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| ESSP new without graphic | **Meeting Notes****Monday 4 July 2022****Virtual via Microsoft Teams** |

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| **IN ATTENDANCE** |

**ESSP Members present:**

Cllr Helen Burton Eastbourne Borough Council (EBC)

Cllr Johnny Denis Lewes District Council (LDC)

Lorna Ford Rother District Council (RDC)

Cllr Keith Glazier East Sussex County Council (ESCC)

Jane Hartnell Hastings Borough Council (HBC)

Steve Manwaring Hastings Voluntary Action (HVA)

Mark Matthews East Sussex Fire and Rescue Service (ESFRS)

Graham Peters South East Local Enterprise Partnership and Team East Sussex

Ashley Scarff NHS East Sussex and Brighton & Hove CCG

Keith Stevens East Sussex Association of Local Councils

Dawn Whittaker Chair/ESFRS

**Also in attendance (official observers):**

Philip Baker ESCC

Atiya Gourlay ESCC

Harriet Judson ESCC

Ellice Parkinson University of East Anglia (UEA)

Juliet Smith Deputy Lieutenant, East Sussex

Dr Ritchie Woodard UEA

**Apologies for absence**:

Chris Bending WDC

ACC Tanya Jones Sussex Police

Cllr Ann Newton WDC

Becky Shaw ESCC

Alison Turner Federation of Small Businesses (FSB)

DC CS Katy Woolford Sussex Police

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| **NOTES** |

1. **Welcome, introductions and Apologies**

Dawn Whittaker welcomed ESSP members and delegates to the meeting and apologies were given. Dawn informed attendees that Cllr Paul Barnett and Jane Hartnell of HBC, Cllr Ann Newton of WDC, and Alison Turner of the FSB are now ESSP members.

1. **Urgent items of business**

There were no urgent items of business.

**3) Minutes of the meeting on 7 February 2022 and matters arising not on the agenda**

The minutes of the meeting on 7 February 2022 were agreed as an accurate record.

**4) Assembly theme and speakers – Dawn Whittaker**

Attendees discussed the theme for the 2022 Assembly: Volunteering and Community Resilience in East Sussex, and the proposed speakers for the event:

* Claire Cordell - Chief Executive Officer, Rother Voluntary Action
* Mandy Cleaver - Voluntary Services and Community Development Lead, Sussex Community NHS Foundation Trust
* Simon Dobson, Magdalena Koluzs and Mark Matthews – Sussex Resilience Forum (SRF)

Cllr Denis proposed amending the theme summary to include the learning that can be taken from the work of the SRF to inform the work of volunteers in other organisations. Graham agreed and advised that Assembly attendees can discuss how to capture and sustain the community energy we witnessed during the height of the pandemic.

Mark advised that the SRF carried out a full debrief of the work undertaken during the pandemic. Fifteen recommendations have been made as a result, and these can be circulated at the Assembly.

Keith Stevens noted that the summary does not include the work of parish councils to support people during the pandemic and the crisis in Ukraine, and suggested Trevor Leggo, Chief Executive at Surrey & Sussex Association of Local Councils, could speak at the Assembly.

Dawn noted the suggestions and advised that the the summary will be adjusted to better explain that we will focus on whole community intent during times of crisis.

Attendees agreed that the Assembly agenda should include time for discussion and networking.

Steve offered to provide administrative support from HVA for the event.

**ACTIONS:**

**i) Dawn and Harriet to adjust Assembly theme based on feedback from attendees.**

**ii) Harriet to contact Steve to discuss HVA’s ability to support the Assembly.**

**iii) Dawn and Harriet to circulate invitations to attendees.**

**5) State of the County: Overview of East Sussex – Philip Baker**

Philip delivered a presentation on the evidence base used to inform the 2022 ESCC State of the County - Focus on East Sussex report. The presentation provides information at a county, district and borough level on topics including: population, health, economy, climate change, digital connectivity, policy outlook and context, and the future outlook for the county.

Philip asked attendees whether they recognised the picture described, if anything was missing, and whether there was anything the local authority particularly needs to pay attention to.

Dawn advised that the evidence looked right. There is a lot of policy movement, and challenges with the cost of living increase places extra pressure on getting things done.

Cllr Glazier pointed out the huge amount of change and uncertainty expected over the next few years, and the difficulties partners face when planning to meet needs because of these uncertainties. ESCC has taken some encouragement from the government’s aims to bring out a two-year settlement this year.

Cllr Burton informed attendees that EBC recently held a cost of living emergency summit and agreed a plan to create safe spaces in certain wards which will support residents with key issues, including fuel poverty and digital exclusion. Cllr Burton asked Philip to share information about digital exclusion in Eastbourne so support can be better targeted. Cllr Denis expressed interest in EBC’s plans and proposed discussing with Cllr Burton in more detail outside of the meeting.

Graham noted the information about demand for commercial units in the presentation and agreed that there is a shortage of workspace which is negatively affecting East Sussex businesses. Team East Sussex is urging all colleagues involved in producing workspaces to do all they can to increase availability, and is advising them to take note of the way the arithmetic has changed meaning it is now more profitable to let commercial spaces. Philip advised that new funding arrangements for Local Enterprise Partnerships (LEPs) may make things difficult, but there are hopes that government will step in if these difficulties arise.

Cllr Denis queried the digital exclusion information, which includes data about risks of exclusion rather than residents who are actually excluded. One of the LDC wards covered is in a rural area, in which older people are digitally able but perhaps do not have strong broadband coverage. Philip agreed to discuss the data with Victoria Beard, Head of Performance, Research and Intelligence at ESCC, and to feedback to Cllr Denis.

Cllr Denis also highlighted the issues with recruitment mentioned in the presentation. Despite a significant decrease in unemployment in East Sussex since March 2021, there are still high vacancy rates which may be caused by a mismatch between vacant jobs and the skills available. Cllr Denis queried whether this means people who are available for work do not have the skills, or that jobseekers are overskilled and do not want to take lower-paid jobs. Philip advised that, for ESCC, it is a mix. There are also issues with location; social workers and lawyers need to live locally and ESCC has issues with retention. There is a need to draw people with expertise and experience into the county to take on more senior roles.

Dawn noted that statistics on Special Educational Needs and Disabilities (SEND) in schools. ESFRS are seeing the impact of the increase in specialist school placements and home-schooling as they are finding it more difficult to engage with some children and young people (CYP) on keeping safe. Dawn urged attendees to contact the ESFRS if they have any plans for engagement with CYP either educated at home or in specialist facilities as they would like to reach these groups.

All attendees thanked Philip for the presentation.

**ACTIONS:**

**i) Philip to arrange for Eastbourne digital exclusion data to be sent to Cllr Burton (completed)**

**ii) Cllrs Burton and Denis to discuss EBC’s plans for safe spaces**

**iii) Philip to speak to Victoria Beard about digital exclusion data and feedback to Cllr Denis (completed)**

**6) East Sussex Youth Cabinet and Children and Young People’s Trust – Atiya Gourlay**

Atiya presented on the recent Youth Cabinet election and the Children and Young People’s Trust (CYPT), using a presentation created by Youth Cabinet members.

East Sussex Youth Cabinet

22 young people have been elected to serve on the Youth Cabinet for two years, and three have also been elected to serve on the national UK Youth Parliament. 20 schools took part in the Youth Cabinet elections this year and East Sussex had one of the highest voting turnouts in the country. As well as electing Cabinet members, students also voted for the priority issues they wanted the Youth Cabinet to focus on. In East Sussex, the top priority issue was ‘Jobs, money, homes and opportunities’, which has never been chosen before, and the second choice was ‘The environment’. Atiya and the Equality and Participation team will take these choices into account as they plan services for young people. Nationally, the top priority issue was ‘Health and Wellbeing’.

The Youth Cabinet are planning to assist Ashden, a climate change charity, with a schools energy audit. Youth Cabinet members will encourage local schools to participate in the audit, then pull together some of the key messages arising from audits.

The Youth Cabinet will also assist the Careers East Sussex team to promote their services and provide youth voice on the development of employment opportunities for young people. Youth Cabinet members also plan to support internal and external partners with the development of the Sussex Mental Health and Emotional Wellbeing programme.

CYPT Event

Youth Cabinet members hosted a planning meeting for the 2022 CYPT event, involving young people from the Children in Care Council and other forums, and co-hosted the event itself.

Attendance was high and included representation from the voluntary, private, and public sector.

The aims of the event were to engage with partners on the Children and Young People’s Plan (CYPP) and to provide a space for partners and young people to consider how to improve outcomes for CYP and families. Attendees were shown a draft structure of the CYPP and the priorities for future work, then discussed what the cross-cutting themes are (e.g., taking a whole family approach, tackling inequaltiies, user voice, trauma-informed practice, thinking digital, etc.). As plans progress, one key theme will be early prevention: tackling what happens ‘upstream’ to avoid more complex problems later.

Attendees thanked Atiya for her presentation, and for the passion and determination she and her colleagues have for their work with CYP. Mark and Dawn proposed linking the Youth Cabinet with Mark’s work as Mental Health lead for ESFRS, and his role supporting the ESFRS Cadets. Atiya agreed and invited other ESSP members to contact her (Atiya.Gourlay@eastsussex.gov.uk) with any suggestions they have to connect the Youth Cabinet with other young people.

Cllr Denis asked what the challenges are to securing young people’s engagement, particularly those educated outside of school. Atiya advised that there are some difficulties in promoting their work to homeschooled CYP. However, one of this year’s Youth Cabinet members is educated at home so this is a positive step.

Atiya agreed to return to a future ESSP Business Meeting before the next CYPP event.

**ACTIONS:**

**i) Atiya to circulate link to CYPT Annual Event film (completed):**  [CYPT Event - YouTube](https://www.youtube.com/watch?v=q-YlBKgpPPs)

**ii) Mark and Atiya to discuss inviting ESFRS Cadets to a future Youth Cabinet meeting**

**7) Institute for Volunteering Research: findings from collaborative study with Hastings Voluntary Action – Ellice Parkinson and Dr Ritchie Woodard, University of East Anglia**

Ellice and Ritchie shared information about the collaborative study between HVA and the Institute for Volunteering Research (IVR) to better understand the current strengths and challenges with volunteering in Hastings.

The team started by gathering existing evidence on volunteering to find trends, then issued surveys and ran workshops with volunteers and voluntary organisations to identify different enablers and barriers to volunteering, with the aim to develop a future volunteering strategy for Hastings. The team used a conceptual framework to analyse results with the project steering group, so they could view findings and trends through different lenses (political, social, technological, economic).

Findings from the study include:

1. Volunteering opportunities need to be communicated in different ways; organisations tend to use digital channels, but volunteers want more ‘real-world’ communications including drop-in sessions and advertisements on notice boards.

2. Volunteers need to experience welcoming environments to sustain their involvement. It is important for volunteers not to feel burnt out or stressed and volunteering should be a mutually beneficial arrangement. Some volunteers reported feeling as though they were replacing a public service, rather than providing additionality, which meant they did not feel appreciated.

3. Voluntary organisations need to ensure they engage with a diverse range of potential volunteers, and to provide inclusive and accessible opportunities. There should be more outreach work to engage with people who aren’t already aware of volunteering opportunities.

More findings will be in the full report, due to be published later this year. The report will be circulated to ESSP members when published.

Steve advised that HVA were pleased to work with the IVR as it ensured the study had a clear evidence base resulting in well-informed outcomes. HVA will now schedule a series of workstreams between July-November to deliver on the recommendations arising from the study. The plan is to offer greater choice and diversity for potential volunteers.

Attendees thanked Ellice and Ritchie for their presentation. Dawn notified Ellice and Ritchie that this year’s Assembly theme is Volunteering & Community Resilience, and asked them to share any key points from the study that can be fed into the event.

**ACTIONS:**

**i) Harriet to circulate HVA/IVR report to ESSP members when published**

**ii) Ellice and Ritchie to share any relevant information about the study with Harriet, to be circulated to Assembly attendees**

**8) Queen’s Award for Voluntary Service – Deputy Lieutenant Juliet Smith**

Deputy Lieutenant Juliet Smith provided an overview of the Queen’s Award for Voluntary Service (QAVS).

The QAVS is the equivalent of an MBE for charities, although nominees are involved in the process. However, charities cannot nominate themselves. To be nominated, a charity must have been running for at least three years, have more than three people involved, be volunteer-led, and provide a unique offer.

Juliet encouraged members to speak to charities about being nominated for the 2023 QAVS. The nomination must include two citations in support of the charity. The closing date for 2023 nominations is 15 September 2022, and awards will be given out in June 2023. Nominations can be made on the QAVS website: <https://qavs.dcms.gov.uk/>

Cllr Burton said that People Trust Matter Ltd won the award this year and it felt like a huge thank you to the team. Cllr Burton also encouraged members to submit nominations on behalf of charities.

Juliet asked members to share information about the QAVS on social media and advised that she is happy to attend meetings to promote the QAVS, potentially with representatives from organisations who have won the award. Members are invited to contact Juliet via email: juliet.a.smith@icloud.com.

**9) Any other business**

None presented.

**10. Dates of future meetings: Please note in your diaries**

Monday 3 October 2022 – East Sussex Assembly, Devonshire Park Tennis Centre Eastbourne

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|  **SUMMARY OF AGREED ACTIONS –**  |
| **Item** | **Action** |
| **4** | **i) Dawn and Harriet to adjust Assembly theme based on feedback from attendees****ii) Harriet to contact Steve to discuss HVA’s ability to support the Assembly****iii) Dawn and Harriet to circulate invitations to attendees** |
| **5** | **i) Philip to arrange for Eastbourne digital exclusion data to be sent to Cllr Burton (completed)****ii) Cllrs Burton and Denis to discuss EBC’s plans for safe spaces****iii) Philip to speak to Victoria Beard about digital exclusion data and feedback to Cllr Denis (completed)** |
| **6** | **i) Atiya to circulate link to CYPT Annual Event film (completed):**  [CYPT Event - YouTube](https://www.youtube.com/watch?v=q-YlBKgpPPs)**ii) Mark and Atiya to discuss inviting ESFRS Cadets to a future Youth Cabinet meeting** |
| **7** | **i) Harriet to circulate HVA/IVR report to ESSP members when published****ii) Ellice and Ritchie to share any relevant information about the study with Harriet, to be circulated to Assembly attendees**  |