

Agenda

DATE: Thursday, 7 June 2007
TIME: 2.00 pm
PLACE: AW House, 6-8 Stuart Street, Luton

Minute Taker: Deb Garner

Item Number	Subject:	Page No
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1 **Election of Chair and Deputy Chair**

2 **Apologies for absence**

3 **Minutes of the Luton Forum meeting held on 5 April 2007**

4 **Disclosures of Interests**

Members are reminded that they must disclose both the existence and the nature of any personal interest that they may have in any matter to be considered at this meeting.

A member with a personal interest in any matter to be considered at this meeting will also have a prejudicial interest in the matter if the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the individual's judgement of the public interest. A member who has a prejudicial interest must withdraw from the meeting room while the matter is being discussed.

5 **Review of the LSP/CEN**

6 **Review of Code of Conduct**

7 **Information Items**

Minutes of AGM 2005

**Contact
for this
meeting:**

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LUTON FORUM

AGENDA
ITEM:

1

DATE OF MEETING: AGM 7th June 2007

REPORT BY: Alice Abida, LSP Support

SUBJECT: Election of the Luton Forum Chair and Deputy Chair

PURPOSE:

1. The purpose of the report is to provide information on the prospective candidates in order to assist the election process.

BACKGROUND:

2. A letter was sent to all members of the Luton Forum on 9th May 2007, inviting them to consider nominations for Chair and Deputy Chair of the Luton Forum. This was accompanied by a list of current members and a nomination form.

REPORT:

3. By close of nominations, the following nominations had been received:

Chair	Hazel Simmons
Deputy Chair only	Andy Calvert
	Jo Baty

4. Therefore the Chair is elected unopposed.
5. Voting will take place for Deputy Chair.
6. An extract from the constitution on the conduct votes is shown below:

Voting

- I. Each member organisation shall at any meeting have the same number of votes as the number of representatives to which they are entitled.
- II. Voting shall be by show of hands except in the case of the election or appointment of any individual to an office or position within the Luton Forum when the voting shall be by ballot.
- III. In the case of an equality of votes the Chair of the meeting shall have a second or casting vote.
- IV. Where there are more than 2 persons nominated for any position to be filled by the meeting and, on a vote being taken, there is not a majority in favour of any one person, the name of the person having the least number of votes shall be struck off

the list and a fresh vote shall be taken. This procedure will be repeated until there is a majority of votes in favour of one person.

- V. For the avoidance of doubt, Procedure Rule 3.10 shall apply to the election of the Chair and Deputy Chair of any of the constituent parts of the Luton Forum, or of a person to preside at a meeting in the absence of the Chair.
- VI. Any member may require his/her vote to be recorded in the minutes of the meeting if he/she makes the request immediately after a vote is taken.

7. The statements from the three candidates for Chair and Deputy Chair are shown below.

STATEMENTS BY CANDIDATES

HAZEL SIMMONS

(Nominated for Chair only)

I believe I would be suitable for the above post because:

**Hazel Simmons
Leader of the Council**

I would like to be considered to Chair the Luton Forum for the forthcoming year as I feel I have the necessary skills to lead the Forum in its next stage of development. I have been actively involved with the Forum since its inception during which time I have also been Chair of the Dynamic and Creative Town Theme Group. This Group has, at times, struggled with its role but has remained committed to improving the perception of Luton one of its core tasks. This resulted in the development of the Best of Luton Awards Ceremony a successful event that acknowledged the talent and skills of the people and organisations living and working in Luton. It is this commitment to Luton and its people by all partners that is the underlying strength of the Luton Forum. It will help us work together to seriously tackle issues like shared budgets and joint services. This is the way forward if we are to seriously deal with the many and varied service issues that are highlighted within the Local Area Agreement. The recent Government White Paper on Local Government highlights the need for more involvement from local communities in decision making about services within their localities. The Forum will also need to find ways of linking with communities at neighbourhood level for the future. I believe that I have the ability to lead on this agenda and work with others to develop trust and cultural change to tackle these challenges for the future.

**STATEMENTS BY CANDIDATES
ANDY CALVERT**

(Nominated for Deputy Chair only)

I believe I would be suitable for the above post because:

**Andy Calvert
Assembly**

I am passionate about empowering Luton's local communities and I am a founding member of the Assembly Committee, promoting positive partnership working with all of the local statutory agencies and elected members. I recently facilitated a hugely successful Children and Young People's Plan consultation event.

I am a Full-time Youth Development Officer with the Luton and Bedfordshire Youth Association, and I am in the process of developing Projects and Action & Development groups across Bedfordshire to support young people. Many of the projects are based in Luton and I work with a wide range of young people from all types of backgrounds. I have been involved in specialist work with young asylum seekers, young offenders and worked on a project bringing drama to young people with disabilities. Although my primary focus is on local issues I have developed regional youth policy regarding transportation, communication and health to ensure Bedfordshire's youth had their voices heard by Government Office East.

As an active Forum member I sit on the Dynamic and Creative Town theme group, Children and Young People's Strategic Partnership Management Group, Safeguarding Children's Board, LPSB & Borough wide Youth Reference Group. Engaging at Board level developing strategy relating to the Local Area Agreement, LSP restructuring and the wider Community Plan has enhanced my strategic skills, being comfortable working on the 'bigger picture'.

I have also spent many years working in the private business sector through local Chamber of Commerce (Business Link) and the Department of Trade and Industry, assisting companies across the UK with their European Export Strategies

I would like the opportunity to represent Luton's voluntary/community sector on the Luton Forum as the Vice Chairperson. My experiences in the voluntary/community, public, private sectors and regional policy development have helped me to acquire and develop skills relevant to the work of our LSP: strategic planning, marketing, presentation & motivation

STATEMENTS BY CANDIDATES

JO BATY

(Nominated for Deputy Chair only)

I believe I would be suitable for the above post because:

Jo Bay Learning and Skills Council

I started my career working in the voluntary sector working with young offenders for Community Service Volunteers & later as the Manager of Kirklees Volunteer Bureau. I have a thorough knowledge of the issues and challenges facing the voluntary sector and through Chairing Womenspace and the Transport and General Workers Union Voluntary Sector Branch, gained first hand experience of the very different demands on unpaid volunteers.

I have since worked within the field of Economic Development and Regeneration – two years for Newham Council as Community Development Worker and later for Crime Concern, developing community safety solutions with local residents in New Deal for Communities areas.

I was Programme Manager of an SRB4 Housing Programme in Manor House, Hackney, where I led a small Team and reported to a Board of twenty representatives of the diverse communities of Stamford Hill and Manor House. Our work focused on the key economic development themes of housing, crime, health, education and environment.

I moved to Hertfordshire LSC in 2002 as Head of Community Learning; was then promoted to Director of Skills and Adult Learning and most recently, in August 2006, was offered the post of Partnership Director for Luton at LSC Bedfordshire and Luton.

My role is to develop and sustain strong collaboration with key agencies, organisations and individuals in Luton. I thoroughly enjoy this element of my work and know that the LSC can make a real difference if we work effectively with others to tackle Luton's biggest challenges.

I am outgoing, hard working and not afraid of a challenge. I would welcome an opportunity to be Vice Chair of the LSP and see the key challenges being:

- * engaging more proactively with the voluntary and community sector
- * collaboration between key agencies to develop joined up solutions/funding to meet local needs
- * ensuring Luton's reputation is one of a progressive Town with solid partnership working which really meets local needs.

LUTON FORUM

Thursday, 5th April 2007
2.00 p.m. at AW House, Stuart Street, Luton

PRESENT:

MEMBERS

Rose Davis (Assembly) - Deputy Chair in the Chair
Jo Baty (Learning and Skills Council)
Jocelyn Bullock (Assembly)
Dorothy Broomfield (Assembly)
Andy Calvert (Assembly)
Laura Church (Luton Borough Council)
Tracy Costello (Job Centre Plus)
Kevin Crompton (Luton Borough Council) Councillor Roy J. Davis (Luton Borough Council)
Linda Farrell (Assembly)
Pamella Hagley (Assembly)
Dr. Nazia Khanum (Assembly)
James McGinlay (MFCDT)
Naseem Mirza
David Oakley-Hill (Assembly)
Councillor Lawrence Patterson (Luton Borough Council)
Gillian Sharp (Community Legal Services Partnership)
Councillor Hazel Simmons (Luton Borough Council)
Ivor Twydell (Bedfordshire Police)
Neville White (Assembly)

SUBSTITUTES FOR MEMBERS

Laura Church (Luton Borough Council) substituting for Colin Chick
Anne Laing (Assembly) substituting for Sarita Jain

OBSERVERS

John Harper (Luton Borough Council)
Nicky Dahl (Bedfordshire Police)
Lloyd Conaway (teamBeds & Luton)

SUPPORT OFFICERS/ADVISORS

Alice Abida (Luton Borough Council)
Lorna Brown (Assembly Co-ordinator)
Anne Clube (Luton Borough Council)
Wendy Johnson (Luton Borough Council)

9. APOLOGIES FOR ABSENCE (REF: 1)

Apologies for absence from the meeting were received from Simon Barker (Beds & Luton Fire Service), Colin Chick (Luton Borough Council), Simon Earles (London Luton Airport), Andrew Elvin (Connexions Partnership), Councillor David Franks (Luton Borough Council), Gina Shakespeare (Luton Teaching Primary Care Trust).

10. MINUTES OF THE MEETING HELD ON 1st FEBRUARY 2007 (REF: 2)

Matters Arising:

Minute 02/07 – the Chair confirmed that Tracy Williams from the Aldwyck Housing Association had agreed to attend the Environment and Sustainability Theme Group meetings and would also be encouraged to attend meetings of the Forum, following the resignation of the Jephson Housing Association from the Forum.

Minute 05/07 – the Forum was advised that the MP for Luton North, Kelvin Hopkins, had expressed his support in respect of representations made countrywide against the Government's proposal to seek £900M funding from the community sector element of the National Lottery to support the Olympics bid. It was considered more appropriate to seek these funds from statutory agencies.

Councillor Davis warned that the Luton, Bedfordshire County Councils and the East of England Regional bids that had been submitted could lead to an overall loss of funding due to their proximity to London and the risk of being sucked into the London boundary.

Resolved: That, subject to the deletion of paragraphs 12 and 13 at Minute 08/07 (Ref: 10) and the insertion of the words:

“Anne Laing commented that there was no budget line shown for grants to the voluntary and community sector.

Kevin Crompton advised that grants for voluntary organisations had been discussed. He also indicated that the Council wanted to review the way that funding for voluntary organisations was dealt with, in particular the PSA budget.

Councillor Patterson added that the grants budget had remained stable based on the previous year's figures.”

the Minutes of the meeting of the Forum held on 7th December 2006 be taken as read, approved as a correct record and signed by the Chair.

11. TWO MINUTE REPORTS THEME GROUPS, ASSEMBLY, AND OTHER GROUPS (COMMUNITY COHESION ADVISORY GROUP, INVESTING IN COMMUNITIES, RESPECT, YOUTH HUB, JOINT PLANNING AND TRANSPORTATION COMMITTEE, OBJECTIVE TWO LOCAL AREA GROUP, EQUALITIES AGENCY, CRIME THEME GROUP, BUSINESS THEME GROUP, DYNAMIC AND CREATIVE TOWNS, CHILDREN AND YOUNG PEOPLE,

ENVIRONMENT AND SUSTAINABILITY, HEALTH AND SOCIAL CARE) (REF: 4)

Assembly

A full Assembly meeting was held at Lewsey Learning Centre on 21st February 2007, which had focused on refreshing the Children and Young People's Plan. The event had been very successful with in excess of 80 attendees. A follow up meeting was held on the 27th February at the Salvation Army building.

The Forum was also advised of the results of recent elections to the Assembly that had taken place.

Community Cohesion Advisory Group

No update available at the meeting – a meeting was scheduled for April 2007.

Investing in Communities

The Forum was advised that the Committee had met on 27th February 2007 and that the Investing in Communities Business Plan had been submitted on time.

The Forum was further advised that the future economic arrangements of the BLEDP had been considered.

Respect

The Forum was advised that the Council's Regeneration and Citizenship Scrutiny Committee would be scrutinizing the Respect Agenda and a scoping exercise to establish the areas of the Respect Agenda to be considered was underway. It was explained that the evidence gathering process from all "local players" to understand gaps or overlaps in respect of the provision of current services could take approximately 6 – 8 months to complete, at which time an accurate indication of what could and could not be achieved would become clear.

Youth Hub

The Forum was advised that a paper had been prepared outlining the proposals for the Youth Hub. A paper was available at the meeting.

Identification of possible funding streams for the Youth Hub was currently underway.

Joint Planning and Transportation Committee

Councillor Davis updated the Committee on the latest progress with regard to the Joint Planning and Transportation Committee.

He advised that an Order would be laid before Parliament in respect of this Committee to confirm its status as a legal entity. This body would then be the local planning authority responsible for planning decisions for Luton Borough, South Bedfordshire District and Bedfordshire County Councils. He advised that the Core Strategy consultation document would be published in the near future.

The Forum was advised that a target of 45,000 new dwellings by 2031 had been set and was advised that this would be a difficult target to meet.

In response to questions in respect of the infrastructure of the Core Strategy, Councillor Davis confirmed that the overall policy was in place, and that the draft consultation document sought to consult on how to achieve the policy. The importance of the Government's commitment and support to the policy was essential and the Forum was advised that Andrew Elvin was the Local Strategic Partnership's representative on the Joint Planning and Transportation Committee.

Meetings had been held with Government Ministers on how to progress the Dunstable bypass and the construction of Junction 11A as part of the M1 widening scheme. Furthermore, the Government had expressed its support of the schemes.

Objective Two Local Area Group (LAG)

The Forum was advised that the current programme of work was coming to an end and that there was an under-spend in the European Social Fund budget. Two applications for funding from this under-spend had been received and approved by LAG, and the next stage was submission to the Government office for final approval.

Equalities Agency

Concern was expressed in respect of a lack of funding/support for the Equalities Agency and with regard to the "battle" which seemed to be ongoing between voluntary and statutory agencies.

Disappointment was further expressed that on more than one occasion when the Equalities Agency had submitted tenders for work, they had been unsuccessful. The Chief Executive commented that tenders were submitted on a competitive basis and to date, unfortunately, the Equalities Agency had been unsuccessful.

Councillor Davis commented that only half the requested amount for funding had been allocated to the Equalities Agency and this funding had come from the Voluntary Organisations Corporate Grant Aid budget. In response to a comment by the Chief Executive that there was no intention to remove funding from the Equalities Agency, Councillor Davis re-iterated that only 50% of the funding request had been granted, and further commented that other partners should also be supporting the Equalities Agency.

The Chief Executive advised that the Equalities Agency would be preparing a detailed Business Plan that would be available for discussion after the election. Support would be given to the Equalities Agency in the preparation of the Business Plan.

Crime Theme Group

Divisional Commander Chief Superintendent Twydell advised the Forum that the Crime Theme Group had meet a few weeks ago.

He reported that Luton had been set a PSA crime reduction target of 23.7% but had achieved only 9%. He reported that extra attention would be given by the

Government to establish what measures were necessary to achieve the targets set. He further outlined the crime reductions statistics that had been achieved for various forms of crime e.g. robbery, violent crime, burglary.

One element for the apparent lack of reduction in crime was that a much higher level of crime was now being reported, particularly in the area of domestic violence.

He was pleased to report that Partnership agencies were working well together.

The Forum was advised that the Crime and Disorder Reduction Partnership would be reviewed and that changes to it were expected, however, at the present time no information was available in respect of timescales for the review.

Divisional Commander Chief Superintendent Twydell further reported that six Neighbourhood policing teams were now in place. Inspectors with responsibility for the Neighbourhood policing teams had been assigned two areas each, with one team dedicated to the Town Centre.

Divisional Commander Chief Superintendent Twydell introduced Nicky Dahl to the Forum and advised he would be undertaking the role of Divisional Commander Chief Superintendent as Mr Twydell himself was moving to a new role. Mr Dahl advised that he would be pleased to meet with Forum members and “get to know names and faces.”

Business Theme Group

David Oakley-Hill advised that the Group had met at Marsh Farm Community Centre in March 2007 and had received a presentation on climate change. The clear message from IPCCs, Government’s Chief Science Advisor was around the urgency to change behaviours. To that end, a list had been compiled for local business detailing what actions could be taken to help prevent climate change.

David Oakley-Hill advised that Lynette Warren from the Luton & Dunstable Innovation Centre was leading on partnership working to take the initiative forward.

David Oakley-Hill further advised that Councillor Howes, the Portfolio Holder with responsibility for Information and Efficiency was in possession of the Nottingham Declaration document and enquired if the Forum members would like to receive both the list of possible measures available to businesses to reduce the effects of climate change and the Nottingham Declaration document. The Forum indicated they would be interested in receiving these documents and David Oakley-Hill undertook to circulate them accordingly.

Dynamic and Creative Towns

The Forum was advised that funding had now been confirmed from the Local Public Service Board (£14,000) towards the Best of Luton Awards Ceremony. This Ceremony was expected to take place in October 2007.

The Dynamic and Creative Town Group had been “revamped” at its meeting 4 weeks ago. Its new agenda was linked to the Community and Leisure sections of the Council and a report would be submitted to the Forum at a later stage.

Children and Young People

The Forum was advised that an Away-Day to consider the Children and Young People’s Plan had taken place and had been very successful.

Environment and Sustainability

The Forum was advised that at its last meeting, the group had considered the structure of the Local Area Agreement, including setting out targets and indicators.

Health and Social Care

No update was available at the meeting.

Resolved: (i) That the reports be noted.

(ii) That David Oakley-Hill be requested to provide Forum members with the Nottingham Declaration document.

12. LEARNING AND SKILLS COUNCIL – PRESENTATION (REF: 5)

This item was deferred until the next meeting. Handouts of the presentation slides were available at the meeting

Resolved: That the Learning and Skills Council presentation be deferred to the next meeting of the Forum.

13. PRESENTATION ON “BOOST” INITIATIVES (REF: 6)

The Forum received a presentation from Lloyd Conaway – Director teamBeds&Luton, entitled “Rising to the Challenge – Engaging the Region”.

Lloyd Conaway informed the Forum that BOOST was a Charitable Trust hosted by Active Luton. He advised that BOOST had been set a PSA 3 target in respect of increasing physical activity and participation levels in Luton, (activity and participation levels were currently at about 50% of the target levels). Lloyd Conaway advised that one of the aims of BOOST was to encourage the engagement of those communities considered “hard to reach.”

A Forum member commented that a volunteer strategy was required to ensure the engagement of “hard to reach” communities. Lloyd Conaway confirmed that he would be very happy to receive comments/advice on such a strategy to help achieve the PSA 3 targets that had been set for Luton.

He briefly outlined the benefits of the Olympics Games being hosted by London, and these included regeneration and the legacy of such an event for children and young people.

Councillor Roy Davis commented that in the bid for the Olympics 2012, Luton's level of engagement had been poor, and that Luton had missed out on an excellent opportunity of being part of the Olympic Games. Such a mistake could not be made again and Luton must have its case pressed to participate in such events.

In response to an enquiry from the Chair in respect of offering a Forum member from the voluntary sector a place on the BOOST Board, Lloyd Conaway confirmed that he would be very pleased to facilitate such an arrangement.

The Assembly Co-ordinator said that the Volunteer Bureau could help BOOST to achieve its target for recruiting volunteers for the Olympics.

The presentation encompassed the following elements:

- Creating an active nation through sport
- The Regional Structure
- Economic Impact Study – Overview
- Economic Impact Study – What does success look like for the East of England
- Regional Business Plan – Vision
- Regional Business Plan – Themes
- Legacy
- Regional Summit
- The BOOST Structure
- Looking forward to 2007

Handouts of the presentation were available at the meeting.

Resolved: (i) That the report be noted.

(ii) That Lloyd Conaway be thanked for his interesting and informative presentation.

14. RESTRUCTURE OF LUTON FORUM (REF: 7)

Laura Church reported on the initial responses to the consultation on the proposed restructure of the Forum.

She reported that the options prepared by the Working Group which had been formed to consider the re-structure of the Forum had received general support and that work was also ongoing to establish the best mechanism to ensure a more integrated working approach between theme groups.

With regard to the Local Government White Paper, Laura Church advised that more work was required in respect of:

- the role and remit of the theme blocks for Health and Well-being and Environment and Economy,
- the approach to integration of the “stronger communities” agenda into the Crime and Disorder Reduction Partnership, and
- how to improve better co-ordination with options for the officer support or the LPSB rather than a separate group.

Laura Church advised the Forum that the Working Group would be gathering further information from various agencies and organisations during April with further consultation taking place in May. She advised that the final proposals would be agreed at a special Forum meeting to be held after the Forum's AGM. Laura Church reminded the Forum that the Constitution could be changed at any meeting of the Forum, and that it was only proposals relating to Membership that required consideration at the AGM.

Resolved: (i) That an additional Forum meeting be held after the AGM to consider and agree restructuring proposals;

(ii) That election of the Chair and Vice Chair progress as usual at the AGM.

(iii) That the ongoing work of the Working Group in the development of a revised structure be supported.

15 ANY OTHER URGENT BUSINESS WITH THE PRIOR AGREEMENT OF THE CHAIR (REF: 8)

Kevin Crompton thanked Divisional Commander Chief Superintendent Ivor Twydell for his work and commitment to Luton during his time in this role, and wished him every success in his new role. Neville White echoed the sentiments of the Chief Executive.

The Chair acknowledged that this Forum meeting would be the last attended by Dorothy Broomfield and Pamella Hagley (Assembly representatives) and thanked them for their excellent contributions to the work of the Luton Forum during the period of their membership.

Resolved: (i) That Divisional Commander Chief Superintendent Twydell be thanked for his work and commitment to Luton, and that he be wished every success in his new role.

(ii) That Dorothy Broomfield and Pamella Hagley (Assembly representatives) be thanked for their excellent contributions to the work of the Luton Forum during the period of their membership.

(Note: The meeting ended at 3.30 p.m.)

LUTON FORUM

AGENDA
ITEM:

5

DATE OF MEETING: AGM 7 June 2007
REPORT BY: Anne Clube, LSP Support
SUBJECT: Review of the LSP/CEN Protocol

PURPOSE:

1. The purpose of the report is to review the Local Strategic Partnership/ Community Empowerment Network Protocol.

RECOMMENDATIONS:

2. The Luton Forum is recommended to review the Local Strategic Partnership/Community Empowerment Network Protocol

REPORT:

3. The Luton Forum adopted the Local Strategic Partnership/Community Empowerment Network Protocol at its AGM in 2004. The Protocol is required to be reviewed on an annual basis. The Protocol is attached at Appendix A.

Luton Forum & Luton Assembly Joint Working Protocol

Introduction

1.1 What are the Local Strategic Partnership and the Community Empowerment Network?

1.1.1 The **Luton Forum** is Luton's **Local Strategic Partnership (LSP)**. It is an LSP accredited by government. Its partners comprise the main public sector agencies, representatives of the community and voluntary sector and the private sector. The Luton Forum is responsible for developing and ensuring the delivery of Luton's community strategy (known locally as the Community Plan) – the overarching strategy for improving the economic, environmental and social well being of the area (as required by the Local Government Act 2000), together with Luton's Local Neighbourhood Renewal Strategy, which forms part of the Community Plan.

1.1.2 The Luton Forum is a well-established LSP with a structure comprising:

- The Forum 'Plenary' Group: the main strategic policy-deciding body of the Forum, consisting of 41 members.
- Six Theme Groups, which are reflective of the Community Plan:
 - Business Growth & Employment
 - Crime Reduction and Community Safety
 - Dynamic and Creative Town
 - Environment, Sustainability & Access to Services
 - Health and Social Care
 - Learning, Skills & Employment
- The Local Public Service Board: An body consisting of major fundholders and the voluntary and community sector, responsible for coordinating the work of the Forum, Theme Groups and performance management etc.

1.1.3 **Luton Assembly** is **Luton's Community Empowerment Network (CEN)**. CENs are independent and self-determining networks of community and voluntary sector groups established in all areas receiving Neighbourhood Renewal Funding. The Luton Assembly is made up of around 550 voluntary and community organisations within Luton. The Assembly has its own Constitution and elects a Committee of 18 members. Through the Assembly, the Luton Forum has a particularly well represented voluntary and community sector with the Assembly having 13 seats on the Forum Plenary Group and a minimum of two seats on each Theme Group and on the Local Public Service Board.

1.2 Purpose of the Protocol

1.2.1 The purpose of this protocol is to set clear guidelines about the way the Luton Forum and the Luton Assembly work together. It is also a crucial step in making sure the Luton Forum is doing all it can to include and involve local people in the decisions that affect services and development in the town.

1.2.2 It has previously been recognised that an independent and diverse voluntary and community sector is fundamental to the achievement of local regeneration programmes. There are existing documents that also need to be considered alongside this protocol; 'Bedfordshire & Luton Compact', 'Luton Forum Constitution', 'Luton Forum Code of

Conduct' & 'The Assembly Committee Rules and Structures'. The Luton Forum and Luton Assembly Committee will seek to encourage all partners to sign up to the Bedfordshire and Luton Compact and the Codes of Good Practice.

1.2.3 The Protocol is a living document that will be reviewed and updated annually for the Luton Forum AGM and review of the Constitution, to ensure that its provisions are relevant, comprehensive and up to date.

1.3 Statement of Shared Commitment

1.3.1 The Luton Forum is a partnership with a shared vision, values and principles. To ensure that these are continued, there will be an annual review of the protocol, and a statement of continued commitment from the Luton Forum and Luton Assembly will be signed annually by the two residing Chairs.

2. Protocols of Joint Working

2.1 Assembly Representation and Representatives

2.1.1 The Assembly will openly and transparently elect 18 individuals to the Assembly Committee, 13 of whom shall be named representatives on the Luton Forum and will hold full voting rights. The 18 Committee representatives will be elected for a three-year period with retirement of one third by rotation each year. The Forum recognises the importance of meaningful voluntary/ community representation and recognises the need for balance on the Luton Forum, therefore the Assembly Representatives will make up 1/3rd of the total number of the Luton Forum. This balance is an attempt to ensure that the following interests are represented:

- Geographical communities
- Communities of interest
- Areas of the community which are underrepresented or marginalized.

2.1.2 The Luton Forum/Luton Assembly will monitor any gaps in representation (BME groups, disability etc) and endeavour to target promotion to fill those gaps when vacancies occur.

2.1.3 The Luton Forum will maintain a minimum of 2 representatives to sit on each of the Forum Theme groups, 2 representatives on the Local Public Service Board, and appropriate representation on any other group subsequently formed to deal with the Luton Forum business.

2.1.4 The Luton Forum will ensure that member representation and deputisation is clearly identified for all agencies at each meeting.

2.1.5 The Luton Forum will recognise the Luton Assembly as the primary resource for voluntary and community sector consultation and representation and where other networks are used that these be required to liaise with the Luton Assembly and its representatives.

2.1.6 The Luton Assembly Lead Agency and Co-ordinator will help VCS representatives to play a full role on the Luton Forum.

2.1.7 The VCS representatives will remain accountable to the Luton Assembly according to the agreed Assembly structure and rules.

2.1.8 Assembly representatives represent the views of the Luton Assembly at the Luton Forum, not the views of their own organisations.

2.1.9 Assembly Representatives may occasionally attend area-wide LSP meetings where Luton Assembly representation is needed.

2.1.10 Representatives will be conscientious in their role on behalf of the Luton Assembly (e.g. by attending meetings, sending apologies etc.)

2.1.11 The Assembly Committee Representatives will observe the Luton Forum Constitution in respect of its confidentiality clauses.

2.2 Election and selection procedures

2.2.1 The Luton Assembly will identify 18 Assembly Committee members in accordance with the agreed election rules of the Assembly, 13 of whom shall be named representatives on the Luton Forum. Any amendments to those rules must be fully transparent and agreed by the Luton Assembly.

2.2.2 The Representatives are required to report back to the Luton Assembly on the work of the Luton Forum at Luton Assembly Meetings.

2.2.3 In accordance with requirements within the Assembly Structure document the Representatives are responsible for ensuring:

- That the Luton Assembly is kept informed of the work of the Luton Forum
- That the diverse interests and needs of the Luton Assembly are appropriately represented.

2.3 Meetings

2.3.1 The Luton Forum recognises the importance of the distribution of agendas and papers 5 working days in advance of meetings in electronic format in line with the Constitution and that this facilitates timely distribution of hard copies to the Assembly Committee representatives without access to electronic mail. In such cases the Assembly Coordinator will ensure timely distribution.

2.3.2 The Luton Forum will endeavour where possible to ensure that meeting papers use an accessible format i.e. plain English

2.3.3 The Luton Assembly commit to holding regular meetings including a meeting between receipt of Luton forum papers and the Luton Forum meeting.

2.3.4 The Luton Forum and the Luton Assembly jointly commit to ensure dissemination of public information in a timely way to the community e.g. via websites or newsletters on information such as

- Luton Forum and Luton Assembly meeting dates
- Luton Forum discussions

2.3.5 The Luton Assembly will develop a user friendly website.

2.3.6 The Luton Assembly will hold regular thematic/neighbourhood meetings.

2.3.7 The Luton Forum commits to maintain an accessible style for meetings.

2.4 Communication

2.4.1 The Luton Forum & Luton Assembly Co-ordinators will communicate regularly using appropriate mechanisms i.e. email, meetings etc.

2.4.2 The Luton Forum & Luton Assembly Co-ordinators agree to share papers by e-mail on a regular basis.

2.4.3 The Luton Assembly Co-ordinator will, as an Advisor, attend the Luton Forum Co-ordinating Group meeting.

2.4.4 The Luton Forum Co-ordinator will attend Luton Assembly Committee meetings as an Advisor excepting pre-Forum meetings.

2.4.5 The 5 Assembly Representatives that are not the named 13 Forum members may attend the Forum meetings as Deputies for those named Representatives with voting rights, to a maximum of 13, or as Advisors or Observers, as appropriate.

2.4.6 The Luton Assembly Co-ordinator will provide induction and the Luton Forum Chair will ensure introduction of all new Luton Assembly representatives.

2.4.7 The Luton Assembly/Luton Forum will make data collated available.

2.4.8 The Luton Assembly will maintain a database to enable VCS groups to access Luton Forum information on a range of Luton Forum, interest areas and training.

2.4.9 The Luton Assembly/Luton Forum will maintain effective working relations with the public sector.

2.4.10 The Luton Forum will ensure that Luton Assembly research or consultation is reflected in LSP reports.

2.4.11 The Luton Forum will ensure that the Luton Assembly representatives can present their findings to Luton Forum meetings.

2.5 Community Consultation

2.5.1 In line with the Compact for Bedfordshire and Luton the Luton Forum will consult with the VCS and will programme consultation wherever possible to allow a 3-month consultation period.

2.5.2 The Luton Forum will facilitate access to consultation by appropriate means including relevant translations, special formats and accessible venues.

2.5.3 The Luton Forum will use all networks for consultation and where VCS networks are outside of the Luton Assembly these will be required to link/liaise with that network.

2.5.4 The Luton Forum will ensure that its sub-groups have a representative balance from the Luton Assembly, or where this is from other networks, that these liaise directly with the Luton Assembly.

2.5.5 The Luton Assembly/Luton Forum will work together to remove barriers to participation by excluded groups and to achieve improved community cohesion.

2.5.6 The Luton Assembly will use any funds at its disposal to enable VCOs to play a fuller role in the Luton Forum.

2.5.7 The Luton Forum/Luton Assembly will identify best practice elsewhere and areas for further local development.

2.5.8 The Luton Forum recognises the need for relevant consultation with both the voluntary and community sector and the public and will endeavour to ensure that consultation gaps are filled.

2.5.9 The Luton Forum will respond where there is a strong view that further consultations are needed.

2.6 Performance Monitoring/Best Practice

2.6.1 The Luton Forum/Luton Assembly will monitor recommendations made at LSP meetings and the impact of any policy changes.

2.6.2 The Luton Forum will conduct surveys of participants on the Luton Forum effectiveness through the Performance Management Framework.

2.6.3 The Luton Forum will monitor the distribution of NRF and the involvement of the VCS in carrying out NRF projects.

2.6.4 The Luton Forum will undertake a Performance Management Assessment annually through the Co-ordinating Group and will facilitate Luton Assembly contribution through its attendance at that Group.

2.6.5 The Luton Assembly will undertake a Performance Management Assessment annually through the Assembly Committee and will facilitate Luton Forum contribution through its attendance at that Group.

2.6.6 The Luton Forum will agree standards of monitoring, reporting and evaluation for Performance Management of NRU funding.

2.6.7 The Luton Assembly/Luton Forum will work with other CENs in the region to identify, share and promote good practice.

2.7 Resolution of Issues

2.7.1 The Luton Forum undertakes that Luton Forum officers will make themselves available for formal discussions if the Luton Assembly and its representatives perceive problems with the operation of the Luton Forum.

2.7.2 The Assembly Committee Representatives and its Officer will make themselves available for formal discussions if the Luton Forum and its Officers perceive problems with the operation of the Luton Assembly/Assembly Committee and any individual member found to be in clear breach of the Forum Code of Conduct.

2.7.3 Any issues (on procedural matters) will first be raised with Luton Forum officers and then the Luton Forum Chair before consideration by the Luton Forum meeting.

2.7.4 The Luton Assembly Committee representatives commit not to publicise problems relating to the Luton Forum except as a last resort having followed the above procedure.

2.7.5 The Assembly Committee Representatives acknowledge the Luton Forum Code of Conduct that applies to all members of the Luton Forum.

2.8 Assembly funding

2.8.1 The Luton Assembly can only commit to these arrangements for as long as funding is made available.

2.8.2 The Luton Forum undertake to endeavour to identify funding resources to sustain Assembly activities on expiry of the current arrangements.

LUTON FORUM

AGENDA
ITEM:

5

DATE OF MEETING: AGM 7 June 2007
REPORT BY: Anne Clube, LSP Support
SUBJECT: Review of the LSP/CEN Protocol

PURPOSE:

1. The purpose of the report is to review the Luton Forum's Code of Conduct.

RECOMMENDATION:

2. The Luton Forum is recommended to review Luton Forum's Code of Conduct.

REPORT:

3. The Luton Forum developed a Code of Conduct in 2003. It was reviewed at the AGM in 2006, and is attached at Appendix A.

LUTON FORUM

Code of Conduct

This Code of Conduct is designed to promote harmonious and effective partnership working between members of the Luton Forum. It is also designed to promote public confidence in the actions of the Luton Forum.

This Code applies to all partners in each of the Luton Forum bodies, i.e. the Forum itself, the Local Public Service Board and the Theme Groups. It applies to the individuals nominated to represent member organisations and not simply to the organisation. Individual representatives undertake to comply with this Code whenever they conduct Luton Forum business or act as a representative of the Luton Forum

Values

The following values underline this Code of Conduct:

- **Respect for each other**, evidenced by listening carefully, avoiding rude or offensive behaviour, respecting each others' time by being concise and sticking to the point
- **Embracing diversity**, evidenced by valuing different backgrounds, perspectives, cultures and knowledge and avoiding discriminatory behaviour
- **Pride in Luton and confidence in its future**, evidenced by a positive, purposeful attitude to the work of the Forum
- **Commitment to making a difference**, evidenced by energy and focus on enabling real improvements for the people who live in Luton
- **Openness and honesty**, evidenced by real debate, the willingness to explain one's position fully and listen carefully to that of others
- **Selflessness**, evidenced by members putting the interests of Luton and the work of the forum first and carefully avoiding the pursuit of personal advantage
- **Objectivity**, evidenced by members making decisions on merit, based on the evidence they have available to them

Accountability

Partners are responsible for ensuring that they:

- 1) Are open and transparent in their reasons for making certain decisions and are clear whenever their individual interests are in conflict
- 2) Inform the partnership when they are unable to deliver agreed actions through their organisation
- 3) Recognise and understand the different levels of accountability for partners:

- (a) Individual partners are accountable to the Luton Forum for ensuring that they deliver any actions and strategies they are given responsibility for.
- (b) Each organisation represented on the Luton Forum will have their own system of accountability and any decisions made as part of the Luton Forum regarding resources and services will need to be accounted for within that organisation.
- (c) The Luton Forum is accountable to the wider community for developing the Community Plan and for delivering the targets within it and communicating them.
- (d) Elected Councillors are accountable to the local electorate through the democratic process. Elected Councillors are further accountable upwards to government for performance in meeting any public service agreements etc.
- (e) The Assembly Committee is accountable to the Assembly and, at a different level, to the groups/bodies they represent.

Decision-making

Local Strategic Partnerships (LSPs) do not have executive decision-making powers. Representatives serving on the Luton Forum remain responsible and accountable to their own organisation and any decisions on their services and resources must be made in accordance with the requirements of their own executive structures.

Acknowledging this, partners must ensure that

- decisions made by the Luton Forum are compatible with the aims and objectives of their organisations and, wherever possible, undertake the necessary work to align the aims and objectives of their organisation and those of the Luton Forum
- once they have agreed a decision on behalf of their organisation, they are bound by this decision and work to complete it

Conferring advantage/disadvantage

A partner must not use their position improperly to secure for any person an advantage or disadvantage.

Partners should never use their position to seek preferential treatment for themselves or engage in any form of intimidation over another partner, subtle or otherwise.

Disclosures of Interest

An individual representing a member organisation of any of the constituent parts of the Luton Forum should disclose if (s)he or the organisation(s) (s)he represents has a personal interest in a topic under discussion. If the interest is prejudicial then the individual disclosing the interest will have to withdraw from the room in which the meeting is being held and take no part in the discussion. For detail of the procedure for disclosing interests, paragraph 4 of the Procedural Rules set out in Part 4 of the Luton Forum Constitution is repeated here

(Luton Forum Constitution Part 4)

- .1 If a member organisation or an individual representing a member organisation has a personal interest in any matter being considered at the meeting the member shall disclose the existence and the nature of the interest and, unless the member considers the interest not to be prejudicial, the member shall withdraw from the room
- 4.2 (amended slightly for the Luton Forum)
A member organization or an individual representing a member organization may be regarded as having a personal interest in any matter if a decision upon it might reasonably be regarded as affecting them to a greater extent than other people.
- 4.3 An interest will be prejudicial if the member organisation or the individual representing the member organisation has a financial interest in the matter being discussed.
- 4.4 In any other case, in deciding whether or not the interest is prejudicial the individual disclosing the interest must ask himself/herself whether a member of the public with knowledge of the relevant facts would reasonably regard the interest as being so significant that it is likely to prejudice the members judgment of the public interest.
- 4.5 An individual will have an interest in a matter if the interest is that of a relative of his/hers.
- 4.6 For the purposes of 4.4 "relative" means a spouse, partner, parent, parent-in-law, son, daughter, step-son, step-daughter, child of partner, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece, or the spouse or partner of any of those persons."

An individual representing a member organisation shall not, if either (s)he or the member organisation has a prejudicial interest in the matter, seek to influence a decision about that matter

Partners should at all times avoid any occasion for suspicion and any appearance of misconduct. If a partner is in any doubt about whether they have a personal or prejudicial interest to declare they should:

- Ask the LSP Coordinator at an early stage who will seek the advice of the Council's legal team
- Take the advice of the Council's Democratic Services representative at the meeting

Protocol between Partners and Advisors/Support Staff

Partners should recognise that respect between partners and advisors/support staff, both personally and for their different roles is essential for the development of an effective LSP.

Advisors/support staff and partners should:

- Expect respect and courtesy from each other
- Demonstrate a commitment to the work of the Luton Forum
- Expect timely responses to enquiries

- Demonstrate a high level of integrity

Partners can expect from advisors/support staff:

- An understanding of the respective roles, workloads and pressures facing partners
- Professional advice
- Training and development in order to carry out their role effectively
- To be listened to

Advisors/support staff can expect from partners:

- Leadership
- To not be subject to bullying
- Reasonable requests for information or advice
- Serious consideration of any advice that is provided.

Confidentiality

Partners may occasionally receive information, which is not in the public domain and will be marked 'confidential'. It is the responsibility of individuals to ensure that this information remains confidential.

A partner must not disclose information given to him/her in confidence by anyone, without the consent of a person authorised to give it.

Partners must never use confidential information for their personal advantage or the advantage or disadvantage of anyone known to them, or to the disadvantage or discredit of the Luton Forum.

This Code of Conduct will be reviewed following the Election of the Chair at the AGM.

Signed by:

Name: (Please Print).....

Signature:

LUTON FORUM AGM

Thursday 1st June 2006
2pm at AW House, Stuart Street, Luton

PRESENT:

MEMBERS

Simon Barker – Bedfordshire & Luton Fire & Rescue Service
David Barrett – University of Luton
Andy Calvert – Luton Assembly
Tracy Costello – Job Centre Plus
Kevin Crompton – Luton Borough Council
Rose Davis – Luton Assembly
Andrew Elvin - Connexions
Linda Farrell – Luton Assembly
Peter Fraser - Chamber Business
Pamela Hagley – Luton Assembly
Sue Hendrick – Luton and Dunstable Partnership
Sarita Jain – Luton Assembly
Nazia Khanum – Luton Assembly
Naseem Mirza – Luton Assembly
Graham Moores - Learning and Skills Council
Anne Laing – Luton Assembly
David Oakley-Hill – Luton Assembly
Lawrence Patterson – Luton Borough Council
Regina Shakespeare – Luton Primary Care Trust
Jenny Spouge – Luton Assembly
Caroline Stephenson – Luton Assembly
Kate Symons – Jephson Housing Association
Sian Timoney – Bedfordshire and Luton Fire & Rescue Authority
Neville White – Luton Assembly

SUBSTITUTES FOR MEMBERS

Tracy Costello substitute for Rilesh Jadeja – Job Centre Plus
N. Solanki substitute for Dorothy Broomfield – Luton Assembly
Everton Blake substitute for Anjana Parmar – Luton Assembly

SUPPORT OFFICERS/ADVISORS

Alice Abida – Luton Borough Council
L Brown – Assembly Co-ordinator
Anne Clube – Luton Borough Council
John Harper – Luton Borough Council
Wendy Johnson - Luton Borough Council
Susan Rowland – Luton Borough Council

18. ELECTION OF CHAIR (REF: 1)

Resolved: That Chief Superintendent Ivor Twydell be elected Chair of the Luton Forum for the coming year.

19. ELECTION OF DEPUTY CHAIR (REF: 1)

Resolved: That Rose Davis be elected Deputy Chair of the Luton Forum for the coming year.

20. APOLOGIES FOR ABSENCE (REF: 2)

Apologies for absence from the meeting were received on behalf of Ivor Twydell, Debbie Thompson, Rilesh Jadeja, Councillor Roy Davis, Kathryn James, Colin Chick, Lee Allen and Councillor Hazel Simmons

21. MINUTES OF MEETING HELD ON 6th APRIL 2006 (REF: 3)

Resolved: That the Minutes of Luton Forum held on 6th April 2006 be taken as read, approved as a correct record and signed by the Chair.

Matters arising: Regina Shakespeare reported that (Minute No 11) the Secretary of State had confirmed that the Luton PCT be continued in its present form. She thanked everyone for their support and pointed out that this support had been county wide.

A point was raised in respect of (Minute No 15) as to what measures would be put in place to enhance safety for the millions of people who would travel from and to the airport once the expansion had been achieved.

In response to a question from David Oakley Hill Kevin Crompton confirmed that planning permission had not been received. Lawrence Patterson informed Members of the Forum that planning permission from three local authorities namely North Hertfordshire, South Bedfordshire District Council and Luton Borough Council would need to be sought if the option 4-discussed at the last meeting of the Forum was chosen. Kevin Crompton pointed out that there would still be a lot of discussion regarding the airport expansion before any firm decisions were made.

Anne Clube advised that the Local Area Agreements (Minute No 17) had been placed on the Luton Borough Council website.

22. ALTERATION TO THE LUTON FORUM CONSTITUTION (REF: 5)

Anne Clube reported that to enable closer linkages the Marsh Farm Community Development Trust had requested to become a member of the Luton Forum in its own right. The Local Public Service Board had considered their requests and recommended that the Marsh Farm Community Trust becomes a member of the Luton Forum.

Kevin Crompton explained that the New Deal Community Trust had responsibility for a £24-30 million development programme it made sense for the Marsh Farm Community Development Trust to become a Member of the Luton Forum.

Nazia Khanum expressed concern with regards to consistency and fairness if Marsh Farm Community Trust became part of the Forum it would disadvantage the other areas of community development.

Linda Farrell pointed out that the Luton Assembly represented a number of organisations but Members of the Assembly did not attend just to represent their own sector. If the

Marsh Farm Community Trust needed a voice on the Forum they could come through the Luton Assembly.

Neville White agreed with Kevin Crompton that Members of the Luton Forum accepted the Marsh Farm Community Trust became a member of the Luton Forum.

Neville White expressed concern that the attendance of Councillors at the Luton Forum was very poor, and asked if the Code of Conduct could investigate this.

Councillor Lawrence Patterson explained that Councillors were not employees of the Council and many had full time jobs or other meetings to attend.

The Chair pointed out that of the 40 people on the list only about 25 attended on a regular basis and it was suggested that if people do not turn up regularly for the meetings then Anne Clube should write to the organisation and request that a substitute or replacement be asked to attend.

Resolved: (i) That the report (Ref: 5) be noted.

(ii) That the Marsh Farm Community Trust be accepted as a Member of the Luton Form.

(iii) That the Membership and Terms of Reference of the Luton Forum Constitution be amended to include in its Membership and Terms of Reference to read “New Deal for Communities Programme (1) – Marsh Farm Community Development Trust.”

(iv) That Anne Clube write a letter to members of the Luton Forum who had not attended meetings on a regular basis.

23. REVIEW OF THE LSP/CEN (REF: 6)

Anne Clube requested that Members of the Luton Forum reviewed the Local Strategic Partnership/Community Empowerment Network Protocol (LSP/CEN). She pointed out that the Protocol included alterations made in February 2005.

Sian Timoney asked how the ‘Theme Groups’ were appointed.

Anne Clube replied that the Chairs of the ‘Theme Groups’ ran the ‘Theme Groups’.

Sian Timoney pointed out that new members of the Forum needed to be made aware of this.

Jenny Spouge stated that there was a gap in the process and this needed to be fully resolved.

Kevin Crompton replied that he expected a resolution to this issue very soon.

David Oakley Hill explained that in the previous year the Forum had agreed in principle to fund the Assembly. He felt the Government should also provide funding.

Kevin Crompton agreed that there was more work required to be done to gain a fuller picture of funding for the voluntary and community sector. The

Government would say they had provided funding via the LAA if we received the reward elements for 2 or 3 years we would receive as much as a £1 million for the whole partnership.

Nazia Khanum asked if it was possible to compare other local strategic partnerships and was it possible to find how they secured their funding.

Kevin Crompton reported that the CIPFA web site gave information on general level support for the voluntary sector with details on amounts other Authorities received from Government.

Resolved: (i) That the report (Ref: 6) be noted.

(ii) That Anne Clube report to the next meeting of the Luton Forum on how other local strategic partnerships secured funding for the voluntary sector.

24. CODE OF CONDUCT (REF: 7)

Anne Clube presented the report to review the Luton Forum's Code of Conduct, this was last reviewed at the Annual General Meeting of the Luton Forum in 2005.

Nazia Khanum asked what happened if Members of the Forum breached the Code of Conduct.

Anne Clube was not aware of any incidents when that had happened.

John Harper suggested that there needed to be some sort of sanction if there was a breach of the code of conduct. He further suggested that members of the Forum raise the issue with the Chair or Vice Chair and they would speak to the individual concerned.

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

(ii) That any Member of Luton Forum with concerns that the Code of Conduct had been breached should voice this with the Chair and Vice Chair.

(iii) The Vice Chair thanked the outgoing Vice Chair Pamela Hagley for the excellent way she carried out her duties in the last 12 months.

(Note: the meeting ended at 3.00pm)