

**CITY OF DURHAM DISTRICT  
LOCAL STRATEGIC PARTNERSHIP**

**Executive Group Meeting**

**Minutes of the Meeting held at 3pm on Wednesday 8<sup>th</sup> June 2005  
At Abbey Road Leisure Centre**

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<b>Board Members Present:</b>	Mr R Batty (Chair) Dr T Cresswell (TC) Mr P Hewitson (PH) Mr J K Hudson (JH) Cllr. D Jackson (DJ) Mr B Manning (BM) Ms J Scurfield (JS)  Mr J Widdowson (JW)	Durham & Chester-le-Street Enterprise Agency Chair Health Improvement Group Vice-Chair of Community Safety Partnership Chair Community Network Executive Committee Chair of Housing & Environment Group Chair Economic and Regeneration Group Vice-Chair Children and Young People's Planning Group Chair of the Durham City Learning Partnership
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<b>In Attendance:</b>	Miss R Blackburn (RMB) Mrs C Lodge (CL)	LSP Development Officer LSP Support Assistant
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1. APOLOGIES

Mr C Barnes	Acting Chair of Cultural Development Group
Mr M Thompson	Durham City Council

2. MINUTES OF THE LSP EXECUTIVE GROUP MEETING HELD ON 6 APRIL 2005

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

3. MINUTES OF THE LSP BOARD MEETING HELD ON 15 APRIL 2005

The minutes were considered for information only.

4.1 MATTERS ARISING FROM THE EXECUTIVE GROUP MINUTES

4.11 Community Hubs Task Group (Action 2)

Awaiting toolkit – will move forward once this is available.

The group were informed that other LSPs are reporting a capacity issue.

JH asked about links with the education department. RMB reported that there is a representative from the education sector on the working group.

4.12 Durham City News – LSP edition June (Action 7)

The proposed front cover of the next edition of the Durham City News was shown to the group. It will contain background information about the LSP and the policy groups and will include good news stories from each of the groups.

4.13 Policy Group Minutes (Action 8)

Each Chair will receive other policy group minutes on a monthly basis.

RMB informed the group that the LSP web-site at present does not fulfil our requirements and needs to be re-built to operate effectively. Durham City Council is willing to re-build the site in connection with their re-build however it will not be fully live until the end of the year. Once this takes place, the minutes of each meeting will be placed on the web-site as they are at the moment but in a more co-ordinated format.

## 4.2 MATTERS ARISING FROM THE BOARD MINUTES

### 4.21 Learning Skills Council - attendance

The Chair and RMB met with the Learning Skills Council. It was reported that the Learning Skills Council do want to engage with the LSP and they offered a dedicated point of contact (Iain Wishart). There is a further meeting arranged between the Chair, RMB and Iain Wishart for Friday 17th June to discuss the situation further (**Action 1**). However, it was reported that they would still not be attending all LSP Board meetings in the future.

## 5. POLICY GROUP ISSUES

### Housing and Environment

DJ reported that there is not enough community and voluntary sector representation at the Housing and Environment policy group meetings when discussing items specifically relevant. JH suggested Parish Council involvement and JS suggested Centre-point involvement. JH will take these comments back to the Community Network and feed back at the next meeting (**Action 2**).

### Economic and Regeneration

BM gave the groups an update regarding the Junior Business Club. It is hoped that it will be launched in September at the Gala Theatre. The initiative is aimed at 12 -13 year olds and however there is a possibility of New College or Durham University involvement. JW suggested that the part-time business students at Colleges would be the most suitable as they tend to be employed and live locally. A discussion took place regarding inclusion of special needs children and young people as well as ensuring a gender balance.

### Learning

JW informed the group that there is a County inspection process being carried out at the moment. The outcomes of this inspection will be fed back at the next Board meeting. It was reported that there are problems with gathering data at a local level as different service providers work to different geographical boundaries.

### Children and Young People's Planning

JS explained the consultation process of 'Every Child Matters' and Children's Services. It was agreed that these papers (when available) will feature as part of a presentation at the next Board meeting. It was agreed that RMB will make contact with either Debbie Jones or Amanda Johnson regarding this issue (**Action 3**).

### Community Safety Partnership

PH informed the group that a full meeting was held last week. The action plans are being finalised, and will go through a consultation process. The action plans are to be approved by the Executive of the Community Safety Partnership on 13<sup>th</sup> July. PH reported a lack of community and voluntary sector involvement. A representative from the partnership will engage with residents groups to encourage community engagement in the future. It was also reported that Fiona Neasham is currently developing the Community Network Forums that could act as specific themed mechanism for community engagement across the LSP.

## 6. TERMS OF REFERENCE

There has been some debate regarding clause 9j in the terms of reference. The Chair reported that the working group has now agreed on the wording and the document will be presented at the full Board for ratification.

#### 7. COMMUNITY PLAN, ACTION PLAN AND SUMMARY COMMUNITY PLAN UPDATE

The Community plan and Summary Action Plans have now been distributed to the full LSP, Community Network, Parish Councils, City Councillors, Resident's Groups and Key staff members of the Durham City and Durham County Councils.

RMB has produced a Summary Community Plan to be distributed to every household in the district. The summary focuses on the vision and priorities in the Community Plan. Any comments regarding the Summary Community Plan have been requested by Wednesday 15<sup>th</sup> June (**Action 4**). TC requested the font be slightly enlarged.

A discussion took place regarding the possible formal launch of the Community Plan. It was decided that there would be a press release to inform the public about various exhibition stands across the district. These stands will feature in venues such as the town hall, some libraries, the gala theatre, etc. There will also be a response box in order to gauge the public's opinions. This was thought to be more effective than one main event. RMB to purchase promotional material which will be funded out of the marketing budget. (**Action 5**)

#### 8. PERFORMANCE MANAGEMENT/MONITORING

RMB and the Policy Team at Durham City Council have been considering implications of an electronic performance management system. However, Christine McKeon, GO-NE, has informed RMB that Chester-le-Street LSP are going to use a paper based system to keep processes simple. Therefore, a meeting has been planned for the 27<sup>th</sup> June between Jeremy Brock (CLS LSP), RMB, and Christine McKeon in order to discuss the issue further (**Action 6**).

Data for performance monitoring will be collected every six months and will coincide with the end of year report in April.

It was agreed that the September Board meeting will be devoted to the issue of performance monitoring and development.

#### 9. 'PARTNERSHIP WORKS' SOFTWARE

This piece of software is currently being used extensively by Derwentside and Teesdale LSPs. The software acts as an interactive tool to plan and evaluate partnership work. The group agreed to purchase the software at £199 once RMB had received a demonstration and was satisfied with the merits.

#### 10. FINANCIAL ISSUES (BUDGET UPDATE AND APPLICATIONS TO THE 'FLEXIBLE POT')

A copy of the budget update was circulated. The Chair explained that the 'marketing' allocation would have a projected under-spend as the cost to deliver the Summary Community Plan has been revised. No exact amount has been agreed as yet.

TC informed the group that she will be submitting a bid to the flexible pot to be allocated towards supporting all LSP organisations to achieve the 'Working for Health' bronze award by mid 2006.

#### 11. PARTNERSHIP IDENTITY

The Group were shown samples of 'The Durham Partnership' letter head and compliments slips. General thoughts were that the design was good but the colours needed changing to match those on the Community Plan as the plan will be public facing.

The samples will be taken to the Board for a decision at the next meeting.

12. DIRECTOR OF PUBLIC HEALTH REPORT – *DR TRICIA CRESSWELL*

TC explained that at the front of the document there is a 'key messages' section, which outlines the main issues of the report. There will be a presentation at the next LSP Board meeting where this will be discussed further.

13. LOCAL AREA AGREEMENT (LAA) UPDATE

RMB circulated a copy of the 'expression of interest' that has been submitted on behalf of Durham County Council, the seven District Councils and the County Durham Strategic Partnership. An announcement will be made on 22<sup>nd</sup> June to determine if this submission has been successful.

14. LSP BOARD AGENDA

It was decided that the aforementioned presentation regarding the Every Child Matters modelling proposals will be added to the agenda and will follow the Director of Public Health Report. It was also decided that the presentations would be moved to the top of the agenda.

RMB fed back the positive results of the survey of opinion regarding the layout and format of the last Board meeting. It was felt that the round tables with different group allocation should be continued. However, it was felt that the workshop sessions are not suitable for every meeting (depending on the items on the agenda), therefore, group work will not be included at the next Board meeting.

15. ANY OTHER BUSINESS

Nothing to report.

16. DATE AND TIME OF NEXT MEETING

LSP Board Meeting: Friday 24<sup>th</sup> June, 1.30pm, Abbey Leisure  
 Executive Group Meeting: Wednesday 24<sup>th</sup> August, 3pm, Abbey Leisure  
 LSP Board Meeting: Friday 9<sup>th</sup> September, 1.30pm, Abbey Leisure  
 Executive Group Meeting: Tuesday 1<sup>st</sup> November, 3pm, Abbey Leisure  
 LSP Board Meeting: Friday 18<sup>th</sup> November, 1.30pm, Abbey Leisure

Action Number	Details	Action	By whom
1	Learning Skills Council	Meet with Ian Wishart	Chair and RMB
2	CVS involvement in the H&E group	Feed back to Community Network in order to encourage attendance at H&E meetings	JH
3	Changes to Children's Services and 'Every Child Matters' presentation	Contact Debbie Jones or Amanda Johnson regarding the presentation	RMB

4	Summary Community Plan comments	Comments to be forwarded to RMB by Wednesday 15 <sup>th</sup> June.	All members
5	Community Plan	Purchase promotional/ Exhibition material	RMB
6	Performance management/ monitoring	Meet with Christine McKeon and Jeremy Brock	RMB