

**Action Points**  
**Shropshire VCS Assembly Board**  
**11 July 2012**  
**9.30am, Council Chamber, Shirehall**

**Attended**

<b>Board Members</b>		
Sonia Roberts	Chair, VCS Assembly	SR
Mark Hignett	Shropshire Heritage Forum	MH
Linda Cox	Community Transport Consortium	LC
Nicola McPherson	Health & Social Care Forum	NMCP
Rosemary Collie	Community Recycling Network	RC
Anne Seymour	Central Area Representative	AS
Dee Ploszay	Shropshire Infrastructure Partnership	DP
Jackie Jeffrey	Information, Advice, Advocacy and Guidance	JJ
Laurel Roberts	Northern Area Representative	LR
Bob Morgan	VS Mental Health Forum	BM
Sue Fry	Social Enterprise Forum	SF
Carola Fielden	Visual Arts Network	NS
Rachel Wintle	Supported Housing Providers Forum	RW
Robin Durham	Criminal Justice Forum	RD
Hilary McGlynn	Children & Young People's Summit	HMcG
Jean Robinson	PAN Disability Forum	JR
Gill Pitt	Training Providers Consortium	GP
<b>In Attendance</b>		
Mary Cobbett	VCSA Coordinator	MC
Elaine Griffiths	VCSA Coordinator	EG
Ruth Turner	Shropshire Partnership	RT
David Fairclough	Shropshire Graduate - VCSA	DF
Pauline James	VCS Support Officer	PJ
Penny Bason	VCS Support Officer	PB
David Bell	VCS Assembly Volunteer	DB

**Apologies**

Hilary Paddock, Heather Osborne, Mike Hyatt

**Item**

**1. Welcome, introduction, apologies**

SR welcomed everyone to the meeting, introductions were made. JR was welcomed as the new representatives from PAN Disability Forum. Robin Durham was welcomed to his first meeting as the Chair of the newly formed Criminal Justice Forum.

**2. Declaration of Interests**

There were no declarations of interest.

**3. Minutes of the last meeting**

Were signed off as true and correct record.

**4. IP&E Update**

Guest speaker Mike Hyatt, Shropshire Council had to send his late apologies. A meeting had been held the previous day where an update was provided on IP&E by Wendy Marston from Shropshire Council. SF and LC had attended this meeting and provided the following update:

- Name changed from NEWCO to IP&E (Inspiring Partnership and Enterprise).
- The decision to go ahead with the new company was taken to Cabinet.
- IP&E will be recruiting a new Managing Director.
- The first service areas to be transferred over will be Shire Services, Legal, Print and Shared Services.
- IP&E will look at ways to work in partnership with all sectors including the voluntary and community sector.
- IP&E is 100% owned by Shropshire Council, with any subsidiary being 51% owned by Shropshire Council.
- IP&E is still in early stages of development but a seat on the Board has been offered to the VCS Assembly.
- Chairman of the Board will be an Elected Member chosen by Cabinet.

**Action** – WM to be invited to a Board meeting to provide an update on IP&E.

**Action** – Email to be circulated asking for nominations for representative to sit on the IP&E Board.

**Action** – Video on member’s development programme to be added to You Tube.

Group discussion took place around members’ involvement in Forums of Interest (FOI) and the possibility of FOI’s having wider membership to included non VCS members and having open and closed sessions in the meeting.

**Action** – Meeting to be arranged between Cllr Gwilym Butler and SR to discuss Cllr involvement in FOI meetings.

**Action** – Members’ involvement in FOI to be an item for discussion at the next Board meeting.

**4a Assembly Vice Chair – nominations, votes and supporting roles**

A nomination had been received for Jackie Jeffrey to take up the position of Vice Chair.

JJ was asked to leave the meeting.

MC

MC

DF

MC/SR

MC

LC proposed the appointment of JJ as Vice Chair, proposal was seconded by CF.

NMcP mentioned how the role of the Chair and Vice Chair needed to be reviewed. SR advised that this would be covered later in the agenda.

JJ re-joined the meeting, and was welcomed as the new Vice Chair on the VCS Assembly Board.

*[no discussion was had but an action is for a replacement representative for the Information Advice and Advocacy Forum will need to be carried out].*

JJ

#### 4b. VCSA Structure Chart & Rep Nomination Process

DF presented a structure chart which detailed VCS representation at meetings. The chart was still in development stages and Board members were asked to email changes/alternations to DF after the meeting.

The next stage was to build information exchange into the chart i.e. mechanisms for representatives to feedback.

ALL  
DF

##### **Actions:**

- IP&E Board to be added to the Chart.
- Board members to email any changes direct to DF.
- Consideration needed around representation on Shropshire Providers Consortium and IP&E Board.

DF  
All  
All

#### 4c. Interim report on FOI

PB talked through the paper which detailed potential development of new Forums of Interest.

Criminal Justice Forum – to be covered under item 6 on the agenda.

Sport and Physical Activity Forum of Interest - request made to use existing networks rather than create new FOI.

**Action** – more work still needed to look into how to develop this Forum or the possibility of joining an existing forum.

PB/PJ

Interfaith Forum – development work on this Forum had been discussed but more work is still required.

**Action** – PJ & PB to continue work on how this Forum could function.

PB/PJ

Heritage and Visual Arts Network Forum of Interest – amalgamation of the two group to create one FOI.

Equalities Forum – Stronger links need to be made with this group.

**Action** – Email to be circulated to ask for nominated person to hold responsibility for sharing information with Equalities Forum.

PB

**5. Cabinet for VCS Board/Breakfast meeting proposal**

SR introduced the paper which noted that in the current climate of large scale change to public sector service delivery and the increased proposals and announcement that have an impact on the future work of the VCS, it is essential that the VCS have representation at relevant meeting. The following proposals were made:

1. That the VCSA Board form a Cabinet of members who would meet as and when required, between scheduled Board meetings to discuss new challenges, formulate response and make interim decision on behalf of the Board.
2. That Breakfast (or Twilight) meeting are convened, as and when required. All Forums reps to receive invitations and those who are able and available attend.
3. That Breakfast (or Twilight meetings) are convened, as and when required, on rotation in the North, Central and South of the County. All Forum reps to receive invitations and those who are able and available attend.

The Board agreed to join proposals 1 and 2 together, with the below changes/additions to be made:

**Actions**

- Word interim changed to mandate.
- Scope to invite extra specialist people to the meetings if required/co-opted non-voting members.
- Speedy follow up of content of meeting to be circulated to all Board member when possible with the opportunity for challenge.
- Name of group be changed to Urgent Decision Making Group.
- Quorum will be 5 members.
- ToR to be formed (Oct meeting)

MC  
MC  
  
MC  
MC  
  
MC

**N.B.** HO's request, to include a quick email conversation to seek agreement on any proposals, ensuring all board members would be involved and consulted was noted, but the Board did not agree.

**6. Proposal for Criminal Justice Forum**

An application had been received to form a Criminal Justice Forum of Interest. RD newly elected Chair of the Forum talked through the purpose of the new Forum and why it had been set up (more detail in the paper).

RD left the room while the application was discussed by the Board.

The application to become a FOI meet all the criteria for approval. Proposal was made by SF to accept the application and seconded by AS.

RD re-joined the meeting, and was welcomed as the representative from the Criminal Justice Forum on the VCS Assembly Board.

## 7. Update from the Chair

### Shropshire Partnership

Community Strategy Refresh – This is being developed around 9 shared outcomes. Work is on-going to define the outcomes with ‘by this we mean statements’ and these will in turn be developed into Key Performance Indicators to measure progress. The performance measure will be information which is then fed in to the JSNA.

**Action** – JSNA link to be circulated to Board members.

**Action** – Circulate 9 point plan.

MC  
MC

Shropshire Partnership Development Programme – OPM have been appointed to support the development programme. The focus of this is to better connect the strategic partnership to partnership delivery on the ground.

### Health and Wellbeing Board

JSNA and Health and Wellbeing Strategy are now out for consultation. Concern was voiced about the limited input from the VCS when pulling together the strategy. Discussion developed around the potential for detail to get lost during consultation processes/workshops that are held to gather views from relevant parties.

MC

How do organisations feed in data about a service without losing the impact?

MC to speak raise with Carolyn Healy.

MC

A web-link survey will be made available shortly.

**Action** – Web link survey to be circulated to the Board.

RT

It was noted the Health and Wellbeing Board is a public meeting.

## 8. Co-ordinator Progress Report

### Team structure and leads

MC outlined the Support Team structure and leads contact :

David Fairclough & Mary Cobbett – VCS Task Groups

Pauline James & Penny Bason – FOI groups

Elaine Griffiths – Shropshire Providers Consortium

David Fairclough, Pauline James & Mary Cobbett – Extended Partnerships

Elaine Griffiths – Consultative Group

Mary Cobbett/Ruth Turner – VCS Assembly Board

### Recession Survey

DF tabled a paper outlining results from the VCS Recession Impact Survey. General trend of income down and expenses up. More people wanting to use services. An increase of vulnerable groups: mental H&WB issues.

SR - this information needs to be shared with scrutiny.

**Action** – DF to discuss with Cllr Tim Barker and Cllr Gwilym Butler the possibility of taking the results to the Performance Scrutiny Panel.

DF

- SR to take report to Scrutiny.

Group discussion took place around service delivery and partnership working and the following actions were agreed:

**Actions:**

- Plan a Market Place event (end of year) to promote VCS to Cllrs/CCG/Health.
- Develop a DVD string to promote VCS members.

PJ

Leadership Academy

Resources to take this forward are currently on hold, other key priorities are being focused upon.

**9. Feedback Reports**

Children Summit

HMcG talked through key point from the meeting practically around the Children Centre tender

**Action**

- Information around Children Centre tender to be circulated to Board members.
- The next Children's Summit to be an open meeting and an invite to be extended to all Assembly Forums of Interest, HMcG to draft an email to be send out via VCS Support Team detailing why it is important for them to attend.
- HMcG to step down as Chair of the Children's' Summit.

EG

EG/HMcG

Health and Social Care Forum

A workshop is being planned around the CCG, possibly for 9<sup>th</sup> August, though this may be delayed.

SR was invited by Caron Morton to attend a meeting around 'Re-enablement funding' – mechanism for supporting people coming out of hospital. Plans originally developed by the PCT are now devolved to the CCG and continue to be supported.

SR asked for a Board member to act as representative on this developing sub-group.

Shropshire Infrastructure Partnership

Expressed concern around the future availability of grants for small organisations, asking for it to be noted that they represent all VCS organisations not just those who want to contract with commissioners.

SR - Grant Guardian process will monitor this.

As the LJC is one of the biggest sources of small funding it was suggested that VCS representation be considered.

MC

**Action** – MC to contact the Community Action Team

Older People's Forum

Group discussion took place around GUSTO, the below actions were agreed:

**Action** – DB to pull together Case Study around GUSTO.

DB

**Action** – Follow up on People 2 People. Joint letter on behalf of Health & Social Care Forum.

NMcPh

Updates were also received from:

- Shropshire Infrastructure Partnership
- Community Recycling Network
- Health & Social Care Forum
- Housing Support
- Training Providers Consortium
- PAN Disability Forum
- Social Enterprise Forum

PAN Disability Forum asked about the possibility of some funding to run their Forum.

**Action** – Work to be done to look at long term funding to support FOI. Partner organisations to be approached.

MC/SR

**Action** – Each FOI to advise what it would cost to run their Forum.

PJ/PB

Social Enterprise Forum asked the Assembly to consider developing a database of social enterprises in Shropshire to make more effective connection to the sector.

**Action** – EG to look at this through the Shropshire Providers Consortium

EG

#### 10. **Modernisation Report (£100k)**

Forum Support – as above (item 4c)

Shropshire Providers Consortium: seed corn funding from SC to support first year set-up looks likely. Yet to be confirmed.

Extending Partnerships: 10 point plan progressing well. Dragon's Den event is over subscribed. Repeat event may be considered.

#### 11. **Update on VCS Strategy and sub group meetings**

VCS Task Group

July meeting postponed to due to lack of availability of key parties. Next meeting 5<sup>th</sup> September 2012.

Right to Challenge

This is now an act. Work is being done with the commissioning managers and SALC to develop a workshop (for late September) on the process.

Advice from the Commissioners is that we need to understand the process fully as an appropriate procurement exercise will take place.

\*VCS cannot challenge if at least 2 members of staff have expressed an interest to 'spin-out'.

Right to Bid

No progress or updates from Government – expected October

#### Capital Assets Pathfinder Programme

Overall getting up-to-date information to circulate to sector is proving difficult. SC is aiming to reduce ownership of property by 20% and this process is already taking place. Push for people to think about places rather than buildings e.g. Oswestry hub. A template of opportunities/accommodation is being put together informed by the mapping of where VCS organisations around the county. The information will remain with the estates partnership database and will be confidential.

A paper on third party occupancy is being put together by Andrew Stirling to be tabled at the Task Group on 5<sup>th</sup> September.

Tim Smith – Facilities Group Manager is the lead on this pathfinder.

VCS Feedback - SC is updating its assets.

VCS need to be very clear that it wants to work collaboratively but must not lose its identity and blur the boundaries in a 'badgeless environment'.

Question discussed around displacement costs to VCS where an organisation may be forced to move from a building. Relocation costs need to be identified.

#### Commissioning and Performance Implementation Group including Grant Guardian

First meeting (May 2012) brought up issue of intellectual property and the lack of openness in the commissioning process with regard contracts of under £50K and SC's 'three quotes' practice.

## 12. **Feedback from**

#### SATH Foundation Trust

Move towards Foundation Trust. Next meeting on 13<sup>th</sup> September

**Action** – SR to circulate CCG operational plan via NMCP and Health & Social Care Forum.

**Action** – Email to be circulated asking for 3 VCSA representatives to support development of the SATH Foundation Trust. HSCF already have one rep.

SR/NMcP

PJ

#### Healthwatch Development Group

Healthwatch appears to be being pushed back nationally. Still awaiting tender details.

#### Clinical Commissioning Group (CCG) – as above item

VCS representation for 're-enablement fund' group required.

ALL

## 13. **Any other business**

SPC and quality mark – can this be progressed as it seems to have gone off the agenda?

SPC membership and prospectus are now on the website. Approx. 20-25



organisations have requested membership packs so far.

Update from Scrutiny:

Red Cross would like to present their Young Carers project to the Board.

Discussion was had around whether this was an appropriate forum and decision made suggest they be invited to the Children's Summit instead.

Action - MC to make contact with the group.

MC

Carers Rights Day 30<sup>th</sup> Nov.

MH checking process for Scrutiny papers and sharing information.

**Date of the next meeting:** to be changed from 19 October due to a clash.

Next year's dates to be planned

RT

Meeting closed at 1.15pm