

**MINUTES of the LSP Executive Group meeting held on Wednesday 5th April 2006, 3pm
 at Abbey Leisure Centre**

Board Members

Present:	Mr R Batty (Chair)	RB	Durham and Chester-le-Street Enterprise Agency
	Mr K Wanley	KW	Chair of the Community Safety Partnership
	Dr T Cresswell	TC	Chair of the Health Improvement Group
	Mr D Bottoms	DB	Chair of the Community Network
	Ms P Robson	PR	Representing Mary Foy, LSP Community Co-ordinator
In Attendance:	Miss R Blackburn	RMB	LSP Development Officer
	Mrs J Reed	JR	LSP Support Assistant

1. APOLOGIES

Mr B Manning	BM	Chair of Economic and Regeneration Group
Mr J Widdowson	JW	Chair of Durham City Learning Group
Cllr D Jackson	DJ	Chair of Housing and Environment Group
Mr M Thompson	MT	Head of Community Services
Ms M Foy	MF	LSP Community Co-ordinator
Ms Julie Scurfield	JS	Vice Chair Children and Young Peoples Planning Group

The Chairman welcomed everyone to the meeting. All members offered their congratulations to KW as he had been appointed the new Chair of the Community Safety Partnership and to TC who was appointed as Vice Chair of the Community Safety Partnership.

2. MINUTES OF THE LSP EXECUTIVE GROUP MEETING HELD ON 1ST FEBRUARY 2006

The minutes were agreed as a true record in the first instance by KW and seconded by RB.

3. MINUTES OF THE LSP BOARD MEETING HELD ON 17TH FEBRUARY 2006

The minutes were considered for information only.

4. MATTERS ARISING FROM THE MINUTES

4.1 The LSP Executive Group

The action points were considered in order:

Action 1 – Policy Group Terms of Reference. RMB - all groups are making reasonable progress to complete this task. Policy Group Chairs should oversee the completion of this piece of work.

ACTION 1

Action 2 – LSP Handbook. RMB - Feedback from the Community Network has been considered and work is ongoing.

Action 3 – The Partnership Review. RMB – as agreed at the last meeting this activity has been scheduled for the next LSP Board meeting on 21st April.

Action 4 – Community Involvement and representation. DB would be including this point within his 'Community Network Development' presentation under Agenda Item 7.

Action 5 – Children's Fund Projects. RMB is part of a sub group established to consider Children's Fund applications. This sub group has now made recommendations to the wider Children and Young Peoples Planning Group, however this group does not meet to discuss proposals until 20.04.06. A further update will follow. **ACTION 2**

Action 6 – LSP Consultation Document. RMB – The deadline has been met.

Action 7 – Action Plan Update. To be discussed today under Agenda Item 9.

Action 8 - LSP Capacity Issues. RMB – this exercise is ongoing and will be discussed under Agenda Item 12.

5. POLICY GROUP UPDATES/ISSUES ARISING

Health Improvement

The Group are working through priorities at present, mainly 'Choosing Health Action Plan', looking at specific targets and considering performance indicators. 'Smoke Free Durham and Chester-le-Street' remains a priority and good progress has been made on the Healthy Horizons project.

Community Safety

It has been agreed to fund the Durham Observatory (statistical data operation) for a further year.

There is slow progress on the 'Alcohol Reduction Strategy', so a decision was made that the meeting of this group on 21st June 2006 would be devoted to this. Wider invitations have been sent out, as the local strategy must have synergy with the county level strategy. TC explained that a great deal is being done at present in Durham City with regard to tackling issues around alcohol misuse. For example taxi queues on North road are to be altered to make them safer, door supervisors are to attend specialised safety training and the police are becoming more proactive in controlling bad behaviour. A letter has also been sent out to all students in an effort to try and decrease their bad behaviour due to alcohol consumption.

The Community Safety Partnership meetings have been arranged for the forthcoming year so that they are synchronised and co-ordinated with the other community safety groups in the district. There has been a short review of funding arrangements in relation to the Stronger Safer Communities Fund; this information will be shared with the group in the near future. **ACTION 3**

Children and Young People's Planning Group

David Williams has been appointed new Corporate Director of Children's Services for the County Council and is carrying out a restructure of the service. The Children and Young People's Plan

has not been finalised yet, which is holding things up as there is still a lot of work involved as it needs to fit in with the outcomes from the Local Area Agreement and the LSP.

Culture Group

MT is to continue discussions with Tracey Ingle, Head of Cultural Services at the City of Durham Council in relation to the group's future. **ACTION 4**

Learning

No report available.

Housing and Environment

No report available.

6. LOCAL AREA AGREEMENT (LAA) UPDATE

As DJ had given his apologies due to a LAA Interim Board meeting, RB gave a short update. LAA stretch targets have now been agreed, however a debate about the distribution of pump priming money (money made available to achieve the agreed stretch targets) is taking place. A full update will be given at the next LSP Board meeting.

7. COMMUNITY NETWORK DEVELOPMENT - *Dave Bottoms, Chair Community Network*

DB - As new people had been elected to the role of voluntary and community sector representative within the Community Network it was thought a need was there to update and inform everyone of the principles and roles and remit of the Community Network. Two workshops have taken place the first looked at why the community network exists and the second looked at how to take it forward. Handouts were passed around of DB's powerpoint presentation. He went on to explain the individual topics within the presentation. **A copy will be attached to these minutes**

DB updated that the roles and remit document, terms of reference and contact lists should be finalised by the June LSP Board meeting and should be made available at that point for the LSP handbook.

TC felt it would be appropriate for the for the Community Network to be involved in the Alcohol Reduction Strategy meeting on 21st June with the Community Safety Partnership, and would DB appoint someone to attend. **ACTION 5**

8. PERFORMANCE MANAGEMENT/MONITORING – *Rachel Blackburn*

Policy Group Chairs have been tasked to develop a small basket of Performance Indicators (PIs) relevant to their Policy Groups area of work. This work has been completed. Work is now ongoing to define the proposed PI's and agree how to collect them. It is acknowledged that this process has been more lengthy and complex than first anticipated. Due to the current holiday period it has been agreed that the Culture Group, Learning Group and Housing and Environment Group can have an extended deadline to complete this piece of work. **ACTION 6**

9. ACTION PLAN UPDATE 2006/2007

The LSP has evolved as a partnership over the last three years. With this evolution Policy Groups now have a clearer understanding of what can be achieved by working together through the LSP.

The current action plan template has been amended to include performance management requirements such as information about baseline data. This template will be circulated to all Policy Group Chairs and Co-ordinators to use to update their action plans. It was agreed updated action plans should be more streamlined, action focused and achievable and should take into consideration Local Area Agreement and other relevant targets. **ACTION 7**

10. FINANCIAL ISSUES

Funding for the 2006/2007 financial year has been agreed from the City of Durham Council for £15,000 and from the Durham & Chester-le-Street Primary Care Trust, £10,000 has been confirmed. The annual £15,000 contribution from Durham County Council is still to be confirmed. **ACTION 8**

The group agreed to recommend to the LSP Board the proposed budget for 2006/2007.

11. LSP BOARD MEETING - 21ST APRIL 2006

The LSP Board meeting will take place as planned on 21st April 2006. However, from 1.15pm onwards the meeting will be dedicated to partnership development activities facilitated by David Williams of GNP Ltd. The development event will allow the partnership to take stock of where it is now and discuss ways of moving forward and developing further.

KW will not be able to attend the LSP Board meeting to present the proposed spend for the Safer Stronger Communities Fund money. It was agreed MT could report in his place.

12. LSP CAPACITY ISSUES

RMB is continuing to research capacity of other neighbouring LSPs.

With regard to the LSP capacity issues, it was thought inappropriate to ask existing funders to increase their funding to the LSP, so it was proposed that if the City of Durham Council could provide a member of staff to take on extra duties to help the LSP, perhaps extra salary costs could be met through the LSP Flexible Pot budget. It was agreed to propose to the LSP Board that some of the Flexible Pot be ring fenced to buy more LSP capacity. **ACTION 9**

13. ANY OTHER BUSINESS

- University Hospital of North Durham - NHS Foundation Trust. TC advised that the Community Network on behalf of the LSP should lead with this consultation. DB to agree approach with the Community Network. **ACTION 10**
- The LSP has received a letter from MP Roberta Blackman-Woods recently expressing her interest in the partnership. A meeting has been scheduled between the MP, RB and RMB for May 5th 2006. RB to report outcomes. **ACTION 11**
- PR suggested that MF give an update report at future Executive Group meetings. This was agreed. **ACTION 12**
- PR also suggested that in future those Policy Group Chairs who could not attend, submit a report or the minutes of their last meeting to act as an update. All agreed.

14. DATE AND TIME OF NEXT MEETING

Wednesday 7th June 2006, 3 pm at the Abbey Leisure Centre.

Action Number	Details	Action	By Whom
1	Terms of reference	Policy Group Chairs to finalise this with their relevant group	RMB and All Chairs
2	Children's Fund	Proposed spend to be presented to the LSP Board	JS
3	Safer Stronger Communities Fund	Proposed spend to be presented to the LSP Board	KW & MT
4	Culture Group	Continue dialogue with Tracey Ingle	MT
5	Alcohol Reduction Strategy meeting	Community Network representative to attend this event on 21 st June 2006	DB
6	Performance Management	Outstanding information to be provided to RMB as soon as possible	Policy Group Chairs
7	Action Plan update 2006/2007	All Policy Group Action Plans to be updated	RMB and Policy Group Chairs
8	2006/2007 Funding	Confirm Durham County Councils contribution towards the LSP for this financial year	RMB
9	LSP Capacity issues	Explore ways of increasing capacity	RB, RMB and all partners
10	NHS Foundation Trust	Community Network to co-ordinate an LSP response to this consultation document	DB
11	Meeting with MP Roberta Blackman-Woods	Attend meeting and feedback outcomes	RB and RMB
12	Community Network Officer	Arrange a regular agenda item to give a report at future Executive Group meetings	RMB