

ONE NORBITON WORKING TOGETHER
Professional's Core Group

Minutes of Meeting held on 28th October 2011 at 3pm
Room 46, Guildhall

Present:	Gary Walsh (Chair)	Grahame Snelling
	Martha Earley	Bill Heasman
	Neville Rainford	Eleanor Jones
	Jill Darling	Tony Willis
	Simon Oelman	Paul Murphy
	Susan Samuels (notes)	

1.	Welcome, Introduction and Apologies	
	Apologies received from David Smith, Hilary Garner, Russell Styles and Catherine Sheppard.	

2.	Notes of last meeting and matters arising	
	<p><u>Notes of last meeting</u></p> <p>Notes of last meeting agreed.</p> <p>It was agreed that there will be a separate action sheet with the minutes.</p> <p><u>Matters arising</u></p> <p>Elizabeth has emailed Anne Redparth regarding Finance representation but she has not heard back yet. EB to follow up. EB</p> <p>Bill, Martha and Russell having ongoing discussions regarding MPA money. It could possibly be used for questionnaires/more research. Depends on what Action Groups the Community Working Group (CWG) form.</p> <p>Looking at budgets is an ongoing priority for everyone. ALL</p> <p>Grahame reported that they are still working on the intervention strategy.</p> <p>Eleanor has met with Mike England but still needs to meet with Simon Pearce. She has met with Lisa Gagliani who has said she wants to be involved in innovation work and has asked to be kept updated, although because she has a lot of pressure on her time at the moment may have problems getting to meetings. EJ</p> <p>Martha has not yet been able to meet with Heidi to discuss Educational Psychology Framework. ME</p> <p>Hilary to report back at next meeting whether he has liaised with the Cabinet Office about minister attending a relaunch event. HG</p> <p>Neville has forwarded the risk document to the Group. Updates need to be sent to Neville. Finished document will be on the sharepoint site for anyone to take ownership. ALL</p> <p>Simon has made arrangements for Susan McAuley to attend meetings in his absence.</p>	

3-8 Highlight Report

It was agreed that from now on the Highlight Report will be used as a basis of the agenda.

Martha presented the latest Highlight Report.

Paul is going to do a ward profile and will be in touch to get as much info from everyone as possible. He will be able to pull disparate info together from all of the professionals.

Eleanor has met with Ed Davey and he has said he wants to be more involved. He is keen to come to a meeting.

Ian Leete has now left the Cabinet Office. Joanne Fearn is replacing him. She is already familiar with Kingston.

Community Working Group

A workshop was run this week to enable the CWG to become their own group with their own terms of reference. Hilary gave a workshop on terms of reference which was signed off at that meeting. Neville gave a presentation on governance structure. Dr Mike de Souza is a member of the group and he gave a presentation on recruiting and research.

Tony will attend their first meeting. There is to be a rotating Chair. Jill Preston will chair the first meeting. It is the responsibility of the CWG to put together the agenda.

Action Groups to be set up for Housing, Policing and Research. Decisions to be made about who in Professionals Groups attends the Action Groups. Initial meetings of Action Groups to take place within November.

Action - Tony to email Community Working Group terms of reference and minutes to Neville to be put on the team website.

Risk

Risks need to be captured in the risk register by Neville.

Martha is concerned about the momentum of the project. Other risks are financial management, mapping of resources and not having a lead accountant.

Capacity within the team is stretched and also Ian Leete has left which means a lack of consistency.

Community research needs to go into the next work schedule. Need funding or support.

We have been requested by the Cabinet Office to attend sessions in the north of England but we don't have the money or capacity.

Work scheduled for the next month

Setting up of the Action Groups - Martha happy to support facilitation and community development side but need the professionals support around expertise.

Bill Heasman and Simon Oelman to provide lead support and bring in others as they are needed. Martha to facilitate. Eleanor to be involved initially.

Still need to monitor whether CWG is fairly representative. Still a need to get younger people involved.

TW

	<p><u>Communications</u></p> <p>Need to review engagement and communications plans.</p> <p>The RBK communications team has been undergoing changes but have now committed to Carlos Queremel, who has a background in community engagement, attending meetings. He will also work with the CWG. Jack Taylor and his team are looking at the RBK comms strategy and are putting together a workplan for all of the council.</p> <p><u>Community Budgets Prospectus</u></p> <p>Dean Tyler, Relationships Manager for the Kingston Strategic Partnership is working on this. Two schemes on offer - one limited to whole place community budgeting and one at neighbourhood level community budgeting. The deadline is 10th November. Should know outcome by Xmas.</p> <p><u>Community First Panel</u></p> <p>Needs to be investigated with CWG. £17k for an area of deprivation. Norbiton is eligible. Trying to negotiate on that at the moment. The money would have to be matched. Would need a panel partner which needs to be a constituted charity. KVA might be a possibility but they don't have resources to administrate it so looking into getting volunteers, but they would need training.</p> <p>Intervention Strategy – Grahame informed the Group that Children/Young People are working on an intervention strategy event on 16th November. The aim of this is to get a common understanding of where we want communities to be in 5/10 years time. Looking at a One Kingston approach and how community groups can help to shape that.</p>	
--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

9.	Communications with Members	
	<p>Meeting taken place with Members. 6 in total invited - 4 Lib Dems attended, no Conservatives. They shared concerns about the make-up of the community working group reflecting/ having true representation of community and about communications.</p> <p>There seems to be a lack of understanding amongst Members of what this project is about despite info items going out. Need to hold another Member/Officer Group.</p> <p>Action – Neville to provide Members with the highlight reports and organise a Member Officer Group update meeting.</p> <p>Jill suggested that something could be included on the project in the Councillor Development Programme.</p> <p>Action - Gary to talk to Andrew Bessant to see if One Norbiton could be included as part of the Councillor Development Programme.</p>	<p>NR</p> <p>GW/ AB</p>

10.	A.O.B.	
	<p>There are still problems with accessing the sharepoint site externally. In particular Eleanor and Bill unable to get onto it. Need to start putting live documents onto sharepoint.</p> <p>Action Group needs to be made up of people from the Professionals Group.</p>	

<p>Gary will invite Dean Tyler to become a member of the Professionals Group</p> <p>Gary has circulated an updated roles and responsibilities document.</p> <p>Action - Everyone needs to look at updated roles and responsibilities list and send amendments back to Gary.</p> <p>We now need to produce a project plan so will need people's priorities. Need to also identify leads. This will be used to feed into Destination Kingston.</p> <p>Action - Martha to provide a template for project plan form completion.</p> <p>All information/ documents need to be on the shared Team Site for colleagues external to RBK to also access.</p> <p>Action - Susan to ensure with IT all core team members have access and to update relevant documentation onto the team site for audit trail i.e. minutes of meetings, highlight reports, cabinet office reports, presentations made.</p>	<p>ALL</p> <p>ME/ALL</p> <p>SS</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------

CURRENT ACTIONS

Date of Meeting	Task	Owner
29/09/11	Talk to Anne Redparth about representation for Finance and then let Gary know so he can report back to Ian.	EB/GW
29/09/11	Everyone to look at budgets and consider if there are any available funds.	ALL
29/09/11	Eleanor to meet with Simon Pearce.	EJ
29/09/11	Martha to discuss with Heidi Seetzen whether we can do something together in terms of the ongoing work on Educational Psychology Framework on early intervention.	ME
29/09/11	Hilary to liaise with Cabinet Office about minister attending a relaunch event for Community Connected.	HG
29/09/11	Updates to risk document to be sent to Neville.	ALL
28/10/11	Tony to email Community Working Group terms of reference and minutes to Neville to be put on the team website	TW
28/10/11	Neville to provide Members with the highlight reports and organise MOG meeting.	NR
28/11/11	Gary to talk to Andrew Bessant to see if One Norbiton could be included as part of the Councillor Development Programme.	GW
28/11/11	Amendments to updated roles and responsibilities list to be sent to Gary.	ALL
28/11/11	Martha to provide a template for project plan for completion.	ME/ALL
28/11/11	Susan to organise Team Site access and make available appropriate documentation to core team members	SS