

ONE Haverhill
Meeting Notes
2 July 2012 at
Samuel Ward Academy, Chalkstone Way, Haverhill
at 9.30am

1. Present: Anne Gower (AG) (Chairman)

Roger André (RA), Will Austin (WA), Gordon Cox (GC), Peter Ferrie (PF), Ernie Goody (EG), Clair Harvey (CH), Sarah Howard (SH), Elaine Hewes (EH), Tim Marks (TM), Warren Smyth (WS), Philip Sullivan (PS), Mary Taylor, (MT), Alex Till (AT), Adam Whittaker (AW), Henry Wilson (HW)

By Invitation:

Harry Cash (HC), MENTA

Mike Desborough (MD), Department for Communities and Local Government (DCLG)

Micah Gold (MG) and Edward Lewsey of Micah Gold Associates
Richard Hewitt (RH) and Lynne Wardle (LW) of Taylor Haig Limited
Mark Parker (MP), Suffolk County Council (SCC)
Sue Warren (SW), Simply PR

Apologies: Cathy Manning (CM) St Edmundsbury Borough Council

1.1 Visitors were welcomed and introduced to the Board.

2. Haverhill Neighbourhood Community Budget (HNCB)

2.1 Introduction to NCB

The Board received and noted a presentation from MD, which provided an introduction to the HNCB from the DCLG's perspective and the DCLG's role in supporting ONE Haverhill to deliver the ambitions of the NCB pilot.

2.2 The story so far

CH updated on progress made since the Board last met in March 2012, including:-

- (a) a Core Group comprising MP, Project Manager; SH, WA, CH and CM had been established to drive the project forward;
- (b) SW had been appointed to promote ONE Haverhill and the NCB pilot. A new website, provided by The Design Office, would be launched shortly;
- (c) a recent 'temperature check' at a DCLG event in Birmingham had ascertained that Haverhill was making good progress

- (d) a scoping exercise had been undertaken to understand the wealth of services currently provided by the various providers in Haverhill under the 2 focus areas of the project;
 - (i) Improving the Physical Environment; and
 - (ii) Improving Opportunities for Young People.

MP provided further details on this issue later in the discussions, as detailed in 2.5 below.

2.3 **Communications**

SW provided a verbal report on methods for promoting ONE Haverhill and the NCB, such as through the new website, social media, press releases, photoshoots, radio interviews etc. She stated that a PR Strategy was currently being produced in order to ascertain target audiences; methods for communicating with non-internet users, hard-to-reach groups etc. SW also requested information from Board members, such as a short biography about themselves and a photograph for uploading onto the website, plus information on 'action stories' which positively promoted ONE Haverhill and/or the NCB.

HW had recently taken part in a radio interview with Haverhill FM, which referred to ONE Haverhill and the NCB, an MP3 copy is available if board members would like to hear it.

ACTION:

- (1) Board members to provide SW with a short biography about themselves and a photograph for uploading onto the website, plus information on 'action stories' which positively promoted ONE Haverhill and/or the NCB; and**
- (2) Board to request MP3 copy of HW's interview with Haverhill FM to the Board from SW.**

(Sue Warren left the meeting at the conclusion of her report.)

2.4 **Community Engagement**

Micah Gold Associates had been appointed to undertake wide-ranging community engagement exercises to capture valuable data for analysis with the aim of establishing what services people want within the context of the two themes named in 2.2 (d) above. MG and EL explained in their presentation issues such as, how effective community engagement would be achieved; the numbers of people they expected to engage and the establishment of focus groups; the process of data analysis; and the timetable by which the engagement exercises would take place.

MG sought suggestions of means for effectively engaging with the community, such as through various media sources and at public meetings. One such public event included the Safer Neighbourhood Team's Public Forum arranged for 10 September 2012, which MG was interested in attending. MT offered space in West Suffolk College's LEAP Centre located in High Street, Haverhill, which was duly welcomed.

ACTION: The Board to provide MG with further suggestions and means of effectively engaging with the community on the NCB pilot scheme by email via CH

2.5 Service Mapping

MP provided a presentation on Service Mapping, which included that 75 services were currently provided in Haverhill by various providers within the context of the two themes.

The Board undertook an exercise, whereby members were asked to ascertain which services they considered were priority services for inclusion in the NCB, by rating each service detailed on the Service Maps in order of the following priority:-

- (A) Strong priority – service in need of change;
- (B) Interested, but not such a strong priority as (A);
- (C) Indifferent opinion in the service currently provided; and
- (D) Service not known.

The results would be compared with those partaking in the community engagement exercises.

(At this point, RH and LW of Taylor Haig Limited, who had been appointed to support the NCB as they had Change Management expertise, provided feedback on the initial findings of the above exercise.)

2.6 Next Steps

WA gave a presentation on the next steps and timescales, as detailed in the presentation below.

3. Task and Finish Groups – Exception Reporting

(a) Public Forum

CH reported that the Public Forum had been held on Thursday 26 April 2012 which was very well attended. It had been divided into three sections, namely, an introduction into the NCB; 'You said, we did', which addressed matters achieved since the last Forum; and looked at the theme of 'Health'. The next forum would be held in October 2012. Now confirmed as 22nd October 6.30-8.30pm.

(b) Grants Task and Finish Group

The first round of funding had been allocated from the total £50,000 fund, granted by St Edmundsbury Borough Council. A second round of funding would be awarded in September 2012.

(c) Older People's Forum

This Group had not met since the last meeting of the Board, however, conversations had been held with Age Concern UK and discussions would shortly be held regarding the 'Golden Age Fair', arranged for 26 September 2012.

(d) 3 Year Young People's Plan Task and Finish Group

A draft strategy and delivery plan had now been produced, which would be circulated to the Board shortly. However, work still needed to be undertaken on integrating the Supporting Young Haverhill's strategy with this strategy to provide a single document that set out a framework and tangible delivery plans for supporting young people in Haverhill.

A discussion was held on whether this Task and Finish Group should cease following the production of the single document and this would be considered at a future meeting.

(e) Promoting Haverhill Task and Finish Group

This Task and Finish Group had not met recently, largely because work on the NCB had taken priority.

- 3.1 CH explained that each of the Groups would be reviewed and evaluated in September 2012 to establish whether they had successfully met their objectives and should therefore 'finish', or whether they should continue.

4. Future of Grants Task and Finish Group

- 4.1 WA gave an outline of the work of the Grants Task and Finish Group and subsequently asked that the membership of this Group should be reviewed. The membership had originally been established as a result of volunteers of the Board that met the relevant criteria putting themselves forward to sit on the Group. WA considered it more appropriate for Board members to vote for whom they wished to sit on the Group.
- 4.2 It was not known at this stage whether future funding would be forthcoming from SEBC in 2013/14 and beyond; however, the majority of members considered a rotating panel would be beneficial to promote transparency to grant applicants and this matter would be considered further by email.

<p>ACTION: CH to ask for volunteers to sit on the next panel in September (excludes previous members)</p>
--

5. Process/timescales for election of ONE Haverhill Chair (September 2012)

- 5.1 AG explained that nominations for the election of the next Chair of ONE Haverhill would be sought from 9 July 2012. Board members would then have two weeks to vote via Survey Monkey for their preferred Chair. The nominated Board member with a majority number of votes would then be announced and take the Chairmanship from 1 September 2012.
- 5.2 AG gave her thanks to Claire Skoyles of SEBC, who had provided administrative support to ONE Haverhill during her year as Chair. The future Chair would need to find new administrative support.

6. Any Other Business

- 6.1 SH put forward Jason André of Castle Manor Business and Enterprise College as the young person's representative on the Board. He will feed in the views of young people through his role at the college.

DECISION: JA to be invited to join the board. SH to inform Jason of decision.

7. Dates of Future Meetings

The next meeting had been rearranged from 12 September 2012 to Tuesday 25 September 2012 at Haverhill Leisure Centre (to be confirmed following rearrangement); and

Wednesday 12 December 2012 at Samuel Ward Academy.

Both meetings to commence at 9.30 am.

The meeting concluded at 11.35 am.



W:\Democratic WP
Services\Committee\F



W:\Democratic WP
Services\Committee\F



W:\Democratic WP
Services\Committee\F

W:\Democratic WP Services\Committee\Minutes\ONE Haverhill\Meeting Notes 2 July 2012.doc