



## LUTON FORUM

28 January 2010  
2:00 pm

Hat Factory  
Bute Street  
Luton

### AGENDA

1. **Introductions and Apologies**
2. **Minutes of the previous meetings:**  
2.1 3 December 2009  
*(Attached) For agreement.*
3. **Matters Arising.**  
*(Report attached) Bren McGowan, LSP Manger to present. For information.*
4. **Disclosures of Interests**  
*Members are reminded that they must disclose both the existence and the nature of any personal interest that that they may have in any matter to be considered at this meeting. A member who has a prejudicial interest must withdraw from the meeting room while the matter is being discussed.*
5. **Luton in Harmony**  
*Members to be invited to sign up in support of the Luton in Harmony*

6. **Luton Borough Council – Budget** *(Presentation)*  
*Dave Kempson, Head of Corporate Finance, Luton Borough Council to present. For information and discussion.*
  
7. **Myplace** *(Presentation)*  
*Everton Blake, Executive Director, Voluntary Action Luton, and Lorna Brown, Myplace in Luton Bid Coordinator to present. For information.*
  
8. **Bedfordshire and Luton Compact** *(Report and draft response attached)*  
*Peter Headland, Consultation and Community Engagement Manager, Luton Borough Council and Bren McGowan, LSP Manager to present. For discussion and agreement.*
  
9. **Theme Board Reports** *(Report to follow).*  
*Chairs of Theme Board to present. For information and discussion.*
  
10. **Partnership Manager’s Report** *(Report attached)*  
*Bren McGowan, Partnership Manager, to present. For information.*

## **LUTON FORUM MEETING**

**Thursday 3<sup>rd</sup> December 2009  
2.00 pm at Hat Factory, Bute Street, Luton**

### **PRESENT:**

#### **MEMBERS**

Councillor Hazel Simmons – Luton Borough Council – Chair  
Peter Adams – Luton Assembly  
Maggie Appleton - Luton Cultural Services  
Graham Beckett - Marsh Farm Community Development Trust  
Colin Chick – Chair, Economy and Environment Board  
Mike Colbourne – Bedfordshire Police  
Linda Farrell - Luton Assembly  
Anwar Haque – Luton Assembly  
Janet Montgomery – Luton Assembly  
David Oakley-Hill – Luton Assembly  
Gerry Taylor – Luton Primary Care Trust  
Jim Thakoordin - Luton Assembly  
Councillor Sian Timoney – Beds and Luton Fire and Rescue Authority

#### **OBSERVERS**

Chris Hammond – GO Eastern Region

#### **SUPPORT OFFICERS/ADVISORS**

Lorna Brown – Luton Assembly Operations Manager  
Laura Church - Head of Regeneration, Luton Borough Council  
Peter Headland - Consultation & Community Manager, Luton Borough Council  
Roger Kirk – Business Redesign & Self Direct Support Manager, Luton Borough Council  
Dean Stokes – Head of Strategic Planning, Policy & Performance, Luton Borough Council  
John Laverick – Peter Fletcher Associates  
Bren McGowan - LSP Manager, Luton Borough Council  
Deborah Garner – Democratic Services, Luton Borough Council  
Richard Lovelock – Democratic Services, Luton Borough Council

**35 APOLOGIES FOR ABSENCE (REF: 1)**

Apologies for absence from the meeting were received on behalf of:  
Masood Akhtar - Luton Assembly  
David Barrett - University of Bedfordshire  
Everton Blake - Chief Executive Officer, Voluntary Action Luton  
Anita Briddon – Luton Youth Offending Service  
Kevin Crompton - Chief Executive, Luton Borough Council  
Councillor Roy Davis - Democratically Elected Member, Luton Borough Council  
Penny Fletcher - Bedfordshire Police Authority  
Dave Fothergill - Beds and Luton Fire and Rescue Service  
Penny Furness-Smith - Chair, Health and Well-Being Board  
Alison Hunt – Job Centre Plus  
Debbie Jones - Chair, Children and Young People’s Trust Board  
Gillian Sharp - Luton Advice Network  
Craig Smith - Learning and Skills Council  
Niall Spencer - Luton Assembly  
Jenny Spouge - Luton Assembly  
Neville White MBE - Luton Assembly

The Chair advised the Forum that Kevin Crompton, Chief Executive, Luton Borough Council was leaving to take up a position at Haringey.

The Board requested that their best wishes be recorded and thanked him specifically for his work within the Stronger and Safer area.

**36 MINUTES OF THE MEETING HELD ON 10<sup>th</sup> SEPTEMBER 2009 (REF: 2)**

**Resolved:** That the minutes of the Luton Forum held on 10th September 2009 be taken as read, approved as a correct record and signed by the Chair.

**37 MATTERS ARISING (REF: 3)**

Bren McGowan, LSP Manager submitted a report to inform members of progress since the previous meeting.

David Oakley Hill stated that the previous meeting of the Forum had agreed that details concerning the advertising and marketing for

Luton in Harmony would be brought back for approval and enquired as to how this would happen as the project had a go live date of mid January 2010.

Dean Stokes, Head of Strategic Planning, Policy & Performance, Luton Borough Council advised that the Luton Forum was not the only body involved with the Luton in Harmony project. Dean advised he would distribute an update to all partners

Bren McGowan, LSP Manager advised that Luton in Harmony was not a single event and it was envisaged that the Luton Assembly and other partners would play a key part in the project over the next year.

**Resolved:** That the report (Ref: 3) be noted

**37 ELECTION OF VICE CHAIR (REF: 5)**

**Resolved:** That Anwar Haque, Luton Assembly be elected Vice Chair of the Luton Forum until the AGM in June 2010.

**38 LUTON WHOLE SYSTEM STRATEGY FOR OLDER PEOPLE (REF: 6)**

John Laverick, Peter Fletcher Associates, presented the Executive Summary of the second draft report of the Luton Whole Systems Strategy for Older People and gave an oral presentation. (Attached at Appendix A to these minutes).

There was general support from Members for the Whole Systems Strategy for Older People, with interest in the implementation. There was recognition that many of the issues affected the whole community, and that responses for older people would not always be very different from those of the rest of the community.

Roger Kirk, Business Redesign & Self Direct Support Manager, Luton Borough Council advised that the full report was available for circulation and that the draft consultation continued until 21<sup>st</sup> January 2010 following on from which would be a formal consultation.

**Resolved:** That the presentation as attached at Appendix A to these minutes be noted.

### 39 JOINT STRATEGIC NEEDS ASSESSMENT – REFRESH (REF: 7)

Gerry Taylor, Director of Public Health, Luton PCT, submitted a refresh of the Joint Strategic Needs Assessment to be read in conjunction with the edition published in 2008.

The first Joint Strategic Needs Assessment had been used to assist the Sustainable Community Strategy and the PCT Strategic Plan. The refresh included an extended dataset, input from public meetings and areas of information where change had taken place.

The presentation highlighted a number of crosscutting issues, including:

- Community safety agenda
- Environmental concerns
- Health inequalities
- Child poverty

There was clear enthusiasm within the partnership for supporting a coordinated approach to Luton's health agenda.

**Resolved:** That the report (Ref: 7) be noted.

### 40 COMPREHENSIVE COMMUNITY ENGAGEMENT STRATEGY (REF: 8)

Peter Headland, Consultation and Community Engagement Manager, Luton Borough Council submitted a presentation (attached at Appendix B to these minutes) to update on the progress of the Comprehensive Community Engagement Strategy.

The Forum was asked to consider and comment on the strategy on which the consultation would continue until the end of February 2010. It was expected that the final draft would be available in March 2010 and was due to be presented to the Luton Borough Council Executive on 29<sup>th</sup> March.

There was broad support for the development of the strategy, particularly in the way that it would encourage partners to work together. There was also interest in the way that this strategy would influence other areas of work, such as the Whole Systems Strategy for Older People.

**Resolved:** (i) That the presentation on the Comprehensive Community Engagement Strategy as attached at Appendix B, be noted

(ii) That partner organisations be requested to respond to the consultation.

#### **41 LOCAL AREA AGREEMENT REFRESH AND REVIEW (REF: 9)**

Dean Stokes, Head of Strategic Planning, Policy and Performance,  
Luton Borough Council gave a presentation to the Forum on the Review and Refresh of the Local Area Agreement (attached at Appendix C to these minutes).

**Resolved:** That the presentation as attached at Appendix C to these minutes, be noted.

#### **42 THEME BOARD REPORTS (REF: 10)**

Bren McGowan, LSP Manager presented a report to provide members with an update of the work of the Theme Boards.

The reports raised some key issues, particularly about funding and the Third Sector. Many of these issues would be considered as part of the Borough Council's Review of the Voluntary Sector, but there were also issues concerning the wider partnership. Concern was expressed that Third Sector organisations (in particular smaller organisations) may have little access to short term funding that comes at short notice, even though they may be well-placed to deliver services.

**Resolved:** That the report (Ref: 10) be noted.

#### **43 PARTNERSHIP MANAGER'S REPORT (REF: 11)**

Bren McGowan, LSP Manager submitted a report to inform members of issues not covered elsewhere on the agenda.

**Resolved:** That the report (Ref: 11) be noted.

**(Note: the meeting ended at 4.05 pm)**

<b>LUTON FORUM</b>	<b>AGENDA ITEM 3</b>
<b>DATE OF MEETING:</b>	<b>28 January 2010</b>
<b>REPORT AUTHOR:</b>	<b>Bren McGowan, LSP Manager</b>
<b>SUBJECT:</b>	<b>Matters arising</b>

### **PURPOSE**

This report updates members of issues raised at the last meeting of the Luton Forum, not covered elsewhere on the agenda.

### **RECOMMENDATIONS**

It is recommended that the report is noted.

### **REPORT**

1. **37 Matters arising (Luton in Harmony):** An update was circulated to members following the meeting. The launch of the campaign was held on Friday 15 January, and received a very positive response. The campaign can now be seen on posters, banners and buses. There will be an opportunity for members to sign up to Luton in harmony at the meeting of the Luton Forum.
2. **39 - Joint Strategic Needs Assessment – Refresh:** A Bedfordshire-wide seminar is to be held on Tuesday 30 March to look at some of the issues relating to the Joint Strategic Needs Assessment and the Strategic Housing Market Assessment to look at how these can be used to address local priorities, including the inequalities agenda. The event will be aimed at policy makers, commissioners and service providers. Further details and invitations will be circulated to members of the Luton Forum and the Theme Boards.
3. **40 - Comprehensive Community Engagement Strategy:** The draft of the Comprehensive Community Engagement Strategy has been circulated to members. Responses to the consultation can be made online at <https://secure.luton.gov.uk/surveys/involvementstrategy/>

4. **41 – Local Area Agreement (Review and Refresh): Local Area Agreement refresh:** 3. As previously reported, no major changes are expected in the Local Area Agreement (LAA), with some negotiation talking place around the national indicators (NIs) that will have been most affected by the economic situation:
  - NI 151 (Luton’s overall employment rate);
  - NI 152 (working age people on out of work benefits);
  - NI 154 (net additional homes provided); and,
  - NI 171 (new business registration rate).
5. Negotiations are continuing to take place, and are linked in to the appropriate Theme Boards. Some additional technical changes will be made, for example, where there are revisions to baselines.
6. Luton Borough Council, as the accountable body, has delegated responsibility for signing off the LAA to the Chief Executive in consultation with the Leader of the Council/Chair of the Luton Forum.

<b>LUTON FORUM</b>	<b>AGENDA ITEM 8</b>
<b>DATE OF MEETING:</b>	<b>28 January 2010</b>
<b>REPORT AUTHOR:</b>	<b>Bren McGowan, LSP Manager</b>
<b>SUBJECT:</b>	<b>Bedfordshire and Luton Compact – Consultation on Codes of Good Practice for Consultation and Partnerships</b>

### **PURPOSE**

This report includes a draft response to the Bedfordshire and Luton Compact consultation on the Codes of Good Practice on Consultation and Partnerships. Members are asked to consider the drafts, and make and approve any changes.

### **RECOMMENDATIONS**

**It is recommended that members:**

- (1) Consider and comment upon the attached draft responses.**
- (2) Delegate to the Chair and Vice Chair the responsibility for signing off the final version for submission.**

### **BACKGROUND**

1. The Bedfordshire and Luton Compact is the local expression of the national Compact which sets out the relationship between the Government and the Third Sector.
2. A Compact was set up for the Bedfordshire and Luton area, recognising the fact that many voluntary organisations as well as statutory agencies are based on the county structure and this would allow for a measure of consistency.
3. As well as the overarching Compact, it has been decided that five codes of good practice will be developed. These are:
  - a) Funding and Procurement

- b) Volunteering
  - c) Consultation
  - d) Partnerships
  - e) Equality and Diversity.
4. Currently the codes of good practice for Consultation and Partnership are out to consultation. Although the formal consultation closes on 21 January, the Compact Development Group has been advised of the meeting of the Luton Forum and the need for a late submission of a response.

## **REPORT**

5. Draft responses are attached as appendices. These respond to the issues highlighted in the consultation document, based on a Luton context and how well these meet local needs.
6. A major concern on which the Forum may wish to comment is the level of detail in the Codes: these can be seen as toolkits, and it is questionable whether further toolkits are needed, or whether it would be more useful to signpost towards other resources that are available. If the Compact is to be adopted across all organisations, a clear, simple document is likely to be most useful: a summary of the current information may be more accessible, and therefore more useful.
7. The scope of the documents is sometimes unclear: there are elements which relate very specifically to the relationship between the statutory sector and the Third Sector and other more general sections that would also be relevant to, for example, the private sector. The draft responses suggest that a more focused approach would be helpful which is clearer about the relationship between the statutory sector and the third sector.
8. Neither of the codes of good practice make reference to the role of the Luton Assembly, which developed as a Community Empowerment Network. The role of the Assembly is different from that of a local infrastructure organisation, and it seems a missed opportunity not to highlight the importance of that function and its crucial role in the relationship between the statutory and third sectors, and one that works well in Luton. Although similar arrangements are not in place across Bedfordshire, it would seem appropriate to highlight the good practice in Luton.

## **Next steps**

9. All responses will be considered by the Compact Development Group at its next meeting on 25 February 2010.

10. Further codes of good practice are to be produced, with the Equality and Diversity code of practice scheduled for January 2010.

# Consultation on the Bedfordshire and Luton Compact Draft Code of Good Practice on Consultation

## Stakeholder Response Form

Please read the consultation draft Code of Good Practice on Consultation and then complete and return this response form **by 21 January 2010** either by post to Helen Nottingham, Voluntary and Community Action, Bossard House, West, Street, Leighton Buzzard, Bedfordshire LU7 1DA or by email to [partnerships@action-centralbeds.org.uk](mailto:partnerships@action-centralbeds.org.uk). This form can also be downloaded from the VoluntaryWorks website or completed online (see consultation document pack for details).

**Question 1:** Please tell us which sector your organisation is from.

Statutory Sector:

Voluntary and Community Sector:

**Question 2a:** Does *Section 2 Benefits of the Consultation Code* cover the benefits of consultation to stakeholders appropriately?

Fully

Partially (please ensure you provide comments in the box below)

Not at all

**Question 2b:** Please record any additions/changes that you would like to see made to this section here.

The Code does not reflect the need to develop Comprehensive Community Engagement Strategies by Local Strategic Partnerships in response to the Duty to Involve for public bodies. This is all about joined up, meaningful, cost effective, quality consultation. Section 8.3 of the Code of Practice on Partnerships contains a brief reference to co-ordination of consultation of partners but this does not appear in the consultation code.

The section could be clearer about why we consult – e.g. better services, better communities, better democracy or because there is a legal reason to do so.

Para 2.4a) states “the benefits include added value to existing consultation guidance and strategies that may already be in place”. Because the code is so detailed this is unlikely to be the case and is likely to lead to confusion. Luton Borough Council has a long established Council Research and Consultation procedure which seeks to co-ordinate consultation, improve quality, promote best practice requirements and a requirement to obtain Ethical Approval on consultation issues such as health, social care and vulnerable people. A more concise guide focusing on principles would be more complementary and give less potential for confusion.

There is no mention in the code about N1 7 – the environment for a thriving third sector.

**Question 3a:** Does *Section 3 Key Principles* cover the key principles of consultation relevant to stakeholders?

Fully

Partially (please ensure you provide comments in the box below)

Not at all

**Question 3b:** Please record any additions/changes that you would like to see made to this

section here.

The code could be improved by a simple definition of what “consultation” means and the relationship between information, consultation, engagement and empowerment. The scope of the code of good practice needs to be clearer: ‘taking soundings’ may sometimes be helpful, but will not be expected to be part of a formal process. It may be useful to acknowledge that difference.

Again consultation being part of a joined up approach is important.

The importance of quality of consultation could be more explicit.

**Question 4a:** Does *Section 4 Planning a Consultation* cover all points to be considered by stakeholders when planning a consultation?

Fully

Partially (please ensure you provide comments in the box below)

Not at all

**Question 4b:** Please record any additions/changes that you would like to see made to this section here.

Paragraph 4.1 places emphasis on a consultation database/calendar which organisations can register their interest on. This is prescriptive, may have cost implications and there may be other options which could be developed to co-ordinate consultation.

4.8 Luton Borough Council has recently carried out focus groups with the voluntary and community sector groups where they indicated a wish to be able to set agendas in response to VCS agendas rather than in response to agendas set by public sector bodies. This will involve VCS infrastructure organisations.

**Question 5a:** Does *Section 5 Who to Consult* cover this aspect of consultation appropriately?

Fully

Partially (please ensure you provide comments in the box below)

Not at all

**Question 5b:** Please record any additions/changes that you would like to see made to this section here.

5.2 would benefit from a section on the Luton Assembly and their role in co-ordinating consultation (see 5.5)

**Question 6a:** Does *Section 6 How to Consult* cover this aspect of consultation appropriately?

Fully

Partially (please ensure you provide comments in the box below)

Not at all

**Question 6b:** Please record any additions/changes that you would like to see made to this section here.

It is important to develop an understanding of organisations' preferred methods for being involved.

6.1 Options could include "going out to meet groups"

6.2 What should be contained in consultation document will vary according to the specific consultation.

This section focuses only on written consultations documents, but does not mention other methods which will bring up a range of issues e.g. accessibility

**Question 7a:** Does *Section 7 Allowing Time for Consultation* cover this aspect of consultation appropriately?

Fully

Partially (please ensure you provide comments in the box below)

Not at all

**Question 7b:** Please record any additions/changes that you would like to see made to this section here.

The timescales in this section are too prescriptive for the wide variety of consultations which can take place. For example a consultation could involve an informal, quick ring round of organisations. Timetables for consultations on government issues may have to be carried out at short notice.

Defined timescales may be more difficult when consultation is an ongoing process: twelve weeks at every stage (for example, on different drafts of a document) may lead to overall timescales that are not feasible.

**Question 8a:** Does *Section 8 Publicising Consultation Exercises* cover this aspect of consultation appropriately?

Fully

Partially (please ensure you provide comments in the box below)

Not at all

**Question 8b:** Please record any additions/changes that you would like to see made to this section here.

This section should make reference to Consultation Portals of Councils.

**Question 9a:** Does *Section 9 Submission and Receipt of Responses* cover this aspect of consultation appropriately?

Fully

Partially (please ensure you provide comments in the box below)

Not at all

**Question 9b:** Please record any additions/changes that you would like to see made to this section here.

This section appears to assume that responses will be in writing, whereas consultation activity can be by a range of methods.

**Question 10a:** Does *Section 10 Analysis and Feedback Following Consultation* cover this aspect of consultation appropriately?

Fully

Partially (please ensure you provide comments in the box below)

Not at all

**Question 10b:** Please record any additions/changes that you would like to see made to this section here.

10.6b) this refers to making available a “full report” – often a summary report is more useful with a full report available on request.

10 .7 b and c appear to be duplicates

It might be useful, at this point, to note that although the views of organisations may be taken into account there might be legitimate reasons why these do not determine the final decision.

**Question 11a:** Does the *Summary of the Main Points of the Code of Good Practice on Consultation* provide an appropriate, easy reference?

Fully

Partially (please ensure you provide comments in the box below)

Not at all

**Question 11b:** Please record any additions/changes that you would like to see made to this section here.

This is the most useful section of the code.

The summary would benefit from including some of the points made elsewhere in this response including the importance of a joined up approach, flexibility in time for consultation etc.

**Question 12:** Please record any general comments that you may like to make about the Code of Practice or the consultation process here.

The Code appears very detailed and prescriptive about consultation. There is a danger that in doing so it is less likely to be followed by staff and “sits on the shelf”. A shorter document focusing on core principles and the summary in section 11 may have more impact. This could be more complementary to existing consultation procedures and avoid confusion. It can be a challenge

ensuring all staff within partner organisations follow organisational procedures - it would be even more challenging to ensure staff also followed another detailed code which was not complementary.

The Code must reflect the Comprehensive Community Engagement Strategies being developed by Local Strategic Partnerships.

A way forward may be to develop a shared website across Bedfordshire on consultation best practice, tools and knowledge – the work on customer insight across Central Bedfordshire and Luton could provide a starting point for this.

It may be helpful to clarify the difference between consultation with the ‘voluntary and community sector’ and with ‘voluntary and community organisations / groups’. It may be that the latter would be expected to bring forward a diverse range of views, whereas as the former might, generally, be expected to provide a coordinated view.

The document is based on the statutory sector and the voluntary and community sector being distinct. It does not appear to make reference to the fact that sometimes, for example through LSPs, they will be working together on consultations.

**Please record your contact details below**

Name:	
Organisation:	
Address:	
Email:	

***Thank you for taking the time to complete this Response Form.  
Your answers and any further comments you may have provided will be used to shape the final Bedfordshire and Luton Compact Code of Good Practice on Consultation.***

# Consultation on the Bedfordshire and Luton Compact Draft Code of Good Practice on Partnerships

## Stakeholder Response Form

Please read the consultation draft Code of Good Practice on Partnerships and then complete and return this response form **by 21 January 2010** either by post to Helen Nottingham, Voluntary and Community Action, Bossard House, West, Street, Leighton Buzzard, Bedfordshire LU7 1DA or by email to [partnerships@action-centralbeds.org.uk](mailto:partnerships@action-centralbeds.org.uk). This form can also be downloaded from the VoluntaryWorks website or completed online (see consultation document pack for details).

**Question 1:** Please tell us which sector your organisation is from.

Statutory Sector:

Voluntary and Community Sector:

**Question 2a:** Does *Section 2 Benefits of the Partnerships Code* cover the benefits of partnerships to stakeholders appropriately?

Fully

Partially (please ensure you provide comments in the box below)

Not at all

**Question 2b:** Please record any additions/changes that you would like to see made to this section here.

This section is very general and it is not always clear how it relates specifically to statutory/voluntary and community sector relationships. Terms such as 'the sectors' are not always clear about whether they include the commercial sector.

Greater clarity would be useful in relation to working with communities, and the scope of the Code of Good Practice: communities, community sector, community networks and community organisations are all referenced, and the differences may not be clear to the non-expert reader. If the document is to be used widely, it needs to be unambiguous.

**Question 3a:** Does *Section 3 Key Principles* cover the key principles of partnerships relevant to stakeholders?

Fully

Partially (please ensure you provide comments in the box below)

Not at all

**Question 3b:** Please record any additions/changes that you would like to see made to this section here.

The key principles at 3.2 but are made less significant by the commentary at 3.1. It may be helpful to note that these principles apply to proposed outcomes as well as the ways of working: the current working suggests an emphasis on process rather than delivery.

3.1 d puts an emphasis on fairness, equality, accessibility and inclusion. These will be significant factors, but it is not clear why these are referenced as opposed to, say, sustainability.

This section seems unbalanced with a focus on the responsibilities of the statutory sector. It notes the importance of the status of the voluntary and community sector being respected, but does not include the responsibility of that sector to respect the importance of local democracy which is maintained through the statutory sector.

**Question 4a:** Does *Section 4 Establishing a New Partnership* cover all points to be considered by stakeholders when establishing a new partnership?

Fully       Partially (please ensure you provide comments in the box below)       Not at all

**Question 4b:** Please record any additions/changes that you would like to see made to this section here.

4.3 includes the private sector only as a deliverer of services: they may be involved in many other capacities as local stakeholders, and it may be useful to include a reference in their own right.

This section is unclear as to whether it is about partnership or statutory sector relationships with the voluntary and community sector within partnerships, and as a result can be seen to include either too much or too little detail.

4.5 assumes that the voluntary and community sector must be included in all partnerships. Although the question should be asked about why they are not involved, there may be circumstances where the sector does not need to be involved.

4.6 is vague: how will the voluntary and community sector define the stakeholders with which they wish to work? The reference to LSP structures is misleading: if the intention is to go beyond LSPs, which seems appropriate, mentioning a limitation does not seem to be appropriate. It would be more helpful to make this a process of negotiation rather than the voluntary and community sector laying out its wish list.

**Question 5a:** Does *Section 5 Involving Voluntary and Community Sector Partners* cover this aspect of partnerships appropriately?

Fully       Partially (please ensure you provide comments in the box below)       Not at all

**Question 5b:** Please record any additions/changes that you would like to see made to this section here.

This section reads as commentary, and does really add a lot to the overall document. 5.2c is a key point, but is hidden in the middle of a lot of commentary.

It may be useful to identify how the voluntary and community sector may contribute to partnerships: for example, by providing, or adding to, an evidence base; by providing infrastructure to specific partnerships.

The document generally seems to be based on the statutory sector leading partnerships. Consideration should be given to how the voluntary and community sector can lead partnerships, and the implications of this for the various sectors.

**Question 6a:** Does *Section 6 Defining Roles and Responsibilities* cover this aspect of

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partnerships appropriately?

Fully

Partially (please ensure you provide comments in the box below)

Not at all

**Question 6b:** Please record any additions/changes that you would like to see made to this section here.

6.2 talks in terms of the two sectors considering issues. It would be more useful to define the outcome e.g. 'ensure clearly defined roles and responsibilities' rather than 'consider whether the roles and responsibilities...'

6.4d is unclear. It may be helpful to reword along the lines of:

The voluntary and community sector will recognise the importance of local statutory democratic processes, included the work of elected members and councillors, and seek to support those processes through the voluntary and community sector infrastructure and networks.

**Question 7a:** Does *Section 7 Developing Constructive Working Relationships* cover this aspect of partnerships appropriately?

Fully

Partially (please ensure you provide comments in the box below)

Not at all

**Question 7b:** Please record any additions/changes that you would like to see made to this section here.

7.2 proposes that business should be conducted as openly as possible, which is appropriate. However, it is not clear whether 'Do not conduct meetings behind closed doors' is intended to be taken literally or metaphorically. The feasibility of making every meeting public must be called into question. Free and honest discussion may become limited if it is to be undertaken in public, particularly in the early stages of partnership development.

It would be helpful if the responsibilities for the statutory sector in 7.5 were mirrored in those of the voluntary and community sector in 7.6.

7.6c puts the voluntary and community sector forward as having responsibility for communication with the wider community. The intention needs to be clearer as a lot of communication will be developed and managed through the statutory sector. A clearer statement of the role of the voluntary and community sector in relation to the wider community may be necessary.

**Question 8a:** Does *Section 8 Purpose and Activity* cover this aspect of partnerships appropriately?

Fully

Partially (please ensure you provide comments in the box below)

Not at all

**Question 8b:** Please record any additions/changes that you would like to see made to this section here.

It is not entirely clear what this section covers, and does seem to replicate other areas e.g. key principles, membership.

8.1 is vague commentary. Taking a longer term view may be important, but it is not clear why this is given such prominence under 'purpose and activity'.

8.3 highlights the importance of community consultation. It would be helpful if this was mirrored in the code of good practice relating to consultation.

**Question 9a:** Does *Section 9 Maintaining the Involvement of Partners* cover this aspect of partnerships appropriately?

Fully

Partially (please ensure you provide comments in the box below)

Not at all

**Question 9b:** Please record any additions/changes that you would like to see made to this section here.

This section does seem to have considerable overlap with Section 7.

9.2 highlights the need to consider capacity building, but does not make clear whose responsibility this is.

9.7e implies that, in general, a single majority view may be presented. There may be many occasions when it will be useful to hear the range of views held by the voluntary and community sector and to have these provided within a broader context.

**Question 10a:** Does *Section 10 Reviewing and Evaluating Partnerships* cover this aspect of partnerships appropriately?

Fully

Partially (please ensure you provide comments in the box below)

Not at all

**Question 10b:** Please record any additions/changes that you would like to see made to this section here.

10.1a implies that it is expected that all partners will input equally. In reality, partners should probably contribute appropriately, which may link to their expertise, knowledge and the subject under review. Inputting 'equally' may actually be counter-productive.

There are several partnership toolkits available to enable partnerships to assess their effectiveness. Rather than providing yet another list, it might be useful to identify appropriate toolkits.

**Question 11a:** Does the *Summary of the Main Points of the Code of Good Practice on Partnerships* provide an appropriate, easy reference?

Fully

Partially (please ensure you provide

Not at

**Question 11b:** Please record any additions/changes that you would like to see made to this section here.

This is the most useful section of the document and it would be helpful to convert some of the commentary in other sections into bullet points on the checklist. This could be developed so that it is clear which sector needs to take account of the individual items.

This could be a really useful method for ensuring that the Compact is widely used across organisations, rather than being the preserve of those who are closely involved.

**Question 12:** Please record any general comments that you may like to make about the Code of Practice or the consultation process here.

The code of good practice seems to be based more around the needs of the voluntary and community sector, when many of the issues should be mirrors across both sectors (e.g. in the same way as the statutory sector should involve the voluntary and community sector in the formation of partnerships', the voluntary and community sector should consider how it involves the statutory sector in areas of work which it leads).

The Code falls somewhere between a statement of intent and a toolkit and as such it is not clear how it should be used. If the aim is to embed these principles across all parts of both sectors, it may be more useful to provide a brief document that highlights the key principles, and which signposts people to specific resources.

On the whole, the general nature of the document does not reflect Luton's particular circumstances: the Luton Assembly has a key role in the coordination of the voluntary and community sector's relationship with the statutory sector, and it would be helpful to reference that this has been agreed with key partners. There may be similar arrangements with local infrastructure organisations in other areas, and this good practice should be acknowledged.

**Please record your contact details below**

Name:	
Organisation:	
Address:	
Email:	

***Thank you for taking the time to complete this Response Form.  
Your answers and any further comments you may have provided will be used to shape the final Bedfordshire and Luton Compact Code of Good Practice on Partnerships.***

<b>LUTON FORUM</b>	<b>AGENDA ITEM 9</b>
<b>DATE OF MEETING:</b>	<b>28 January 2010</b>
<b>REPORT AUTHOR:</b>	<b>Bren McGowan, LSP Manager</b>
<b>SUBJECT:</b>	<b>Theme Board updates</b>

### **PURPOSE**

This report updates members with some of the key issues from the Theme Boards.

### **RECOMMENDATIONS**

It is recommended that the Luton Forum notes the report, and discusses issues raised as appropriate.

### **REPORT**

#### **Stronger and Safer Communities**

1. Progress in relation to the Safer agenda (October 2009 – January 2010):
  - soLUTiONs branding has been finalised;
  - soLUTiONs Partnership Plan has been launched;
  - soLUTiONs Public Summit took place on 30 November. This event was highly successful and involved over 200 members of the public and 40 partners;
  - Draft Domestic Abuse Strategy has been produced. The consultation period is now underway;
  - Crime and Disorder Reduction Partnership (CDRP) sub groups have been established to focus on violent crime (NI 15), serious acquisitive crime (NI 16) and anti-social behaviour (NIs 17, 21, 23);
  - The CDRP commissioning process for 2009/10 has been finalised and funds allocated to key projects identified in the Partnership Plan;

- Luton CDRP has been identified by the Home Office as an area for additional support regarding perceptions of Anti-Social Behaviour (NI 17). The CDRP has developed an improvement plan and received £54k in additional funding;
- A CDRP Support Officer has been appointed. This post holder will initially focus on communications and the public confidence agenda;
- A bid to the Housing Challenge Fund was submitted for a social-housing related Family Intervention Project;
- Luton CDRP was successful in its bid for £15k to prevent alcohol-related violence in the town centre. The project involves additional police foot patrols in the night time economy and targeted referrals to support services;
- The SOS Bus currently being refitted. The project is on track for launch on 17 March 2010;
- The initial phase of the Total Place project for Integrated Offender Management has been completed;
- The county-wide Integrated Offender Management Co-ordinator has been appointed.
- Serious acquisitive crime (NI 16) – achieving target;
- Serious violence crime (NI 15) – failing to achieve target;
- Re-offending rate for prolific and priority offenders (NI 30) – achieving target;
- Repeat incidents of domestic violence (NI 32) – achieving target;
- The Community Safety Survey results have been published;
- A Scrutiny Task and Finish Group has been established to review the ‘fear of crime’;
- The Illegal money lending project is now underway.

## 2. Stronger Theme

- Luton in Harmony was launched on 15 January 2010;
- The initial meeting of the Commission on Community Cohesion was held on 15 January 2010;
- A partners’ panel has been organised for the Commission on Community Cohesion on 2 February 2010;
- Funding for the Connecting Communities initiative has been approved (£70,810);
- The Comprehensive Community Engagement Strategy is currently out for consultation;
- The launch of Looking out for Luton - Community Tension Monitoring Hotline has taken place;
- Neighbourhood Governance Pilot action plans have been drafted and approved by the West Area Neighbourhood Board;
- An Accelerated Neighbourhood Partnership Fund bid was submitted w/c 25 January 2010 (£41,700);
- The partnership is working hard to mitigate any adverse effects on community cohesion of the outcomes of various court cases linked to the Royal Anglian Regiment homecoming parade and subsequent events in the town.

## **Health and Well-being**

3. The board at its recent meeting had a detailed discussion on the Quarter 2 performance report - although all activity was on target, some of the predictions and forecast estimates for the end of year outturn figures were identified as requiring further detailed exploration. The board sought clarification about how housing matters and the housing improvement activity going forward will be shared with the Health and Well-being Board. It was agreed given the impact housing has on the overall public health, the Housing Partnership should be invited to update the board regularly so effective links could be made starting at the next Health and Well-being Board meeting - this had become more pressing in the light of the red flag given as part of the Comprehensive Area Assessment.
4. A presentation was received on the Luton Health Inequalities Strategy and as part of ensuring a supporting action plan is in place and as part of securing engagement and ownership of all stakeholders' contributions to narrowing the inequalities gap in Luton, the Health and Well being Board supported a strong recommendation that all the theme boards should be encouraged to identify what might their contributions to narrowing the inequality gap would be.
5. Board Members specifically requested that the Forum and the Local Public Service Board's attention be brought to the importance of a strategic partnership approach to dementia and dementia support, as one of the key areas for the town going forward.
6. Finally the board had an update from NHS Luton colleagues on the work in progress around the future direction of community health care services, primary care services and commissioning.

## **Environment and Economy**

7. The Environment and Economy Board last met on 4 November 2009 and will next meet on the 27 January 2010. Any new issues that emerge at this meeting will therefore be reported orally at the Forum. The main areas of work for the Board over the last three months have been:
8. Co-ordination and agreeing work programmes of the three subgroups of the Board.
9. The monitoring of the National Indicators (NIs) for which the Board is responsible and holding to account individuals responsible for any NIs performing at red or amber, including the submission of action plans. It was noted that the current economic slow down was having an adverse

effect on a number of NIs. As a result, re-negotiation of the targets for NIs 151 (Employment), 154 (Housing), 152 (Out of work benefits) and 171 (New business registrations) is currently being undertaken with GO-East.

10. Monitoring progress on the Core Strategy and specific current issues around delivery.
11. Receiving reports and commenting on:
  - i. Place Survey Findings
  - ii. Health and the Built Environment – Mainly focused on work being undertaken to bring currently unused land into use as playgrounds or allotments
  - iii. Green Procurement
  - iv. Local Transport Plan 3 – An officer group has been set up to input into development of the document. An evidence-based study was completed in November 2009 and currently working on identifying options. Initial consultation was delayed slightly due to delays to the Local Development Framework but is now expected in March 2010
12. Given the range of responsibilities under the control of the Environment and Economy Board the work is divided into three functionality based sub-groups:
  - i. Environmental Stewardship and Climate Change Sub-Group;
  - ii. Employment, Innovation and Enterprise Sub-Group; and
  - iii. Housing Partnership Sub-Group.
13. The sub-groups meet between the Environment and Economy Board meetings and have undertaken the following work over the last three months:
14. Environmental Stewardship and Climate Change Sub-Group
  - Terms of reference have been recently reviewed by the Group for endorsement at the next Board meeting.
  - Received reports at the group's December meeting on two LAA indicators (NI 188 [Planning to adapt to climate change] & 193 [Percentage of municipal waste land-filled]) which were showing red, where leads outlined delivery plans and confirmed there was nothing additional the sub-group could do to support delivery. Both officers expressed confidence on achieving respective targets by year end.
  - Group to be consulted on draft Luton Climate Change Adaptation Plan in January.
  - Embarked on production of delivery plan for Sustainable Communities Strategy for Environment & Economy thematic chapter priorities. Group is mapping current activity against

each priority and seeking leads to co-ordinate the development of delivery plans for each priority; and for pulling together reports on delivery performance (now complete). Input from the 'economic' theme group to be sought in the plan's development to ensure activities contribute to both 'environment' and 'economic' outcomes where appropriate.

- Development of Luton Environment Strategy draft for publication and approval at Executive on 15 February 2010.
- Working with Carbon Trust developed draft Local Authority Carbon Management Plan for approval by Executive on 8 March 2010 (Main Council delivery plan for NI 185 [CO<sub>2</sub> reduction from local authority operations] and CAA Assessment).

15. Employment, Enterprise and Innovation Sub-Group

- Future Jobs Fund – Funding has been secured and the plan is now being delivered. The first jobs have now been created.
- Economic Participation – The programme for 2010/11 has been agreed with the East of England Development Agency (EEDA) in December 2009 and scheduled for EEDA Board approval in February.
- Difficulty in monitoring NIs 162 and 163 due to lack of data being provided by LSC as a result of lack of staff in run down to closure in March 2010.

16. Luton Housing Partnership Sub-Group

- February meeting – The Sub-group will sign off and sign up to refreshed Luton Borough Council Housing Strategy Action Plan.
- Membership of sub-group has been extended to include representatives from NHS Luton and the Mental Health Trust.
- Agreed set of NIs and Performance Indicators is the focus of group for 2010/11.
- Presentations, discussion and input on Personalisation Agenda and early findings of the Strategic Housing Market Assessment.

**Children and Young People**

***Children and Young People's Participation***

17. The Children and Young People's Trust partners have contributed this year to the sustainability of the participation team which sits in the Children's Joint Commissioning Unit. The team consists of a manager and 2 officers who have been since July, when the team became fully operational, been able to influence a variety of partner's agenda when it comes to engaging young people. In particular the team are involved with a variety of projects and programmes including:

- Generations Together
- Luton in Harmony
- E-safety Committee
- Sexual Exploitation group
- Comprehensive Community Engagement Strategy
- Community Involvement group (Police)
- Corporate Parenting Board
- Young People's Panel (CiC Committee)

18. The team have also been working on:

19. The Youth Council known as LYTE (Luton Youth Together for Everyone) has re-launched with new members, each representing their ward – currently there are 16 of the 19 wards represented. LYTE will also have representatives from other youth forums. LYTE has been meeting since September and has drawn up their own action plan of issues they want to work on over the coming year. The main issue they are currently working on are transport costs for over 14 year olds. The ward representatives will now also attend the Young Voice groups managed and developed by the Area Integrated Services at a neighbourhood level. The ward representatives are currently developing ways to interact and engage the wider community of young

people so they can represent their issues at the Council's area committees.

20. The Youth MP now has a regular feature in the Council's paper Luton Line. The Youth MP is using the opportunity to highlight positive images and stories of young people. The Youth MP also made history along with 30 other youth MPs when they met in the House of Commons to debate issues of concern to young people, the event was televised, both on Parliament Channel and national news. The profile of the Youth MP and his role is now more publicised and has been more engaged with public events.
21. Eighteen young people attended the Public Crime summit November 2009 to ensure that young people's views were represented during discussions on how crime reduction could be improved. The young people also did a presentation which was designed to make the audience think about how society had changed and how they had been deprived of the play opportunities from yester year. They also presented some statistics from a consultation the young people had under taken during November with 100 people. Since the Crime Summit the team has been contacted by members of the public asking the young people to get involved in some work on a local level where anti social behaviour is a problem.
22. Young people have been involved in various stages of the West Area Neighbourhood Governance pilot project. They were present at two of the three community festivals – they had a stall and consulted with young people about issues at a local level. Young people were also present at two of the three community planning events – in which they took part in voting on the priorities for improving the area. The final stage will involve member of Young Fundz (the youth grants panel). They will be part of a larger grants panel to decide on projects that will go forward to a larger event where the public can vote on which projects they would like to see get funded. Young Fundz is putting forward funding for projects designed by young people. Young people have also been asked to help set up a Junior Neighbourhood Watch scheme in a number of wards.

### ***Children and Young People's Plan***

23. Luton's Children and Young People's Plan (CYPP) has been reviewed and refreshed. The plan focuses on the Children and Young People's Trust Board's priorities and after extensive consultation will be signed off by the Children and Young People's Board on 9 February. The plan will be presented to Luton Borough Council's Executive on 8 March and published in April 2010.
24. A web based CYPP is also being developed which will be a detailed plan which will cover all aspects of children's services across the

Children and Young People's Trust. The web-enabled CYPP will become the comprehensive and dynamic plan that all partners can access and use - e.g. it will incorporate links to strategies and detailed action plans; with updates on progress; performance reporting etc. This online plan will be launched in spring 2010.

***New statutory guidance on cooperation arrangements including the Children Trust Board and the Children and Young People's Plan***

25. The Department of Children Schools and Families are consulting on the above guidance. Of significance is that Children's Trust Boards will become statutory bodies from April 2010 and will have legal responsibility for the development of the Children and Young People's Plan (CYPP), moving this role away from the local authority. Partner agencies will express their commitments to the delivery of the priorities in the CYPP. The Board is responsible for monitoring the implementation of the CYPP and will produce an annual report indicating successes and challenges and next steps. An annual Safeguarding report will also feed into this review process.

**Luton Assembly**

26. The Assembly's Away Day was held on 16 December 2009, tied in with the development of an Assembly impact assessment toolkit. A full evaluation report will be published in April 2010
27. The Assembly is holding a Voluntary and Community Sector (VCS) Safeguarding roll-out event on 24 March 2010 via the VISION4 network.
28. An event held on 1 December to launch the VCS Stronger and Safer Communities Network. It was attended by 50 VCS organisations who expressed an interest in being involved with the Network. The network will feed into the work of the Stronger and Safer Communities Board and has been financially supported for two years by the Crime and Disorder Reduction Partnership. It is currently in the process of developing the business plan for 2010/11.

<b>LUTON FORUM</b>	<b>AGENDA ITEM 10</b>
<b>DATE OF MEETING:</b>	<b>28 January 2010</b>
<b>REPORT AUTHOR:</b>	<b>Bren McGowan, LSP Manager</b>
<b>SUBJECT:</b>	<b>LSP Manager's report</b>

### **PURPOSE**

This report informed members of items not covered elsewhere on the agenda.

### **RECOMMENDATIONS**

It is recommended that the report is noted.

### **REPORT**

#### **LSP and LAA Network**

1. The meeting that had been scheduled for January was postponed and will now take place on 11 March in Huntingdon. It will look at Climate East's Regional Action Plan, and how this affects local strategic partnerships and local area agreements. Sessions include:
  - Climate Change and the Role of LSPs Across the East
  - Sustainable Communities Act
  - Creating the Greenest County
  - The Greater Norwich Partnership Development
2. Further details can be found at the Improvement East website:  
<http://events.eera.gov.uk/EventDetails.aspx?ID=1852>

#### **Comprehensive Area Assessment**

6. The Comprehensive Area Assessment (CAA) report can be found at:  
<http://oneplace.direct.gov.uk/Pages/default.aspx>
7. The report provides important information in relation to the town, identifying significant areas of good practice, as well as areas that require further action.
8. It is proposed that a future meeting of the Luton Forum considers the issues raised by CAA in more detail.