

## Action Points/Notes

### Shropshire VCS Assembly Board

Meeting with VCS Task Group members 9am – 11am

VCSA Board members only 11am – 1pm (see paper 1b for full minutes)

**8th October 2014**  
**9.00am, Council Chamber, Shirehall**

#### Attended

<b>Board and VCS Task Group Members</b>		
Jackie Jeffrey	Chair, VCS Assembly	JJ
Linda Cox	Shropshire Community Transport Consortium	LC
Heather Osborne	Shropshire Older People's Forum	HO
Nicola McPherson	Health & Social Care Forum	NMcP
David Currant	Green Shropshire Xchange	DC
Jean Robinson	PAN Disability Forum	JR
Laurel Roberts	Northern Area Representative	LR
Julia Baron	Shropshire Infrastructure Partnership	JB
Judith Wester	Partners for Social Enterprise	JW
Tereza Hayek	Information, Advice, Advocacy and Guidance	TH
Hilary Paddock	Housing Support Forum	HP
Chris Child	County Sports Partnership	CC
<b>Guest Speakers</b>		
Sam Tilley	Shropshire CCG	ST
Tina Wigfall	Shropshire CCG	TW
<b>In Attendance</b>		
Sarah Dodds	VCSA Coordinator	SD
Pauline James	VCSA Support Officer	PJ
Kate MacDonald	VCSA Support Officer	KM
Charlotte Green	Strategy, Research & Performance Support Officer	CG
Elaine Griffiths	VCSA Coordinator	EG

#### Apologies

Apologies received from Cllr Gwilym Butler, Sonia Roberts, Clive Wright, George Candler, Rachel Wintle, Sarah Thomas, Robin Durham, Tracy Hudson, Marion Youens, Julie Tustin, Cllr Lee Chapman, Mark Gibson,

Note – Actions will be highlighted as a separate list to assist with progress monitoring.

## Item

### 1. Welcome, introduction, apologies

JJ welcomed everyone to the meeting, introductions were made. The above apologies were noted.

Members were asked to declare any interests by completing the Declaration of Interests form. It was accepted that Board Members would have an interest in opportunities arising from the BCF (and later on the grant framework).

### 3. CCG Update including the Better Care Fund Better Care Fund

ST provided an update to the group on the progress of the Better Care Fund submission. Since the summer a significant amount of guidance has been produced to support local areas in developing their proposals. A revised plan in line with the new guidance and template has been developed and this is available on both the CCG and Council websites.

The plan will be presented to the H&WB Board on 10<sup>th</sup> October and an on going assurance process will run until the end of October.

The plan has undertaken a self assessment process and been rated as 'Approved with Support'.

During October any improvements identified will be implemented. More detailed conversations will be had with partners and interested parties over the next month.

JJ confirmed that she and RW had identified the VCSA contribution to the BCF and designed a diagram to show it visually. They continue to sit as representatives of the VCSA on BCF groups.

**Action 1** - It was agreed to share the details of the BCF with the Board.

**Action 2** - Individual members to send details of any issues in relation to BCF directly to [vcsassembly@shropshire.gov.uk](mailto:vcsassembly@shropshire.gov.uk) to feed into the CCG.

JD/SD

All

#### Grant Framework

The CCG is looking at adopting a grant framework and would like to work with the VCS on the development of this.

The CCG inherited a large number of contracts from the PCT and are trying to implement a more structured and robust process from April 2016.

ST gave assurance to the Board that the amount of funding associated with these contracts would not be reduced.

The group welcomed the invitation to work on the framework.

**Action 3** - ST agreed to work with the VCSA in the design of a new grants framework for the CCG and to feed back discussions to the Board as they develop.

ST

### 2. Change Group Update

A paper was circulated identifying the various change projects being implemented within the Council. The change group is the VCS vehicle to ensure the VCS have a voice and are heard within the change process.

NMcP explained that the draft job description was developed by the VCS representatives within the change group to provide clarity on their role.

SD has met with Neil Felton to take actions forward, including ensuring the VCS is aware who the lead officers for the Council are on individual projects. Their role will be to communicate with the VCS. This could be as a discussion forum rather than as a physical meeting. As new change projects are proposed the VCS have requested the change group inform the VCS to enable a representative from the sector to be identified.

**Action 4** - It was agreed to ask George Candler and/or Neil Felton to provide a short presentation at the next Board meeting on current change projects, to include real examples.

SD

**Action 5** - It was agreed to ask Neil Felton if there was training available on the AGILE approach for Board members.

SD

The group asked for background information on the issues surrounding volunteering. This has been highlighted as an issue within the group. This is a key concern as there is an expectation that volunteers will have a greater role in delivering services in the future. The Council will need to be able to identify the support that volunteers will need to both supporting clients and themselves to carry out their roles effectively.

**Action 6** - It was agreed to include a discussion item at the next Board meeting on the future of VCS Infrastructure Support.

JJ/SD

**Action 7** - SIP to provide a briefing at the next Board to support/start the above discussion.

SIP/LR

**Action 8** - SIP will be carrying out a survey which all members will be asked to complete. The VCS State of the Sector survey will also be used to inform the Council on the current state of Volunteering. All VCS organisations should be encouraged by their Forums to complete the survey to ensure a true picture of the challenges and risks being experienced on the ground.

ALL

**Action 9** - The survey will need to ensure questions are relevant to enable VCS organisations to provide a true representation of the current climate. The VCSEA team will review previous questionnaires and develop a revised set of questions for the Board to consider before circulating to the membership.

SD/KM

The Board agreed the Terms of Reference and the Job Description for the Change Group.

#### 4. Community Hubs Update

JJ has signed the proposal as a support partner on behalf of the VCSEA in relation to the Transformation Challenge Award. The expression of Interest has been successful and the Council was asked to submit a full bid by 1<sup>st</sup> October 2014.

JJ shared a briefing paper with the Board for information and to enable them to provide feedback.

**Action 10** - In relation to resilient communities. ST confirmed that she is meeting with the Council to ensure parallel activities are discussed and coordinated. ST gave a commitment to include the VCSEA within future discussions. The next meeting is planned for 17th October. HO volunteered

ST

*to represent the VCS at this meeting. ST to send details of the meeting directly to HO.*

NMcP is attending the town asset group for Church Stretton week commencing 13/10/14. The group is made up of interested public, private and VCS sector organisations with the aim of bringing together the community to focus on the best long term sustainable option for the local area. The most challenging aspect is being able to evidence financial savings.

**Action 11** - *Members are asked to send details of any current case studies or details of working in Libraries and/or hubs directly to Heather in advance of the meeting on 17/10/14.* **All**

**Action 12** - *It was agreed to keep the Board briefed on progress of Community Hub developments.* **JJ**

#### **5. Shropshire Council Portfolio Holder Update**

GB sent apologies for the meeting.

**Action 13** – *GB to be offered the opportunity to provide an update at the next Board meeting.* **GB**

#### **6. SARAH Bill (Social Action, Responsibility and Heroism)**

A paper on the SARAH Bill was circulated for information.

#### **7. Team Update**

The Board was asked to consider the team update paper. JJ commented on the team being increasingly pulled into strategic work/activities.

EG updated the group that the Head of Children's Services and Safeguarding at Shropshire Council has asked to join the public session of the VCS Board. This will enable closer working and engagement at a strategic level.

**Action 14** - *EG to invite a representative to attend the next VCS Board meeting.* **EG**

**BREAK**

The open part of the VCSA Board meeting closed at approximately 11:15am.