

**MINUTES OF SPECIAL LSP EXECUTIVE MEETING
10am 17 February 2011, West Lancashire Investment Centre**

Present:

Cllr Ian Grant	Chairman		
Cllr Ashcroft	Chair of Community Cohesion Thematic Group	Cllr Forshaw	Chair of Integrated Transport Group
Jane Cass	CLPCT	Dean Holden	Lancashire Constabulary (for Graham Coulston-Hermann)
Cllr Blake	Vice Chair	Steve Igoe	Edge Hill University
John Buck	Lancashire Fire & Rescue Service	Cllr Owens	(Employment, Learning & Skills)
Stephen Costello	LCC		
Ian Cropper	Parish Councils' representative	Greg Mitten	Chair of People and Communities Thematic Group
Cllr Ruth Pollock	LCC (for Cllr Cropper)	Dave Tilleray	WLBC (for Bill Taylor)

In attendance: Gillian Whitfield (WLBC), Cath McNamara (LSP Secretariat); Alison Grimes (LSP Secretariat)

Absent: Hugh Evans (Chamber of Commerce), Shaun Walsh (Performance Management Network Chair), Sheila Battersby (GONW), Angela Aspinwall-Livesy (Children & Young People), Dr Richard Small (Better Environment Thematic Group)

1. Apologies

Louise Dawson	Skelmersdale & Ormskirk College	Rodney Dykes	Southport and Ormskirk NHS Trust
Alex McMinn	Older Peoples' Partnership Board	Bill Taylor	Chair of Community Safety Partnership / WLBC
Tracey Jardine	District Partnership Officer (LCC)	Cllr Bill Cropper	LCC
Acting Chief Supt. Graham Coulston-Hermann	Lancashire Constabulary		

2. Declarations of Interest

None

For decision

3. Minutes of the Executive meeting, 19.11.10

AGREED: an accurate record

4. Matters arising

NHS white paper on public health. Item 4 from 19.11.10:

Jane Cass explained that although Zakyeya Atcha was to bring back a report on the NHS white

paper on public health that the Health and Wellbeing Thematic Group are responding to this paper and intend to bring it back to the Executive so that the response can go out from the LSP. It was felt important that West Lancs had input into the consultation process at an early stage to help influence/contribute most effectively.

AGREED: Jane Cass to bring a report including HWB draft response to the next meeting

Central Gateway Grants Scheme. Item 16 under AOB from 19.11.10

Greg Mitten updated that there had still been no confirmation from LCC whether individual organisations are able to bid for the Central Gateway Grants Scheme. West Lancs CVS has made a single bid, as well as one in partnership bid with Preston, Chorley and South Ribble.

Mid Lancashire MAA, Local Enterprise Partnerships, and Local Investment Plans. Item 14 from 19.11.10

Ian Grant stated that there was still no clear way forward for Lancashire as areas seemed unable to work together to come up with a cohesive Lancashire bid. MPs have been asked to get involved to assist in joining up areas, but with little success to date. As it stands, Lancashire is therefore unable to bid into monies available through the arrangements and are potentially losing out whilst neighbouring areas such as Merseyside and Manchester are able to access these funds. Steve Igoe confirmed that although universities were not included in the initial proposals they have since become involved and Edge Hill is currently active in the Merseyside MAA/LEP.

For note

5. Performance Reward Grant – Draft Service Level Agreements Report of LSP Secretariat

The draft SLAs for the Lancashire Challenge and CCTV were tabled so that the Executive could raise any concerns with their contents, but provisionally agree them subject to amendments.

Ian Grant raised two proposed changes:

West Lancashire Challenge: p20, s.19 – Insurance, to refer to insurance 'at the inception of the agreement'

CCTV: p38, s.8.4 – a change so that dispute resolution is a fairer process:

From: In the event that the nominated representatives referred to in clause 8.3 above fail to resolve the said dispute the Chair of the LSP and the Chief Executive of WLBC shall meet....in a further attempt to resolve the dispute.

To: In the event that the nominated representatives referred to in clause 8.3 above fail to resolve the said dispute the Chair of the LSP or such person to be nominated by him and the Chief Executive of WLBC shall meet....in a further attempt to resolve the dispute.

AGREED: any further changes thought necessary by the Exec to be passed to Cath McNamara by 25th February and Ian Grant to have delegation to make minor amendments.

For decision

6. Second Homes Fund Update Report of LSP Secretariat

Cath McNamara outlined that there had been little change in the budget position since November. It was necessary to commit £9,329.52 of the remaining £17,881.52 before the year end to avoid having to return any monies to contributing authorities. Bids received (tabled in agenda item 7) would enable this commitment and indeed were in excess of the sum available.

Greg Mitten updated that he had carried out further investigation into Age Concern's November request for a reduced final payment from the second homes fund for the Timebank project, based on an early wind up. The early wind up was unexpected by the Executive as there had been no warnings raised by the project prior to the final report and this was acknowledged as not following the correct procedures. Greg outlined that although the project hadn't achieved the overall aim of establishing a Timebank in Burscough, there were other successes from the project. It had resulted in significant multi-agency partnership working, eg. train companies, WLBC, Age Direct, CVS. If an estimate of £8/hr volunteer time was factored in, there had been a three-fold return on investment. The Burscough Community Café was now a registered charity and will be sustained through the services it offers. It is currently employing two people from long term unemployment which is gaining them valuable catering experience which will assist in future employment prospects. The project had also benefitted from paid staff time from Age Concern, but no records of time had been kept. In conclusion, the previous report had only focussed on the failure of the Timebank project, rather than the broader benefits. A rewritten final report will be produced highlighting the benefits, and Greg recommended that the request for £3500 be released.

Ian Grant outlined that a decision about whether to approve the second stage payment for membership of the Blackpool and Lancashire Tourist Board would require delegated authority due to the timeframe for end of year reports and Exec meetings. From the update reports given to the Employment, Learning and Skills thematic group, the group believes that the membership gives good value for money, with quite a few hits being received on the website.

AGREED:

- the £3500 would be released to Age Concern for the Timebank project subject to no further objections from Exec members following email circulation of the report by the Secretariat.
- Delegated authority to decide on the funding of the second year of Tourist Board be given to Ian Grant and Ian Cropper following the submission of the second stage payment report by Paula Huber.

7. Second Homes Fund Bids (2010/11 allocation) Report of LSP Secretariat

Ian Grant queried with Steve Costello the long term plans for second homes fund. Steve confirmed that his understanding was that second homes funds have been confirmed for a further 12 months and no decision has been made yet for future years. It would therefore be unsound to try to use second homes money for match funding.

Ian commented that all the bids on the table could qualify for funding and that it was far in excess of what was available. To take this forward, a small subgroup was needed to review and prioritise the bids. This needed to be done by 31 March to avoid having to return monies.

Adrian Owens stated that although the LSP was rightly cautious about committing money early in the year, if all the bids were scoring highly then they should be approved.

Jane Cass raised whether it would be appropriate to convene groups to work on combining bids, similar to how collaboration had been achieved for the PRG money.

Greg commented that CVS would be withdrawing its newsletter bid for 10/11 funding having reviewed the bid's purpose and possible funding sources during the Community Cohesion theme group meeting. It should be the responsibility of thematic groups to ensure that bids put forward were appropriate for the funding type.

Ian queried with Dean Holden why the police body camera's shouldn't be considered as core work of the police, and therefore not require funding. Dean stated that it wasn't routine police issue equipment anywhere in Lancashire. It was useful particularly for domestic violence where

officer statements were often used in situations where complaints were withdrawn at a later date and also for 'night time economy' policing. Other divisions have received funding from eg. parish councils for limited cameras. There was no final figure available, but a worse case scenario was £4.5K for 100 cameras.

Ian then queried the same with John Buck, who explained that the Raising Aspirations was an extension to the bid made in November to extend the service into Glenburn. It provides mentoring to young people at a time in their lives where they are making choices about lifestyles. Recent feedback around the work included that Burscough Priory had received a surprise Ofsted visit and the reduction in secondary fires on the same period as last year was 3 down from 20.

AGREED: the small group to review bids would be Tracey Jardine, Ian Grant, Greg Mitten and Jane Cass. The Chairman would have delegated authority to approve the group's recommendations by 31 March.

8. Second Homes Fund Bid: IDVA (2011/12 allocation) Report of LSP Secretariat

Ian Grant stated that he was fully supportive of work surrounding prevention of Domestic Violence, but questioned whether the second homes fund was the correct funding stream, given the uncertainty surrounding funding beyond 12 months. Dean Holden queried whether this was something that LCC was going to pick up. Dave Tilleray felt that the match funding required by government may well be met by match funding 'in kind', so that sources already provided by WLBC/LCC may count. IDVA would be getting at best a reduced amount from the CSP this year.

Adrian Owens felt that second homes projects should really be of a defined length, and not something that would require ongoing funding. Greg Mitten stated that second homes funding will be in danger of being swamped by requests from organisations finding that existing funding for existing projects is being reduced/removed. Second Homes should be defined for new/innovative/payment in tranches of eg. £5K projects.

AGREED: Ian Grant would contact Eleanor Maddocks of the Women's Refuge and explain that despite overall support for the project concept, Second Homes funding was not a robust enough funding source for the project as it currently stood. A revision of the bid outline would be suggested that involved a smaller amount over a defined period and that potentially a bid into the PRG pot would be more appropriate.

9. Review of SCS Priorities / LSP Action Plan Report of LSP Secretariat

Ian Grant stated that the draft work plan hadn't had the feedback required. Cath outlined that if the Exec saw value in having the workplan then it needed to have input into it to make it a meaningful document. The paper presented the refresh of SCS at Appendix A. These were **AGREED.**

Steve Igoe commented that the action plan needed to be a plan that pulled things together that were already going on, and it was a question of how to give these things some visibility. Jane Cass stated that the workplan should reflect the value of working together – bringing areas of work together and adding value. Adrian Owens said that there was value in the workplan to ensure that there wasn't duplication of effort, and a method of working smarter. Otherwise the LSP was just a forum for approving second homes bids.

AGREED: Secretariat to send out the workplan again for comments/additions.

10. Second Homes Fund Applications – Revised Guidance, Application and Assessment Procedure Report of LSP Secretariat

The guidance/application/assessment had been refreshed to update with new terminology and LSP priorities. It also has more transparent assessment process which includes the required input of the Exec. Jane Cass suggested the inclusion of the public health outcomes/indicators as selection criteria.

Thematic groups should grade the bids themselves before getting to the Executive.

Adrian Owens commented that as the current bids had all scored quite highly, they should all put in early next year.

AGREED: that the revised documents be used for the time being.

11. Frequency and Content of Meetings Report of LSP Secretariat

Ian Grant commented that there was a cost of holding meetings and that it used second homes money, and therefore meetings should not be held for meeting's sake, but also acknowledged the value of partners having the face-to-face meetings.

Steve Igoe suggested rotating meetings around partner's venues.

Ian proposed having meetings every four months, including an Executive meeting after the annual forum meeting.

AGREED: meetings every four months, including an Executive meeting after the annual forum meeting. Required changes to the constitution outlined in the recommendations be made.

For information

12. Local Development Framework – Verbal report from WLBC

Gillian Whitfield outlined the developments of the LDF, in particular development of the core strategy. In May 2010, five strategic options were consulted on. Since then, work has been carried out on the preferred option. In March, WLBC Cabinet will be asked to approve consultation during May/June of two alternatives within that option. The final core strategy should be finalised by December 2011 and will be submitted in early 2012 for examination by the planning inspectorate, amendment and adoption. The aim is for the core strategy to be adopted during 2012.

13. PRG – verbal update from LSP Secretariat

Cath McNamara updated that subject to meeting certain criteria, there may be an additional 170K due for West Lancs LSP by 31 March 2011.

If approved by DCLG, it will be as a result of the further claim to DCLG made by LCC in December 2010 for achievement of LAA targets which had not been completed when the original claim was submitted in December 2009.

14. Infrastructure Task & Finish Group : ToR – Verbal report from WLBC

Gillian Whitfield outlined the establishment of the group and that it had already met.

15. Forward Plan 2011

Noted, with the additions of:

- Health outcomes

16. Any other business

- Membership of the LSP Forum by IDVA. Supported by Dave Tilleray and **AGREED.**
- Cabinet Office call for interest in local partners to become a Local Inclusion Lab area.

Discussion that the timeframe set by the Cabinet Office of two weeks for consideration was unhelpful. Dave Tilleray suggested DMT/SSCF/Skelmersdale Community Partnership having sight of the document. Ian Grant suggested that at this stage it may be better to opt to stay in as it was only expression of interest. **AGREED:** reminder email to Exec to see if any interest and Exec to reply within seven days to allow time for response/EOI by 28th if appropriate.

- Neighbourhood Management would report back as and when on costs/benefits. **AGREED**

17. Future meetings
Dates & venue tbc