East Suffolk
Community
Partnerships

Bringing ideas to life

Lowestoft
& northern
parishes

Lowestoft and northern parishes Community Partnership

Chair: Councillor Paul Ashdown (East Suffolk Council)

Vice-Chair: Danny Steele (Lowestoft Vision)

East Suffolk Councillors:

Councillor Paul Ashdown	Councillor Louise Gooch
Councillor Edward Back	Councillor Frank Mortimer
Councillor Peter Byatt	Councillor Trish Mortimer
Councillor Linda Coulam	Councillor Keith Patience
Councillor Janet Craig	Councillor Malcolm Pitchers
Councillor Tess Gandy	Councillor Keith Robinson
Councillor Andrée Gee	Councillor Mary Rudd

Suffolk County Councillors:

Councillor Jenny Ceresa	Councillor Craig Rivett
Councillor Ryan Harvey	Councillor Jamie Starling
Councillor James Reeder	Councillor Melanie Vigo di Gallidoro

Partnership Organisations:

Local Town and Parish Councils
Suffolk Constabulary
Great Yarmouth and Waveney Clinical
Commissioning Group
Community Action Suffolk
Lowestoft Rising
Business Community
Youth Community
Environment

Members of the **Lowestoft and northern parishes Community Partnership** are invited to a meeting to be held remotely via Zoom on **Tuesday, 22 June 2021 at 6.00pm**

This meeting will be broadcast to the public via East Suffolk Council's YouTube Channel at <https://youtu.be/iQrXXCMNG8A>

Agenda

Pages

		Pages
2	Action Notes To confirm the action notes from the last meeting held on 3 March 2021.	1 - 6
3	Terms of Reference To note the updated generic Terms of Reference for Community Partnerships recently revised by the Cabinet Member for Communities, Leisure and Tourism.	7 - 9
4	Review of Membership To review the membership of the Partnership in accordance with the Terms of Reference.	
5	Appointment of Vice-Chairman To appoint a Vice-Chairman for the 2021/22 Municipal Year.	
6	Community Partnership Board Update - 7 June 21 To note the update from the latest Community Partnership Board meeting held on 7 June 2021.	10 - 11
7	Presentation - Rural Proofing To receive a presentation on Rural Proofing from Sarah Mortimer, Community Action Suffolk, on the District wide Rural Proofing Project.	12 - 16
8	Presentation - Lowestoft Towns Fund To receive a presentation from Darren Newman and Gary Bellward, Regeneration and Growth.	
9	Update from Task and Finish Groups To receive brief updates in relation to the activities of the following Task and Finish Groups since the last meeting: (a) Mental Health and Wellbeing (Phil Aves) (b) Childhood Obesity (Karen McCormack)	
10	Project Updates - 2019/20 Funding - Voice of a Friend Project To note the latest update from NES CAB in relation to the Voice of a Friend Project.	17 - 19
11	Project Updates To receive any updates in relation to the following: (a) 2020/21 Funding <ul style="list-style-type: none"> • Healthy Movers Project - Karen McCormack, Suffolk County Council • Small Grants Scheme - Rachel Tucker/Louise Thomas • Lowestoft Mile - Rachel Tucker (b) 2021/22 Funding <ul style="list-style-type: none"> • Small Grants Scheme - Rachel Tucker/Louise Thomas 	

12 Partnership Members Updates

Partnership Members are asked to provide brief verbal updates on any relevant activities, challenges or successes in their area/group, particularly in relation to the current priorities of Mental Health and Wellbeing, Childhood Obesity and Transport.

13 Priorities for 2021/2022

The Partnership is asked to review the current priorities and agree the priorities for 2021/22.

14 Date of Next Meeting

To confirm the date of the next meeting as Tuesday, 28 September at 6pm.

15 Any Other Business

Filming, Videoing, Photography and Audio Recording at Partnership Meetings

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Lowestoft and Northern Parishes Community Partnership

Action Notes of the Meeting held on Wednesday, 3 March 2021 held remotely via Zoom

ESC Councillors – Cllr Paul Ashdown (Chairman), Cllr E Back, Cllr P Byatt, Cllr L Coulam, Cllr J Craig, Cllr L Gooch, Cllr K Patience, Cllr M Pitchers, Cllr K Robinson and Cllr M Rudd

SCC Councillors – Cllr J Ceresa, and Cllr M Vigo Di Gallidoro.

Town and Parish Councils – P Armstrong (Corton Parish Council), J Brown (Lound Parish Council), S Foote (Lowestoft Town Council), J Hinton (Oulton Parish Council), N Livingstone (Somerleyton, Ashby and Herringfleet Parish Council), A Pearce (Lowestoft Town Council), and M Thomas (Lound Parish Council).

Partnership Organisations – P Aves (Lowestoft Rising), N Cooper (SCC – Health and Obesity Reduction), J Hawes (Sue Ryder Care), D Steel (Lowestoft Vision).

Others present – S Baker (Lowestoft Rising), Sarah Davis (Democratic Services Officer), J John (NESCAB), S Meeken (Political Group Officer for Labour Group), N Rickard (Head of Communities), L Thomas (Communities Support Officer), R Tucker (Communities Officer).

Item	Discussion
1.	<p>Welcome and Apologies</p> <p>The Chairman welcomed Jonny Hawes and Jenny Hinton to their first meeting of this CP. He stated that he was very proud of the work that had been done in the last year and added that he hoped the Partnership's funding had helped support communities. He also thanked the officers for all their help in supporting the Partnership.</p> <p>It was noted that apologies for absence had been received from Lorraine Light (CAS), Karen McCormack (SCC) and Tina Page (Oulton Broad PC).</p>
2.	<p>Notes from the last meeting</p> <p>The notes from the last meeting on 16 December 2020 were approved.</p>
3.	<p>Community Partnership Board Update – 1 March 2021</p> <p>The Partnership received an update from the discussions at the last Board meeting as follows:</p>

	<ul style="list-style-type: none"> • That with every £ invested the Board had received another £2.48 back in terms of other funding invested in those projects, and for the Partnerships overall another £1.48 had been received back. • Projects allocated funding by the Board – Hidden Needs Grants Programme, Volunteering Campaign run by CAS, grandpads, East Bags, KATCH bus, Covid Community Fund and the , Bounce Back Fund. • The Covid Impact Task and Finish Group had proposed a number of projects such as the Buddy Up Project through CAS (£10K) including a focus on digital champions; additional grandpads; and more funding into the Bounce Back Fund for PPE, sanitizer, leaflets etc to make buildings covid secure. • The Board had focussed on looking forward to the next financial year and had agreed to retain Isolation and Loneliness, and Transport as the priorities as well as focussing on the third priority of Mental Health and Wellbeing, together with continuing the additional priority for this year relating to the impact of Covid to ensure the district could recover as quickly as possible. • The Cabinet Member had provided details of the work of each CP. <p>The Partnership received details of the East Bags, which were reusable jute bags containing different items and projects, and were asked to inform Officers of anyone who they thought would benefit from receiving an East Bag.</p> <p>Clarification was sought on whether the Lowestoft Mile videos would play on the grandpads and it was confirmed that they would.</p> <p>Nicole and her team were congratulated on the work carried out. It was reported that feedback from East Bag recipients had been very positive.</p>
4.	<p>2019/20 Funding – Project update</p> <p>Janet John from NES CAB reported on the Voice of a Friend Project and it was noted that there had been 78 clients on the original list who had all been contacted. To date, 16 of those had been matched with a befriender, some had not wanted to continue, some had higher complex needs and consequently were deemed not to be suitable for this project but had been put through to the social prescribing project instead, and 26 were waiting to be matched. She explained that the major issue was that volunteers to act as the befriender were needed but, in the meantime, the Project Co-ordinator kept in regular contact with the clients. The Co-ordinator also assessed the level of needs for new referrals to ensure that those in greatest need were prioritised. It was explained that, currently, self-referrals were not accepted as there were not enough befrienders but referrals from organisations could be made. Each befriender would have a maximum of 4 clients once they were fully trained and the befriender was able</p>

	<p>to refer the client to mainstream CAB services if necessary.</p> <p>Clarification was sought on how the CAB protected clients from potential scammers and Janet responded that clients were referred and this was a phone service rather than online. She added that the CAB did put out general information about staying safe online. Nicole explained that, in relation to grandpads, only people who had been approved by the family were able to call etc so it was a protected environment. She added that scamming was an issue, explaining that her team had contacted 6000 clinically vulnerable people and a proportion had not wanted to talk to them because they thought the team were scammers. The point was also made that purchases could not be made on the grandpads so people could not be scammed in that way. Jonny Hawes stated that his organisation supported vulnerable people and so he was happy to raise awareness and help where he could.</p> <p>Concern was expressed that there were still 26 clients waiting to be matched with a befriender and clarification was sought on what the CAB were doing to attract volunteers. It was also suggested that the CAB should look at the demographics of the volunteers they already had to see if that would help widen the net to attract more. The point was made that the option of volunteering was often suggested to those of college/uni age to gain soft employment skills so the CAB might want to contact colleges to try to attract students. It was also pointed out that a lot of clients had left because they had wanted to be paired up with someone local to them. Janet reminded the meeting that the Co-ordinator contacted the clients regularly but acknowledged that the CAB did need to attract more volunteers so she agreed to look into the suggestions made. Clarification was also sought as to whether the existing volunteers were ethnically diverse and Janet responded that she was not aware that this was measured currently but she would discuss this with the Co-ordinator as well as potentially targeting some of the advertising to ethnic minority groups.</p> <p>The Chairman thanked Janet for her update.</p>
5.	<p>Update from the Task and Finish Groups</p> <p>Phil Aves reported that he had talked to Access who would lead the Walk in the Park Project when Covid restrictions were lifted. He reminded the meeting that this was a Sunday afternoon walk alternating around the park and seafront locations to tackle obesity and isolation. It was hoped that it would go live in the summer and participants would be linked into the 1 Life Suffolk walks being held during the week. It was noted that the project to support school children around mental health and wellbeing had now gone live with 4 members of staff in training at the UEA, although the meeting was reminded that this was not</p>

	<p>funded from this Partnership. He added that the Group was still looking at the Sam's café project for younger children to be held on the Sunday afternoon after the walk and some children had been asked to help design it.</p> <p>As part of the Childhood Obesity Task and Finish Group, Nicki Cooper gave an update on the Shaping Places for Healthier Lives Programme which was LGA funded. The Partnership was reminded that the proposal had successfully reached the third round of the bidding process and it was noted that the next stage involved community consultation and mapping the physical resources and services/community groups available in the Kirkley and Harbour Wards. Following Nicki's query, the Ward Councillors for these areas agreed to talk to William Knights who was leading on this. Janet reported that the CAB had a Community Asset Register which held the contact details of over 100 groups in Lowestoft that William might find useful. Sarah Foote suggested that William might also want to talk to the Lowestoft Town Councillors that covered the Kirkley and Harbour Wards.</p> <p>ACTION:</p> <p>Sarah Davis to send Nicki the contact details for the Kirkley and Harbour Ward Councillors.</p> <p>In relation to the Partnership's third priority of transport, the Chairman reported that he and Danny would be meeting with Jack Raven from EDF who was leading on the Board's work on transport regarding issues in Lowestoft and the rural areas to see what could be done about transport in this CP area. Cllr Gooch mentioned East Suffolk Travellers Association and it was agreed that the Chairman would mention them to Jack.</p>
6.	<p>2020/21 Funding – Project Updates</p> <p>Nicki Cooper reported that the Healthy Movers Project had been paused and Officers would be talking to more settings next week with a view to getting the programme kicked off after Easter.</p> <p>It was noted that the Lowestoft Mile project would be launched on 22 March 2021 and the Partnership viewed a demonstration of one of the four walks. Delight was expressed at the demonstration and the point was made that the benefits could be huge and so, if possible, more walks should be added. It was also noted that the intention was to work with local care providers to ensure they reached as many people as possible. The Partnership was informed that the project had been opened up to other CP areas and, because of this, another domain name called EastWalks.co.uk had been purchased. Carlton Colville, Kessingland, Southwold and Villages CP had already agreed to fund 2 walks and</p>

	<p>Framlingham and Woodbridge CPs had also expressed an interest. In relation to the goggles, it was noted that Enabling Communities Budget funding had been provided to purchase 150 goggles and they had been targeted at those with dementia and young people as a learning tool. The Partnership noted that there was an underspend of £1,270 and it was suggested that another walk be funded.</p> <p>AGREED: That a further walk be funded from the underspend and the Officers be thanked for their hard work on this brilliant project.</p> <p>In relation to the Small Grants Scheme, it was noted that 14 applications had been received with 6 being approved as follows:</p> <ul style="list-style-type: none"> • Corton Playing field - £1,650 • VACT Community Transport £1,500 • Oulton Parish Council - £2,000 • Lowestoft and Yarmouth Rugby Club - £2,000 • Lound Parish Council - £1,990 • YMCA Trinity Group - £1655 <p>The Partnership was informed that the 6 successful applications totalled £10,805 which was an overspend of £805 but we were able to fund this. 3 projects were deferred for more information or they fell operationally in the next financial year. The 5 rejected were either because they did not meet any of the 3 priorities, were very large projects and so a small grant would make little difference to the overall project, or some had been picked up by local Councillors using their Enabling Budgets. Danny explained that some applications lacked substance, therefore, it was recommended if there was another round that any applicants speak to the Funding Team to get guidance on their submission to ensure they met the CP's priorities. The point was made that Lowestoft Town Council also had a Community Grants Fund which unsuccessful applicants could be directed to.</p>
7.	<p>2021/22 Funding</p> <p>The Chairman reminded the Partnership that it had previously been agreed to hold £10K back for the Walk in the Park and Sam's Café Projects which had been delayed due to Covid. He proposed that another £10K Small Grants Scheme be operated in 2021/22 which meant that this would leave £5K in the 2021/22 pot.</p> <p>AGREED: That a further Small Grants Scheme totalling £10K from the 2021/22 Partnership funding be approved.</p>

8.	Dates of Future Meetings Tuesday, 22 June 2021 - 6pm Tuesday, 28 September 2021 - 6pm Wednesday, 15 December 2021 - 6pm Tuesday, 22 March 2022 - 6pm

The meeting concluded at 7.35pm

East Suffolk Community Partnerships - Terms of Reference

Community Partnerships (CPs) are an innovative way for the Council, partners and communities to work together to 'bring ideas to life' by taking a local approach to local priorities, following the creation of East Suffolk Council (ES), with larger wards and fewer (55) Councillors.

1. Form and Membership

- 1.1** There will be eight Community Partnerships (CPs), covering the whole of the ES Council area, based on groupings of communities, and using the ES ward boundaries as the building blocks. A plan showing the area of each CP is attached to these terms of reference. The CPs will report to the CP Board and the ES Cabinet.

- 1.2** The core voting membership of each CP will be drawn from the following pool dependent on the priorities of the CP (which means that each CP's membership will vary as some sectors or individuals may not be included as voting members, although they could be included as non-voting interested bodies/people):
 - The ES Councillors for the CP area (between 4 and 14 Councillors)
 - The Suffolk County Council (SCC) Councillor(s) for the CP area (to sit on whichever/however many CPs best fit their SCC Division)
 - 2 representatives (from each Town Council in the CP area)
 - A representative from at least one Parish Council/Meeting for each of the individual ES wards within the CP area
 - A representative from Suffolk Police
 - A representative from Great Yarmouth and Waveney CCG or Ipswich and East Suffolk CCG (whichever serves the CP)
 - At least two representatives from the Voluntary, Community and Social Enterprise sector (VCSE) nominated and supported by Community Action Suffolk
 - At least one representative from the business community
 - At least one representative from the youth community
 - A representative from Lowestoft Rising, Leiston Together or Felixstowe Forward, in the CPs covering Lowestoft or Leiston or Felixstowe.
 - At least one of the core members to be a 'rural champion' – representing and championing the views and needs of rural communities

- 1.3** Core voting members of the CP will be expected to;
 - live, work or trade in the CP area,
 - have sufficient authority to speak for their organisation/partnership and
 - report back to their organisation/partnership on the activities of the CP.

- 1.4** The quorum for any meeting of the CP will be a minimum of 6 voting members of the CP. The membership of the CP will be reviewed annually in May, following the District or County Council elections (where applicable). If there is not a quorum present at each meeting of the CP, it will not be able to make any decisions at that meeting.

2. CP Principles

- Involve local councils, public services, communities, voluntary sector organisations and businesses in planning and delivering joined up services that meet local needs
- Make the best collective use of our assets and resources
- Base decisions on data and intelligence about local places
- Identify, understand and address deprivation, disadvantage and hidden needs and consider how CP decisions impact on both rural and non-rural areas
- Champion, represent and influence on behalf of East Suffolk and the eight Community Partnerships

3. Role of the CPs

3.1 CPs will:

- a) focus on cross cutting issues for which no one organisation is solely responsible
- b) hold an annual CP workshop, ideally including representatives of the wider community of the CP area to set or confirm the priorities for that CP, which are based on local data and knowledge
- c) develop an annual work plan to address the CP priorities for the coming year, and support delivery of the ES Strategic Plan
- d) address the CP priorities and identified gaps in service provision using a solution-focussed and problem-solving approach
- e) monitor and adapt their agenda in response to emerging issues affecting the CP area or a wider area in ES, including issues raised through Youth Voice and other sources of community intelligence
- f) report quarterly to the CP Board, and annually to the ES Cabinet, on progress against their priorities, and provide such other verbal/written reports to other organisations or partnership bodies, as requested.
- g) develop proposals for expenditure against the annual budget of £25,000 per CP and seek authorisation for actual expenditure from the ES Cabinet Member for Communities
- i) bid for additional funds from the ES Strategic Budget and from other external sources in order to deliver the priorities of the CP
- j) create Task & Finish/Working Groups as required to explore specific issues/priorities in greater detail
- k) conduct or commission research into policy or service delivery issues affecting the CP area
- l) actively support and send representatives to participate in the CPs Annual Forum
- m) ensure that all decisions have given due regard to the direct and indirect impacts on rural areas

4. Chair and Vice Chair of CPs

4.1 Each CP will be chaired by an ES Councillor for the CP area, appointed by the Leader of East Suffolk Council. This Councillor will (a detailed Job Description is available);

- fulfil this role until such time as they are replaced by the Leader of East Suffolk Council
- sit on the East Suffolk CP Board
- provide a strong sense of purpose and direction to the CP
- drive the CP's annual work programme
- work alongside a range of Officers including the Communities Officer, Communities Manager and other Communities Team members, Head of Communities and the Partnerships Manager.

Updated: April 2021

- 4.2 The Vice Chair will be elected annually by the members of the CP and will deputise for, and take decisions on behalf of, the Chair in their absence.

5. Meetings of the CPs

- 5.1 CP Meetings will be by invitation but held in public and their style will be inclusive and interactive. Wherever possible they will be organised to problem solve (for example workshop style) rather than as formal meetings.
- 5.2 The “Municipal Year” for CPs will align with the financial year so will run from April to March and meetings will normally be held at least three times each year, although additional meetings may be called by the Chair as necessary, on at least five clear working days written notice. Task and Finish Groups may be established in order to progress Community Partnership business between CP meetings.
- 5.3 The dates of each CP Meeting will be agreed in advance by the CP and they will be held at a suitable venue within the CP area or remotely using video conferencing facilities.
- 5.4 Any member of the CP may request that an item be included on the agenda for a meeting. The meeting papers will be sent out by electronic mail (or post if necessary to those without internet access) to all members of the CP no later than five clear working days before the meeting.
- 5.5 Agendas and action points arising from each meeting will be recorded and published on the Community Partnership pages of the ESC website.

6. Voting

- 6.1 The aim at each CP meeting will be to reach decisions by a consensus with all core voting members of the CP being eligible to vote, and each will have one vote, indicated by a show of hands. The Chair of the CP will determine when there is no consensus and therefore an issue should be put to the vote. However, it is suggested that any funding matters should generally be voted on formally with core voting Members stating their vote verbally. Whichever method is used, a majority vote of those present and voting will prevail. The Chairman of the CP will have a casting vote.

7. Financial Accountability

- 7.1 The ES Council will operate as an accountable body for the eight CPs and the CP Board. The budget for each CP will be allocated against agreed priorities (unique to each CP) and clear criteria (the same for all eight CPs) which will be agreed at the first meeting of the CP each year. These are designed to ensure that this funding is not used for purposes beyond the ES Council’s powers, or the law, and that projects supported align with the ES Council’s Strategic Plan.

Key outcomes of the East Suffolk Community Partnership Board meeting held 7 June 2021

1. Recap:

All eight Community Partnerships are represented on the Community Partnership Board by their respective Chairs. Community Partnership Board meeting agendas / papers / presentations / minutes can be viewed [HERE](#)

2. Election of Vice Chair

Lisa Perkins from BT was appointed Vice Chair of the Board for a second year.

3. Terms of Reference

The revised Terms of Reference for the Board, which can be found [HERE](#), were approved. These reflect the changes made to the Terms of Reference for the eight Community Partnerships, the recommendations of the rural proofing work undertaken by Community Action Suffolk, enabling Vice Chairs to substitute for the Chair at the Board meetings, the important role of Task and Finish Groups to progress work between meetings, the fact that meetings can be held either virtually or in person, the process for voting in virtual meetings and the fact that priorities for the Board will be reviewed annually.

4. Covid Impacts Task and Finish Group

The Board considered a report from the Task and Finish Group focussing on Employment and Skills and a proposal from Student Life around mental health and wellbeing for young people. The report can be found [HERE](#) and Appendix 1 of the report, which includes a comprehensive overview of employment and skills support available for young people, adults and Over 55's in East Suffolk, can be found from page 5 onwards.

The Board considered three outcome proposals developed in order to fill identified gaps in relation to the current employment and skills offer in the District. These were discussed in turn and the following agreed:

- £18,000 was allocated towards the Employment/Work Readiness project, in addition to the £20,000 previously agreed by the East Suffolk Partnership – see outcome proposal [HERE](#)
- £30,827 was allocated towards the Volunteering Pathways project led by Community Action Suffolk – see outcome proposal [HERE](#)
- £25,000 was allocated towards the Ambitions to Employ project to be delivered by MENTA – see outcome proposal [HERE](#)

The Board also considered an outcome proposal submitted by Student Life to run an extended pilot in six East Suffolk Schools of their peer to peer mental health support project, which is part funded by Ipswich and East Suffolk CCG. Following discussion the Board agreed to:

- allocate £15,750 towards to Student Life Peer to Peer Mental Health Ambassador programme – see outcome proposal [HERE](#)

5. Vulnerability in East Suffolk post Covid-19

The Board received a presentation on the outcome of the 4,000+ calls made to Clinically Extremely Vulnerable residents in East Suffolk between November 2020 and March 2021. These calls identified some of the groups most impacted by the pandemic and some emerging issues.

Seven strategic Board partners were then asked to identify three key priorities/areas of high demand for their organisation in East Suffolk, these are summarised in the slide below:

Suffolk Community Foundation	Community Action Suffolk	SALC	Suffolk Police	Suffolk County Council	Norfolk and Waveney CCG	Ipswich & East Suffolk CCG	East Suffolk Council
Isolation and Loneliness	Social Isolation and Loneliness	Delivering high quality specialist support to local councils advice, communications, guidance and training	Victims of domestic abuse	Community recovery- emphasis on health and wellbeing and support for isolated / vulnerable people	Vaccine inequality uptake in deprived areas, migrant communities, younger, high risk & harder to reach communities	Long-term Covid impacts eg. supporting communities; mental health, job losses frailty, long Covid	Isolation and Loneliness, including digital exclusion
Declining Mental Health	Young People	Engage and represent local councils across the sector- partnerships and collaboration	Partnership liaison share information & joint patrols to dynamically tackle emerging vulnerability issues	Addressing health inequalities as part of the community recovery	Admission avoidance and waiting well- support to remain in the community or ensure once discharged they remain healthy	Long waiting lists for elective care – supporting people to remain fit and well whilst waiting	Physical Disabilities, Frailty and Long Term Conditions, including impacts of inactivity
Changed Financial Circumstances	VCSE Resilience	Improvement and development for local councils	Increased instances of acute mental health related issues	Enabling the VCSE to play an equal and active part of the Suffolk system in recovery	Addressing health inequalities- particular focus on inactivity and link to LTC's	Children and Young People's education, physical activity and emotional well-being	Mental Health and Wellbeing

The presentation concluded with some slides summarising what is happening already in East Suffolk to address some of the issues/areas of demand identified. The Board was then asked to consider both gaps and opportunities to do more. Following discussion, including about the importance of validating data before decisions are made, it was agreed that the Task and Finish Group should meet again to consider the themes discussed at the meeting and report back to the September Board meeting.

6. Transport Task and Finish Group

An update was provided on progress, including conversations between the Programme Manager and the Community Partnership Chairs and key partners, but a more detailed 'deep dive' report will be presented for in-depth discussion at the September Board meeting.

7. Updates from the Community Partnerships

Following a brief overview of progress in terms of spend, each of the CP Chairs present was asked to provide an overview of one or two projects in their CP area.

8. Looking Forward

It was agreed that the September meeting of the Board will focus on Mental Health and Wellbeing, the third priority for East Suffolk, and that the Board will also receive reports from the Covid Impacts and Transport and Travel Task and Finish Groups.

Nicole Rickard, Head of Communities, 10/06/21

Introduction

Rural areas have an abundance of assets which can be visible such the built and natural environment, or hidden, particularly within people such as skills, gifts, passions and knowledge. Within the Community Partnership areas there are many rural communities working together to keep themselves safe, secure and well cared for without outside support, but they know where to go should they need it. Self-sufficient communities flourish; are vibrant and resilient; they should be embraced and encouraged.

Each Community Partnership area is unique with its own mix of urban and rural areas and, within those, exist vast variations in population, topography, employment, connectivity and economy. These directly impact on well-being and quality of life. Whilst unintentional, it can be easy to focus on the development of projects/services centred around market towns leaving rural areas overlooked.

Rural communities benefit from services developed, approved, commissioned and/or delivered by outside agencies who face challenges such as

- rural communities tend to be further away from urban/market town areas and more spread out across sometimes less accessible areas;
- proportionally, more older people tend to live in rural areas who may require increased levels of support and/or services;
- public transport services are less frequent and higher travelling distances leads to increased costs.

The Rural-Urban Classification defines areas as rural if they are outside settlements with more than 10,000 resident population, and as urban if inside such settlements, according to Defra. Whilst some Community Partnerships have clear urban or rural areas, others have varying levels of rurality across the area with between one and three market towns, or other larger settlement areas. For these Community Partnerships it is worth considering all areas outside of market towns as rural.

What is rural proofing?

“Rural proofing is a means to achieve equally effective and successful outcomes for communities, businesses and individuals from policy and in the design and delivery of (publicly funded) services, regardless of their size or location.” [i]

Rural proofing involves asking questions, encouraging discussions, and evidencing this has happened, and the resulting outcomes. Rural proofing is an approach that should be used at each stage of policy and project/service development as well as delivery, starting at the point of initial planning through to evaluation.

Why should Community Partnerships use a rural proofing approach?

All decisions made by the Community Partnership will have an impact on rural areas as all Community Partnerships have rural areas. It is important that these decisions impact fairly on rural areas taking into consideration the challenges they face and their unique assets. Rural proofing helps to

- enable the achievement of the Community Partnership's stated priorities through delivery of impactful projects;
- understand the scale of that direct and indirect impact and what actions need to be taken for the best outcome for rural areas;
- contribute to local growth by achieving good economic, environmental and social solutions;
- demonstrate understanding of the area, encourage collaboration and commitment to equity for all;
- provide a framework to work with which supports opportunities to discuss, reflect and evidence whether the Community Partnership's priorities and subsequent projects are equally accessible to all
- influence the development of stronger projects/services to ensure equity.

Why is rural proofing effective for Community Partnerships?

Rural proofing is effective because it

- identifies unintended gaps in service accessibility;
- identifies and encourages the best use of all available local resources and assets;
- identifies opportunities to innovate in collaboration with communities and groups;
- considers access and infrastructure, employment, economy and the environment;
- demonstrates understanding and commitment to equity to provide fair access to all;
- embeds good practice and provides evidence to demonstrate rural consideration.

When and how should Community Partnerships rural proof?

Project Initiation

- Will this be available to rural areas?
- Have rural areas contributed to the project ideas? How?
- Is there support from rural areas? What evidence is there of this?
- What direct and indirect impact will this have on rural areas? Is this fair?
- Which rural assets can be utilised?
- What will the impact be on rural areas compared with urban areas?
- Are there opportunities for collaborative working?

Project Close Down or Transfer

(through reflection & evaluation)

- What worked well for rural areas?
- How many from rural areas accessed the project/service?
- What is the impact? What evidence is there of this?
- What learning can be taken forward to other projects/services for rural areas?
- What could be amended to improve the delivery and impact in rural areas? Are there budget implications?

Community Partnership project/service

Planning

- Are there any barriers for rural areas to access this project/service? E.g. access/infrastructure
- How will this be communicated effectively?
- What adjustments (if any) can be made to ensure equity for rural areas? Are there budget implications? Is the project still viable in rural communities?
- How will this be monitored?

Delivery

(through monitoring & evaluation)

- What is working well for rural areas?
- What is delivery like on the ground in rural areas compared to urban areas?
- How many are accessing this project or service from rural areas compared to non-rural areas?
- Is the project/service effective?
- What is the impact of the delivery?
- What could be amended to improve the delivery and impact in rural areas?

How rural proofing can be embedded across the Community Partnerships

Community Partnerships (CP) should discuss the following suggestions and apply those which will help adopt a rural proofing approach.

Terms of Reference

The East Suffolk Community Partnerships and the Community Partnership Board have their own Terms of Reference that set out the rules of each partnership. These should be reviewed and perhaps updated to include a commitment to rural proofing. The following examples could be included:

- **Section 1.2 "At least one core member to be a rural champion"**
- **Section 2.0 "Consider how CP decisions impact on rural areas"**
- **Section 3.1 "Ensure all decisions have given due consideration to the direct and indirect impact on rural areas."**

Rural Representation

Each Community Partnership should review membership and attendance around the table to ensure that there is proportionate representation there for rural areas and rural communities. A CP area with a high proportion of rural area and/or population should have this reflected in its membership.

- **Does the CP know the proportion of rural/non rural residents and geographical area?**
- **Does the CP membership reflect this including all 'hats' individuals wear?**
- **Are multiple hats of members identified explicitly? E.g. A Parish Council AND a youth group**
- **Does the CP need to identify and recruit rural representation?**
- **What can the CP do to stimulate engagement with rural areas?**

Rural Champions

The role of the rural champions as part of the core partnership could be:

- To explain and help the partnerships to understand what rural proofing is;
- To remind partnership members to consider any implications on rural communities and equal accessibility;
- To question what can be done to ensure positive implications affecting rural areas;
- To ensure that any project/service developments address rural considerations throughout the decision-making processes.
- **Who are the rural champions for the CP?**
- **Does the CP need to identify and recruit this rural champion?**
- **Do they understand the role?**
- **Do they need to meet separately as a sub-group?**

Community Partnership Priorities

The priorities should be reflective of the development needed across the whole CP for both rural and non-rural areas to deliver against these priorities. There should be clear evidence to support this, subject to appropriate and regular review.

- **Do the priorities need reviewing? Do the priorities reflect the needs of rural areas?**

Budget Allocation

Consideration should be given to reviewing budget allocations to ensure that they reflect the rural/urban split of that CP, and that rural needs are being addressed. It may be necessary to consider ringfencing an appropriate proportion of the CP's budget to ensure fair allocation of monies.

- **What proportion of funding has been allocated and spent so far on rural areas and residents?**
- **How does this compare to non-rural areas?**
- **How does this compare to the rural/non-rural population and/or geographical split?**
- **What can the CP do to stimulate engagement and project ideas from rural areas?**

The Community Partnership should ensure the rural proofing approach is continued across its small grants scheme to encourage the opportunity to consider the needs of, and impact on, rural areas and residents.

- **What proportion of funding will be ringfenced for rural areas and residents?**
- **How does this compare to non-rural areas and residents?**
- **How can the CP encourage effective communication with rural communities and stimulate discussions about community led projects, making best use of local assets?**

Application notes should clearly explain the importance of rural consideration and its impact on communities.

Example wording for application notes

The Community Partnership is committed to applying a rural proofing approach to its work. This ensures that any decisions made by the Community Partnership will be made considering equity for rural areas. We would like to see this approach reflected in the community projects we support and therefore encourage applicants to tell us how they have considered rural areas and residents.

The funding application should have specific questions asking about inclusivity and accessibility for people living in rural areas.

Example questions and explanations for the application form

What can be done to encourage participation from rural residents and ensure that local assets are utilised fully? What are the barriers to participation for rural residents and how can these be overcome?

- Applicants should demonstrate they are engaged with the community and what they will contribute.
- Applicants should consider what could be done to overcome any real or perceived barriers.
- There might be cost implications to these so budgeted costs may increase.

Is your project accessible to rural residents? If so, how?

- Applicants should consider whether their project/service can be reached by rural residents particularly those who do not have access to a private car.
- The cost of transport such as a bus, community transport or taxi might be a barrier for some.
- Transport schedules may not fit with session/service times.

Will planned communication reach rural residents?

- Spreading the word in rural areas can be more difficult due to fewer lines of communication and sparser populations.
- Multiple methods of communication will have a greater impact than just one.
- Examples include local newsletters, notice boards, social media including paid for services such as Facebook boosts, posters/flyers, 1 to 1 or small group conversations at community activities, word of mouth, through schools and local organisations.

How will rural participation be monitored?

- Applicants should think about how they will monitor where participants come from to ensure fair access to rural and non-rural residents.
- Applicants may need to amend their plans at a later stage to take any rural/non-rural imbalances into consideration.

Clear application assessment criteria including those for the rural proofing approach should be in place for the assessment process.

Youth Cafe / Summer Activities for Young People

Young People in the area have voiced that they would like to have a regular drop in for young people where they can get together with others in a safe space. They would like to have a café with Wi-Fi as well as space to do activities. Suitable space has been identified in a market town.

Questions to facilitate discussion

Communication

- How will the service be promoted effectively to rural young people/residents to reach the widest audience?
- How will rural residents know about any volunteering opportunities and be encouraged to participate?
- What other methods of communication could be used?
- How could other groups/organisations/partners support with communication?

Access

- Can young people and volunteers from rural areas realistically get there?
- How will they get there? Walk? Cycle? Lift from family? Lift with others? Public or community transport?
- How will session times impact on this?
- Could session times be changed to fit in with public transport? Or when lifts are available?
- Will daylight hours impact on safe travel for those walking and cycling?
- Could transport be provided to get there?
- Could this be a mobile service so that the youth provision is delivered in more communities reducing the need to travel and enabling more people to use it? Will this have the same impact?
- Could IT solutions be used so people do not need to travel?
- Will IT solutions negatively impact on social/mental health needs of young people already living in remote rural areas?
- Are there already similar provisions running which could be expanded nearby to provide a similar facility for those who cannot get there?
- Project targets could be set for the number of young people from rural areas attending to ensure that the service provider actively promotes and encourages young people from rural areas. Consider if additional funds are required.

Assets

- Will the project make the most of local assets in rural areas? E.g. skills, connections, knowledge

Cost

- Will the cost of transport be more prohibitive for people from rural areas to get there?
- Could transport subsidies be offered to enable people to get there?
- Will rural broadband quality and cost be prohibitive?
- Will IT costs to YP be prohibitive and therefore a barrier to them accessing the service?

Monitoring

- What monitoring information could be provided to evidence engagement and participation from rural areas?
- How could any learning be used to expand the project/service into other rural areas?
- How will good news stories, impact and learning be shared and communicated?

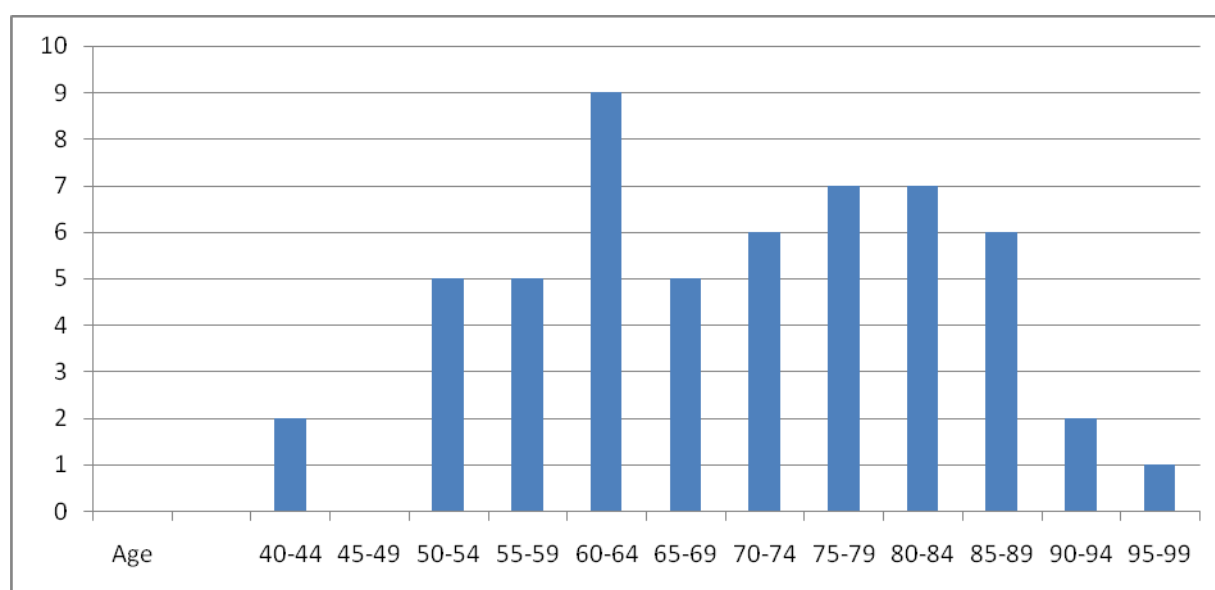
Voice of a Friend Report – 7th June 2021

Since its inception the project has registered 72 clients. A number of these people have decided that they no longer need the service, for example because they have moved in with family or no longer feel that they need the service, sadly one service user has died.

There are currently 55 clients supported by 18 volunteers, 6 clients awaiting a befriender and 23 new referrals. Our Co-ordinator keeps in regular contact with clients while they are awaiting a match with a volunteer.

Each person referred to the service has an initial assessment to determine whether the service is right for them and as a consequence of this process 3 have been referred to our *Solutions* Social Prescribing service for support as they have complex needs which cannot be adequately address by a telephone befriending service. The assessment also enables us to determine those in most need and to prioritise them.

Client Profiles – 57% of VoF clients are female and 43% male; 29% are disabled and a further 61% have long term health conditions. The graph below shows the age spread of the clients



We are continuing to actively recruit volunteers. We have an advert on #Volunteer Suffolk and on our own website are extending our publicity further afield - because as a telephone service it does not matter where the volunteers live and indeed we have an active volunteer who lives in Thetford.

Anyone interested in volunteering can contact our Co-ordinator by email

solutions@nescab.cabnet.org.uk or call 01502 464597

We continue to operate on a referrals basis i.e. we take referrals from other agencies. We do not currently advertise for self-referrals as we need to be sure that we have enough volunteers to meet demand.

Janet John, Chief Executive

Clients by Ward

Clients (set minium number to display) From 2 You can click on the data picker to set the minimum number of clients seen (this will filter out wards with lower numbers of clients and allow you to focus on the areas with the highest volumes)

Ward

Local Authority Ward	Local Authority	
Harbour & Normanstons	East Suffolk	21
Gunton & St Margarets	East Suffolk	16
Kirkley & Pakefield	East Suffolk	12
Oulton Broad	East Suffolk	9
Carlton & Whitton	East Suffolk	7
Carlton Colville	East Suffolk	3
Keessingland	East Suffolk	2
Lothingland	East Suffolk	2

