



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

Friday 2 March 2007, 10.00am – 12.00pm, Committee Room 2, SADC Offices

Present:

Committee Members:

Laura Cronshaw (LC) - Executive Director, St Albans and District CVS and Vice Chair of the LSP (Voluntary Sector)

Mark Dawe (MD) – Principal, Oaklands College

Robert Donald (chair) (RD) - Leader of St Albans City and District Council and Chair of the LSP

Philip Gillmor (PG) - St Albans and District Chamber of Commerce and Vice Chair of the LSP (Business Sector)

Russell Thomas (RT) – Herts County Council (deputising for Derrick Ashley)

Supporting Officers:

Claire Andrews (CA), 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

Rob Smith (RS), Assistant Director (Transport), Herts County Council

Karen Wheeler (KW), Interim Policy and Communications Manager, St Albans City and District Council

Apologies:

Committee Members:

Derrick Ashley - Executive Member for Partnerships, Herts County Council

Stuart Bloom - Chair, West Hertfordshire Primary Care Trust

Sue Wheatley – Lead for St Albans District CDRP area, Hertfordshire Constabulary

		ACTION
1.	SUBSTITUTION ARRANGEMENTS FOR MANAGEMENT COMMITTEE MEMBERS The Management Committee was reminded that there is a provision for Management Committee members to send a representative when they are unable to attend.	
2.	LSP SINGLE POT FUND RD stated that the District Council had agreed that a budget of around £20,000 will be made available for 2007/08 for LSP projects. In addition to this, the District Council contribution to the Assistant Travel Plan Co-ordinator will also be put in the Single Pot Fund, but be ring fenced for this purpose. PG mentioned that a contribution to the Assistant Travel Plan Co-ordinator could be forthcoming from the Chamber of Commerce, following the appointment of a new Treasurer.	

3.	<p>NOTTINGHAM DECLARATION – ACTION PLAN REFERENCE GROUP</p> <p>RD stated that the District Council was currently in the process of developing an action plan for achieving the carbon emission reduction targets as laid out in the Nottingham Declaration that the District Council has recently signed up to achieving. As part of this action plan, the District Council was seeking (through the LSP) the willingness of partners to be involved in the achievement of certain targets, as it was likely that some areas of the action may require partnership working if significant improvements are to be achieved. MD stated that Oaklands are considering establishing a carbon offset scheme, which could link into the development of an action plan.</p> <p>LC suggested that the establishment of a project group in this area would need to be put into context, especially considering the priority areas as identified in the draft Community Strategy. In addition to this, it was also important to use existing partnerships where possible as project groups, so that duplication does not occur between LSP project groups and existing partnerships. RS highlighted that there could be potential strategic implications, for example between any initiative endorsed by the LSP and the County Council strategic direction.</p> <p>The progress of the development of the action plan will be reviewed by the Management Committee when the draft plan has been produced.</p>	
4	<p>LSP PROJECT GROUPS</p> <p>The process for establishing project groups was discussed. The main milestones for the development of LSP projects were stated as being:</p> <ul style="list-style-type: none"> • 8 May – Management Committee to meet to discuss final draft version of Community Strategy before endorsement by the Board • 17 May – LSP Board sign off Community Strategy • 10 July – LSP Community Conference launching Community Strategy <p>It was agreed by Management Committee members that full projects would need to be ready to be launched at the Community Conference, and that work on developing the projects can start as soon as the consultation responses have been incorporated to the latest draft of the Community Strategy.</p> <p>Three LSP project groups are to set up for the three areas identified as Not Yet Addressed in the current draft of the strategy (preserving and enhancing our Heritage; supporting the voluntary and community sector to provide preventative and support services and encouraging community engagement and promoting volunteering). LC is to lead the two project areas revolving around supporting the voluntary and community sector, and encouraging community engagement and promoting volunteering, with the project lead for the third group to be established. The aim of the project groups will be to develop a project for each area to be taken forward.</p> <p>CA to draw up project framework to circulate to Management Committee along with up to date draft of the Community Strategy containing results of the public consultation.</p>	CA

5	<p>INDUCTION FOR NEW LSP MEMBERS</p> <p>It was agreed to hold an induction session aimed at new Members starting at 5.30/5.45pm on the 17 May (before the next LSP Board meeting), with the invitation being extended to all Board Members to attend if interested.</p> <p>The programme is to include information on the constitution/protocols for operation, expected roles and competencies of Board members, and the history/purpose of the LSP and (in particular) the LSP Board. A question and answer session could also be incorporated, along with information on the LAA. CA to draw up programme for the session, and send invitation to LSP Board members.</p>	CA
6	<p>DEPRIVATION</p> <p>RD reported that the Deprivation Working Party at the District Council had recently produced a report on deprivation in the district which overlapped with the current work in Sopwell and provided some recommendations for the LSP. He suggested that the District Council Cabinet could recommend for the LSP to take forward these recommendations, and that the report could be referred to the Management Committee.</p> <p>LC also referred to the upcoming Sopwell community event which will be held on Tuesday 24 April in the afternoon and the evening, to which all LSP members would be invited. It was acknowledged that the County Council had given financial support to ensure that the event went ahead. The aim of the afternoon will be to report what has been achieved over the past year by the partnership.</p>	

Minutes of the Management Committee are also available on the LSP website, www.stalbanslsp.org.uk.

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