

**Minutes of Panel Meeting
Monday 25th September 2006
DCMS, 2-4 Cockspur Street,
London SW1Y 5DH**

Present:

Professor Stephen Crow (Chair)

Chris Collison

James Froomberg

Neil Mundy

Deep Sagar

Valerie Curtis (Secretary)

Nick Crowther

Kate Rounce

1. Apologies

There were no apologies.

2. Conflicts of Interest

No new conflicts of interest were reported.

3. Minutes of meetings of 16 and 29 August

The minutes of the meetings of 16 and 29 August were agreed.

4. Finalising 21 day submission decisions – Havering and Renfrewshire

Continuing its work from the meetings of 16 and 19 August, the Panel considered the Renfrewshire submission. After a full discussion, the Panel decided that Renfrewshire should not be added to the large and small shortlist.

The Panel noted the contents of a letter of 21 September 2006 from Councillor Michael White at Havering Council. CC noted that the letter had been signed by a number of London Councillors, including two from Waltham Forest where he is undertaking consultancy work. CC declared that he had not participated in any discussions which the London Borough of Waltham Forest may have held in relation to that letter.

The Panel decided to continue to await the Mayor of London's response before finalising their consideration of the Havering submission.

The Panel agreed the format and timing of letters for announcing their final shortlist decisions to local authorities that had submitted further information.

5. External challenges updates

The Panel noted updates provided by NC on the Havering Judicial Review and a recent FOI request.

6. Further Evaluation Process

All members of the Panel will review all proposals submitted. The Panel discussed and agreed, with some amendments, the draft final report outline provided by the chair, including its style, format and content. Panel members offered suggestions for key factors to be taken into account when drawing up the report. It was agreed that there should be an executive summary at the front of the report.

Panel members agreed to assist the Chair in his preparation of the report on each of the shortlisted proposals.

The Panel agreed the paper provided by the Chair on the future evaluation process. It was agreed that the Secretariat would produce a map showing the spread of shortlisted areas and their typology.

The Panel agreed the timeline for future work provided by the Secretary, and her paper of recommendations on the process, publicity and printing arrangements for future work.

The Panel agreed that anything that had been properly submitted which might be taken into account in its final decisions would be put on the CAP website.

7. CAP email circulation policy

To use email more effectively the Panel agreed to implement some of the best practice tips in guidance provided by DCMS to its staff.

8. Any other business

Future Meetings

Dates were agreed for future panel meetings in November and December and January.

Document Security

The Panel agreed arrangements for the circulation between them of sensitive material.