



**Action Points**  
**Shropshire VCS Assembly Board**  
 25 October 2012  
 9.30am, Council Chamber, Shirehall

**Attended**

<b>Board Members</b>		
Sonia Roberts	Chair, VCS Assembly	SR
Mark Hignett	Shropshire Heritage Forum	MH
Nicola McPherson	Health & Social Care Forum	NMCP
Rosemary Collie	Community Recycling Network	RC
Anne Seymour	Children's Summit	AS
Jackie Jeffrey	Vice Chair	JJ
Carola Fielden	Visual Arts Network	NS
Robin Durham	Criminal Justice Forum	RD
Jean Robinson	PAN Disability Forum	JR
Gill Pitt	Training Providers Consortium	GP
Hilary Paddock	Housing Support Forum	HP
Jean Jarvis	Partners for Social Enterprise	JJ
Alan Jenkins	Information, Advice, Advocacy and Guidance Forum	AJ
Maxine Betts	Shropshire Infrastructure Partnership	MB
<b>In Attendance</b>		
Mary Cobbett	VCSA Coordinator	MC
Elaine Griffiths	VCSA Coordinator	EG
Charlotte Green	Shropshire Partnership	CG
Daniel Brockley	Shropshire Graduate – VCSA	DF
Pauline James	VCS Support Officer	PJ
Penny Bason	VCS Support Officer	PB
David Bell	VCS Assembly Volunteer	DB
Mike Hyatt	Corporate Head of Strategic Planning	MH
Clive Wright	Central Area Director	CW

**Apologies**

Bob Morgan, Laurel Roberts, Linda Cox, Sue Fry

**Item**

**1. Welcome, introduction, apologies**

SR welcomed everyone to the meeting, introductions were made. Anne Seymour has resigned as the representative for the Central region and was then welcomed to her first meeting as the Chair of the Children's Summit replacing Hilary McGlynn. Thanks were passed to Hilary for her hard work

done for the Children's Summit. Alan James was welcomed to his first meeting as the potential new Chair of the Information, Advice, Advocacy and Guidance Forum. Once Alan's position is formally agreed at the forthcoming Forum meeting Alan will replace Jackie Jeffery, who is has moved to take up the role of vice-Chair.

Daniel Brockley and Charlotte Green were introduced to the meeting having both recently joined the Council VCS team in the roles of Graduate and Administrator respectively.

## **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. New Membership applications**

Organisations who were recorded as joining the VCS Assembly were recorded as;

1. Citizen Engagement Company
2. Shropshire Housing
3. Trident Reach
4. Energize
5. Figaro

SR noted that it was important to encourage smaller groups, as well as the larger voluntary organisations, to join the Assembly to ensure involvement from a good cross section of the sector.

## **5. Terms of Reference Review**

- **VCSA**

EG proposed that we defer this item as the paper provided for the Board had some anomalies in it and she wanted to ensure the Board had the most up to date information available to them prior to making any decisions.

EG to review the paper and provide the final version for consideration by the Board.

SR identified the need to ensure the terms of reference are agreed by the B Board in advance of them being presented to the wider group at the AGM.

EG requested any comments or feedback relating to the TOR be sent back to her by 2<sup>nd</sup> November 2012.

EG

- **Urgent Decision Making Group**

An additional paper titled Urgent Decisions was shared with the Board. EG requested any feedback or comments on this paper also to be provided directly back to her by 2<sup>nd</sup> November 2012.

**6. Clive Wright, Area Director Central region, Shropshire Council**

Clive Wright was invited to the meeting to provide an overview of the role of the Area Directors. A copy of Clive's presentation is attached to the minutes.

Detailed below are the questions and corresponding answers from the Board to Clive Wright.

- JJ asked how the Council could work better with the VCSA and whether decisions have already been made with regards to the family solutions programme. CW responded that there is a need to have a team in place but the initial expectations are that these teams will comprise an equal mix of council employees and partner organisation employees. We will continue to develop activities as the contract develops, specifically looking at what works and what needs to be changed.
- HP identified that they would love to be involved but may not be a possibility to provide staff by November due to the timescales involved and the issues of covering roles and backfilling. CW stressed that the programme will commence in November but will run over a two year period enabling a roll-on-roll-off staffing of the programme as opposed to a full time position for the duration of the programme.
- SR asked what the practical elements of the programme would be, for example, what the process for identification is and who to contact? CW described a situation that there are expected to be 455 families in Shropshire and to understand the interaction the VCS already have can all members send to CW their position in relation to the Troubled Families programme and the work they currently undertake.
- As identified that they had not yet been party to the discussions with relation to the Troubled Families programme and it would be helpful to use the assembly model to cascade invitations and correspondence to ensure a good response and to hit as many organisations as possible.
- SR raised concerns with regards to commissioners and senior teams understanding what the voluntary sector would be able to contribute and support.
- CF raised the need to address the partnership working protocol and how this should be followed. It does not seem to quite balanced yet and needs to be brought it at the right time.
- MH asked in light of developing partnership arrangements was it time to review the Compact. Not for the sake of changing but as it now seems

All

an appropriate time to do so. It was agreed that this w should be taken forward.

- SR asked if there are regular area board meetings could a representative from the VCSA be invited to ensure they are included in the discussions and can make a valued contribution.

## **7. 7a. Coordinator's report and update on the modernisation project**

MC presented the coordinator's report to the Board. A copy is enclosed with the minutes. Points noted were as follows;

### Shropshire Provider Consortium

There was a discussion with regards to membership of SPC and an agreement that any member of the VCSA can request to become a member of the SPC. There are currently 14 SPC members.

Recruitment is on-going for two new posts for SPC. These are for a Contract Manager's position and a Finance/Admin role. The closing date for these was identified as 19<sup>th</sup> October and interviews are expected to take place week commencing 29<sup>th</sup> October. There is an additional post of Development Manager and this post will be recruited to at a later date. The location of the team will be negotiated with Shropshire Council at a later stage.

The SPC website is up and running and an invitation was put out to the Board that if they have any items they would like to have publicised on the SPC website then to let Elaine know.

All

### ICT Modernisation Project

DB presented to the Board the proposed new leaflet for the VCSA. This includes a new logo. The Board were asked to provide feedback on the new leaflet, both in terms of style and content by writing there comments on the A2 version at the end of the meeting.

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The modernisation project will also include a new website for the VCSA. The initial deadline for the website to be up and running is the end of November.

The VCSA will also have new Facebook and Twitter accounts opened to ensure a continuous flow of information.

## **7b. Forum of Interest Support and Development**

PJ shared with the Board a paper highlighting the current developments within the Forums of Interest.

The Board agreed to approve the following recommendations contained within the report:

1. **Interfaith Forum** - Await further information regarding the development of an Interfaith Forum of Interest.
2. **Heritage Forum & VAN** - agree proposal for joint representation at VCSA board of the Heritage Forum and the Visual Arts Network.
3. **Equalities Forum** – to nominate an individual to hold responsibility for sharing information and requests from the Equalities Forum. Ask the Equalities Forum to regular written updates for the VCSA Board.)
4. **Shropshire Community Recycling Ltd ( SCRL) & Green Shropshire Xchange (GSX)** – agree proposal for SCRL to stand down from the VCSA board and to be replaced by GSX as a new FOI.

PJ shared with the Board the work that she had been doing on developing an average cost for running a Forum of Interest. To date there have been 7 responses from Forums providing details of their costs. A spreadsheet was shared with the Board and a copy is attached for reference.

The average cost per annum has been calculated as between £2000 and £3000 per Forum.

PJ

SR identified that it was generally down to the chair of individual forums as to how their Forums activity was funded but would like the VCSA Board to consider income generated from SPC, when set up, to be used for supporting forums activity. It was noted that SPC was set up to support members rather than as a delivery arm within itself.

JJ noted that if there is a cost implied for forums then these costs need to be covered. There is a cash requirement that sometimes forums are unable to cover.

SR suggested that it may be helpful to negotiate with partners through the vein of corporate responsibility for them to subsume some of the costs of the forum.

It was proposed that ;

1. The consideration of supporting forums costs would be taken forward to the SPC Board.
2. Brief partnership consultants to see if they could develop partnerships with private providers.

HP offered the suggestion that Assembly members could offer free facilities from within the VCSA e.g. The use of available rooms to other assembly members. PJ was asked to coordinate this proposal on behalf of the Assembly.

PJ

Equalities Forum

SR asked the Board for nominations to represent the VCSA Board on the equalities forum. It was suggested that as a number of VCSA members already sit on the Forum they be contacted to ask if they would be prepared to represent and feedback to the wider Assembly.

MC

**7d. Law Graduate**

An individual has sent his CV to the VCSA offering to work as a graduate to support the VCSA. We are inclined to accept the offer and use his services to support the Forums of Interest.

**8. Forum of Interest Reports**

Priority areas for action and discussion, as identified in the Forum of Interest feedback reports, were collated and used as a basis for discussion. The attached document subsequently updated to reflect outcomes of discussion at the meeting.

**9. Representation Feedback**

A document sharing information gathered from VCSA Board representation on other bodies (July – October 2012) was shared with the meeting. An updated version of the feedback document is attached.

MC

**10. VCSA Assembly Strategy 2013**

The following table identifying priority areas of work was shared. Items lists derived from current areas of activity, FOI feedback and Board discussion. Work to develop the Board's strategy for the coming year to be continued at the January meeting.

Area of Work
<b>Short Term</b>
Identify VCSA rep for SSCB
Identify VCSA rep for Equalities Forum
VCS involvement in IP&E – <ul style="list-style-type: none"> <li>• request for VCS representation</li> <li>• invitation to CEO 19<sup>th</sup> January VCSA Board</li> </ul>
Identify VCSA rep for Shropshire Provider's Consortium (SPC)
Clarify SPC as commissioner v. VCSA as voice of sector
VCSA maintain overview of CAP (Assets, Hubs and 3 <sup>rd</sup> Party Occ.)
COMPACT review
What VCSA & SC agree contingency arrangements to meet demand for benefit advice and advocacy? <ul style="list-style-type: none"> <li>• Arrange Personal Independence Payment (PIP) presentation from DWP</li> </ul>
CRB checks – clarification on recent changes

Medium Term (Jan – March 2013)
VCSA Strategy for 2013/14 for presentation at Annual Assembly
Member involvement in / with FOIs
SPC and Quality Mark / NCVO ?
Children's Centre's Commissioning
VCSA Communications strategy
Long Term (2013/14)
Long term funding to support FOIs
Increase membership of smaller VCS organisations
Protocol for quality framework – processes, declarations of interest
Children's Summit – run wider user consultation: send draft proposal to SPC for support / resources

The meeting closed at 12.40pm

#### 11. Dates and Times of next meetings.

##### Board meeting dates 2013

- 16<sup>th</sup> January 2013, 9.30am, venue to be confirmed
- 17<sup>th</sup> April 2013, 9.30am, venue to be confirmed
- 17<sup>th</sup> July 2013, 9.30am, Council Chamber
- 16<sup>th</sup> October 2013, 9.30am, Council Chamber

##### Annual VCS Assembly

Wednesday 24<sup>th</sup> April, 2013, Shrewsbury Town Football Club