



**MEETING HELD ON FRIDAY, 23 SEPTEMBER 2011
HELD AT ST ALBANS CIVIC CENTRE,
HOSTED BY ST ALBANS DISTRICT COUNCIL**

MINUTES

Present:

Ed Sandham	Sport England East
Geoff Caine	Stevenage Borough Council
Chris Hope	Three Rivers District Council
Christine Neyndorff	Herts Sports Partnership
Paul Coates	Lee Valley Park Authority
Hilary Shade	Hertsmere Borough Council
Ian Holland	St Albans District Council
Jo Copley	HACO Secretary
Jon Hayes	HRFWP
Mike Barlow	Herts Leisure Trusts
Nick Denham	Hertfordshire County Council
Steve Dupoy	Borough of Broxbourne
Nick Brooking	University of Hertfordshire
Helen Bottomley	Hertsmere Borough Council
Carol Rigby	Welwyn Hatfield Council

Apologies:

Aidan Sanderson	Stevenage Borough Council
John Fuller	HRFWP
Gareth Morgan	HRFWP
Dave Cove	Dacorum Sports Trust
David Gill	Dacorum Borough Council
Gary Oliver	Watford Borough Council
Nic Holmes	Hertfordshire County Council
Will O'Neill	East Herts District Council
Vaughan Watson	North Herts District Council
Annie Hawkins	Hertfordshire County Council

	ACTION
<p>1. Welcome and Introductions</p> <p>Chris Hope acted as Chairman until Steve Dupoy was able to join the meeting. Chris welcomed everyone and read out the apologies for the meeting.</p>	
<p>2. Minutes from last meeting 10 June 2011</p> <p>The minutes were accepted with no change</p>	
<p>3. Matters arising and Action taken since last meeting</p> <p>These are covered within the minutes.</p>	

4. District Update

CH invited any organisations who were not submitting a report later on the agenda to give an update.

St Albans

Following the fire which destroyed the buildings at Batchwood, they are now in the process of developing 3 new leisure facilities/centres within the district. They are working with the LTA around the design of Batchwood and Westminster Lodge should be completed by October 2012.

Broxbourne BC

SD explained that they were currently undertaking an Asset Condition Survey which will include all their leisure stock of circa 26 sites. This will assist in their Leisure Strategy development, together with the Aquatics and Youth Strategies.

They are currently analysing 400 youth questionnaires that will inform their Youth Strategy.

News on the £2m Heritage Lottery Bid for reinvestment into Cedars Park is due within the next two weeks.

With regards to their grants, they are now supporting Olympic and Paralympic hopefuls are also launching the small Community Grants scheme which will match fund communities hosting local events celebrating the 2012 Olympics and Diamond Jubilee.

Welwyn Hatfield Council

CR explained that they are under another re-structure, including a review of services.

Currently their Leisure Services are out to Finesse and they are now looking at Cultural Services being outsourced.

Hertsmere Borough Council

It was noted that Ed Sandham had now left the Borough to join Sport England and that Helen Bottomley would become more involved with HACO.

They are currently involved in a procurement exercise for the Leisure Contract. Five companies are being invited to the next stage of the procedure with a start date of 1 Feb 2012.

Lee Valley

PC reported that the site opened in April 2011 and will have a winter closure on 16 October, re-opening in January 2012. From April 2012 it will be handed over to LOCOG to transform the site.

	ACTION
<p>26,000 rafters have used the site to date which is a 9% increase in predicative use. Figures show that 38.5% usage is from Broxbourne, 5.8% from Essex, 25% from Hertfordshire and 20% nationally.</p> <p>31 nations recently came to the venue to take part in the LOCOG event.</p> <p>Stevenage</p> <p>GC reported that the Borough was undergoing severe budget savings.</p> <p>GC explained that their 'Safeguarding Action Plan for Children 'has been completed and will be rolled out in the near future. Copies were circulated.</p> <p>Hertfordshire University</p> <p>NB reported that the University had a full quota of students.</p> <p>They are also working closely with Lee Valley to provide support to the competitors.</p> <p>HCC Music Service</p> <p>ND explained that HCC is waiting for the format of funding for the Music Service to be announced and that this may have an impact on the Community Music Service.</p> <p>He is currently involved with Thrive, the Housing Association, and Purcell School to look at a community music programme for summer 2012.</p> <p>It was noted that the Museums remit will be combined with the Arts Councils remit.</p> <p>Leisure Trusts</p> <p>The Trusts are trading well and business is healthy.</p> <p>As noted previously, Finesse would have a 12% saving package in place for 2011/12 at Welwyn Hatfield and they are working efficiently within the saving.</p> <p>Three Rivers District Council</p> <p>CH reported that there were budget reviews but that all remained stable.</p> <p>The main project is a complete re-development of the precinct in South Oxhey which is mainly owner-occupied and in a bad condition. Through consultation the need for both a new pool and leisure facility have been raised.</p>	

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<p>5. Reports requiring Decisions</p> <p>Local Government Culture and Sport Delivery Audit</p> <p>ES who has previously been the driver of the issue, has now left Culture First and explained that a new champion needed to be found to look at collaborative working within the County. In particular, it was important to protect the Sports Development Officers who have largely remained intact within the County unlike the Arts and Museum Services and it was important that cultural officers were not taken over by events.</p> <p>In discussion, it was agreed that it was important to look to the future and to determine how culture should be provided and shaped and that a more strategic approach was necessary rather than an ad hoc one.</p> <p>SD suggested that as the report was still valid and that most authorities needed to find savings in future years, that a small group of interested representatives meets to discuss this. The key issues identified from the audit are;</p> <ol style="list-style-type: none"> 1. Museums and Heritage aspects 2. Community Development and Sports Development aspects. <p>JC to set up a meeting to include any organisation who would like to discuss these issues. The following organisations indicated that they would be interested:</p> <p>Broxbourne</p> <p>Herts CC (Nick Denham)</p> <p>Stevenage</p> <p>Welwyn Hatfield</p> <p>Hertsmere</p> <p>St Albans</p> <p>It was noted that Jane Munns from HCC needs to be invited to these meetings.</p> <p>SD reminded all that the findings in the report needed to be shared with cabinet portfolio holders / line managers in order to gain their support prior to any work being done.</p> <p>ES explained how Culture First was looking at how to continue and work. Chris Hope who has attended the recent Culture First meeting on behalf of Three Rivers, agreed to represent HACO at future meetings.</p>	<p>JC</p> <p>All LAs</p> <p>CH</p>

	ACTION
<p>6. Reports for Information Only</p> <p>a) Sport England East (report previously circulated)</p> <p>ES's, now working for Sport England, paper was noted which contains details of:</p> <p>3.1 Elected Member Sport Leadership Academy – working with the Local Government Group to support local authorities deliver sporting opportunities in challenging times. The aim of the academy is to develop and strengthen political leadership skills amongst councillors with the sport portfolio</p> <p>3.2 Market Segmentation (case studies) – The tools are not being fully used. HSP are able to offer statistical research assistance in drilling down the market segmentation.</p> <p>3.3 Places, People, Play – there are a number of projects that form Sport England's 2012 legacy programme which are underway such as Sport Makers and Inspired Facilities.</p> <p>3.4 Local Authority Stakeholder Survey – looking at engaging better with local authorities, offering free workshops to raise awareness of what Sport England are doing.</p> <p>3.5 Communication to Local Authorities and Sport England support – ES explained that letters have been written to all Chief Executives, Leaders and Portfolio Holders, outlining Sport England's offer of support. HACO members are invited to open a dialogue with Sport England if there are particular issues in their areas that require further, bespoke support.</p> <p>3.6 Sport England Strategy 2011-15 – consultation - It is proposed that the strategy will have five themes. These are:</p> <ul style="list-style-type: none"> • maximizing value from current NGB investment, • Places, People, Play • Set the criteria and support system for NGB 2013-17 Investment • Market Development • Strategic Direction and Market Intelligence <p>ES explained that Sport England had undertaken consultation over the summer with key stakeholders including local authorities, and that when a summary of the revised strategy is available, ES will circulate.</p> <p>In discussion, it was raised that CLOA had criticised Sport England as it has redefined their geographical areas and officers are covering much larger areas now.</p> <p>b) HRFWP - Hertfordshire 2012 (report previously circulated)</p> <p>JF's report was noted. Jon Heyes raised the following points:</p> <p>Torch Relay: The route will be announced in early November. Once partners have been announced, then a group may be formed to see if</p>	<p>ES</p>

	ACTION
<p>there is any synergy in event management. HRFW will also be looking at volunteers to tie in with the relay.</p> <p>Promotion and Events: HRFW has recently launched a Disability Arts Project which was very well attended and gained an Inspire Mark.</p> <p>Para Olympic Tickets: JH reminded all that the closing date was imminent and that there is a variety of different tickets to purchase.</p> <p>c) Herts Sports and Physical Activity Partnership</p> <p>CN circulated the update for HACO. The following points were also noted;</p> <p>Sports Maker: aims to use the inspiration of 2012 to recruit, train and deploy 40,000 new 16+ year old volunteers across the country (833 over 2 years in Herts). HSP will set up a number of conventions and workshops for potential volunteers and match them with suitable local voluntary opportunities.</p> <p>Coaching Conference to be held in 2011.</p> <p>Active Universities: The bid was successful and has received notification of £359,579 to support the project over the next 3 years which will be known as Active Students. There will also be an opportunity to look at sustained involvement.</p> <p>Inspired Funding: a new funding stream from Sport England as part of their Places, People Play Initiative.</p> <p>MoU: the 4th review of the Memorandum is due as its current end date is March 2012. CN agreed to circulate a current copy of the memorandum in advance of the next meeting so that it can be discussed at the December HACO meeting.</p> <p>Sportivate: CN explained that £9,000 has been given to each local authority per year for 3 years to encourage 14- 25 year olds to participate in sport and physical activity. The local Sports development officers are seen as essential in the decision making as they know their area well.</p> <p>NHS Herts: HSP managing a pilot project concerning 'Falls Prevention Service' and will deliver a programme of strength and balance classes across the county.</p> <p>d) County Culture Officer (report previously circulated)</p> <p>The report was noted and ND raised the following points:</p> <p>1. Heart of Flame Weekend (During the potential Torch Relay Weekend)</p> <p>The Heart of Flame Weekend offers young people and communities an opportunity to celebrate the Olympic Torch coming to Herts. Run in partnership with Herts Music & Arts Service (HCC) and four Districts, Welwyn Hatfield, Broxbourne, East Herts and Stevenage. Three distinct events will be organised during the weekend of Friday 6-Sunday 8 July.</p>	<p>CN/JC</p>

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<p>2. Audit of Cultural Events across Herts in 2012 AH intends to map all cultural events happening across Hertfordshire at District, town and Parish level. These can be linked to the Games or to the Queen's Jubilee, or there may be activities that normally take place regardless of either of these two major events. The aim is to pull as many events together as possible as part of the 2012 FESTIVAL programme.</p> <p>HACO members are requested to identify someone at District level who would be able to help AH carry out this audit. Officers were asked to forward their name and contact details to AH. JC to send a reminder to all.</p>	<p>All LAs/JC</p>
<p>7. Topic Subject:</p> <p>Local Enterprise Partnership (LEP)</p> <p>Neil Hayes from HCC was welcomed and gave an update on the Local Enterprise Partnership (LEP). PowerPoint presentation attached with Minutes.</p> <p>The main principles the LEP are:</p> <ol style="list-style-type: none"> 1. LEP is about leadership – job creation 2. Small, business led board – light touch 3. Wider programme boards – do 3-5 things well 4. Revise existing structures 5. Be 'business-friendly' <p>Neil explained that over 96% of the county is covered by LEP and the partnership was careful not to duplicate work by other partnerships. It is ultimately about creating jobs and business and aims to not use government jargon.</p> <p>The priorities of the LEP are:</p> <ol style="list-style-type: none"> 1. Establish an effective governance model 2. Develop an evidence base on the local economy 3. Focus on a small number of priority actions 4. Secure LEP operational capacity & resources 5. Raise awareness and engagement with the LEP and businesses and stakeholders <p>The current interim LEP Board is:</p> <p>Chair: John Gourd, Johnson Matthey</p> <p>4 business reps: Dan Dark, Warner Bros. Studios Leavesden; Mick Ray, GSK; Tesco; <i>vacant</i></p> <p>2 SME reps: Graham Lane, Cheeky Munkey; Tim Hutchings, Hertfordshire</p>	

	ACTION
<p>Chamber of Commerce and Industry</p> <p>2 academia reps: Quintin McKellar, University of Hertfordshire; Mark Pegg, Ashridge Business School</p> <p>3 local authority reps: Cllr David Lloyd, Herts County Council; Cllr Sharon Taylor, Stevenage Borough Council; Cllr Tony Jackson, East Herts Council</p> <p>Neil noted that a permanent Chairman was being elected to the Board. The Board oversees 4 Programme Boards which are:</p> <p>Innovation and Enterprise: Skills and Employment: Strategic Infrastructure : Investment and Advocacy</p> <p>The LEP priority actions are:</p> <ul style="list-style-type: none"> • Accelerating the roll-out of Superfast Broadband • Establishing an Enterprise Zone • Supporting key infrastructure proposals • New model for Inward Investment and Business Retention <p>Neil noted that Maylands in Hemel Hempstead had been selected as an Enterprise Zone but did not gain external funding. The LEP would still like to develop the site and are looking at a variety of ways to make this happen.</p> <p>The current LEP capacity is 2 full time posts and the support from HCC. They have secured £21,000 as a start up business fund and have received several offers of accommodation. There remains uncertainty of the long term funding prospects.</p> <p>The LEP is endeavouring to raise awareness and engage with the business community. To date they have organised:</p> <ul style="list-style-type: none"> • Two stakeholder events • Website & e-comms • Ministerial engagement • Corporate ID • Herts Business Forum <p>Their tools for engagement are:</p> <ul style="list-style-type: none"> • Website (& LinkedIn) • Programme Boards • Future events <p>The LEP can be contacted via: Hertfordshire.lep@hertsc.gov.uk</p>	

	ACTION
<p>In discussion, Neil explained that there are 2 fixed term positions to help the LEP bids and manage the Boards. They have not approached the local authorities for subscriptions and will hopefully not have to if central government continue to offer support.</p> <p>CN asked how Sport and Culture can make a business case to the Board to justify that it is big business. It was acknowledged that Sport and Culture were complex issues and that the LEP would be pleased to have a presentation made to them.</p> <p>CN happy to facilitate a presentation to LEP and will show evidence to support the business case. HACO will make contact with Neil to look at how to progress this.</p> <p>NH was invited to return to HACO on a regular basis to update the members.</p>	<p>CN/SD/JC</p> <p>JC</p>
<p>8. Any Other Business</p> <p>a) Update on Herts Safeguarding Board and District Safeguarding Group</p> <p>As a member of the board, Chris Hope had been invited to give an update on the Board and Group.</p> <p>In summary the aim of the work is to:</p> <ol style="list-style-type: none"> 1. Protecting children and vulnerable adults (particularly those with a mental disability) from Harm 2. Ensuring children and vulnerable adults have safe and effective care <p>The Board and Group achieve this by:</p> <ol style="list-style-type: none"> 1. All organisations (public, private and voluntary sector) that work with children and vulnerable adults should have effective safeguarding policies and procedures. 2. Staff, contractors and volunteers should have a level of appropriate training and ongoing support. 3. Staff, contractors and volunteers who have close working relationships with children and vulnerable adults should undergo a CRB check. <p>CH explained that there are 2 delivery arms in Hertfordshire:</p> <ul style="list-style-type: none"> • Hertfordshire Children’s Safeguarding Board (HSCB) • Hertfordshire Adults Safeguarding Board (HASB) <p>CH noted that LA’s had to understand that if they were commissioning an event, then they were the responsible person/organisation with regards to safeguarding procedures. In addition, it was essential that all contracted services are aware of the safeguarding issues and policies in place. Further information can be found on the website: www.hertssafeguarding.org.uk</p>	

	ACTION
<p>In conclusion CH advised organisations of the following:</p> <ul style="list-style-type: none"> • Know who your lead officer is (if it isn't yourself) • Check you have policies/procedures and more importantly your staff, contractors know them • That all staff that work regularly and in close contact with children/vulnerable adults are CRB checked and these are rechecked every three years • That all staff know who to contact if a referral needs to be made ie someone reports a concern and staff know how to refer this on Childrens and Adult Services • Refer to the Herts Childrens Safeguarding website for details if needed ie www.hertssafeguarding.org.uk (excellent info) • Website has a model policy/procedures for voluntary sector including faith groups, can also be applied to contractors as well • For third parties, commissioned and contract organisations check that staff/volunteers have been CRB checked, particularly important during recruitment process • For training, check with own HR that Level One ie basic training/induction is available internally, particularly around child protection and safeguarding • HSCB website has extensive training at Level 2 (practitioners ie play staff) and Level 3 (very keen specialists). Districts pay for these. • If in doubt speak to your lead. <p>b) Election of Vice Chair</p> <p>Since the June meeting a nomination had been received for Will O'Neill to become the Vice chairman of HACO. Following a proposer and being seconded, Will O'Neill was elected as Vice Chair until September 2012.</p> <p>c) HACO Finance</p> <p>It was noted that invoices for the annual payment of £350 were being sent within the week.</p> <p>d) Inspire Mark</p> <p>JH noted that the Inspire Mark applications come to an end in November 2011.</p> <p>e) Representation Request</p> <p>CN explained the Sports Specific Development Officers Group would like to have representation from HACO. They meet quarterly in Hertfordshire</p>	

	ACTION
<p>and it is a networking group with the NGB's.</p> <p>In addition the Local Organisation Committee for School Games would like a representative from HACO. Nic Holmes currently attends.</p> <p>JC to circulate request to all members</p> <p>f) Sports Development Conference</p> <p>CN noted that the Sports Development Conference was being held on 23 November at the Campus West. The Sports Development Association has organised the event.</p>	JC
<p>9. Summary of action points</p> <p>5 Local Government Culture and Sport Delivery Audit</p> <p>JC to set up a meeting to include any organisation who would like to discuss these issues.</p> <p>SD reminded all that the findings in the report needed to be shared with Councillors in order to gain their support and that all LAs needed to get the report on to their Portfolios agenda as soon as possible</p> <p>ES explained how Culture First was looking at how to continue and work. Chris Hope who has attended the recent Culture First meeting on behalf of Three Rivers, agreed to represent HACO at future meetings.</p> <p>6 (a) Sport England East</p> <p>ES explained that Sport England had undertaken consultation over the summer with key stakeholders including local authorities, and that when a summary of the revised strategy is available, ES will circulate.</p> <p>6 (c) Herts Sports and Physical Activity Partnership</p> <p>MoU: the 4th review of the Memorandum is due as its current end date is March 2012. CN agreed to circulate a current copy of the memorandum in advance of the next meeting so that it can be discussed at the December HACO meeting.</p> <p>6(d) Audit of Cultural Events across Herts in 2012</p> <p>HACO members are requested to identify someone at District level who would be able to help AH carry out this audit. Officers were asked to forward their name and contact details to AH. JC to send a reminder to all.</p> <p>7 Local Enterprise Partnership (LEP)</p> <p>CN asked how Sport and Culture can make a business case to the Board to justify that it is big business. It was acknowledged that Sport and Culture were complex issues and that the LEP would be pleased to have a presentation made to them.</p> <p>CN happy to facilitate a presentation to LEP and will show evidence to support the business case. HACO will make contact with Neil to look at</p>	<p>JC</p> <p>All LAs</p> <p>CH</p> <p>ES</p> <p>CN/JC</p> <p>JC/All LAs</p> <p>CN/SD/JC</p>

	ACTION
<p>how to progress this.</p> <p>NH was invited to return to HACO on a regular basis to update the members.</p> <p>8 (e) Representation Request</p> <p>CN explained the Sports Specific Development Officers Group would like to have representation from HACO. They meet quarterly in Hertfordshire and are a networking group with the NGB's.</p> <p>In addition the Local Organisation community for School Games would like a representative from HACO. Nic Holmes currently attends.</p> <p>JC to circulate request to all members</p>	<p>JC</p> <p>JC</p>
<p>10. Dates and speakers for future meeting</p> <p>Date of next meeting: Friday 16 December 2011: Hertfordshire University</p> <p>Suggested dates for meetings: Friday 9 March 2012 Friday 15 June 2012 Friday 21 September 2012</p> <p>Suggested future speakers: Natasha Hutcheson – framework of museums development. Heather Alan – leading on Volunteering Strategy from HCC. Cultural Strategy for Young People (Jill Barber). Olympic Update (John Fuller).</p>	