

ONE NORBITON WORKING TOGETHER
Professional's Working Group Meeting (Core Team)

Minutes of Meeting held on 29th September 2011 at 3pm
Boardroom, SLT Offices, Guildhall 2

<p>Present: David Smith (Chair) Gary Walsh Russell Styles Martha Earley Hilary Garner Bill Heasman Ian Leete (Cabinet Office)</p>	<p>Neville Rainford Jill Darling Elizabeth Brandill Tony Willis Catherine Sheppard Eleanor Jones Susan Samuels (notes)</p>
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1.	Welcome, Introduction and Apologies	
	Apologies received from Simon Oelman and Lisa Gagliani	

2.	Notes of last meeting and matters arising	
	<p><u>Notes of last meeting</u> Notes of last meeting agreed.</p> <p><u>Matters arising</u> One Norbiton Working Together is one of the 11 projects within One Kingston and was included in the recent report to SLT. The One Kingston Programme will now be run past Members and will go through Policy & Resources</p> <p>It is One Kingston Project OK06 and the report that went o SLT summarises it as follows:</p> <ul style="list-style-type: none"> • Identifying/implementing mechanisms for working with the local community • Establishing public sector service provision & spending priorities through local integrated services • Pooling central government funding streams • Building capacity within the community to deliver this ambition, creating community led commissioning, achieving outcomes that are scalable across the Borough <p>Elizabeth Brandill informed the Group that with Grahame Snelling she is starting to develop an early intervention strategy. They want to develop financial cost models to demonstrate real term savings. As youth has been identified as a key theme it may be possible to develop it in tandem with One Norbiton</p>	

3.	Update on Kingston Strategic Partnership Board Presentation	
	<p>Martha circulated the latest Highlight report.</p> <p>Hilary and Martha took a presentation to the Strategic Partnership Board for endorsement and to discuss resources.</p> <p>One Norbiton ties in with the work done by a previous initiative – the Community Action Partnership which Cllr Rolson Davies was involved in.</p> <p>David Smith has talked to Members to try and indentify lead Members on each key area. It is essential that it is clearly owned politically by members of the council and that it becomes more joined up.</p> <p>Neville is already working with neighbourhoods and there is the Member/Officer Group.</p> <p>Terms of reference were discussed.</p> <p>Hilary said that although members of the community had already given priorities there was a sense that they would embrace a process of continuous engagement. Keen on the 100 voices approach.</p>	
4.	Update from Cabinet Office	
	<p>Ian Leete was welcomed to the meeting.</p> <p>National workshops are being organised to enhance skills locally.</p> <p>Finance officers, governance and accountability have all been brought up as key areas to look at in the workshops.</p> <p>They would like Kingston to work with them on evaluation.</p> <p>Planning for the evaluation workshops to take place in November and would welcome any views on whether they should be half or whole days. They would like to know who would be attending from Kingston.</p> <p>Action – Elizabeth to talk to Anne Redparth about representation for Finance and then let Gary know so he can report back to Ian.</p> <p>Hilary asked how that will be dealt with across the partners. Possibly one representative from the council and one from a partner organisation and they can report back. As the workshops will take place in the north of England it will be necessary to take into account the cost of travelling.</p> <p>Bill Heasman advised that the Police have a finance manager who could be available</p> <p>Ian said that as it wouldn't be possible to have a lot of representatives there they could look into the possibility of looking at filming it for wider distribution.</p> <p>The prospectus on community budgets will be published between 7th and 11th October and Kingston are entitled to bid for it all. Deadline is 4th November. Bid should be no more than 10 pages. Ian happy to assist in putting together the prospectus.</p>	EB/GW
5.	LIS Workshops co-designing with Cabinet Office	
	Covered in item 4.	

6.	Update on MPA funding	
	<p>Bill reported that a sum of money (approx. £8k) is available for community projects. He will put in a business case. However this will be a one-off.</p> <p>There are certain rules about how it is spent – has to be about reducing violence and anti social behaviour. Martha has already come up with a couple of ideas. The money will need to be spent by March next year and they will need business case by December this year</p> <p>Action - Bill to discuss further how money is used with Martha and Russell.</p> <p>David suggested that there may be other pockets of money that could be applied for.</p>	<p>BH/ME /RS</p>

7.	Exploring funding packages for Community Working Group Conference	
	<p>We need to create some sort of budget package for the Community Working Group to control.</p> <p>There is a Community budget of £17k available which the CWG are keen to register interest for.</p> <p>Elizabeth informed the Group that Grahame Snelling is doing some integration services work. Delegating resource to the LIS project has come up several times. Although the risk hasn't been analysed yet there may be a financial envelope to offer. Will be able to provide more information at a later date.</p> <p>David asked the Group whether there are targeted resources within all of our budgets that could be pooled for the community. There may be several small pots that could be collectively put together.</p> <p>Action – everyone to look at budgets and consider if there are any available funds.</p> <p>It is now becoming more important to have a named accountant.</p> <p>Action – As Elizabeth is already meeting with Anne Redparth she will speak to her regarding accountant for the project and feedback to GW.</p>	<p>ALL</p> <p>EB/GW</p>

8.	Joint Professionals and Community Working Group Conference	
	<p>Agenda has been prepared for the Joint Conference on 11th October.</p> <p>Lead speakers will be Mike England on Housing Strategy and Bill on policing issues for Norbiton.</p> <p>The Community are also keen to hear from Ian Leete. Ian has developed a presentation about all the LIS projects.</p> <p>Eleanor Jones (Associate Entrepreneur in Residence) is to do a piece on innovation.</p> <p>Next step will be development workshops to start taking areas forward.</p>	

9.	Social Enterprise post for Norbiton	
	<p>Eleanor Jones, the new Associate Entrepreneur in Residence, was welcomed to the Group. She started two weeks ago and is looking to input some innovation and to put social enterprise opportunities into the Norbiton area. Eleanor will support and nurture them, including use of budgets, to get groups to do things differently. Eleanor would welcome any suggestions on who to work with. Simon Pearce has already mapped out opportunities across Kingston.</p> <p>Action - Eleanor to meet with Simon Pearce.</p> <p>Hilary confirmed that is something they are writing into bid for transforming social infrastructure fund and building into all KVA training.</p> <p>Small group of individuals to meet with Eleanor every couple of months to help her get through the system. It must be sustainable in the long term.</p> <p>Gary informed the Group that there is currently another council project running on social enterprise that can tie into this.</p> <p>Hilary asked if it would be possible that innovation isn't purely looked at as being in readiness for commissioning. What we want to do is build the community to take forward business strongly. We need to use our connection with Lisa Gagliani.</p> <p>Action - Jill Darling is organising the project team so she will contact Lisa.</p>	<p>EJ</p> <p>JD</p>
10.	Evaluation Progress	
	<p>Heidi Seetzen from Kingston University is working on this with the Project Team and the Community Working Group members. Looking at individual experiences and how it is moving forward.</p> <p>She is undertaking the evaluation until the end of January with a mid-term report.</p> <p>Elizabeth asked if there are plans for continuous evaluation on whatever projects are commissioned and does it make a difference to the community. Martha confirmed that we will embed the evaluation in the process but that further evaluation will need funding.</p> <p>Action - Martha to discuss with Heidi whether we can do something together in terms of the ongoing work on Educational Psychology framework on early intervention.</p>	<p>ME</p>
11.	A.O.B.	
	<p>At the CWG meeting earlier this week they were taken through the terms of reference and they now have the basis of a governance document.</p> <p>Hilary reported that he has been working with a private provider on Community Connected. They have agreed to reactivate this by providing free access. The splash page can be used to show certain websites Kingston i etc and big events in the borough. Currently talking to Housing about a formal agreement with the private company to allow them access.</p> <p>Eventually aiming for it to be rolled out across the whole of the borough.</p> <p>We could invite the minister to unveil this. Hilary to liaise with Ian Leete about minister attending a relaunch event.</p> <p>Neville reported that the risk document has been updated.</p>	<p>HG</p>

<p>He still needs to link with ICT regarding external access to the sharepoint site.</p> <p>Action – Neville to send risk document to the group for any further updating and to send out information on accessing sharepoint.</p> <p>Russell raised the point that it is becoming necessary now to have a lead for communications on this group. Also need a LIS website that can link with Community Connected.</p> <p>Action – Gary to liaise with Jack Taylor on communications.</p> <p>Action – Russell to find out if Simon Oelman can send a deputy to represent Housing when he is unable to attend.</p> <p>Tony Willis, the new Community Development Co-ordinator was welcomed to the meeting. He is working with Martha on development work for the Community Working Group to firm up terms of reference and work with them around power and influence. Input into this workshop would be welcomed.</p> <p>David asked if we are satisfied that the Community Working Group are a representative group.</p> <p>Tony explained that part of the work we are doing with them is to give them the ability to reach further within the community. The terms of reference will focus people on what it means to be part of the group.</p> <p>We are including more members all the time. They need to be able to commit to four hours a month.</p> <p>Elizabeth suggested approaching school governing bodies etc, libraries, mums and tots groups etc to try and widen representation.</p> <p>Tony confirmed that the CWG have decided to have a rotating chair.</p>	<p>NR</p> <p>GW</p> <p>RS</p>
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