



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

Friday, 18th January 2008, 10.00am – 1.00pm, 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
 Sue Wheatley (SW) – Lead for St Albans District CDRP area, Hertfordshire Constabulary

Officers

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

Supporting Officers:

Daniel Goodwin (DG), Chief Executive, 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
 Claire Andrews, Corporate Performance Officer, St Albans City and District Council

Apologies:

Committee Members

Richard Roberts (RR) - HCC, Portfolio holder for Corporate Policy & Partnerships

Officers

Roger Wild (RW), Interim Head of Policy and Partnership, St Albans City and District Council

		ACTION
1.	APOLOGIES AND SUBSTITUTE MEMBERS Apologies received from Richard Roberts and Roger Wild.	
2.	MINUTES FROM MANAGEMENT COMMITTEE ON 14th December 2007 Minutes accepted as accurate. 3.4 ACTION: Youth Provision. SW received a handout from Andrew Simmons under heading of Safer and Stronger Communities. JM to obtain and circulate. RD met with Andrew Simmons this week. Potential pilot projects within District. RD to pursue. Placement of Music Studio has not yet been agreed. DG and RS meeting with John Harris later this month around Children's Trust Partnership and will also pursue. 3.5 Reducing Inequalities Interview panel. DG – Awaiting final outcome on budget. To be brought back to Management Committee if flexibility	JM RD DG

	<p>required. Regarding the legality of RD on the interview panel - DG pursuing and awaiting outcome.</p> <p>5.1 ACTION: PCT Request. Deferred Director of Health report as new one due out in April 2008. Therefore not on February 2008 Board agenda.</p> <p>5. 3 ACTION Partnership Finance Matrix. Three responses achieved to date. Request for others to respond.</p>	<p>DG/JM</p> <p>ALL</p>
3.	UPDATE ON PRIORITY PROJECTS	
3.1	Preventative and Support Services: Multi-agency Commissioning Network	
	<p><u>ACHIEVEMENTS DEC 07 – JAN 08</u></p> <ul style="list-style-type: none"> • Meeting held on 17/12/07 between Steve Laitner, Laura Cronshaw, Mo Girach and Peter Wright. Focus to be on a Conference on Commissioning in the Third Sector. Initial aims, structure and invitees identified. • Meeting held on 14th January 2008, less health representation. <ul style="list-style-type: none"> ○ Draft aims and targets discussed. ○ Proposed summit in March 08 and conference in May/June 08 <p><u>COSTS AND RESOURCES</u></p> <ul style="list-style-type: none"> • Current estimate £2,500. Partner funding required. <p><u>CURRENT CHALLENGES</u></p> <ul style="list-style-type: none"> • Diaries <p><u>CURRENT STATUS OF PROJECT as at January 2008 – AMBER</u></p> <ul style="list-style-type: none"> • Framework discussed and draft aims, objectives and targets identified. • Dependent on partner funding. <p>There is a large amount of support for this project. Raising awareness of commissioning for both those officers responsible for commissioning and also within the voluntary sector to be aware of the opportunities available. Mo Girach currently working within PCT and has experience to support the agreed way forward.</p> <p>At project meeting on 14th January 2008 it was agreed that this would remain as a multi-agency approach, outside of just health. To include police, fire service and possibly education. Awaiting full project group attendance to finalise approach and target. LD meeting next week.</p> <p>ACTION: Notes from meeting will be distributed to LSP Management Committee.</p> <p>Budget will need consideration as a summit and conference are being considered. Cost implications of around £2,500. Looking for cash and in-kind support.</p>	<p>MD/JM</p>

	<p>Request to this group to consider how we may resource this approach.</p> <p>Potential performance indicators;</p> <ul style="list-style-type: none"> • Having a clear shared local understanding of what commissioning is (a proposed set of commissioning behaviours) • Framework for commissioned agreements on different scales to avoid applying a 'heavy duty' contract to a VCS £250 contract for example. • To have in place a self assessment framework for preparing for commissioning so individual organisations can see where they are in terms of preparedness to engage with commissioning opportunities • Clear sense of who is involved; commissioning and commissioned. <p>Proposed that this is a useful set of measures for the project team and the last 3 are relevant for LSP Management Committee reporting.</p> <p>Potential baseline:</p> <ul style="list-style-type: none"> • Evaluation of capacity through a number of organisations on more than over £100k turnover. • % of that turnover that is commissioned • Trend and trajectory for those organisations • Base number of organisations in contact in relation to commissioning. <p>ACTION: PW to be member of the Project Group.</p> <p>ACTION PW – to enquire around in-kind offer for administration.</p> <p>Once outline agreed, to run through with some voluntary sector and public sector organisations to identify support for hosting and logistics of the conference.</p> <p>Note that the conference should be after the elections in May to allow Members to attend. Support so far:</p> <p>Administration - PCT Catering - tbc Venue - town hall/council chamber?</p> <p>ACTION: LC to circulate plan once notes received. Next project meeting date to be set during March 08.</p>	<p>LD/JM</p> <p>JM</p> <p>PW</p> <p>LC/JM</p>
3.2	<p>Participation and Volunteering: Multi-agency Communications Forum</p>	
	<p><u>ACHIEVEMENTS DEC 07 – Jan 08</u></p> <ul style="list-style-type: none"> • Project meeting held on 14th January 2008. Nikki Hall, Press & PR Officer from Herts Constabulary attended. Nikki will be providing the resource to get the Communications Group up and running • Project consists of two areas: firstly setting up a Communications Group to maximise profile of LSP achievements and to ensure that the SADC website re-launch includes a facility to residents and organisations within the District which will be a cross between 	

	<p>Facebook and Up My Street, providing information on all services and opportunities within the District.</p> <ul style="list-style-type: none"> • Independent ex-media individuals to be contacted and the full group, as provided by LSP Management Committee members to be convened. • Meeting set up with SADC IT to provide current timelines for the web re-launch. • LSP <i>Spreading the Word</i> e-newsletter. Pilot copy issue on 17th January 2008. <p><u>COSTS AND RESOURCES</u></p> <ul style="list-style-type: none"> • None at present • IT development costs within the SADC budget. <p><u>CURRENT CHALLENGES</u></p> <ul style="list-style-type: none"> • IT project timelines required from SADC <p><u>CURRENT STATUS OF PROJECT as at January 2008 – GREEN</u></p> <ul style="list-style-type: none"> • Communications Group identified. <p>Communication Forum now being invited. Meeting to be held at St Albans Police Station on 24th or 26th January.</p> <p>Two options available on the website – a ‘bucket’ of information or via access to individually maintained organisation data. Also a Google-type ring-fenced search within the boundaries of the District. A search rather than links.</p> <p>Noted that the focus includes getting volunteering up and a count mechanism will be required on the search mechanism for data collection.</p> <p>ACTION: PG to be on the Communications Forum, rather than the Project Group.</p> <p>Media student attending the Communications Group from Oaklands College.</p>	JM
3.3	Reducing Impact on the Environment: SAVE Initiative	
	<p><u>ACHIEVEMENTS DEC 07 – JAN 08</u></p> <p>Project focus</p> <ul style="list-style-type: none"> • The Environment Project Group met on 19th December 2007. The SAVE initiative was agreed as the recommended way forward to contribute to the District’s target to reduce CO₂ emissions by 3% per annum to 2025. • Investigation has been made into ensuring the highest footfall at a variety of venues for the central event with the ability to visit targeted areas to ensure greater impact across the whole community and where engagement with environmental issues may be lower due to economic or social reasons. Profile could also be raised through visits to schools, community centres and businesses/supermarkets, in the villages and towns of the District. • The full Environmental Project team is meeting on 29th January 08 to finalise a full project plan to deliver a static venue (Town Hall) at 	

	<p>the Festival of Life event (July 08) and an ongoing roadshow across the District over a longer period.</p> <p><u>COSTS AND RESOURCES</u></p> <ul style="list-style-type: none"> • Initial costings have been undertaken for marketing. Venue costs have been requested. • Detailed costings and external funding opportunities will be investigated for review at the 29th January meeting. <p><u>CURRENT CHALLENGES</u></p> <ul style="list-style-type: none"> • Venue availability • Resource confirmation once full project plan completed • Budget and timetable to be created <p><u>CURRENT STATUS OF PROJECT as at January 2008 – AMBER</u></p> <ul style="list-style-type: none"> • Current reliance on availability of venue at the Festival of Life. • Funding and resourcing to be confirmed • Targets to be proposed by full Environment Project Group on 29th January 2008 <p>Promoting St Albans Valuing Energy (SAVE)</p> <p>Event to target particular sections of the community and the public to find out all the methods by which they can reduce their energy use. Around the time of Festival of Life.</p> <p>Mixture of a static venue and a roadshow. Cost and organisation of 3 day main event was overly burdensome in terms of resourcing. Agreed one day event, therefore to be planned. A mixture will increase footfall, reduce costs and marketing. The roadshow will give direct access to different areas of the District and hopefully increase public awareness and engagement with the campaign.</p> <p>Potential to film the demonstrations at the static venue to play at the roadshow.</p> <p>MD HertsForward have just set up an Environmental Group to feed into the County LSP and LAA identification. They are looking for District representation.</p> <p>PW is an Executive Member on the Environmental Forum. Representatives from 8 of the Districts including Herts NHS and Environment Agency and Herts Wildlife. It appears that the Core Group is not currently choosing to use this group.</p> <p>ACTION: MD to feed back.</p> <p>ACTION: Initial SAVE design idea received from PG. This is to be further worked up.</p>	<p>RD</p> <p>MD</p> <p>PG</p>
3.4	<p>Youth Provision: Facilities and activities for young adults</p>	
	<p><u>ACHIEVEMENTS DEC 07 – JAN 08</u></p> <ul style="list-style-type: none"> • Initial meeting of Project Group diarised for 12th February 2008. • Sub group of Children’s Trust Partnership has been created by the CTP and met in December to focus on young people between the ages 	

of 13-19. MD is on this sub-group.

- The re-provision of the Music Studio that used to be situated in Alma Road has been identified as one project focus with a potential partner in Oaklands College.

COSTS AND RESOURCE

- Current estimate for music studio £150k.
- MD is pursuing additional funding options

CURRENT CHALLENGES

- Awaiting further information on potential for the music studio

CURRENT STATUS OF PROJECT as at January 2008 – AMBER

- Project team identified.
- Further information required from outside partners
Alternative project in case the music studio is not a viable option?

Require a lead for this group. LC currently interim Chair for the CTP. No reporting lines to the LSP Management Committee as yet. Need to be very clear about what we are asking the CTP to do.

ACTION: Invite Matthew Green with Andrew Simmons to March LSP Management Committee.

This group needs to be able to support and enable partnerships, especially the CTP who are working against differing agendas in a tough environment. Local priorities are not currently emphasised as the main agenda is so large. The sub-group for 13-19 year olds, being led by Matthew Green. Oaklands represented as well as SADC officer.

Need to identify focus and do not want to see a parallel network being established.

MD – If the Music Studio is the project, **MD is happy to lead on this.** Have spoken with Investors in the Community. Positive response. Looking at £120k equipment and £60k for conversion costs and Welwyn Garden City with a shift over to the new Smallford site when available. The college can provide the running resource for the bulk of the time. If we require 24 hour usage, there will be an ongoing annual cost.

ACTION: To discuss with Andrew Simmons at March meeting.

ACTION: RD – O&S Community Services (15/01/08) looked at the deprivation report this week and part of this was regarding youth facilities. Minutes to come out to LSP Management Committee and CTP members.

PW PCT has provided resource for The Base, London Colney. Youth Services provide officer time. **ACTION:** PW & RS to obtain further information on the potential of this facility being withdrawn.

ACTION Youth Project Group to gather information on provision for youth. Also, investigation into current facilities and gap analysis of need. Refer to Andrew Simmons and potential current work being undertaken in this area.

JM

JM

JM/agenda

RD

PW/RS

MD/Project Group

3.5	Reducing Inequalities: Partnership Project Officer	
	<p><u>ACHIEVEMENTS JANUARY 2008</u></p> <p>Role Administration</p> <ul style="list-style-type: none"> All paperwork has now been completed for this role and submitted via HR to the Job Evaluation Panel. UNISON have agreed that the post can be advertised internally and externally at the same time to maximise opportunity to apply across all partner organisations. Interview date is currently 19th February 2008 <p>Role purpose</p> <p>The following are areas for delivery and will form the basis of report back to the LSP Management Committee.</p> <ol style="list-style-type: none"> To evaluate the relevant LSP 9 points from the Scrutiny report, prioritise action points and ensure delivery through partnership co-ordination. Timescale: quarters 1-2 (from employment start date) To evaluate current transport provision and development plans and identify gaps. Deliver against need through partnership co-ordination. Timescale: quarters 1-2 (from employment start date) Maintain LSP support for the Sopwell/Cottonmill Community Partnership. Timescale: quarters 1-4 (from employment start date) Develop partnership working within the Districts four most deprived areas. Timescale: quarters 2-4 (from employment start date) <p><u>COSTS AND RESOURCES</u></p> <ul style="list-style-type: none"> The role will be advertised at 22.5 hours per week with funding for 2008/09 £18,000 from the Single Pot Fund (agreed at the LSP Management Committee 16/11/07) and £3,391 from the LSP fund within Corporate Policy. <p><u>CURRENT CHALLENGES</u></p> <ul style="list-style-type: none"> Job evaluation sign off. <p><u>CURRENT STATUS OF PROJECT</u> as at January 2008 – GREEN</p> <ul style="list-style-type: none"> All activity on track to interview on 19th February 2008 Targets to be agreed at next meeting (to be planned) <p>ACTION: to review interview date.</p> <p>O&S recommended partnership points to be discussed between new person in role to look at suitability to take forward LSP need to take ownership.</p> <p>There are links for the Communications Forum.</p>	<p>JM</p> <p>SW/Project Group</p>
4.	HCC Community Strategy/LAA2	
	<p>A gap analysis between the County and District Community Strategy areas was provided, and the meeting considered the evidence base to confirm the areas that the LSP would like County to consider within their currently draft Community Strategy. ACTION: It was agreed that the outcome would be shared with other District LSPs and Block Leads. This</p>	<p>JM</p>

	<p>will go to the LSP Board for endorsement on 19th February.</p> <p>The following areas will be included within this response: affordable housing, ecological footprint, mortality rate difference between deprived and non-deprived areas as measured by Super Output Area statistics, youth facility provision and an extension of sense of place/pride to County and District and support for lobbying Government for a fairer share of national resources for public services in Hertfordshire – To request expansion to public and voluntary sector services.</p> <p>ACTION: Formal response to be passed by LSP Board papers for endorsement.</p>	JM
5.	Reviewing Emerging Issues	
	<p>RD – Proposal to introduce a mechanism within agendas to review emerging issues and review LSP involvement. The Jubilee Centre issue prompted this approach and was discussed at the meeting.</p> <p>ACTION: All to consider issues for future meetings.</p>	ALL
6.	Single Pot Fund 2008/09 and Current Income and Expenditure Accounts	
	<p>Reviewed income and expenditure records for 2207/08 and 2008/09. Corporate Policy will continue to have an annual budget of £8,500 for Community Strategy work.</p> <p>A Partnership Finances Matrix (cash, time and in-kind) was issued during December. ACTION: All are requested to respond.</p> <p>ACTION: This is to be a standing item</p>	ALL JM
7.	Local Government & Public Involvement Health Act	
	<p>PW presented.</p> <p>Peter reported that the Local Government and Public Involvement in Health Act 2007 is now in force. The following points were noted by the meeting:</p> <ul style="list-style-type: none"> • The Act aims to improve opportunities for community governance, by extending the power to ‘promote economic, social and environmental well being’ to parish councils, and by devolving power to principle local authorities to carry out ‘community governance reviews, to assess the feasibility of introducing parish or town style community governance structures’. • The Act introduces a duty on ‘named partners’ to cooperate with another in the development and agreement of Local Area Agreements (LAAs), which have been given a statutory basis. • The Best Value duty has been amended, placing a duty on Best Value authorities to ensure that local people and/or representatives of local people are ‘informed, consulted or involved in other ways’. 	

	<ul style="list-style-type: none"> • The Act also abolishes patient and public involvement in health forums, and introduces Local Involvement Networks (LINKs). LINKs will ensure that local communities are able to have a stronger voice in the process of commissioning health and social care and to influence key decisions. LINKs must be hosted by a body other than a local authority or health trust. • The next steps include the DCLG consulting on principles of third sector representation on LSPs (see item under AOB) <p>Peter has responsibility to advise new statutory partners of their duty to co-operate over LAA targets. These agencies including the HSE for example.</p> <p>Question: How does this LSP want to involve the other NHS Trusts?</p> <p>PW to discuss with DG prior to the relevant Board Meeting as well as the new Comprehensive Area Assessment (CAA).</p> <p>AGREED regarding NHS representation on Management Committee – if these partners are happy for PW to represent them, we should continue that. If there are issues where it would be useful to the LSP that the NHS Trusts attend the LSP Management Committee this should be arranged as and when necessary. PW was in agreement with this proposal.</p> <p>PW to take this approach back to other partners.</p> <p>ACTION Produce a listing of all partners and specifically mark who they communicate with via the LSP.</p>	<p>PW</p> <p>PW</p> <p>PW</p>
8.	<p>LSP Board Meeting</p>	
	<p>Draft LSP Board meeting agenda provided. Changes:</p> <ul style="list-style-type: none"> • Include item on HCC Community Strategy • Reduce break time • Increase time for Emerging Issues item <p>Leads to speak to report back on their areas.</p> <p>ACTION: Circulate LSP Management Committee project updates in Board papers.</p> <p>AGREED as amended.</p>	<p>JM</p>
9.	<p>Local Futures</p>	
	<p>Expecting contributions from partners towards the costs in proportion to their expected usage. Agreed to identify potential use and turnover of organisation. Training sessions are available for users. Also link up on the information and analysis we get from partners using it to cut down duplication.</p> <p>ACTION: Compare and contrast between police ward data and Local Futures. CA to email SW to take this forward.</p>	<p>CA</p>
10.	<p>Any Other Business</p>	

10.1	Principles of Representation: A framework for effective third sector participation in LSPs	
	<p>This paper is to capture a third sector response. Paper will be distributed to all members.</p> <p>ACTION: Circulate and follow up at next Management Committee.</p>	JM
10.2	Championing Corporate Social Responsibility	
	<p>An on-line Championing CSR portal has been developed as a toolkit to supporting CSR from corporate to the voluntary sector. This work meets one of the later actions due under the volunteering group.</p> <p>This is part of County work with other CVSs. Copies of the CD were provided. Please contact Laura Cronshaw for further information.</p> <p>Currently identifying funding for September 2008.</p>	

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

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