



**Minutes of the Management Group Meeting
Tuesday 6th February 2007**

Present

Andrew Pitts (Advisor)	CMBC
Angela Everson	Calderdale Women's Centre
Angus Henderson	YMCA
Clare Jones	Calderdale Women's Centre / VOICE
Gordon Landall	Calderdale Pensioners Association
Paul Brannigan	Kerbside (Calderdale)
Olivia Swinger	Voluntary Action Calderdale
Joan Stocks	Calderdale Pensioners Association
Laura Able (Advisor)	Community Foundation for Calderdale
Jayne Leech (Advisor)	Community Foundation for Calderdale
Joe Braithwaite	Elland and District Partnership
John Shepherd	Action Halifax
Soo Nevison	Voluntary Action Calderdale
Lynne Houlden	VOICE / Age Concern

1. Welcome & Introductions

Action

CJ to formally invite Sue Bamford and Alan Duncan from CMBC Executive's Office to attend the Community Forum Management Meetings.

2. Apologies

David Hill	Voluntary Action Calderdale
Irene Naylor	Brighouse & District Community Forum
Dave Cooper	Rastrick Youth Forum
Beverley Fearnley	Working Together Partnership VAC (Advisor)
Steve Duncan	Community Foundation for Calderdale
Ruth Goldthorpe	Todmorden Together
Mark Woodhead	Active Faith Communities
Mohammed Aslam	Himmat

3. Minutes of last meeting

Soo Nevison gave apologies for the last meeting

Page 3 Feedback from VCS Networks – Point b, The Children and Young Peoples Event will take place on Wednesday 21st March not 27th.



4. Matters arising

CJ has the amended restructures diagram it has been sent out to networks and used. If you would like a copy please contact Clare Jones.

ACTIONS

- CJ has spoken to Sian Rogers about LAA Performance Management she has agreed to attend the next Community Forum MG Meeting.
- Survey - VA-C sent out a survey only 9 have been completed and returned to VA-C out of 600 – can members please complete theirs if they have received one on behalf of their organisation and remind groups they may be working with. The survey can be emailed out please contact Olivia@cvac.org.uk
- The Council will have a summary of the LAA available within a month or so.
- CJ met with Alan Duncan and had an in depth discussion about continued VCS involvement with LAA processes.
- Children and Young People Information - Jayne has circulated some of the information via email, more is to be circulated.

Action Jayne to forward the information

- CJ has contacted Ruth Goldthorpe with regards to leading on the locality Sub Group. She agreed and hopes to attend the next Community Forum MG meeting.
- Four people form the Community Forum MG who are leads on the thematic partnerships met at the Community Foundation to discuss membership, terms of reference, responsibility and accountability of the groupings. The group are hoping that leads will set up their first meetings once they have received a summary of the discussion that took place.

Action Steve Duncan to summarise

Leads

1. Safer & Stronger – Soo Nevison
2. Economy & Enterprise – Lynne Houlden & Paul Brannigan
3. Children & Young People – Angus Henderson & Angela Everson
4. Environment – Paul Brannigan
5. Healthier Communities – Clare Jones
6. Older People – Joan Stocks, Gordon Landall & Lynne Houlden



7. Local Forum Partnerships – Ruth Goldthorpe

5. Mike Stow – Presentation – Calderdale Safeguarding Board

Every Local Authority has to have a safeguarding Board the main purpose is to monitor safeguarding of children.

Action

The Community Forum to take and discuss more fully the role of the VCS in the Safeguarding of Children and to agree VCS representation at Safeguarding Subgroups.

6. Feedback From Partnerships and Networks

a. Calderdale Forward

A feedback form was circulated for a copy of this please contact Olivia@cvac.org.uk

b. Safer and Stronger Communities

Safer Communities have not met Soo to attend the next meeting with Farzan Ahmed

c. Community Engagement Partnership

The Community Engagement Partnership has disbanded as from last Friday 2nd February. A feedback form has been circulated – for a copy please contact Olivia@cvac.org.uk

d. Economy & Enterprise

Again a feedback form was circulated for a copy please contact Olivia@cvac.org.uk

e. Children and Young Peoples Management Group

Jayne's presentation was well received. It was agreed that the Community Forum could have an VCS representative on the Children & Young Peoples Management Group.

g. Health Inequalities Partnership

A feedback form was circulated – for a copy of this please contact Olivia@cvac.org.uk

i. Interfaith Partnership – Mark Woodhead hopes to attend CCF MG meetings when no longer held on Tuesdays.

k. Partnerships

Children and Young Peoples Networks – Feedback form handed out



The networks will welcome a Community Forum guide / information leaflet that can be handed out.

7. LAA update

Covered in Matters Arising

8. Constitution, elections and AGM

The Constitution is to be moved to the next meeting, CJ to circulate a copy of the constitution to all Management Group Members for final recommendations. The constitution then needs agreeing at the next community forum meeting.

The Community Forum AGM may not be for a while. CJ will resign as chair from the end of March and Angus Henderson will act as Chair until the elections at the next AGM.

Action

CJ to circulate the Constitution

9. CCF developments – funding, subgroups, coordinator recruitment

Co-ordinator post - Calderdale Council have agreed to give 16k in the first year and 13k in the second year. All the money will be released in one go. HBOS are also ready to release their money. Hopefully the start date for the Co-ordinator will be 1st May 2007.

CCF Developments – The management group was made aware that they will be the formal Management Committee once the Constitution is adopted. John Shepard proposed that the Community Forum opens a bank account. Angus Henderson seconded – **all agreed.**

It was agreed that Paul Brannigan would be the treasurer and signatories for the cheques would be Soo Nevison, Clare Jones and Angus Henderson.
CJ to informally email Rahat Khan to inform him he no longer has to act as treasurer.

CJ reported back on a positive discussion with Dawn Gaukroger from the PCT regarding funding.

Subgroups – Sub Group leads meetings will need to be minuted and circulated to the community Forum Management Group. Each lead to be responsible to organise their own sub group meetings.

Community Forum Management Group Meetings – with the sub groups meeting - two suggestions have been proposed regarding future Community Forum MG meetings.



Agreed that from April there would be bi monthly meetings with a consensus agenda.

As VA-C admin support to the Community Forum ends in March, the Network Project will assist in providing for this.

10. Any Other Business

The Basis Bid has got through to the second stage – Voluntary Action Calderdale and the Calderdale Community Forum to discuss further.

The roles and effectiveness of representatives on Thematic Partnerships were discussed.

11. Date of next meeting

4pm Tuesday 6th March
Venue to be confirmed