

Confirmed



Minutes of a Meeting of the **Community Partnership Board** held in the
Hubble Room at BT, Adastral Park, Ipswich, IP5 3RE
on Monday, 13 June 2022 at 6.00pm

Community Partnership Board Members Present:

Steve Gallant (Chairman of the Community Partnership Board and Leader of East Suffolk Council),
Chris Abraham (Chief Executive of Community Action Suffolk (CAS)),
Chris Blundell (Chairman of the Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership),
Norman Brooks (Chairman of the Carlton Colville, Kessingland, Southwold and Villages Community Partnership),
Judy Cloke (Chairman of the Beccles, Bungay, Halesworth and Villages Community Partnership),
Tony Cooper (Chairman of the Aldeburgh, Leiston, Saxmundham and Villages Community Partnership),
Louise Hardwick (NHS Ipswich and East Suffolk Clinical Commissioning Group),
Tom McGarry (Head of Stakeholder Engagement for EDF Energy),
Lisa Perkins (Vice Chairman of the Community Partnership Board and Realisation Director for British Telecom),

Others present:

Luke Bennett (Partnerships Manager, East Suffolk Council),
Andrew Cuthbertson (Communities and VSC Lead, Suffolk County Council),
Gemma Fraser (Communities Officer, East Suffolk Council),
Nick Khan (Strategic Director, East Suffolk Council),
Joss Mullett (Communities Officer, East Suffolk Council),
Alexander Nicoll (Deputy Cabinet Member for Transport, Suffolk County Council)
Nicole Rickard (Head of Communities, East Suffolk Council and NHS Norfolk & Waveney / Ipswich & East Suffolk Clinical Commissioning Groups),
Nicola Wotton (Deputy Democratic Services Manager, East Suffolk Council)

1. Welcome and Apologies for Absence

Steve Gallant welcomed everyone to the meeting and introductions were made. Steve Gallant thanked Lisa Perkins for hosting the meeting this evening at Adastral Park and he invited her to say a few words about the venue.

Lisa Perkins stated that the site had been a Research and Development Centre since 1969 and it had been formally opened by the Queen in 1975. The site was home to 150 companies, with over 4,000 people working there. £2.5 billion was spent by BT each

year on Research and Development and the Adastral Park site undertook both national and global operations.

Apologies for absence were received from Paul Ashdown, Maddie Baker-Woods, Bobby Bennett, Sharon Harkin, Mark Jepson, Michael Ladd, Tim Passmore, Carol Poulter, Russ Rainger, Letitia Smith and Roger Wright.

2. Election of Vice Chairman

Steve Gallant sought nominations for the position of Vice Chairman of the Community Partnership Board for 2022-23. He then proposed Lisa Perkins to continue as Vice Chair for another year and this was seconded by Tony Cooper. There being no further nominations it was:

RESOLVED

That Lisa Perkins be elected Vice Chairman of the Community Partnership Board for the 2022/23 Municipal Year.

3. Minutes

Steve Gallant presented the Minutes from the last meeting of the Board held on 7 March 2022. Alexander Nicoll stated that his surname had been misspelled and requested that this be corrected. There being no further comments or amendments proposed, it was therefore

RESOLVED

That the Minutes from 7 March 2022 be confirmed as a correct record, subject to the correct spelling of Alexander Nicoll's surname.

4. Terms of Reference

Steve Gallant stated that it was good practice to review the Board's Terms of Reference on an annual basis, to ensure that they remained fit for purpose. It was confirmed that the Terms of Reference had been reviewed and no changes were proposed for this year. It was therefore

RESOLVED

That the Terms of Reference remain unchanged.

5. Focus on Community Partnerships

Steve Gallant introduced this item and those present noted the accompanying report. He then invited the presentations to commence.

Carlton Colville, Kessingland, Southwold and Villages Community Partnership

The Board received a short presentation from Norman Brooks, Chair of the Community Partnership, and Gemma Fraser, Communities Officer. The presentation covered the Carlton Colville, Kessingland, Southwold and Village's Community Partnership's three priorities which were:

- Increase active and sustainable transport provision, particularly for rural communities
- Reduce social isolation and loneliness
- Facilities, activities and employment for young people

The Community Partnership had focussed upon 6 main projects for 2021/22, namely:

- Equipment for Kessingland Men's Shed
- Equipment for Kessingland Community and Kitchen Garden
- 2 virtual walks in Carlton Colville
- Operation Outdoors!
- Sports Equality Project
- Southwold Skate Park

It was noted that the Community Partnership had also provided a Small Grants Scheme, which had assisted 11 projects, with £13,056 being awarded in total. Grants had been awarded across the CP area and would benefit a wide demographic. The 11 projects would help to address either priority 2 (Reduce social isolation and loneliness) or priority 3 (facilities, activities and employment for young people). Those projects included:

- Activities for adults with additional needs
- Enhancing facilities in rural communities.
- Improvement of park/green spaces
- Environmental/nature engagement.
- Enhancing community group facilities to allow for expanded reach.

It was reported that the work towards the post-covid reset was well underway. The next meeting of the Community Partnership was in July, where the priorities and membership would be reviewed and agreed, SMART objectives and proof of impacts would also be implemented. The new data pack was considered at the May meeting and would be reviewed and assessed at the next meeting.

Steve Gallant thanked those involved with the Community Partnership for their hard work and also for the excellent present presentation this evening.

Framlingham, Wickham Market and Villages Community Partnership

The Board received a short presentation from Joss Mullett, Communities Officer. The presentation highlighted the 3 priorities for the Framlingham, Wickham Market and Villages Community Partnership, which were:

- Developing opportunities for young people
- Reduce social isolation and loneliness
- Alternative, active and sustainable transport

It was noted that the Community Partnership would hold a workshop on 30 June 2022, which would consider the latest data pack and review the priorities for the coming year.

During 2021/22, the Community Partnership had funded 26 community projects, which were either funded as a result of members of the Community Partnership directly engaging with Parishes, community groups, or by Small Grant Schemes. The projects ranged from installing Wi-Fi at a village hall to enable community groups to run hybrid events, the Katch transport service to outdoor shelters for groups of younger people who live in rural settings.

Joss Mullett then provided an update on three projects which the Community Partnership had supported; the Hour Community wheelchair accessible vehicle to assist people in attending health appointments, the Youth Group in Wickham Market to help reduce anti-social behaviour and the Student Life project involving students from the Thomas Mills High School and Framlingham College, which focussed upon mental health, wellbeing and leisure.

The Board noted that the Community Partnership still struggled for regular attendance from Parishes, Health and Education partners, however, it was hoped that there would be good representation from them at the workshop on 30 June. It was reported that a Rural Proofing exercise recently took place, with the support of Community Action Suffolk. However, only 7 out of 40 Parishes engaged in the exercise, therefore the much needed overview of what was available in the community has not been created, which would assist with building on existing assets.

Steve Gallant thanked Joss Mullett for his presentation and he queried the sustainability of the Hour Community wheelchair accessible vehicle project. Joss Mullett provided reassurance that this was a long-term project, the vehicle was new and anyone using the services was asked for a donation to help pay for the running costs. The scheme was currently staffed by 10 volunteers and was self-funded.

There followed some discussion about the importance of communications surrounding the Community Partnership projects, general publicity and engaging with local residents. Nicole Rickard confirmed that a Quarterly Community Partnership Newsletter was being produced and the first edition was ready to be published shortly. This would contain lots of information and would be shared with groups and organisations.

Louise Hardwick reported that the Health Providers and CCG would be able to attend Community Partnership meetings to share information and assist with collaborative working, including links with the Integrated Neighbourhood Teams in the south of the District. They would also be able to share information on the work of the Community Partnerships and the quarterly newsletters, with other organisations such as mental health groups, schools and faith groups.

Christine Abraham stated the importance of rural proofing and the need to reach the rural communities, as they were often overlooked. She felt that it was very sad that

130/370 young people do not participate in any activities outside of school, possibly due to cost or distance, and she commented that it was important to drill down further to find the reasons for this.

Alexander Nicoll commented that whilst there were some Parish Councillors who may not be representative of their residents, others did an excellent job in tackling issues in their areas as they arose. It was important for the Community Partnerships to engage as much as possible, it was a two-way street.

Steve Gallant thanked Norman Brooks, Gemma Fraser and Joss Mullett for their informative presentations.

6. Implementation of the Peer Challenge Action Plan

Nick Khan gave a verbal update to the Board. It was noted that Community Partnerships were still a relatively new and innovative way of working, which had received considerable investment. Therefore, it was appropriate to request a review to see if there were any learning points that could be implemented to further improve them. The Peer Review took place in October 2021 and it had been a very positive experience. The Board's visioning event held at Trinity Park to discuss the recommendations from the review had informed an Action Plan, which was structured around 3 main priorities:

- Each Community Partnership needs to reset after lockdown:
 - Review / refresh its priorities
 - Produce a focussed Plan of what they will deliver
 - Set SMART outcomes
- Each Community needs to equip itself to deliver its Plan:
 - Build confidence to take a proactive problem solving approach
 - Engage the right people to get the job done
 - Gain the necessary skills to perform the task well
- We must all communicate what we do:
 - Community Partnerships to share best practice
 - Internally embed the process within East Suffolk Council
 - Externally promote the benefits of the Community Partnerships to residents

Nick Khan reported that each of the 8 Community Partnerships were reviewing their priorities and the process would be assisted by updated data packs for their individual areas, which would enable them to identify new trends and objectives. There was a lot of good working taking place, which was making the Community Partnerships stronger and further information would be provided in due course.

Steve Gallant stated that the Peer Review also provided the visiting colleagues with the opportunity to fact find and hopefully take away some ideas for them to consider implementing at their own authorities. He commented that it was very important to measure the outcome of any project, to make sure that it was making a difference. It was also noted that match funding was crucial to the projects and the communications needed to be in place to share all of the good practice and positive work being

undertaken. He stated that Community Partnerships were there to make a real difference to their local areas and they needed to be proactive.

7. Annual Report 2021/22

The Board received a presentation on the Annual Report for 2021-22 from Steve Gallant, who summarised the 5 original ambitions of the Community Partnerships and how far they had been achieved. The ambitions were:

a) Embed the Community Partnerships as the place to do place-based partnership work

It was noted that all of the Community Partnership's overcame the challenges of Covid to remain active, they all met virtually and made progress delivering their priorities. A total of £151,687.15 was committed to projects across all eight Community Partnerships, with 120 projects planned, completed or underway, and all had benefitted from the work commissioned from SALC to engage with Town and Parish Councils. However, there was relatively low engagement from businesses and voluntary and Community organisations and whilst positive publicity was increasing, there were low levels of awareness of the Community Partnership's amongst residents.

b) Establish a programme of activity to address the data-led priorities identified at East Suffolk and individual Community Partnership level

The Community Partnerships continued to meet virtually, which was challenging when trying to maintain momentum and engagement, however, face to face meetings started to commence from February 2022, which were very positively received. Many Community Partnerships successfully used Task and Finish Groups, between meetings, which was very positive. It was noted that there had been a heavy reliance on Grant Schemes during this time and the emphasis would now move back to generating individual projects by problem solving specific issues.

The new "East Suffolk Profile" was presented to the Board in December 2021, which was very informative and new data packs were being rolled out for each of the eight Community Partnerships, however, there were some limitations to depth and timeliness of data (e.g. lack of access to census data), which was unavoidable at this time.

c) Establish the Community Partnership Board as a strategic forum to effectively and collaboratively problem solve key challenges for East Suffolk

During 2021/22, the Board met 4 times and engagement had remained high, with membership complete, except for Youth Voice representation. It was noted that a new priority had emerged at both the individual Community Partnership and East Suffolk level, which was the focus on Financial Inequality. In order to support the priorities, four multi-agency Task Groups had worked between meetings to develop programmes and projects to tackle each priority and seven programmes/projects had received Board funding.

d) Evidence high impact investment of both Community Partnership and Board funding

The Board noted the starting balance and income for the 2021/22 year and that the vast majority of the budget had been allocated. In terms of match funding, it had been a very successful year. For every £1 spent by the Community Partnership Board, it was worth £1.77, which provided total matched funding of £184,000.00. In terms of the 8 Community Partnerships, for every £1 spent, it was worth £2.60, which provided total match-funding of £373,042.30, which was very encouraging.

e) Hold a successful Partnership Forum annually to share good practice and lessons learned

The Annual Forum took place at Trinity Park Conference Centre, Ipswich on 25 March 2022. 211 delegates attended and there were 12 x 60 minute workshop / seminar sessions to choose from (each delegate attended two). 10 delegates attended the additional breakfast session aimed at businesses, 30 organisations hosted a stall in the 'market place', three organisations had their project vehicles on display outside. The feedback from the delegates was excellent, as follows:

- 100% respondents found the event useful overall to some extent
- 100% respondents found the networking useful to some extent
- 100% respondents shared information and knowledge on challenges and opportunities in East Suffolk
- 92% respondents will change the way they work, as a result of attending the Forum

There followed some discussion in this respect and Steve Gallant confirmed that any funding spent by the Community Partnerships must be meaningful and add value. Alexander Nicoll stated that projects needed to be sustainable and SCC Councillor Locality Budgets could also add value to local projects. Steve Gallant clarified that each East Suffolk Councillor had an Enabling Communities Budget of £7,500 per year, which could be spent to support projects in their areas, as they wished.

8. Tackling Inequalities Task and Finish Group

Christine Abraham introduced the report and it was noted that the Tackling Inequalities Task and Finish Group had been created following approval from the Board meeting on 6 December 2021. The Task and Finish Group had met twice and concern was growing due to the increasing cost of living, which was rising exponentially, particularly energy costs which were due increase again in time for the winter and the ongoing recovery from Covid.

Nicole Rickard reported that the Council was already working closely with Citizens Advice and Disability Support charities, and 2 Financial Inclusion Officers had recently been appointed. The Council was currently bidding for more funding to support this emerging area of concern and was looking to provide a network of support to assist people before they got to crisis level.

The Task and Finish Group had looked at information provided by SCC in relation to the cost of living profile, information dashboard and 4 themes had been created, as a result, which were: Money, Food and Essentials, Energy and Fuel, Housing. Nicole Rickard then

went on to explain the key challenges and the existing activity already in place to address these themes and some examples against each theme are shown below:

Money

Key Challenges - Can people budget properly? Did they have access to a bank account? Were people able to afford the relevant ID documentation (eg passport or driving licence) they required to access bank accounts and other services? How to identify and assist those people who were Just About Managing (JAMs)?

Project Ideas - The need to identify any gaps in provision, boost funding available and piggy-back onto other projects. To consider the use of 'Parent Mail' to email parents and families via schools.

Food and Essentials

Key Challenges - Some people have a lack of cooking facilities, cannot afford to purchase cookers etc and have to rely on food made with hot water. Others are just unable to afford basic items such nutritious food, school uniform / interview clothes or basic items for personal hygiene, such as a toothbrush. People may also lack the skills to cook with basic, nutritious ingredients. Some people in work were in desperate need of assistance from Food Banks but were not able to attend during their opening hours.

Project ideas – A Food Network Co-ordinator appointed to oversee different groups across the district. Local Pantry's had been created, which were sustainable, and Community Fridges and Freezers enabled the sharing of food that would otherwise go to waste. Promotion of food saving apps such as Olio or Too Good To Go.

Energy and Fuel

Key Challenges – The high cost of energy to heat homes and to cook, as well as the high cost of fuel, affecting all forms of transport, both personal and public.

Project Ideas – To publicise Warm Home Offers, car sharing and the 1 degree lower campaign. To consider an oil loan scheme to spread the payment over a longer period. To encourage people to maintain boilers etc over the summer, when costs are cheaper. To encourage the use of curtains and LED lights within the home. Publicise boiler upgrade schemes.

Housing

Key Challenges – Increased pressure on the home rental sector. More people falling into rent arrears and then facing potential eviction over time. Homes falling into disrepair as homeowners or landlords cannot afford to repair them, which will exacerbate other issues such as poor health

Project Ideas – To use the LIFT software to identify those people who need support before they go into crisis. Offer reduced cost electrical testing. Publicise the Whatever It Takes funding. Working with other organisations to prevent homelessness wherever possible.

Nicole Rickard then provided the Board with a list of 65 projects for them to consider. She asked them to identify 12 projects that they felt would make the most difference in the district. These would then be collated at the end of the meeting and the results would be reported back to the Board.

Steve Gallant thanked the Financial Inequality Task and Finish Group for their hard work in this respect. He noted that the financial squeeze was only going to get worse over the coming months. He suggested that there should be some flexibility in terms of the projects that would be identified and taken forward, as circumstances may change and further issues may be identified over time, therefore a flexible approach would be prudent.

During discussions, Chris Blundell stated that there needed to be more information about how people could access the various projects and services. Steve Gallant reported that, as far as district councillors are concerned, a Member Briefing was scheduled on Monday, 20 June 2022 at 6.00pm and this would update Councillors about how they can assist their constituents who were in financial hardship.

Lisa Perkins commented that she would struggle to identify 10 projects as they all seemed very worthwhile. She stated it was hard to get an understanding of the impact that the individual projects would have. Nicole Rickard stated that the next stage would be to scope out the projects and to avoid any duplication wherever possible.

Tom McGarry stated that energy companies were raising awareness about the various grants that were available. He also stated that the Citizens Advice were extremely knowledgeable and experienced in assisting people facing financial hardship. Since the launch of the Citizens Advice for East Suffolk, he felt it would be useful if a representative could attend future Community Partnership meetings to provide an update on the work that they do, including the help and support that was available. Steve Gallant commented that the aim was to encourage and enable people to seek help earlier, before they were in crisis. Nicole Rickard confirmed that 2 Citizens Advice representatives had been involved in the workshop which created the initial list of 65 projects. She also had a meeting scheduled with the new Chief Executive of Citizens Advice East Suffolk in the near future.

Louise Hardwick commented that she was seeing more younger people who had never been in financial trouble before, they were often distressed and did not know where to go for help. Pride was also a factor, as many people did not like to admit they needed help. Alexander Nicoll commented that there were not enough resources available to assist everyone, therefore, it was important to focus on the projects that would have the greatest impact.

Chris Abraham then proposed the recommendations within the report, seconded by Tony Cooper and it was

RESOLVED

- 1) That the outcome proposal attached as Appendix 1 to the report, requesting the allocation of £100,000 to the merging East Suffolk Cost of Living programme be approved.
- 2) That a report on progress be received at the next Board meeting, to be held on 5 September 2022.

9. Outcomes from the Annual Forum 2022

Luke Bennett reported that the Board had met its target of arranging an Annual Forum for this year, which had taken place on 25 March 2022. As mentioned earlier in the meeting, the feedback from the Forum showed that it had been a success and had been very well received.

There had been some comments from some representatives, who had found it difficult to get to Trinity Park by the 9.30am start time, particularly if using public transport. Luke suggested that, as Trinity Park was the only venue locally which was large enough to accommodate the Forum due to the number of workshop rooms and size of the main plenary room, transport could be provided in the future, to assist those travelling by public transport. There had also been some queries about the sustainability of the Forum and he suggested that a Sustainability Appraisal be undertaken, to look at ways that the Forum's carbon footprint could be reduced in future.

Luke reminded the Board that they had previously suggested that there could be an additional, more focussed event arranged for later in the year. He suggested that, if this was to happen then it could be held in the North of the District, to focus upon 1 of the priorities of the Board. He also made the point that he was not sure that the district council would have the resources in house to manage the event and this would have to be bought in by the Board. Those present were positive about this suggestion, but Steve Gallant was concerned about overloading staff by organising a second major event. Luke agreed to scope what was required to take this forward.

Steve Gallant was very supportive of the suggestions put forward by Luke and he thanked him for all of his hard work in relation to the Forum. Steve Gallant moved the recommendations in the report, seconded by Tony Cooper and it was

RESOLVED

- 1) That the impact of the Forum event, set against its original purpose, be noted.
- 2) That the lessons learned from the Forum be used to help inform future events.
- 3) That the suggestion of having another event, later in the year to focus upon a single Board priority be investigated.

10. Mental Health Task and Finish Group Report

Nicole Rickard provided the Board with a brief update on progress since the last meeting on 7 March 2022, in respect of Well Minds East Suffolk.

The Board noted the progress made to date in respect of:

- The Campaign to publicise where and how to access information and support a range of wellbeing issues.
- Neighbourhood Level Funding
- Your Needs Met (young people)
- Theatre in Education
- Pilot projects to support wellbeing in young people
- Training (Adults)
- Cuppa and Chat

It was noted that the total funding from the Board for this programme was £122,900 (£75,923 from 2021/22 and £46,977 from 2022/23) Community Partnership Board Budgets.

11. Forward Work Programme

Steve Gallant commented that there was a lot of work going on, which was extremely positive. He suggested that, as a result of the point made in the Annual Report about the lack of business engagement in the CP's a Scoping Group be created to look at ways for the Community Partnerships to engage with local businesses in their areas and report back to the next meeting.

RESOLVED

- 1) That a Scoping Group be set up to look at ways for the Community Partnerships to engage with local businesses in their areas.
- 2) That an update on the proposals from the Scoping Group be brought to the next Community Partnership Board meeting, to be held on 5 September 2022.

12. Any Other Business

Alexander Nicoll advised that Suffolk County Council would be hosting a Rural Transport Seminar which would be taking place on 22 July 2022. They would offer transport and collect people from Ipswich Train Station. They would be discussing a wide range of transport matters, including the East Suffolk Line.

Chris Blundell reported that his Community Partnership had supported a very successful Spot Wellbeing Project. This involved a small group of people taking part in exercise with a responsible, trained person, which had reduced their social isolation as well as their overall health and wellbeing. Of those who had attended these sessions, 86% reported feeling less lonely and 92% reported an improvement in their wellbeing. He suggested that, as the scheme had been so popular in his area, that it could be piloted in the other Community Partnerships too and he sought funding from the Board to achieve

this, and to extend the project in his own Community Partnership. Steve Gallant stated that this appeared to be a good project, however, as there was insufficient detail for the Board to consider Chris Blundell's request at this meeting, that an outcome proposal be brought to a future Board meeting for consideration.

Nicole Rickard stated that she was still collating the votes for the 65 projects in relation to Financial Inequality, which had been considered earlier in the meeting, at Item 8. She confirmed that she would circulate the voting results and the projects which would be supported, outside of the meeting.

13. Date of Next Meeting

It was noted that the next meeting would be held on Monday, 5 September 2022 at 4.00pm in the Conference Room at Riverside, Lowestoft.

The meeting concluded at 8.25 pm

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Chairman