

**Chichester in Partnership Core Group
Committee Room 1, 1 October 2019
Action Notes**

Attendees:

Core Group Members

Organisation

Cllr Roy Briscoe	Chair – Portfolio Holder, Communities
Insp. Daniel West	Prevention Team Sussex Police
Charlie Young	CAB
Phillip Finlinson	IPEH (WSCC)
Andy Green	Chichester College
Gemma Stevens	DWP
Hilda Sherwood	VAAC
Peter Lawrence	WSCC – Communities team
Cynara Davies	Chichester Cathedral
Keeley Hardy	Coastal Team Manager, Sussex Clubs for Young People
Carol Purnell	WSCC Cllr
Mark Turnbull	Richmond Fellowship
Susan Carmichael	WSCC Public Health
Chris Cooke	Sussex Clubs for Young People
Carol Matthews	Richmond Fellowship
Gary Hardley	Age UK Brighton & Hove West Sussex
Julie Hodson	Coastal West Sussex CCG
Matt Roberts	Community Transport Sussex

LSP Support

Pam Bushby	Divisional Manager for Communities CDC
Jenny Jones	Community Business Support
Elaine Thomas	Community Wellbeing Manager

Apologies:

Amy Loaring	Community Projects & Partnerships Manager CDC
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Overview of Actions

Action	Outcome
Action: Item for the next meeting - Group looking at employment issues and report back.	
Action: SM asked for Update on Joint Health and Wellbeing county wide at next meeting	
Action: PB to Update County Council Children First at next meeting.	

Item		Agreed/ Action
1.	Welcome and Apologies – Introduction of New Chair RB welcomed the group to the meeting and apologised for the somewhat tight space.	
2.	Minutes Of previous Meeting and matters arising	
	Digital Outreach project - once funding is confirmed AL to set up meeting with Philip Finlinson, Charlie, Andy, Ann Marie, Gareth Edmonds from the library, Pete & Neil.	Group has met and project is going forward planning to launch in December
	AL to set up hoarding forum with Camilla from West Sussex	AL has met with Camilla, forum to be set up soon.

3.	Adult Services update – Pete Lawrence WSCC	
	<p>PL stated that the transformation will be from a county wide service to an individual based service i.e. placement of people and making decisions with the aim to reduce assessment forms from 56 pages to 4 and also to look at the technology. As part of that there is a programme called Community Led Support which takes 2 different streams:</p> <ol style="list-style-type: none"> 1. An appointment based service within local communities where a telephone system will book them into a face to face session for an initial assessment. Idea is to do more of a wellbeing assessment. The purpose of that is that they will get on to the system quicker. 2. Alongside that there will be test community drop-in and Selsey will be the pilot for these. A group of interested parties will be asked what they think and will be able to contribute to this in order to keep people independent for longer. (Cab Selsey Works, Carol Purnell, Elaine, Care shop & Becky from town council). RB asked whether it would be to keep anyone in the home for longer. PL said it is more far reaching than that Date to be arranged but hope for meeting at end of October. <p>Mike Nichols is chair of the community Forum umbrella group for all the voluntary services. PL explained they plan for a 3-tier approach according to the area. So this is early stages and will developed and Elaine is there from CDC</p>	
4.	Community Transport Sussex – Matt Roberts, CEO Sussex Community Transport	
	<p>Matt began his presentation saying that creating a sustainable community transport across West Sussex with the limited staffing and vehicle capacity that exists within the voluntary sector is what CTS has been looking at for some time. CTS proposed a Community Transport Development post, which would sit within CTS with initial funding from WSCC. In discussions with WSCC the idea of a membership scheme for county districts and parishes to help CTS build capacity has been suggested. The initial ideas of how this might work are detailed below.</p> <p>Aim:</p> <ul style="list-style-type: none"> • To fund the creation of a CT Development Officer (CTDO) delivery (1 or 2 posts). • To enable CTS to facilitate local CT networks in the districts and boroughs. • Support existing CT groups to build capacity in their locality. • Where this is not possible, support local communities/parishes to grow their own schemes to meet the local need. • Explore both traditional and innovative ways to 'fill the gaps' where no delivery exists. <p>Costs:</p> <ul style="list-style-type: none"> • Post- It is proposed that the CTDO post be, initially for 25 hours per week with a salary of £25k pro rata (£17857 actual)+ on-costs • The post will be line managed by the CTS, CEO • Management time/costs of administering the membership scheme £15k per annum • Facilitation of 3 (this could become 5) District/Borough CT networks £7.5k <p>Total year 1-2 costs £45k per annum</p> <p>Funding:</p> <ul style="list-style-type: none"> • WSCC pump prime funding £30k per annum • Districts and Boroughs (initially HDC, CDC, others to be approached) £15k. If AWC, MSDC, CBC and ADC come on board then there is a potential ongoing funding source of £60 per annum. • There are 8 town and 151 parish councils across West Sussex (parish number is taken from those listed on WSCC website https://www.westsussex.gov.uk/find-my-nearest/parish-or-town-councils/) • We will look for a £1k per annum contribution form the Towns and £500 from the parishes 	

- If all towns and parishes sign up then this could give sustainable ongoing funding of £83.5k per annum to the scheme.
- It is unlikely that all parishes will sign up but that will be our target. A target of 50 PC's in year 1 will be set. To be reviewed in month 9 of the scheme with year 2 targets set at that stage. Target year 1 income from parishes £25k
- All of the Town Councils will be targeted for year 1, so targeted tier 1 income from this source will be £8
- Target funding for year 1:-

WSSC £30,000
HDC/CDC £15,000
Towns £ 8,000
Parishes £25,000
Total £78,000

- Target funding for year 2:-

WSSC £20,000
All Districts £30,000
Towns £8,000
Parishes £50,000
Total £108,000

From year 3 onwards CTS would make its usual application to the WSFAT fund (Assuming that it is still available) so the pump prime funding from WSSC will end. CTS will, during this initial 2 year period discuss with WSSC the possibility of the WSFAT being directly commissioned to provide this delivery for a 3 year period , under an SLA with agreed KPI's, rather than having to apply for a grant annually. The aim will be to prove the value of this capacity building to the Districts, Boroughs, Towns and Parishes so that the contribution from them remains. If we are successful in doing this, ongoing funding for this scheme would be £88,000 per annum.

Funding at this level would enable CTS to build Community Transport capacity across West Sussex and also create sustainable growth in the CTS management and development delivery, ensuring that CTS can work towards providing community transport coverage and support of smaller groups across West Sussex for the long term. Our aim is to be, not only the leading deliverer of Community Transport services across the county but also to be the established infrastructure support organisation for CT and any community organisation for whom transport is an element of what they do.

Other Factors

The main barrier for CTS to expand its delivery across West Sussex is vehicle and staff capacity.

Discussions have been ongoing with WSSC to see whether, vehicles in the WSSC fleet which are underutilised during the day, 10am-2pm and evenings/weekends, could be made available to the wider community. Either CT groups or other community groups could be able to access the vehicles on an, as and when needed basis. This would negate the need for groups such as CTS to invest heavily in new vehicles in order to provide additional services.

WSSC also have a number of driving staff who have expressed a wish to do more work, in between their current SEN School runs. A way needs to be found where these staff can do there contracted WSSC work am & pm and then be seconded to community transport or additional work during the daytime, evening and weekends.

CTS have had discussions with Enterprise, the vehicle rental company, who also run a number of car clubs. It may be possible to put the Enterprise Car Club technology into CTS and WSSC vehicles (subject to agreement) so that community groups across the county could access vehicles across both fleets, use the car club tech and simply be charged for their journey. Thus, groups who would previously have wanted to fundraise for and own their own minibus, would have no need to do so, as an almost unlimited pool of suitable vehicles would be available to them. There would also be a reciprocal arrangement between CTS,

	<p>WSCC and other CT groups so that vehicles could be made available to each other, in the event of breakdown etc. This could provide a more robust community transport network which could provide the best possible coverage across the county and be a major part of the overall transport infrastructure in West Sussex.</p> <p>Risks</p> <ul style="list-style-type: none"> • potential members, in particular the parishes, do not see the value and buy into it. • WSCC, HDC and CBC have already strongly suggested their support for such a scheme, so it will be up to CTS and all of the stakeholders to; create an environment where the other Districts, Towns and Parishes feel that they cannot afford not to be in the scheme for fear of their residents being left out. • Recruiting the right person/people for the CTDO post. This person needs to completely share the ability to support local communities to establish what they need and to grow schemes. The inability to do this would lead to a diminishing enthusiasm for the scheme and eventually to its demise. • The ongoing situation with the Department for Transport's interpretation of the guidance for S19 & 22 permit holders remains a risk to community transport as a whole. The Judicial Review is set to be heard on 19th-20th November 2019. This should establish, in law, a definition of "non-commercial purposes". If the JR establishes a definition which is unhelpful to CT, a move towards trying to deliver a good deal of CT under an O-licence would have to be considered. This would severely undermine the sustainability of this plan and CT as a whole. • Potential change to driver licencing guidance, which could see anyone driving passenger transport, for whatever reason, requiring a PSV licence. It is unclear how this will pan out, as information from the DVSA, DVLA and the Office of the Traffic commissioner is extremely hard to come by. • CTS have incorporated a trading arm, which would allow for some of its delivery to be provided in a commercial way using PSV drivers, under an O-Licence. Assuming that enough PSV licenced drivers can be trained/recruited (which is by no means guaranteed) CTS will be able to continue to provide most of its current delivery and will look to work with partners in order to plan for a sustainable future. <p>NB: the DfT has promised funding to help permit holders move toward a more commercial operation by recruiting and training PSV drivers but it is as yet unclear as to whether this funding will be in any way sufficient.</p> <p>RB thanked Matt for his detailed presentation and said he would pass his details on to all the Parish Councils.</p>	
5.	<p>Purple Bus and Chichester Youth Offer – Chris Cooke and Keely Hardy Sussex Clubs for young people which grew from the Boys Clubs They Cover E&W Sussex with over 130 youth clubs delivering up to 10 weekly youth clubs.</p> <p>Core starting point is about training young volunteers and leaders, youth workers, offering workshops across the county and started to develop DBS online checks, to set up and run and provide the governance. As a county association they are members of the National Association of Boys and Girls clubs, So their role now is how can they support more. In December they completed a transfer from the West Sussex rural mobile youth Bus and started running the purple bus last January. This Bus was quite difficult to move around so they sold that and bought 2 smaller vehicles. Also they will be training people to use their own vehicles. They go out to a range of locations such as Tangmere, Singleton, Northchapel Bognor and Chichester.</p> <p>The vehicles are kitted out with conference table, microwave, toilets and sinks which means as a welfare vehicle staff can go anywhere and pitch up with everything on board including a Gazebo.</p> <p>Tangmere turned into a purple youth club with 2 sessions on one night – Junior and senior and this is funded by the housing association.</p> <p>They have a much larger work-force 22 staff delivering youth clubs in mid sussex, Horsham, Adur and Worthing Arun Plus East Sussex for the future.</p> <p>Singleton youth club will be included on this as there were not enough staff.</p>	

	<p>Tangmere is a good example of it flourishing. Work with CCDT and Bell Tower to be organised. Loxwood Renegades -need a steer to set this up. AG offered them information on certain areas they could use (Boys Centre) they also have a large body of youths to help. CP asked them to Contact Mike Nichols – youth needs assessment for the Peninsula Purple bus are funded by various housing associations, parishes etc. DW to pass info on to Chris Cooke – patterns and peaks in behaviour. PB has said we already do this info sharing to a degree. They have 22 staff on their books with 3 full time Team Managers. RB thanked them for presenting</p>	
<p>6</p>	<p>Any Other Business</p> <ul style="list-style-type: none"> ○ Forward Meeting Plan – All actions to be put forward for next agenda. ○ Future dates - AL to send out in the Calendars. 	
	<p>GS - Universal Credit Information</p> <ul style="list-style-type: none"> • 2.4m people on Universal credit now as of August. • 94% with people getting their payments on time • UC advances – now people have to have a face to face interview before they can claim this. <p>GS also informed the group that this would be her last meeting as her job will working from Worthing. The group all wished her good luck for the future. Paul will be her replacement.</p> <p>PF – Reported of a network meeting set up in Chichester called the Chichester Employment network meeting and has representation from Choose Work, Employment services to combine to have one group looking employment issues Ageing well being launched today.</p> <p>JH referring to last minutes on Pathfinder Alliance – they have now set up a Monday group at the boys club ending with a mindfulness session for 4 hours every Monday and a weekly craft group also a computer session. PB said this is around Digital inclusion which is a major thing now.</p> <p>DW says anyone who would like to speak about fraud on-line to contact him. Sussex police are recruiting PCSO's so 50% increase in next couple of years, so will have the ability to get further out into the community to do more neighbourhood policing.</p> <p>PB – Stated that the County Council Children First is not to be a strategy but more about key principles values and behaviours that would be an expectation that all key groups and agencies would sign up to. Going to County Cabinet as an intention and then looking to launch next April.</p>	<p>Action: Item for the next meeting - Group looking at employment issues and report back.</p> <p>Action: SM asked for Update on Joint Health and Wellbeing county wide at next meeting.</p> <p>Action: PB to Update County Council Children First at next meeting.</p>