

**Chichester in Partnership Core Group
Committee Room 1
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
Andy Green	Chichester College
Gemma Stevens	DWP
James Brigden	Housing
Neil Cotton	WSCC
Anne-Marie Garratt	Richmond Fellowship
Hilda Sherwood	VAAC
Peter Lawrence	WSCC – Communities team
Cynara Davies	Chichester Cathedral

LSP Support

Amy Loaring	Community Projects & Partnerships Manager CDC
Pam Bushby	Divisional Manager for Communities CDC

Apologies:

Luna Russell	Chichester Cathedral
Carol Purnell	WSCC Cllr
Louise Rigglesford	Chichester Festival Theatre
Romy Jones	University of Chichester
Pete Sadler	West Sussex Fire Service
Susan Carmichael	WSCC Public Health
Toni Holloway	Coastal West Sussex Mind
Elaine Thomas	Health and Wellbeing Manager CDC

Overview of Actions

Action	Outcome
AL to ensure Universal Credit is kept on the agenda and to work with partners on digital outreach	On Agenda today
Victoria to answer questions about the young carers after the meeting and email to Amy who will circulate to Core group for decision. Amy to collate votes and announce decision.	Circulated the questions and agreed funding will be on a future agenda
Social Isolation/ Friendship/ Digital inclusion to be added to business plan.	Completed
ET and AL to meet with HS about 5 ways to wellbeing.	Found a balance on this work now

Item	Agreed/ Action
1.	Welcome and Apologies – Introduction of New Chair
2.	As new Chair RB requested an Introduction from the Partners around the table and their priorities Pam Bushby – Divisional Manager for Communities and Wellbeing at the council. She has responsibility for Community Safety (crime disorder work) the Community Engagement, Community Wardens, Grants & Concessions, NHB grant monies and working with voluntary sector. Also the Wellbeing team and the Partnership work. Pete Lawrence – Area Manager for Coastal Strip from WSCC, involved in service transformation internally focussing on Adult services and many

others to go from a place based approach to a service based approach.
Neil Cotton. Partnerships Officer for WSCC (as above)

Andy Green – Executive Chief for the Chichester College Group. With responsibility for 25,000 learners and is the Also run First Steps Nurseries being the largest child care provider in West Sussex, they also bring in 2.5k international learners into the UK on a learning basis. Take learners in from 14 to age 95.

Hilda Sherwood – CEO of Voluntary Action Arun and Chichester (VAAC) and has been in post since April. They are the infrastructure organisation for Voluntary support throughout the county. Her priorities are recruiting new members of staff at the moment. They are also member of the West Sussex Alliance Group which brings together the support groups across the county.

Philip Finlinson - Works for the Integrated Prevention and Early Help (IPEH) delivering early help to troubled families and preventing children from escalating into social care. There are four centres (Selsey, Southbourne, Petworth and Chichester St. James) running where they deliver services to families in all these areas. Can give advice and support on funding as well, also support early years settings.

Charlie Young – Citizens Advice with a centre here at the Council and at Bognor. They are Starting Social prescribing in Bognor which involves getting out and about to meet people rather than being office bound. New base at the Chichester family centre too. Latest project is survivors in domestic violence and giving them financial capability skills. They do a lot of partnership work too.

Cynara Davies – Head of learning engagement services at Chichester Cathedral. They also work with Stonepillow and UK Harvest and are looking at developing further partnerships within the community and doing work with children and families.

Danny West – Sergeant based at Chichester police station and also works with Arun District too.


3 Main teams which are:

- Response
- Prevention
- Investigation.

One of the main priorities is around safeguarding (domestic, Neighbourhood, victims of fraud or Cuckooing) In the Neighbourhoods team they have both PC's and PCSO's on this work.

Gemma Stevens – Advisor for DWP covering coastal West Sussex where she works with Emma Wareham. They are currently looking at how to support their complex needs customers.

Anne-Marie Garratt– Service manager for Richmond Fellowship in Chichester and also has just joined the pathfinder alliance which is 11 organisations all working together to give mental health help and have established a strong core partnership. Also trying to set up forums for people to stop social isolation – computer education and vegetable gardening. And run a social drop in at Chichester Boys club – great place for informal peer support.

	<p>Roy Briscoe newly appointed district councillor to Westbourne Ward and is now Communities Portfolio holder</p> <p>Roy was pleased that there is such a diverse group and believes it is important to keep the group active as he could see that especially around funding, there are various pots available to them.</p>	
3.	<p>Minutes of the previous meeting and matters arising</p> <p>Minutes were approved. See above the actions.</p>	
4.	<p>Help to Claim – Charlie Young, Chichester & Arun Citizens Advice</p>  <p>Stakeholder presentation.pptx</p> <ul style="list-style-type: none"> • Charlie gave her presentation on Help to claim. She spoke about the outreach projects. 2017-2018 helped 2.6 million people and 25 million hits on their on-line advice pages. • Each Citizens advice are has its own research and campaigns team to look at local data and needs and looks to change policy. • 2 aims: – Provide advice for the problems people face and improve the policies and practices to find out what is affecting people’s lives. • They have reduced the 7 day waiting limit for universal credit <p>Help to claim is a contract with DWP to help people onto the online system to claim universal credit.</p> <p>Access via job centres, LA’s self-referral, Support agencies</p> <p>Step 1 In person face to face or dedicated number to speak with over phone, web chats and through the web site.</p> <p>Step 2 Help to claim Check –</p> <p>Step 3 Individual needs assessment.</p> <p>Step 4. Support to start a claim with:</p> <p>Checking entitlement, set up an email or accounts, work through to dos, access by phone</p> <p>Step 5. Completing a claim – provide their ID, additional evidence, understanding monthly payments – applying for additional financial support.</p> <p>Step 6 – Accessing to longer term support</p> <p>Timeline for project – Started in November, made adaptations identified that they need full training. They gave webinars to groups. In West Sussex we are in a strong position in delivering this service.</p> <p>Referring is easy, ensuring a smooth client service and sharing best practice.</p> <p>Service 5 days a week in Chichester and Arun – book or drop in.</p> <p>Q. Do you work together with DWP – yes</p> <p>Q. Does that tie your hands as far as lobbying for money. No we work from a grant agreement. If it’s about sanction rates, we talked with DWP and sorted it.</p> <p>Q. Re looking to the north. Do you take lap tops</p> <p>Yes we look at what their problem is and we are looking for funding to get tablets.</p> <p>Q UC? Are there other credits available – taken most up but there are a few other benefits which has to be done separately.</p> <p>Everywhere in UK is now covered by UC.</p> <p>Q: Re rough sleepers – how do they claim? They engage with glassworks. They have a grant for getting ID for people.</p> <p>RB thanked CY for her valuable contribution to the group.</p>	
5.	<p>Our City Update – Neil Cotton, WSCC</p> <p>Neil ran through a brief history for RB stating that the idea originates via an idea in Horsham.</p> <p>It provides safe places for people who feel distressed and can go in to a shop which has signed up to the project so has a sticker on the window, they will receive help if feeling stressed or disorientated or sad and they can contact their support via phone numbers on a card that clients will carry. It was launched in the Cathedral and picked up by Spirit FM</p> <p>4 venues have already enlisted and the hope is more will join.</p>	

	<p>Pallant house, Q Hair, Santander, New Park centre to name but a few. So good response. Leo works with Apuldrum and has been walking about making sure all is working ok.</p> <p>150 cards have already been distributed. Looking to increase the venues – and it is good that the Wrenford Centre is there. It is also on Facebook, Twitter as well, if partners can follow and retweet and share the news that would be great. Job Centre also want to come on board</p> <p>Q where do they pick the cards up. – Apuldrum and Wrenford centre. Sage House would be another good venue to have these cards. Also request by email a card. RB thought a great scheme especially for people with dementia.</p> <p>Q what happens once they are there. They use the card to make calls.</p> <p>At the Cathedral a member at the cathedral would also support the teams in recording the journey.</p> <p>Other LA's are looking at this too</p> <p>Mental Health issues are at the fore so this is a good scheme to be rolling out.</p>	
<p>6.</p>	<p>Rural Digital Project update – Amy Loaring, CDC</p> <p>AL said they are looking at a small scale pilot project – Charles Avenue, Midhurst and Tangmere are preferred areas.</p> <p>Ann Marie said Richmond fellowship are running a digital education project from the college in partnership with Choose work but would welcome being part of this project.</p> <p>There would be a need to link in with Citizens Advice and Richmond Fellowship in order to widen the scope.</p> <p>PB said take-up could be a problem. Scoping it properly to ensure we get uptake, need to ensure marketing is strong and referrals come in from other projects. Ann offered up the Cabin at New Park Centre as a venue. Only 12 sessions and a 'drop in' is more useful.</p> <p>Coffee mornings at Swanfield centre might be opportune. Andy Green offered help from students to coordinate this.</p> <p>Going out to rural areas with Citizens Advice is very useful so will be good to work with them. Philip offered children's centres as possible venues.</p> <p>Westbourne – Roy knows many who are not computer literate. As far as shopping is concerned the best deals are online so people who cannot access are missing out.</p> <p>Agreed to take the project forward once funding is confirmed but invite partners to initial meeting to look at what partners can bring to the project that will save money.</p>	<p>ACTION: Once funding is confirmed AL to set up meeting with Philip Finlinson, Charlie, Andy, Ann Marie, Gareth Edmonds from the library, Pete & Neil.</p>
<p>7.</p>	<p>Any Other Business</p> <ul style="list-style-type: none"> ○ Hoarding forum meeting Looking at reconvening a Chichester meeting. Is there any appetite for this? We could have the meeting here. Mind should represent along with other mental health groups. AG to contact Wiltshire County Council to see how their hoarding project worked. All approved ○ Forward meeting plan Chris Cooke to attend next meeting about Sussex youth groups and purple bus, Look at feeding back on community transport meetings, adult services update ○ Future dates 1st October 2pm <ul style="list-style-type: none"> ● AGM 3rd September at 12 noon for VAAC ● AL – Crime and Dine meeting in Midhurst went well. Fishbourne is on 4 July. 	<p>AL to set up hoarding forum with Camilla from West Sussex</p>