



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

Friday, 14th December 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)
 Peter Wright (PW) – West Hertfordshire Primary Care Trust

Supporting Officers:

Daniel Goodwin (DG), Chief Executive, St Albans City and District Council
 Roger Wild (RW), Interim Head of Policy and Partnership, St Albans City and District Council
 Fiona Breaker-Rolfe (FB-R), Community Strategy Officer, Herts County Council
 Jill Manistre (JM), Corporate Policy Officer, St Albans City and District Council

Apologies:

Committee Members

Sue Wheatley (SW) – Lead for St Albans District CDRP area, Hertfordshire Constabulary
 Richard Roberts (RR) - HCC, Portfolio holder for Corporate Policy & Partnerships

Officers

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

		ACTION
1.	APOLOGIES AND SUBSTITUTE MEMBERS Apologies received from Sue Wheatley and her representative Mike Hanson, Councillor Richard Roberts and Rob Smith.	
2.	MINUTES FROM MANAGEMENT COMMITTEE ON 28 September 2007 Minutes accepted as accurate.	
3.	UPDATE ON PRIORITY PROJECTS	
3.1	Preventative and Support Services: Multi-agency Commissioning Network	
	A new reporting format for each of the priority projects was put forward, detailing project details, achievements from the last month, costs and resource, current challenges and current status of the project. This format was well received with a request to add in smart targets reporting, monitoring progress against targets and project team members. ACTION: Addition of smart target reporting, progress monitoring and project team members into reporting template.	JM

Achievements Nov-Dec 2007

Convene a multi-agency network to develop knowledge and understanding of opportunities for local commissioning with voluntary and community sector

- Steve Laitner has convened an initial planning meeting for 17th December 2007 at 4pm. Attendees include Mo Girach, the Chair of the South East London Doctors Co-operative commission group, Laura Cronshaw, Peter Wright and Jill Manistre. The aim is to have a multi-agency commissioning group convened by February 2008.
- Peter Wright has been brought on board to identify the right people to run the commissioning group.

Invite the Chair of the Health, Housing and Social Care (HH&SC) Partnership to be a member of the LSP Project Group

- Adrian Smith, Area Manager - Hertsmere & St Albans Area Elderly & Physical Disability Team, has accepted the invitation to become a member of the Project Group.

Costs And Resources

Venue Costs

- No financial cost as it is anticipated that the meetings will be held at partners' premises. Partner's time required.

Workshop Costs

- It is anticipated that there will be two workshops focussing on capacity building on the voluntary and community sector (VCS) and the Herts Compact. These have been costed at **£250 per half day** workshop and will be run by the CVS by March'08.
- If the project moves on to deliver training for the VCS, funding may be available through the Learning Forum.

Current Challenges

- Resource for the HH&SC to map out the current partnership network to support the Commissioning Group learning.

Current Status Of Project: GREEN

AGREEMENT: The Management Committee accepted the project update report and agreed to the funding for 2 half day workshops.

3.2 Participation and Volunteering: Multi-agency Communications Forum

Achievements Nov-Dec 2007

Identification of lead and membership for Communications Forum

- Sue Wheatley - Herts Constabulary, has agreed to be Management Committee Champion for this project.
- Management Committee members have returned communication contacts
- Investigation into independent media person options and reference within the draft Communications Strategy

Draft LSP Communications Strategy

- Draft LSP Communication Strategy produced with reference to the Communications Forum

	<p><u>Costs And Resources</u></p> <ul style="list-style-type: none"> • No venue costs anticipated. Meetings can be held within partner offices. • A budget is not currently planned for future communication costs. Partners could contribute where necessary on an ad-hoc basis. • There is a potential cost if an experienced independent media person was obtained as an ‘advisory practitioner’ to support the initial Communication Forum set-up including terms of reference and working and signing-off processes to ensure mitigate of any potential reputational risks to partners. The three current suggestions were put forward. <p>It was agreed it was not necessary at this stage to make such a media appointment.</p> <p><u>Current Challenges</u></p> <ul style="list-style-type: none"> • Independent media person criteria and potential cost. • First meeting required. <p><u>Current Status Of Project: AMBER</u></p> <ul style="list-style-type: none"> • Identification of independent media person • Drafting of initial communication to communication partners • Convening of first meeting by January 2008 <p>An addition to the independent media persons list was made of Mr Bill Hamilton. (Refer to Jill Manistre for full list.)</p> <p>ACTION: It was agreed that the independent media individuals should be invited to attend the group on a voluntary basis at this time.</p> <p>ACTION: This project group will provide a full report back at the February 2008 LSP Management Committee.</p>	<p>SW/Project Group</p> <p>SW/Project Group</p>
3.3	<p>Reducing Impact on the Environment: SAVE Initiative</p>	
	<p><u>Achievements Nov-Dec 2007</u></p> <p>Identify current and planned environmental activities</p> <ul style="list-style-type: none"> • Meeting held between Trevor Brennan and Jill Manistre. There is ongoing awareness raising events within the District including most recently a Warm & Well roadshow with St Albans Age Concern and an Energy Efficiency & Recycling guide to 54,000 residents. These have been detailed in a supporting paper to go to the LSP Project Group meeting on 17th December 2007. <p>Identify value-adding project options</p> <ul style="list-style-type: none"> • Gaps in current activities and value-adding projects have been identified within the supporting paper. <p><u>Costs And Resources</u></p> <ul style="list-style-type: none"> • To be confirmed once project areas agreed. Investigation into grants has been undertaken and detailed within the options paper. 	

	<p>Watford, Stevenage or Welwyn. There is a free bus from and to Welwyn provided by the Children's Partnership Trust. Potential space within Glenn Phillips' (Oaklands College) area.</p> <p>LC – there are a number of opportunities to secure funding for initiatives relating to young people. Focus should be given to joining up agendas to ensure that grants and Lottery monies can be applied for in the most efficient and effective way, especially focussing on Super Output Area needs within the District.</p> <p>ACTION: MD to provide a rough estimate of capital and revenue costs for a music studio.</p> <p>ACTION: MD to contact Andrew Simmons, the new Chief Executive of Connexions to invite him to come and speak with the LSP Management Committee once he is in post.</p> <p>ACTION: JM to convene initial meeting to identify project focus.</p>	<p>MD</p> <p>MD</p> <p>JM</p>
3.5	<p>Reducing Inequalities: Partnership Project Officer</p>	
	<p><u>Achievements Nov-Dec 2007</u></p> <p>Draft a job description for the Partnership Project Officer</p> <ul style="list-style-type: none"> • Draft job description created and submitted to Richard Shwe. Richard has agreed to steer this through the HR process. <p>Budget</p> <ul style="list-style-type: none"> • Budget has been confirmed as adequate for a 3-day a week role. <p>Draw up an action plan for the role to be signed off at the LSP Management Committee</p> <ul style="list-style-type: none"> • Action plan, including targets of success, drafted, including Fiona Breaker-Rolfe's input from a Sopwell Project perspective... <p>Agree an interview panel</p> <ul style="list-style-type: none"> • Interview panel agreed at LSP Management Committee in November 2007: Robert Donald – SADC (unless legally ineligible), Mark Dawe - Oaklands, Laura Cronshaw - CVS, Maria Cutler - SADC, Policy Officer - SADC. <p><u>Costs And Resources</u></p> <ul style="list-style-type: none"> • It is anticipated that including on-costs, the £18,000 single-pot fund will cover the cost of the role. • Richard Shwe is investigating the possibility of Section 106 funding. • Advertising cost to be confirmed. <p><u>Current Status Of Project: GREEN</u></p> <p>Discussion held regarding providing appropriate support and direction to this role and also the reality of what can be achieved in 21 hours per week. A detailed action plan for the role is already in draft and a timeline will be added to this with blocks of work created.</p> <p>Super Output Areas also need to be detailed within the plan to ensure that the resources we have are centred on the areas of most need.</p> <p>ACTION: To ensure the job description is compatible with the one-year role, an action plan timetable is to be produced, as above...</p>	<p>DG</p> <p>Maria Cutler/FB-R/JM</p>

	<p>Local Government and Public Involvement in Health Act PW – from 1st April 2008 legislation will come into place that creates a formal relationship between PCTs and LSPs; The Local Government and Public Involvement in Health Act 2007. (See also AOB re. Director of Health's Annual Report)</p> <p>ACTION: Meeting to be booked between DG and PW</p> <p>ACTION: Planning for LAA Monies To be discussed at next planning pre-meeting of the LSP Management Committee (attended by the LSP Chair, Vice-Chairs and District Council Chief Executive, Interim Head of Policy & Partnership and Policy Officer) to determine whether further action is needed.</p>	<p>DG's office</p> <p>JM</p>
5.	<p>Single Pot Fund 2008/09 and Current Income and Expenditure Accounts</p>	
	<p>RD invited LSP partners to consider the contributions they will be making to the LSP's projects and Single Pot Fund during 2008/09. It is hoped that £20k will again be contributed by SADC for the coming year.</p> <p>ACTION: It was agreed that a schedule will be provided to each LSP Management Committee for all project groups detailing past and planned expenditure</p> <p>ACTION: The meeting agreed that that a schedule should be drawn up for 2007/08 and 2008/09 to indicate cash, time and in-kind support and sponsorship of projects. This is then to be sent round to all Management Committee members.</p> <p>ACTION: To be taken to the LSP Board under the review of the LSP structure review due in March 2008.</p>	<p>JM</p> <p>JM</p> <p>JM</p>
6.	<p>LSP Communications Plan</p>	
	<p>JM presented a draft LSP Communications Plan. The plan sets out overall vision and key priorities, aims and objectives, success criteria, audiences, branding, communication routes, best practice and identified risks..</p> <p>LC offered to share learning from their e-bulletin development.</p> <p>Actions from the Communications Plan:</p> <ul style="list-style-type: none"> • The LSP Management Committee is invited to review the above Communications Plan to ensure its completeness. AGREED To return by 11th January 2008. • The LSP Management Committee are invited to agree to a pilot run of the 'Hot Topics' Bulletin. AGREED. • The LSP Management Committee is asked to agree that a small amount of funding is sought from partners to contribute towards an advisory practitioner to the Communications Forum. This individual should be independent of local media, to lead on putting working procedures in place. NOT AGREED. To be on a voluntary basis. • It is proposed that the new Communications Forum, due to form in early 2008, review and finalise the LSP Communications Plan and work with and develop agreed processes to ensure that joint communications are signed off appropriately to mitigate risk of reputational damage to any partner. AGREED. 	<p>ALL</p> <p>JM</p> <p>SW/Project Group</p>

	ACTION : PG to be a member of the Communications Forum.	JM
5.	Any other business	
5.1	PCT Request PW detailed the request to speak at the LSP Board meeting on health matters. He would like the Director of Health's Annual Report to be considered in relation to the LSP. It was agreed that this would be brought to the January LSP Management Committee. (See item 4 for reference to The Local Government and Public Involvement in Health Act 2007) ACTION: To be added to the January agenda.	JM
5.2	Carbon Footprint Reduction Group RD advised that the Carbon Footprint Reduction Group is officially launching the results of its work at Sopwell House on 26 th February 2008. This is being sponsored by the Carbon Trust. This will include the signing of the Carbon Footprint Reduction Agreement. Partners are welcome to apply to St Albans Chamber of Commerce to attend this event.	
5.3	Local Futures Software It was agreed that the best way to familiarise LSP members with this software was to have a short presentation at the February LSP Board Meeting on its use prior to the coffee break and then allow members to try it out for themselves during an extended coffee break. ACTION: To be organised and included on the agenda. To include discussion on funding and usage.	JM
5.4	High Sheriff's Crimebeat Awards An email has been sent to all LSP partners this week to highlight the opportunity to put forward nominations for young people who have undertaken an initiative against crime.	ALL

ACTION POINTS CARRIED OVER from 16th November 2007 meeting

3.1	Creating a multi-agency commissioning network ACTION: A report is to be made to the Management Committee on progress at the May 2008 Management Committee.	SL/Project Group
3.2	Establishing a community partnership communications network ACTION: Laura Cronshaw to contact John Manning	LC

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

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