



The City of Durham District LSP

**MINUTES of the Executive Group meeting held at 3 pm on Tuesday 1st November 2005
At Abbey Sports Centre**

Board Members

Present:	Mr R Batty (Chair) RB Cllr D Jackson DJ Mr J Hudson JH Ms P Robson PR	Durham & Chester le Street Enterprise Agency Chair of Housing & Environment Group Chair of Community Network Vice Chair of the Community Network Representing the Durham District CVS
	Mr K Wanley KW Mr J Widdowson JW	Vice Chair of Community Safety Partnership Chair of Durham City Learning Partnership
In Attendance:	Miss R Blackburn RMB Mrs J Reed JR Mr John Scholes JS Mr M Thompson MT	Durham District LSP Development Officer Durham District LSP Support Assistant City of Durham Council City of Durham Council
1. APOLOGIES	Mr B Manning Ms T Cresswell Representative from the	Chair of Economic & Regeneration Group Chair of the Health Improvement Group Culture Group

The Chairman welcomed everyone to the meeting.

2. MINUTES OF THE LSP EXECUTIVE MEETING ON 24TH AUGUST 2005

Item 9 - LAA was incorrect and should read 'representation from the eight local authorities and other organisations and not 'representation from all of the seven districts'.

KW stated that he was the Manager for both Durham City and Chestre-le-St Fire and Rescue Service. Support will come from the District Management Team and not the 'ten stations' as mentioned.

The minutes were then agreed as a true record in the first instance by DJ, then seconded by KW.

3. MINUTES OF THE LSP BOARD MEETING HELD ON 9TH SEPTEMBER 2005

The minutes were considered for information only.

4. MATTERS ARISING

4.1 The Durham District LSP Executive Group

- 4.11 LSP Community Co-ordinator involvement – Fiona Neasham has moved on and no one has replaced her as yet. PR is representing the Community Network and the CVS in respect of Fiona's position.
- 4.12 Durham City News – RMB explained that she is working on the second edition and had brought draft copies for the benefit of the Group.
- 4.13 Recalculation of the LSP Support Assistant costs – All agreed to recommend the increase of funds from the marketing budget.
- 4.14 and 4.15 LAA - On the Board Meeting Agenda for discussion.
- 4.16 Audit Commission – An induction pack is in the process of being arranged by RMB.
- 4.17 Electronic Mapping of Wards – JS has looked into this, but at present the information is only broken down by socio-economic groupings. JS stressed that it was too early to consider a presentation to the Board on the subject.
- 4.18 E – Government Partnership – Also on the Agenda for the Board Meeting.
- 4.2 The Durham District LSP Board.
- 4.21 LSP Involvement in LAA Outcomes event – has been completed.
- 4.22 Policy Group Terms of Reference – Recommended by the Audit Commission. Awaiting final report.
- 4.23 Member training – to be explored in line with good practice examples. Awaiting final report.

5. POLICY GROUP UPDATES

Learning

JW - The Learning Co-ordinator has this morning resigned her post for a new position elsewhere. There has been no real continuity with this post and a new post holder will be required to fill the four-month gap. PR expressed concerns at the lack of VCS involvement in this group. JW explained that it was difficult to get some sectors involved and then when they were there were problems in decision making and implementing recommendations – this mechanism needs strengthening.

Economic and Regeneration

RB – In the absence of anyone from that Group RB explained how the Future Business Magnates project was progressing after its successful launch on 26th September 2005 and the general aims, which it was, hoped to fulfil. The first challenge would actually end today and be judged by Margaret Fay of ONE North East. A league table will be posted on the Northern Echo website.

Community Safety

KW – Stated that he had recently attended the Prolific and Priority Offenders Stakeholders Day and he explained the strategy used to help deal with the issues arising. He had also attended the Tactical Co-ordination Group Meeting where he had been asked to finalise their action plans. He also explained the main issues dealt with by the group and the intervention needed to deal with these. Their next executive group meeting was on the 16th November when the group would discuss among other things a proposal to employ a 'Performance Analyst' perhaps in co-operation with other Partnerships.

Housing and Environment

DJ – Explained that an officer from Durham City Council, Environmental Services had taken over the administration of the group; that the Local Development Framework discussions were still ongoing. Major discussions are taking place regarding the Local Transport Plan 2 as the group has access to over £900,000 of funding over a five-year period. Community Plan priorities will be aligned to the spend.

Culture

PR - The Group meets next week to discuss terms of reference. There have been discussions at the Focus Group but nothing to report yet in terms of a new Chair.

Community Network

PR – There is a meeting next week. Fiona Neasham's job has been advertised, perhaps a change in the remit of the job is in order, to make it more interesting to attract and sustain the new potholder. The AGM for the Community and Voluntary Group has been set for 18th January 2006.

Children and Young People's Group

JS was not present, so RMB added that they are at present working on the Children and Young People's Participation Strategy.

6. AUDIT COMMISSION RECOMMENDATIONS

6.1 Terms of Reference

Each policy group should review its own Terms of Reference; most groups already have some form of document in place as a starting point. MT suggested that there be a standard format for all and RB asked that the Policy Chairs to take the review forward as this should be complete by all groups by March 2006. **ACTION 1**

6.2 Training for Board Members

RMB has been formulating a handbook for all LSP members. Comments will be sought regarding the format/ contents at the Board meeting on 18th November. **ACTION 2**

6.3 Introduction of a Performance Management Framework

A survey of the effectiveness of the Durham District LSP is needed to be fed into the PMF. RMB has suggested a Partnership Review before March 2006 in conjunction with Partnership Works software **ACTION 3**. PR mentioned a training day for new Community Network representatives was needed. RB and RMB both offered their support. KW added that a skills audit for Board members was necessary so that no unnecessary training be arranged. **ACTION 4**

6.4 Performance Management

JS handed around a report, which had been done as a basis for submission to the Audit Commission. It had been designed around what the Audit Commission would like to hear, for example, the best fit of indicators, data collection and procedures which need to be put in place. JH asked for the abbreviations to be written in full or a glossary to be included with it. JS added that each Policy Group will receive a schedule of indicators as a guide and that accountability would be built into the system.

RMB and JS suggested the end of November to get feedback from the policy groups about the proposed performance indicators **ACTION 5**. KW asked for a bullet point list of issues to feedback on.

7. LOCAL AREA AGREEMENT (LAA) UPDATE

RB started by mentioning that the decisions on this subject had been devolved to the Executive Group at the last Board Meeting. Copies of a document were handed around by MT summarising an LAA Special Business Meeting he had been to on behalf of the LSP on 27th October 2005. The group discussed options on all of the five levels as laid out in the consultation document. Discussion areas as follows:-

Deciding, holding to account, project management, co-ordinating, delivering:

All comments to be fed back to RB by 16th November 2005. A response will then be drafted on behalf of the LSP and fed into the consultation process. **ACTION 6**

8. PERFORMANCE MANAGEMENT/MONITORING – Jon Scholes, Durham City Council

This item was covered in item 6.4.

9. MARKETING - Publicity - Durham City News Christmas Edition

RMB –Explained that the Durham City News would be now issued bi-monthly and the LSP News would be part of that every alternate edition. The cost will be £2,500 for each edition. The final text for the Christmas edition will be emailed to Chairs to check for factual accuracy in the next week. **ACTION 7**

10. FINANCIAL ISSUES

- Budget Update
 - i) There was a proposal to decrease the marketing budget to accommodate the increase in costs for the LSP Support Assistant, which will be recommended to the Board for approved.
- Applications to the Flexible Pot
 - i) The Learning District Partnership requested £3,000 for their transition project. It was agreed to recommend funding of this project to the Board.
 - ii) The Economic and Regeneration Group requested £1,000 towards their 'Future Business Magnates' project. It was agreed to recommend funding of this project to the Board.

11. ELECTION OF CHAIR AND VICE CHAIR

RB – Mentioned that in November the third year of his term as Chairman of the Board would expire. In accordance with the terms of reference he is eligible to continue for a further period of up to three years. He agreed to an extension of one further year to see through the implementation of the PMF and LAA. This would be put to the Board for agreement and anyone else interested in becoming Chair would also be invited to put forward their name. The issue of a Vice-Chair of the Board was raised and nomination papers will be circulated with the minutes of the November Board meeting.

12. DRAFT LSP BOARD AGENDA

It was decided that the performance indicator item should be removed and instead circulate a final report to the Board members regarding performance management arrangements. Indicators must be finalised before reporting to the Board.

13. ANY OTHER BUSINESS

RB mentioned that Fiona Young was leaving GONE to move to Vancouver and that a replacement was being arranged. Our GONE representative Fiona McKeon has been replaced by David Hutchinson. Both Fiona Neasham and now Caroline Moralee have resigned their posts and replacements are presently being sought. A letter has been received from the Learning and Skills Council stating that they are to downsize with only half the number of staff being retained nationally.

14. DATE AND TIME OF NEXT MEETING

Dates, times and venues to be confirmed on 18th November 2005.

Action Number	Details	Action	By Whom
1	Policy Group terms of reference	Policy Group terms of reference to be reviewed by March 2006	All Chairs
2	LSP Handbook	Finalise handbook contents. Input needed by the end of November 2005	RMB
3	Partnership review	Organise a partnership review before the end of this financial year to feed into the LSP performance management framework	RMB
4	Skills audit	Carry out a skills audit of Board members	RMB and all members
5	Performance Management Framework	All comments back regarding the proposed performance indicators	All Chairs
6	LAA	Comments regarding proposed LAA governance arrangements to be back to RMB by 16 th November 2005	All Chairs
7	Durham City News	Comments on factual accuracy of text to be back to RMB by 11 th November 2005	All Chairs

8.11.05

Additional email sent by Rachel :

Dear Executive Group member,

Please find attached your copy of the minutes from the Executive Group meeting held on the 1st November 2005 at Abbey Leisure Centre.

Please note actions in the minutes:

Action 1: Policy Group terms of reference - as recommended by the Audit Commission all policy groups to review their terms of reference by March 2006.

Action 5: Performance indicators - all Chairs to agree/ amend/ revise the proposed PIs as circulated before the Executive Group meeting. All comments to be fed back to me by Friday 2nd December 2005.

Action 6: LAA - comments regarding Governance proposals to be fed back to me by Wednesday 16th November 2005. Consultation papers previously circulated.

Action 7: Durham City News - all Chairs to comment on the draft Durham City News by Friday 11th November 2005.

Hope to hear from you all soon.

Best regards,

Rachel