



The City of Durham District LSP

**MINUTES of the Executive Group meeting held at 3pm on Wednesday 1st February 2006
At Abbey Sports Centre**

Board Members

Present: Mr R Batty (Chair) RB Durham and Chester-le-Street Enterprise Agency
Cllr D Jackson DJ Chair of Housing and Environment Group
Mr J Hudson JH Chair of Community Network
Mr K Wanley KW Vice Chair of Community Safety Partnership
Ms M Davidson MD Representing Dr Tricia Cresswell (Chair of the Health Improvement Group)

In Attendance: Miss R Blackburn RMB LSP Development Officer
Mrs J Reed JR LSP Support Assistant
Mr M Thompson MT City of Durham Council

1. APOLOGIES Mr B Manning Chair of Economic and Regeneration Group
Mr J Widdowson Chair of Durham City Learning Group
Ms T Cresswell Chair of Health Improvement Group
Mr J Scholes City of Durham Council
Representative from the Culture Group

The Chairman welcomed everyone to the meeting

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

The minutes were agreed as a true record in the first instance by DJ and seconded by JH

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

The minutes were considered for information only

4. MATTERS ARISING FROM THE MINUTES

4.1 The Durham District LSP Executive Group

The action points were considered in order:

Action 1 – Policy Group Terms of Reference. RMB – most groups had made reasonable progress. However the Lifelong Learning and Economic and Regeneration groups have still to look at this. **ACTION 1**

Action 2 – LSP Handbook. RMB – At the Community Network meeting tonight, the new Voluntary and Community Sector Representatives will be elected and it was thought that they could perhaps give some input. There have been no returned comments so far from other partners. **ACTION 2**

Action 3 – Partnership Review. It was agreed that a half-day would be most appropriate for this type of activity. RMB to organise. **ACTION 3**

Action 4 - Skills Audit. RMB - To be carried out at a later date as there are more urgent considerations at present.

Action 5 – Performance Management Framework. RMB – There is no obligation to produce this, as Durham District LSP receives no NRF Funding, it is however good practice as it allows the impact of the LSP on the area to be measured. This item will be covered under item 9 of this Agenda.

Action 6 – Local Area Agreement. Covered under item 7 of this Agenda.

Action 7 – Durham City News. Covered under item 10 of this Agenda.

5. **POLICY GROUP UPDATES/ISSUES ARISING**

Culture Group

RMB - The last meeting was postponed, as the lead member of the group could not attend. No one as yet has agreed to Chair the Group on a long-term basis. Nominations for membership are being sought. At the outset, the Culture Group was set up due to the historic nature of the City, even though other LSPs in County Durham do not have one. It was originally established around Durham City Arts and was there to bring together the various aspects of culture and leisure in the City. The only remaining member of Durham City Arts in the group is Councillor Wynn. They are at present struggling, as no one will chair the group, should this continue then the viability of the group might be questioned.

Housing and Environment

DJ – There has been an increase in membership; the Terms of Reference have been completed; a detailed spend has been produced to deliver Local Transport 2. The group will consider at performance indicators at their next meeting.

Community Safety

KW – Is to take over as Chair of the Community Safety Partnership as from 1st April 2006 as part of a rolling yearly programme. The action plan is a living document and will continue to evolve. A recent application for CCTV on fire engines has been made. They have been fitted to 2 engines in Durham and are a good deterrent against anti social behaviour. There has been an application in support of the Observatory (statistical data); the partnership has granted £5000.

Health Improvement

MD – A special meeting was held on 23.1.06 in which priorities were reviewed and the performance management framework discussed. There is no NRF or Neighbourhood

Management funding but we still work to the same priorities determined by Central and Local Government as those who do receive it, which can be difficult. The main priority strategies are the Obesity in Adults and Children; Healthy Eating; Alcohol Reduction; Affordable Warmth (Cold Kills Report); Tobacco Control; Sexual Health – reducing the social exclusion of ‘Under 18’ pregnancies and the Accident Prevention Strategy. However, PCT’s are facing a difficult financial position next year. RB – Felt privileged to have Chaired the previous ‘Smoke Free in Durham and Chester-le-Street’ campaign meeting.

Learning

JW was not present. No update was available.

Community Network

JH –The information flow from the Community Network to the Policy Groups needs to be looked at by all to help feed back information into the local neighbourhoods. RB replied that this was not always easy and that the LSP does substantially fund the Network to develop these mechanisms. The new LSP Community Co-ordinator will lead with this. The LSP is beginning to show results in all areas, this should encourage information to flow both ways. **ACTION 4**

Children and Young Peoples Planning Group

JS was not present, so RMB gave a short update explaining that the group were in the process of helping young people become involved in decision-making for their area. A ‘Youth Forum’ has been set up to run on a Monday night to which approximately 20 youths will be attending. This may pose an opportunity for policy groups to go along and take in comments. This activity is funded through the Children’s Fund. RB asked for clarification as to which C & YPPG projects will be funded for the forthcoming year by the Children’s Fund. **ACTION 5**

6. AUDIT COMMISSION RECOMMENDATIONS UPDATE – *Mike Thompson, City of Durham Council*

MT- The Audit Commission has issued a number of recommendations as part of a partnership audit carried out within Durham City Council. Some of these recommendations are relevant specifically to the LSP:

- R1 The Council should ensure the review of the Terms of Reference of LSP theme groups occurs within a wider review of arrangements.

As mentioned earlier there has been good progress by most policy groups to complete a review of their Terms of reference before the March 2006 deadline.

- R4 The council should consider undertaking a survey of key partners to help determine the effectiveness of partnership working across the LSP theme groups.

The Audit commission agreed a partnership development/ review should take place after the financial year-end 06/07 when there will be results from the performance management procedures.

- R5 A clear performance management framework should be established for the LSP and community strategy, which supports joint working with key partners and neighbouring councils.

There is no formal obligation to use performance management, as Durham District LSP does not receive NRF funding, however it is good practice. This is an ongoing process.

- R6 The Council should ensure appropriate reporting to members to help improve understanding of the community planning process.

Appropriate reporting to members will be via the mechanism of the performance management framework. The results will be fed into a formal report, which will go to Cabinet. Councillors will also be kept updated by regular newsletters featured as part of the Durham City News publication.

- R7 The Council should consider establishing a formal mechanism to help the LSP share emerging themes, priorities or issues with neighbouring districts or with the county.
- R8 The Council should investigate opportunities to more effectively learn from the experiences of neighbouring councils on community planning.

The Audit Commission is satisfied that we have made progress on these issues.

- R9 The Council should agree with some urgency the training and development programme for officers and members to support the community planning process.

Small-scale learning sessions have been carried out within the Council. It is important for LSP members to feedback to their respective organisations on LSP matters to help raise awareness and understanding.

7. **LOCAL AREA AGREEMENT (LAA) UPDATE** – *Cllr Denis Jackson, LSP LAA Representative*

DJ updated the group with progress so far. The Interim Board has been unable to agree and define stretch targets, so the Champions group has been asked to look at them again.

The issue of stretch targets does need to be agreed as the achievement of them delivers the reward element of the LAA in addition to this there is £100,000 per LAA block available as 'pump priming cash'. It is felt that the debate over how the reward money will be allocated must be decided by a Full Board not an Interim one.

At this point there are a host of issues still to be resolved such as performance management and governance.

8. **LSP CONSULTATION DOCUMENT – SHAPING THEIR FUTURE**

The Office of the Deputy Prime minister (ODPM) has published a consultation paper entitled Local Strategic Partnerships; Shaping their Future. The consultation paper is focused around four main areas:

- The role of the LSP in developing Sustainable Community Strategies
- Governance of the LSP
- Accountability and engagement
- Developing the capacity of the LSP

RB and RMB will be attending a GO-NE consultation event on 9th February to feed in initial thoughts. It was agreed partners should discuss this document with colleagues and policy group members and feedback any thoughts before Monday 27th February 2006. RMB to forward electronic copies of the Executive Summary. **ACTION 6**

9 **PERFORMANCE MANAGEMENT/MONITORING**

RMB – JS had asked that a short update be given. JS has been refining performance indicators based on information from policy group chairs and in some instances policy group co-ordinators. A

set of core indicators from each policy group has now been agreed in principle. Data can now be collected over the next two weeks for the last quarter (October 2005 – December 2005). In addition, the policy group action plans have been live for almost a year and with this many things have evolved. It is proposed that all policy groups update their action plans to take account of any new projects and the LAA outcomes. Amendments have been made to the original proforma to include performance-monitoring information. **ACTION 7**

10 MARKETING / DURHAM CITY NEWS CHRISTMAS EDITION

Attention was brought to the most recent LSP newsletter, all agreed the content was good. The LSP has agreed to produce three issues of 'LSP News' per year. Any items of interest should be forwarded to RMB. The next full issue will be in May 2006.

11 FINANCIAL ISSUES – BUDGET UPDATE

- Only four of the policy groups have used any of the Policy Group Funding allocation. £500 has been allowed for each group and this cannot be carried over under this budget heading. Chairs were urged to make use of this available money.
- The underspend on behalf of the LSP Support Assistant is due to the figure illustrating costs up to December 2006.
- There have been no further applications to the flexible pot
- It is hoped that next years budget will be in keeping with this years. This position needs to be clarified at the next LSP Board meeting on 17th February 2006.

12 DRAFT LSP BOARD AGENDA

RB – Would like the presentation to the CDC Enterprise Agency of the Bronze Working for Health Award to take place at the beginning of the next Board meeting as well as perhaps Age Concern who also have achieved this award.

13 ANY OTHER BUSINESS

There has been one nomination for Vice Chair of the LSP Board – Dave Turnbull of the Fire Service.

A letter has been received informing us the Durham County Council has obtained a top 4 Star Council rating. The letter conveyed thanks to the LSP in its capacity as a partner.

David Williams is now the new Corporate Director for Children and Young People, and John Richardson has taken over from Chris Tunstall as the Corporate Director for the Environment at Durham County Council.

The LSP would like to thank John Hudson, Community Network Chair for his support over the past three years as he will not be standing for re-election to the Community Network Executive Committee.

13a LSP CAPACITY ISSUES

RB raised the issue of lack of capacity within the LSP i.e. that the LSP Development Officer role at present was in need of assistance in terms of workload. RB expressed the gravity of the situation and that the status quo was totally unsustainable. It was agreed that this is a partnership problem and the solution should not lie with just one partner. The Group was asked to consider any feasible solutions. **ACTION 8**

14 DATE AND TIME OF NEXT MEETING

Wednesday 5th April 2006, 3 pm at the Abbey Sports Centre.

Action Number	Details	Action	By Whom
1	Terms of Reference	To be finalised by all groups	All Chairs
2	LSP Handbook	Gain feedback from new community and voluntary sector representatives	RMB
3	Partnership Review	Half Day Workshop to be arranged at the next LSP Board meeting – 21 st April 2006	RMB
4	Community involvement	To be strengthened and communication mechanisms set up to feedback to neighbourhood level and vice versa	LSP Community Co-ordinator
5	Children's Fund Projects	Details of projects to be funded for 2006/2007.	Julie Scurfield
6	LSP consultation document 'Shaping their Future'	All comments to be fed to RMB before 27 th February 2006.	All Chairs
7	Action plan update	All policy groups need to update their action plans for 2006/2007 before May 2006.	All Chairs and RMB
8	LSP capacity issues	Ideas to increase capacity of LSP	All Chairs and partners