

**CITY OF DURHAM DISTRICT
LOCAL STRATEGIC PARTNERSHIP**

Executive Group Meeting

**Minutes of the Meeting held at 3pm on Wednesday 6th April 2005
At Abbey Road Leisure Centre**

Board Members Present:	Mr R Batty (Chair) Dr T Cresswell (TC) Ms J Doherty (JD) Mr J K Hudson (JH) Cllr. D Jackson (DJ) Mr B Manning (BM)	Durham & Chester-le-Street Enterprise Agency Chair Health Improvement Group Chair of Cultural Development Group Chair Community Network Executive Committee Chair of Housing & Environment Group Chair Economic and Regeneration Group
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In Attendance:	Miss R Blackburn (RMB) Mrs C Lodge (CL) Mr M Thompson (MT)	LSP Development Officer LSP Support Assistant Durham City Council
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1. APOLOGIES

Ms J Scurfield	Vice-Chair Children and Young People's Planning Group
Mr R Templeman	Chair of Community Safety Partnership
Mr J Widdowson	Chair of the Durham City Learning Partnership

2. MINUTES OF THE LSP EXECUTIVE GROUP MEETING HELD ON 1 FEBRUARY 2005

The minutes of the previous meeting were agreed as a true record.

3. MINUTES OF THE LSP BOARD MEETING HELD ON 18 FEBRUARY 2005

The minutes were considered for information only.

4. MATTERS ARISING FROM THE MINUTES

4.1 Roy Templeman

Roy Templeman, Chief Executive, Chester-le-St District Council, has now replaced Chris Tunstall as Chair of the Community Safety Partnership. It was agreed that it would be more appropriate to request that the Vice-Chair, Peter Hewitson from the Fire Service, attend the LSP Board and Executive Group meetings in the future. **(Action 1)**

4.2 Learning Skills Council

James Ramsbotham, Chair of the Learning Skills Council and Vice-Chair of Esh group, will be attending the June LSP Board meeting to highlight issues regarding qualification levels in the area compared with the rest of the country.

4.3 Affordable Warmth Strategy

MT informed TC that he has passed on her comments to Jon Scholes as he is a key member of this working group. A further update will follow.

4.4 Community Champion

JH had requested more information regarding this matter at the last meeting. The group were informed that a representative from 'Durham Voices' is being sought and not a Community Network member from the LSP. This may change in the future.

4.5 Community Hubs

RMB informed the group about Chris Tunstall's comment that he put forward at the last Housing and Environment group meeting; it was thought there should be more consideration given to include key service providers on the Community Hubs Task Group and that one representative from each policy group may not capture this. **(Action 2)** There will be a further update regarding this matter at the next Board meeting.

TC suggested contacting Suzanne Lamb as she may be an appropriate contact at the PCT for this group. JD suggested linking community hubs with the visioning exercise on-line map that is currently being developed. Meg Abdy from the consultants carrying out this piece of work may be able to provide more information regarding interactive use. RMB will make contact. **(Action 3)**

4.6 LSP Conference/Event

It was agreed that the focus of the conference/event be performance management but that it be headlined under a different title to encourage engagement. A half-day instead of a full day event was agreed, as they seem to be more effective.

5. TERMS OF REFERENCE

Aspects of this document were contested at the last Board meeting. Julie Taylor, David Bottoms and RMB were tasked to draw up a more detailed document – this was presented to the group. The matter in question was whether or not the Executive group should have delegated responsibility for decision-making when insufficient time dictates.

It was generally felt that it would be impractical to call all board members to a meeting at short notice. It was also felt that it would not be a case of shifting the decision-making to the Executive group but simply that the power is there if needed. A discussion took place regarding the wording of the issue in contention and the original wording was preferred. JD raised the point of members of the executive group being Chairs of the policy groups and information should be filtered through them. It was generally felt that if the Executive group becomes too restricted there would be no point to its existence.

The group agreed appropriate amendments to the document and these will be undertaken by RMB with the input from a member of the Community Network and the Chair. **(Action 4)** The Community Network will then consider the amended document and if they find it to be satisfactory, it will be presented at the following Executive Group and then Board meeting. A summary of the amendments is as follows:

- 3a. to include the word 'cultural'
- 8a. 'bi-monthly' to be changed to 'at least 5'
- 8h. 'will' to be changed to 'may'
- 8i. 'will' to be changed to 'may'
- 9f. to include the phrase 'as agreed by the board'
- 11a. change of wording 'partnership' to membership'
- 12a. to include the phrase 'of those present'

6. COMMUNITY PLAN AND ACTION PLAN UPDATE

Durham City Council has now adopted the Community plan/Action plan. It is currently in the process of being printed; a time delay has occurred as inaccuracies have been identified in the 'mock up' text.

7. PERFORMANCE MANAGEMENT – *SHARON SKINNER, GOVERNMENT OFFICE NE*

Sharon Skinner was unable to attend this meeting but sent some guidance regarding this issue to RMB, which was relayed to the group. Emphasis seems to be on simple processes and 'monitoring' rather than 'management'. A discussion took place regarding ideas for performance management/monitoring. RMB showed the group a non-NRF LSP monitoring form, which featured a traffic light system. It was agreed this form could be adapted for our use. Further work with Durham City Council is scheduled.

8. FINANCE – BUDGET 05/06 AND PROTOCOL FOR APPLICATIONS TO FLEXIBLE POT

The proposed budget was considered and it was agreed to recommend the proposed spend to the LSP Board for their agreement. RMB highlighted that the £6,500 that is usually allocated to the CVS to develop the Community Network, may be more effectively spent funding the LSP Community Co-ordinator, Fiona Neasham's post as funding for this post will cease in May. Julie Taylor, CVS, is to be approached to submit a proposal to the next Board meeting for this funding – RMB to liase. **(Action 5)**

The Chair explained the layout and content of the proposed financial protocol document. A couple of minor wording alterations were agreed as well as a reorganisation of the order of the sections of the document. The changes will be made and a revised copy will be presented to the Board. **(Action 6)**

9. PARTNERSHIP IDENTITY

The recently published Durham City News publication featured an article regarding the work of the LSP. The Durham City News publication scheduled for June will be an edition dedicated to the LSP and partners are urged to identify articles they would like to see appear in the newsletter. **(Action 7)**

It was felt that the newly appointed PR manager at Durham City Council might be able to aid the LSP in terms of creating an identity and publicity/ marketing strategy. A discussion took place regarding the need for some type of corporate identity for the LSP web-site also, which is currently under construction.

10. PCT LOCAL TARGETS – *DR TRICIA CRESSWELL*

TC distributed a copy of this document to the group and explained the purpose of the report, background/context, key issues, proposals/options, financial implications and action required. This document will be presented at the Board meeting to gain partners agreement with the targets outlined; the Health Improvement policy group are already working towards these.

11. CULTURE GROUP PROPOSAL - *JAN DOHERTY*

It was announced JD is leaving Durham City Arts for a position at Stockton Council. As there will be no one at present to lead with this proposal the matter was deemed not urgent and will be dealt with at a later date.

12. LSP BOARD AGENDA

The following additions to the board agenda were agreed:

- Budget
- Funding protocol
- PCT Local Targets (Dr Tricia Cresswell)
- Omit 'end of year' on item 5 – Policy Groups and Community Network update

13. ANY OTHER BUSINESS

It was agreed that the Chair of each policy group would now receive a copy of the minutes from all of the other policy group meetings. **(Action 8)**

It was agreed that the minutes of every LSP meeting would be added to the LSP website.

The group was informed that Durham City Council and Chester-le-St and City of Durham Enterprise Agency have decided to carry out a pilot to achieve the 'Working for Health' bronze award. In the Health Improvement action plan it details a target where by all LSP partners will achieve the bronze level by mid 2006.

The group was informed that Tyne and Wear Fire and Rescue Service and Darlington and Durham Fire and Rescue Service are going to become Community Fire and Rescue Services – a full update will be sought at the Board meeting from Dave Turnbull, Fire Service.

The group expressed their best wishes to Jan.

Good luck wishes were expressed to Brain Manning of The Esh Group as the group has been nominated for this year's Business in the Community Awards.

14. DATE AND TIME OF NEXT MEETING

LSP Board Meeting:	Friday 15 th April, 1.30pm, Abbey Leisure
Executive Group Meeting:	Wednesday 8 th June, 3pm, Abbey Leisure
LSP Board Meeting:	Friday 24 th June, 1.30pm, Abbey Leisure
Executive Group Meeting:	Wednesday 24 th August, 3pm, Abbey Leisure
LSP Board Meeting:	Friday 9 th September, 1.30pm, Abbey Leisure
Executive Group Meeting:	Tuesday 1 st November, 3pm, Abbey Leisure
LSP Board Meeting:	Friday 18 th November, 1.30pm, Abbey Leisure

Action Number	Details	Action	By whom
1	Community Safety Partnership Chair	Contact Roy Templeman and Peter Hewitson	RMB
2	Community Hubs Task Group	To identify and invite key service providers to be part of the task group	RMB
3	Community Hubs and Durham City Visioning	Contact Meg Abdy regarding the on-line map and identify links	RMB
4	Terms of reference	Bring together key people and update the terms of reference in line with comments received	RMB, Chair, Julie Taylor (JT)
5	Budget – funding proposal	Approach Julie Taylor, CVS, to submit a proposal to the Board to	RMB, JT

		fund the LSP Community Co-ordinator post	
6	Financial Protocols	Update protocols with comments received and circulate to Board	RMB
7	Durham City News – LSP edition June	Pass on any relevant information that could be included in the newsletter to RMB.	All partners
8	Policy Group minutes	Each Chair to receive other policy group minutes in the future	RMB, CL