



**St Albans and District LSP Management Committee  
MINUTES**

**Friday, 16<sup>th</sup> November 2007, 10.00am – 12.00pm, Committee Room 2, SADC Offices**

**Present:**

Committee Members:

Robert Donald (chair) (RD) - Leader of St Albans City and District Council and Chair of the LSP  
Laura Cronshaw (LC) – St Albans and District CVS  
Philip Gillmor (PG) - St Albans and District Chamber of Commerce and Vice Chair of the LSP  
Mark Dawe (MD) – Principal, Oaklands College  
(Business Sector)  
Richard Roberts (RR) - HCC, Portfolio holder for Corporate Policy & Partnerships  
Sue Wheatley (SW) – Lead for St Albans District CDRP area, Hertfordshire Constabulary  
Peter Wright (PW) – West Hertfordshire Primary Care Trust

Supporting Officers:

Claire Andrews (CA), Corporate Performance Officer, St Albans City and District Council  
Jill Manistre (JM), Corporate Policy Officer, St Albans City and District Council  
Fiona Breaker-Rolfe (FB-R), Community Strategy Officer, Herts County Council  
Daniel Goodwin (DG), Chief Executive, St Albans City and District Council

**Apologies:**

Committee Members:

Peter Wright, West Herts PCT

Officers

Roger Wild (RW), Interim Head of Policy and Partnership, St Albans City and District Council  
Rob Smith (RS), Assistant Director (Transport), Herts County Council

		<b>ACTION</b>
1.	<b>APOLOGIES AND SUBSTITUTE MEMBERS</b> Cllr Richard Roberts was welcomed to the Management Committee as the new County Council Portfolio Holder for Corporate Policy and Partnerships.	
2.	<b>MINUTES FROM MANAGEMENT COMMITTEE ON 28 September 2007</b> Minutes accepted as accurate.	
3.	<b>KEY PROJECT GROUP FEEDBACK</b>	
3.1	<b>Creating a multi-agency commissioning network to identify opportunities for commissioning with the local voluntary and community sector</b>	

	<p>It was proposed that the key project for this priority is the creation of a commissioning network comprising the appropriate agencies from all the different sectors involved.</p> <p>The group discussed the value-added elements that would be achieved by this LSP project and amendments were made to the project action plan.</p> <p>This project will create the first commissioning network in St Albans. The aim is to increase the knowledge and understanding of commissioners by agreeing a common understanding of commissioning and providing up to date information on the voluntary and community sector. This will provide a foundation on which to build strong commissioning partnerships.</p> <p>The project, as amended, was agreed. A copy is attached for reference.</p> <p><b>ACTION:</b> A report is to be made to the Management Committee on progress at the May 2008 Management Committee</p>	<p><b>LC</b></p>
<p>3.2</p>	<p><b>Establishing a community partnership communications network</b></p>	
	<p>It is proposed that the make-up of this forum would include communication representatives from all of the key statutory services and also from the community and voluntary sectors as well as an ex-media representative. The aim is to provide more co-ordinated information to the public through an increased variety of media, and in time, to support the communication of the new St Albans District website within which there will be an information hub of cross-sector services and opportunities.</p> <p>The group discussed the advantages to different partners of the forum, including access to information on volunteering, the joining up of information from different agencies on related topics and the mutual benefit of sharing expertise to create innovative and newsworthy content.</p> <p>Richard Roberts to contact John Sellgren for potential project mechanisms.</p> <p>Laura Cronshaw to contact John manning, recently retired, as a journalist on the 'Herts Advertiser'.</p> <p>The project, as amended, was agreed.</p> <p><b>ACTION:</b> JM to send an email to members to obtain communication contacts within their own and partner organisations.</p> <p><b>ACTION:</b> report back on make-up of forum and timelines. January 2008.</p>	<p><b>RR</b></p> <p><b>LC</b></p> <p><b>JM</b></p> <p><b>JM</b></p>

3.3	<b>Reducing our impact on the environment</b>	
	<p>The Cabinet will shortly be recommended to agree a target of reducing carbon dioxide emissions in the District by 3% per annum to 2025. The largest impact on our emissions at present are transport and energy use. St Albans is the second worst city in the United King for CO<sub>2</sub> emissions.</p> <p>Three projects were put forward to make positive changes to these two areas including an energy saving market, an incentivised car sharing lift scheme to school and the expansion of the Council's car sharing scheme to the local area.</p> <p>It was agreed that the energy saving market option should be pursued as the priority project.</p> <p>The 'market' (SAVE – St Albans Valuing Energy – Market) could be held in the Alban Arena on a market day, showcasing energy saving equipment for the home, from light bulbs to wind turbines. The venue would include educational information about St Alban's environmental footprint, our current recycling achievements and stalls from providers to allow individuals to find out how easy it can be to save money through better environmental practices.</p> <p>The aim would be to raise awareness, demonstrate how to make a difference, show support from the Council and to engage customers to take action, whether that is at home or in local businesses.</p> <p>The following offers of support were noted:</p> <p>SW –the police have a trailer that could be used for this project if it were to go on the road. In addition, the Police will be sending out letters to all season ticket holders in the near future to promote the offer of bike alarms. This opportunity was offered for relevant use.</p> <p>MD – Oaklands will be holding their Summer Fair in June. Visitors of c.3,000 in 2006.</p> <p>LC – We could also be present at the District Festival held in the summer.</p> <p>It was agreed to proceed with the SAVE Market project. A project plan and finances will need to be drawn up. To be reported back at the January 2008 meeting.</p>	RD
3.4	<b>Facilities and activities for young people</b>	
	<p>The retiring chair of the Children's Trust Partnership (CTP) is currently recruiting a new chair. In addition, the Council has a new Head of Culture and Community Development.</p> <p>It was noted that the LSP should support the CTP to deliver against the local agenda.</p> <p>JM is meeting with the Manager of the district partnership team this afternoon.</p>	

	JM to obtain relevant contacts to take this project group forward and convene a meeting.	<b>JM</b>
3.5	<b>Inequalities</b>	
	<p>It was proposed that the key project is to appoint a co-ordinator to develop and implement projects to reduce deprivation initially in the four Super Output Areas of the District above the national average, on a 12 month fixed contract. The outcome of the role for the first 12 months is to deliver against the requirement for improved transport services and around the nine items referred by the Council Cabinet from the recommendations set out in the Council's <i>Tackling Deprivation</i> report. This was unanimously agreed.</p> <p><b>Membership of the Inequalities Project Group</b> It was agreed that Richard Shwe, Head of Culture and Community Development and Maria Cutler, Regeneration and Town Centres Manager should become formal members of the Inequalities Project Group.</p> <p><b>Outline Terms of Reference, Job Description and Interview Arrangements</b> Following a proposal paper to the Management Committee, the following was agreed:</p> <ul style="list-style-type: none"> <li>• Role title: Partnership Project Officer</li> <li>• Line management and location: Line management to the Regeneration and Town Centres Manager (Culture &amp; Community Development). Main base in St Albans Town Hall.</li> <li>• Role: The role is to focus first on delivering an improved transport service to the Super Output Areas within the <i>Tackling Deprivation</i> report. This will have a focus on the dual needs of the elderly and young people. The role is to also deliver against other relevant actions within the nine items referred by Cabinet as part of the Council's <i>response to the Deprivation Scrutiny Review</i> and the outcome of the LSP's previous work in Sopwell.</li> <li>• A draft job description and specification was provided. Feedback requested by <b>Friday, 23<sup>rd</sup> November 2008</b>.</li> <li>• Interview panel: The agreed interview panel will take responsibility for the recruitment process with the support of the Policy Officer where required. The interview panel will be as follows:  Management Committee: Laura Cronshaw, CVS Management Committee: Mark Dawe or Robert Donald depending on the outcome of investigations by Daniel Goodwin regarding possible rules debarring Robert from being involved in this interview. Project Group: Maria Cutler, SADC Project Group: Claire Andrews, SADC</li> </ul> <p><b>Budget</b> It was agreed that £18,000 from the single pot fund is allocated to this project for the appointment of a part-time Partnership Project Officer. This will allow a float fund for any last minute items that may arise. The project group has also identified potential money through Section 106 to support training for public transport services and also via other projects in the area, for example MENCAP.</p>	<p><b>ALL</b></p> <p><b>DG</b></p> <p><b>MD/PW</b></p>

	Partner organisations also offered possible resources 'in kind' such as office/desk space and managerial support e.g. Oaklands and the PCT.	
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4.	<b>Hertfordshire Forward Climate Conference</b>	
	<p>An overview paper was supplied to the Management Committee.</p> <p>The conference launched the Hertfordshire County Council (HCC) Community Strategy. The day focussed on raising public and voluntary sector awareness and understanding of climate change issues and the focus this is given on the HCC's agenda.</p>	
5.	<b>Any other business</b>	
5.1	A request has been received from the PCT to speak at the February 2008 LSP Board meeting. JM to obtain full details.	<b>JM</b>
5.2	A representative from the HCC Community Strategy team will be presenting at the next LSP Management Committee on 14 <sup>th</sup> December 2007.	

Minutes of the Management Committee are also available on the LSP website, [www.stalbanslsp.org.uk](http://www.stalbanslsp.org.uk).

**Jill Manistre**  
**Corporate Policy Officer**  
**St Albans City and District Council**  
**Direct Line 01727 819518**  
**Email [j.manistre@stalbins.gov.uk](mailto:j.manistre@stalbins.gov.uk)**