

Action Points

Shropshire VCS Assembly Board

17 April 2012

9.30am, Wilfred Owen Shirehall, Shrewsbury

Attended

Board Members		
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
Val Lewis	PAN Disability Forum	VL
Neville Street	Visual Arts Network	NS
Heather Osborne	Co-opted Older People's Representative	HO
Hilary McGlynn	Children & Young People's Summit	HMCG
In Attendance		
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
Andrew Evans	Shropshire Council	AE
Rose Norman	Shropshire Council	RN

Apologies

Hilary Paddock, Sue Fry, Carola Fielden

Item

1. Welcome, introduction, apologies

SR welcomed all to the meeting. The above apologies were noted. Andrew Evans was welcomed to the meeting who was attending for item 3 (Economic Growth Strategy for Shropshire) along with Rose Norman from Shropshire Council.

Mary Cobbett was introduced and welcomed to her first meeting. (Sarah Dodds maternity cover till Jan 2013).

2. Declaration of Interests

There were no declarations of interest.

3. Economic Growth Strategy for Shropshire

Presentation was given by Andrew Evans from Shropshire Council. For copies of the presentation please email ruth.turner@shropshire.gov.uk

AE advised that there would be a Workshop on 15 May 1.30pm in the Council Chamber for VCS members to attend and raise ideas and opportunities to grow Shropshire's economy.

RN captured all points raised at the meeting to make sure these were fed back to the team working on the Strategy.

Action - Invitations to attend the event to be sent out following this meeting.

RN

RT/DF

4. Older People's Assembly FOI Application

HO updated the Board on developments of the Shropshire Older People's Assembly (SOPA).

- Inaugural meeting held in November 2011.
- Steering Group met and established terms of reference and how to take SOPA forward.
- 4 key themes, Health, Housing, Social Care and Transport.
- 4 public meetings to be held each year.
- SOPA open to individuals and organisations who work with older people.
- Currently still developing membership list.

Chair of SOPA Heather Osborne. Vice Chair John Dodson

Concerns were raised over the name of the Older People's Assembly, it was agreed that the Older People's Assembly would be referred to as SOPA to eliminate and confusion with the VCS Assembly.

HO left the meeting so official proposal could be made for SOPA to become a FOI.

Proposal was made by Mark Hignett, seconded by Val Lewis. Motion passed. SOPA were welcomed to the Assembly.

Action – RT and HO to make sure all relevant paperwork is completed.

RT/HO

5. Potential Interfaith Forum

Group discussion took place around the possibility of three new FOI:

- Interfaith Forum.
- Criminal Justice Forum.

- Sports Forum.

Following a group discussion the following actions were agreed:

Action – PJ & PB to carry out mapping exercise for the potential of these new forums.

PJ&PB

Action – EG to look at links that could be made between the Equalities Forum and VCS Assembly.

EG

6. ICT Modernisation

DF updated the Board on progress made with the ICT modernisation for the VCS Assembly and Shropshire Consortium CIC.

Main project objectives:

- Create a website for the Shropshire Consortium.
- Create a new website for the VCS Assembly.
- Facilitate the use of webcam and conference call technology.
- Enhance the use of Social Media and WIGGIO within the voluntary sector.
- Use new mailing/newsletter software to communicate with VCS.
- Enable on-line file sharing.

Shropshire Council had agreed to provide funding for the modernisation and in kind support would be provided from the ICT services team.

Concerns were raised over Shropshire Council developing the website infrastructure and limitations that might impose as well as the long term sustainability of this approach.

Action – DF to look into the above concerns in more detail and consult with the sector.

DF

7. Minutes of meeting 19 January 2012 and Briefing

Amendment - item 9 god to be changed to good.

RT

Minutes were signed as true and correct record.

8. Update from Chair

SR asked the Board how they would feel about having informal meetings to go over current issues that may be arising before the next scheduled Board meetings takes place.

Concerns were raised over the formal structure and what influence these discussion would have. Board members discussed the possibility of tele-conferencing at a breakfast time where people could listen into the discussion and contribute where appropriate.

It was agreed that the current workload for the Assembly Chair was becoming unmanageable and capacity for additional work is an issue, the following actions were agreed:

Actions

- SR and DB to produce document which maps out current work plan for the Chair and what could be delegated to Board members.
- Breakfast tele-conference to be arranged as a trial.

SR/DB

PJ/PB

Stakeholder Conference - to be held on 10 May, 4 VCS representatives to attend. The below reps were agreed.

- Rep from SOAP – HO to follow this up and advise DF of representative.
- Rep from Health & Social Care Forum – NMCP to follow this up and advise DF of representative.
- PAN Disability Forum – VL to follow this up and advise DF of representative.
- IAAG Forum – JJ to follow this up and advise DF of representative.

HO/DF

NMCP/DF

VL/DF

JJ/DF

Leaders Board

Meeting was held on 15 March. Draft Commissioning Strategy was presented at the meeting, Partners felt that they couldn't sign up to the agreement due to internal procurement restrictions, but agreed with the strategy in principle. James Anthony-Edwards, Shropshire Council to work with Carolyn Healy from Shropshire Partnership team on developing this further and would report back to SR.

SR

Action - RT to circulate Partners Strategic Alignment document to Board.

RT

Assembly Vice Chair

SR advised that Gill Pitt (formerly Green) had recently stepped down as Vice Chair of the VCS Assembly Board, and that the position was now open. An email had been sent out prior to the meeting asking for nominations but to date nothing had been received.

Group discussion took place where the following points were raised:

- Time commitments for Chair and Vice Chair.
- Sustainability on a voluntary basis – possible funding re-imburements.
- Locations and venues of meetings.
- Backfilling from Board members/sharing responsibilities.
- X2 Vice Chair positions – this would have implications on the current terms of reference and extra ordinary meeting would be required.
- Independent co-opted Chair.

The following actions were agreed:

- RT to re-circulate email asking for nominations for Vice Chair with deadline set at the end of April.
- Re-imburement for organisations.
- Possibility of 2 Vice Chairs.

RT

Support
Team

- Board members sharing responsibility.

If no nominations are received the Assembly will look to recruit a Vice Chair through the Forums.

HealthWatch Board

Four seats had been offered to the Assembly to sit on HealthWatch Development Board.

Action – SR to circulate a brief to Board members.

SR

9. Update on VCS Strategy and sub group meetings

Have your say consultation

Feedback had been compiled by collecting information and feedback from two commissioning workshops, and email and discussions with VCS organisations.

PB talked through the paper and highlighted key themes.

Action – Feedback to be passed to VCS Task Group.

Action – PB to link feedback with PCT.

**PB/DF
PB**

VCS Task Group

Meeting to take place on 18 April. Agenda items will cover, New Ways of Working, Feedback from the Commissioning and Procurement Strategy, Council Property and VCS Capital Asset Pathfinder.

Concerns were raised over lack of consistency within certain departments in the Council.

Action – Case Studies of disconnect within Shropshire Council to be passed to SR to take forward.

ALL/SR

Commissioning and Performance Group

Covered above.

Right to Bid and Challenge

No meetings had been held and we are still waiting for National Guidance.

Council Building and Asset Update

Andrew Stirling, Shropshire Council would be attending the VCS Task Group on 18 April to present a draft policy on the use of Council buildings.

Board members raised concerns over the policy being too restrictive, and the need for flexibility within the policy to allow for individual circumstances.

Action – DF to feed concerns about the policy being too prescriptive to Andrew Stirling.

DF

Action – Paper to be circulated to Board after VCS Task Group meeting.

RT

Group discussion took place around the Capital Asset Pathfinder and concerns over the lack of transparency and engagement within the development of the

DF

Oswestry Hub.

Action – DF to feed this back at the VCS Task Group.

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

Forum Support (element 1) –(paper tabled)

- Presenting Needs Analysis to the Modernisation Group on 17 May.
- Coordinating workshops for membership and trustees for the CIC.
- Working with commissioners and council officers on communicating policies and interpreting Government guidance.

Shropshire Consortium (element 2)

- Progressing well, no issues to raise.
- Sarah Crawley to give a presentation at the Annual Assembly.
- Event to be held to look at the membership of the Consortium.

Extended Partnerships (element 3)

- 10 point plan had been developed (paper tabled).
- 4 representatives from the Board needed to sit on the Steering Group.
Action – EG to email Board members asking for representatives.
- DB to lead this element.

EG

11. **Annual Assembly Update**

Event taking place on Thursday 19 April 9.30am at Shrewsbury Town Football Club.

SR talked through the agenda items and reminded Board members that FOI representatives will be giving a 1 minute talk on their Forum.

Leadership Academy

SR advised that work had been done to develop a Leadership Academy within the Local Authority. Jackie Kelly, Shropshire Council had agreed to gift the tools purchased for this work to the VCS and seats will be offered to VCS members on training sessions. This will help develop the Virtual Leadership Academy for the sector.

12. **Coordinators Progress Report**

Mary Cobbett was welcomed to the team as Sarah Dodds maternity cover. In Sarah's absence work will be allocated across the Support Team.

Gill Pitt will take up the seat on the Board as Training Providers representative.

Action - EG to continue working closely with Elected Members.

EG

13. **Feedback Reports (from FOI and groups)**

Board members feedback from their FOI's. Additional papers were tabled.

Action – It was noted that the next Board meeting was to be held on the same day that the Queen is arriving in Shropshire. DF to look into this.

DF

14. Any Other Business

Fire Safety Project

- Promoting free fire checks to local people, willing to come to Forums and give talks.

Olympic Torch Relay

- Shropshire Council is looking for volunteers to be marshals on 24 May on 30 May when the torch passes through Shropshire. For more information on the role of a volunteer steward and how to apply, visit <http://www.shropshire.gov.uk/olympics.nsf/open/3AF61CB853D2C293802579CD0040151B>

Health in Shropshire Report

- Copies of the report will be available at the Annual Assembly, opportunity to engage with the Health Authority. Link also to be circulated in the Assembly newsletter.

DF

Representative on Scrutiny Committee – no progress had been made, EG to follow this up.

EG

Grant Guardian – meeting to be arranged to take this forward.

PB

TUPE training now available, more information available on SIP website.

Meeting closed at 12.40pm.