



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

Thursday 16 November 2006, 1.00pm – 3.00pm, Committee Room 1, SADC Offices

Present:

Committee Members:

- Stuart Bloom (SB) - Chair, West Hertfordshire Primary Care Trust
 Robert Donald (chair) (RD) - Leader of St Albans City and District Council and Chair of the LSP
 Laura Cronshaw (LC) - Executive Director, St Albans and District CVS and Vice Chair of the LSP (Voluntary Sector)
 Mark Dawe (MD) – Principal, Oaklands College
 Philip Gillmor (PG) - St Albans and District Chamber of Commerce and Vice Chair of the LSP (Business Sector)
 Richard Roberts (RR) – Councillor, Hertfordshire County Council (deputising for Derrick Ashley)
 Sue Wheatley (SW) – Lead for St Albans District CDRP area, Hertfordshire Constabulary

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
 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

Supporting Officers:

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

		ACTION
1.	MINUTES FROM LSP MANAGEMENT COMMITTEE (9 OCTOBER 2006) No matters arising.	
2.	UPDATE ON LSP TERMS OF REFERENCE / BOARD MEMBERSHIP REVIEWS DG reported that progress on the review of Terms of Reference had been delayed due to the late start of work on the LSP Board membership review. CA and DG were due to meet early the following week to put together a proposal for a revised Board Membership, which will be circulated to LSP Management Committee members before going out with the agenda for the Board meeting on 27 November. DG/CA to bring first draft of the new Terms of Reference will be brought to the Management Committee for comment at their next meeting on 12 December.	DG / CA
3.	DRAFT COMMUNITY STRATEGY The version of the draft Community Strategy for the LSP Board meeting on	

	<p>27 September was circulated to the Management Committee. DG stated that the focus for the LSP around the new Community Strategy will be on those areas where there are gaps in activity in the priorities identified. LC pointed out that there are gaps in the strategy in relation to provision to Children and Young People, Older People, Transport, Community Safety and Skills development. MD highlighted that outcomes should be in the strategy relating to improving the skills of those people who have low vocational and basic skills, and to target those who are not in education, employment and training. Other comments from the Management Committee were on the presentation of the evidence base in the document, and the use of personal pronouns in the text.</p> <p>DG suggested that the draft strategy to be taken to the board should state that the areas of work are fully addressed with no gaps; mainly addressed with some gaps, partially addressed and not yet addressed, with the idea that the LSP would work to develop projects around those areas of work where no or little coherent activity is taking place.</p> <p>CA to update draft Community Strategy with the comments of the Management Committee and to re circulate for comment ahead of the LSP agenda for 27 November being sent out.</p>	
4.	<p>CURRENT LSP PRIORITIES (SOPWELL AND GREEN TRAVEL) It was agreed that the current priorities will continue as project groups in the new structure of the LSP.</p>	
5.	<p>DRAFT AGENDA FOR LSP BOARD MEETING (27 NOVEMBER 2006) The draft agenda was agreed, subject to items on LSP Board membership review, Terms of Reference Review, Draft Community Strategy and the Action Plan for the Children and Young People's Strategic Partnership being placed in that order.</p>	
6.	<p>FIRST ANNUAL LSP COMMUNITY CONFERENCE CA reported that it was not possible to have the Community Conference in March 2007 as agreed at the last Management Committee because of the District Council sign off procedure for the new Community Strategy. The Management Committee agreed that the date for the Community Conference should be in May/June 2007. CA to find potential date and circulate to the Management Committee.</p>	CA
7.	<p>HERTS FORWARD ANNUAL CONFERENCE RD reported back information gathered from the conference. LC mentioned that there was an interesting presentation on skills development in Hertfordshire and it was agreed to put an item on skills development on the agenda for the next Management Committee in December.</p>	
8.	<p>NOTTINGHAM DECLARATION RD stated that the District Council had signed up to the Nottingham Declaration to reduce carbon dioxide emissions. As part of this sign up, the District Council Cabinet endorsed in November 2006 an action plan which contained an action that the District Council would seek to work with its LSP partners over the next 12 months to establish ways to reduce Carbon Dioxide emissions in the district.</p>	
9.	<p>LOCAL GOVERNMENT WHITE PAPER It was agreed that a summary paper on the White Paper is to be on the agenda for the next Management Committee agenda.</p>	
10.	<p>DATES OF FUTURE MANAGEMENT COMMITTEE MEETINGS These were agreed subject to new dates for January and March 2007. CA to check any new dates with Rob Smith.</p>	CA

Full minutes of the Management Committee will be available on the LSP website,
www.stalbanslsp.org.uk.

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