



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

Friday, 19th October 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
 Mark Dawe (MD) – Principal, Oaklands College
 Karen Filsell (KF) – CVS Volunteer Centre Manager, St Albans and District CVS representing
 Laura Cronshaw
 Philip Gillmor (PG) - St Albans and District Chamber of Commerce and Vice Chair of the LSP
 (Business Sector)
 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
 Rob Smith (RS), Assistant Director (Transport), Herts County Council

Apologies:

Committee Members:

Richard Roberts, 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	
2.	MINUTES FROM MANAGEMENT COMMITTEE ON 28 September 2007 Minutes accepted as accurate.	
3.	FEEDBACK FROM TUESDAY'S BOARD MEETING AND ANNUAL CONFERENCE It was felt that the LSP Board Meeting went well, with appropriate focus on the key issues. However, it was noted that some Board members personal engagement with and commitment to the Community Strategy had weakened. It was felt that this might be linked to the reduced frequency of meetings and it was agreed that this would be discussed at the March 2008 Management Committee after the next Board meeting in February. <i>Corporate Policy Officer to submit an options paper as part of the LSP Working Structure evaluation, which is due to be completed prior to the next Annual Conference (see item 6).</i>	JM

	<p>Budget Availability</p> <p>Potential funds from the LAA will be available to the LSP from 2009/10. It is expected that this will be covered at the Hertfordshire Forward Conference on 26th October. MD is on the Hertfordshire Forward group and will report back at the November Mangement Committee.</p>	<p>MD</p>
<p>4.</p>	<p>MANAGEMENT ARRANGEMENTS FOR THE FOUR LSP PROJECT GROUPS</p> <p>Project proposals have been gathered through consultation at the Community Conference in September and with the partnerships, public, voluntary sector and local government. It was agreed that to ensure progress on one project per area, the Management Committee would request the main project for each area from the Project Groups and report these to the Board in February 2008..</p> <p>Timelines</p> <p>ACTION The working groups will be required to deliver one proposal and funding strategy (including funding gaps) for their project by 1st December 2007.</p> <p>ACTION Delivery on these projects will be required by June 2008 and an evaluation will take place by September 2008, with the exception of the Access to Facilities project which will be run through the school summer holidays.</p> <p><i>See end of document for full table of projects and ownership.</i></p> <p><u>4.1 Providing facilities and activities for young people</u></p> <p>Leadership and linkages in place. School representatives are in the course of being added to the team.</p> <p>Main topic: Access to facilities</p> <p><u>4.2 Supporting the voluntary and community sector to provide preventative and support services</u></p> <p>Leadership, team issues and linkages are in place.</p> <p>Main topic: Enabling Health & Social Care Partnership to be an effective vehicle for delivery</p> <p><u>4.3 Encouraging and promoting community participation and volunteering</u></p> <p>Leadership is to be confirmed.</p> <p>Team issues and linkages are in place.</p> <p>Main topic: Community Information Project</p> <p><u>4.4 Reducing our Impact on the Environment</u></p> <p>Leadership, team issues, main topic and linkages to be developed under the leadership of Robert Donald.</p> <p>It was noted that the Environmental Reference Group is due to issue a report within the next four weeks detailing how the Council will be reducing its carbon footprint between 2006-2025. RD will ensure that this work will be referenced.</p> <p>ACTION PW and PG to be invited to the next meeting of the Reference</p>	<p>ALL</p> <p>ALL</p> <p>RD</p>

	<p>Group with a view to modifying the group into the LSP Project Group for this area.</p> <p><u>4.5 Reducing Inequalities</u></p> <p>Leadership and linkages are agreed. The team requires the inclusion of an HCC transport representative.</p> <p>PW advised that there is a Health & Equalities Meeting on 10th December.</p> <p>Main topic: Transport co-ordination for deprived area</p> <p>FB-R agreed to take forward the creation of a job description for the Co-ordinator role with the working group.</p> <p>Working group to feedback on progress at November Management Committee.</p>	<p>FB-R</p> <p>RD</p>
5.	<p>MANAGEMENT COMMITTEE BULLETIN</p> <p>The need for a Management Committee Bulletin for Board Members and partners was discussed. It was noted that a communication plan for the LSP is due to be drawn up by December 2007. This, along with experience of the working groups will allow a more complete assessment of communication routes that may be required, in addition to the formal minutes of the group. It was decided therefore to defer a decision on the production of a Bulletin until further consideration of the proposed plan in December.</p> <p>ACTION Corporate Policy Officer to propose a communications plan in time for discussion at the December Management Meeting.</p>	<p>JM</p>
6.	<p>FEBRUARY LSP BOARD MEETING AGENDA</p> <p>It was suggested that a review be undertaken of the LSP working structure which will have been in place for one year.</p> <p>ACTION It was agreed that an evaluation will take place with members, for delivery prior to the next Annual Conference. (See item 3).</p>	<p>JM</p>
7.	<p>ANY OTHER BUSINESS</p> <p><u>Butterfly World</u></p> <p>PG advised that the access road to Butterfly World for works traffic is due to be open within three weeks. Butterfly World will be launched in London in January 2008.</p> <p><u>DVD Clips</u></p> <p>SW advised that Herts constabulary collect video clips of their initiatives for use in communications. The group agreed that video clips were a useful resource to be able to draw on.</p>	

Overview of Working Groups and Key Topics

PRIORITY	LEADERSHIP	LINKAGES	KEY TOPIC	RESOURCE (time and funding)
Youth Facilities/ Activities	Richard Shwe Children & Young People's Trust	Deprivation Environment Volunteering	Access to Facilities project	Requires a proposal and funding strategy from the team
Voluntary Sector	Laura Cronshaw	Community	Enabling Health &	Requires a

Capacity	CVS	participation	Social Care Partnership to be an effective vehicle for delivery	proposal and funding strategy from the team
Community Participation & Volunteering	TBC	Deprivation Environment Volunteering Youth	Community Information Project	Requires a proposal and funding strategy from the team
Environment	Robert Donald to develop	Deprivation Volunteering? Youth?	TBC	Requires a proposal and funding strategy from the team
Deprivation	Robert Donald	Youth	Transport Co-ordination for Deprived Areas	Requires a proposal and funding strategy from the team

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

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