



**Minutes of the Management Group Meeting
Monday July 2007 Voluntary Action Calderdale 4pm to 6pm**

Present

Andrew Pitts (Advisor)	CMBC
Angus Henderson	YMCA
Clare Jones	Calderdale Women's Centre / VOICE
Jayne Leech (Advisor)	Community Foundation for Calderdale
Soo Nevison	Voluntary Action Calderdale
Kala Wild	Network Development Assistant
Gordon Landall	Calderdale Pensioners Association
Mark Woodhead	Active Faith Communities
Angela Everson	Calderdale Women's Centre
Representative	Himmat Centre
John Shepherd	Action Halifax
Sue Bamford	CMBC
Helen Morgan-Howard	LSP, VSC Partnership Officer

1. Welcome & Introductions

Welcome and introductions to the first Committee Meeting of the newly formed Calderdale Community Forum Management Committee.

2. Apologies

Mohammed Aslam	Himmat
Irene Naylor	Brighouse & District Community Forum
Steve Duncan	Community Foundation for Calderdale
Beverley Fearnley	Working Together Partnership VAC (Advisor)
Lynne Houlden	VOICE / Age Concern
Olivia Swinger	Voluntary Action Calderdale
Farzan Ahmed	Calm
Joe Braithwaite	Elland and District Partnership
Paul Brannigan	Kerbside (Calderdale)
Laura Able (Advisor)	Community Foundation for Calderdale

3. Minutes of last meeting

Please note that Joan Stocks has stood down as the representative for the Pensioners Association as there were two reps from the organisation they have chosen Gordon Landall to be the sole representative.

Action: All Community Forum member organisations to be asked for a named substitute.

4. Election of Officers & Honorary Members:



Election of members:

Angus Henderson stood down as Chair, Angela Everson put Angus Henderson forward as Chair, this was seconded by John Shepherd. There was a majority show of hands by all members present

Clare Jones was put forward as Vice Chair by Angus Henderson, this was seconded by Gordon Landall. There was a majority show of hands by all members present.

Steve Duncan was put forward as Vice Chair by Clare Jones, this was seconded by Angela Everson. There was a majority show of hands by all members present

Paul Brannigan was put forward as Treasurer by Gordon Landall, this was seconded by Angela Everson. There was a majority show of hands by all members present

Action: KW to check that all management committee seats have now been allocated and that there are no available membership seats. If there are any remaining seats circulate to the networks and sub-groups.

Minutes of last meeting continued...

Slight grammatical amendments requested, discussion around LSP reporting to the Calderdale Community Forum.

Action: KW to send thank you letters to all groups that presented at the AGM, KW to draft AH to sign.

Item 11: Workforce Development:

AE gave an overview of how the workforce development bid is progressing.

Amendments made, minutes agreed as an accurate and true reflection of the 23rd July 2007 Community Forum meeting.

6. Network co-ordinator update (item moved up the agenda)

CJ gave an update about the recruitment of a Community Forum Co-ordinator, this recruitment has been on hold until money from HBOS was received to fund the post. As yet the money from HBOS has still not been received, so the proposal is to use the Council funds of £16K to fund a fixed term worker from September 2007 to March 2007. The post will be scale SA2 for 18.5 hours. Discussion around the proposal for a fixed term post and how it will be advertised as after the 6 month period the post could be extended to a two year post of 30 hours. The chair asked for views on the post being advertised as a secondment, as it was thought it would be difficult to attract somebody for such a short period of time. It was agreed that the job would be advertised in the job-centre, the council bulletin, Network Newsletters. AP brought up the issue of the funding from Calderdale Council for the Co-ordinator post stating that



when the money was originally offered from the council, it was for 2 year match funding against the money from HBOS. As the HBOS money hasn't arrived which has delayed the recruitment of the co-ordinator, it was suggested by AP to combine the 2 year funds to boost the funds for the co-ordinator post, this would mean that the post could be advertised as a 25 hour fixed term post for one year. The proposal made is that CJ and AH will review the budget and the job description the hours and the timescale. All members present agreed that the Finance and General Purposes Group will take the recruitment process forward combining the two year budget from CMBC.

6. LAA Update:

Sue Bamford fed into the meeting about the first quarter LSP Board report. SB introduced the new LSP VCS Partnership Officer Helen Morgan-Howard, her role is to build communication between the VCS and the Council. CJ spoke about the LAA and how the LSP are going to feedback to Community Forum, SB suggested that the LSP will give a thematic report. SB fed back the main discussion points from the LSP Board meeting the main theme was community cohesion and the city regions agenda, SB expanded on the city regions agenda as CCF members were not aware of the agenda. The main issues from the city regions agenda that relate to the Calderdale LAA were transport changes and infrastructural developments.

AH, CJ and IN have been the Community Forum Representatives at the LSP Board Meetings up to date, the constitution states that the representatives will be the Chair and the two vice chairs. There will also be two named substitutes from the Community Forum, AH asked the meeting for interested parties. It was agreed that IN and AE will be the named substitutes for the LSP Board.

Action: KW to circulate LSP agenda and minutes to the new representatives.

7. Partnerships, Networks and Thematic subgroup.

- **C&YP's sub-group feedback:**

AE briefed the group about the CYPMG VCS representation, there are three seats available at the CYPMG with one vacant seat the C&YP's sub-group is in the process of electing a representative, the C&YP subgroup have requested some additional time for the election of a representative as they would like to ensure they set up a democratic and transparent process. AE highlighted the thematic blocks and the dates of the CYPMG themed meetings, AE also explained the system for showcasing and presenting at the CYPMG that has been put in place by the C&YP's sub-block.

Action: Share the proforma information that has been submitted by groups with Helen Morgan-Howard.

Angela spoke about the CAHMS money £10k underspend that has been offered to the community forum to distribute to C&YP's CVS groups. The C&YP's sub-group proposed that Community Forum accept the money, the grant criteria will link into the



CAHMS main priority indicators these may also include linking in with the Health Network. All members present agreed that Community Forum would accept the funds.

Action: AH to write to Sue Rumbold to accept the funds.

Action: KS to forward grant pack that Children's Fund used for their small grant pot last year. C&YP's Sub group is to put together an application pack.

AP left the meeting.

The representatives for the CYPMG were proposed as AH and AE, all members present agreed.

Action: C&YP's Sub-group the third seat is to be advertised around the networks.

- **Older People's Sub-group feedback:**

GL gave verbal feedback from the Older People's sub-group meeting and circulated the VCS feedback sheet. GL gave further details on the documents referred to on the feedback sheet, stating that there is to be further consultation on the healthy ageing documents. GL also highlighted some of the barriers that are obstructing the progress of some of the recommendations in the healthy aging programme. GL gave a progress report on the POPS items with specific reference to the handy person's service which is now being run by anchor housing. GL also spoke about the supporting carers service, locality integration talking about pushing forward access to services for older people. It was agreed that GL will be the CCF rep at the supporting carers meeting. GL stated that it has been very difficult to find VCS older peoples groups that are attached to the council or the PCT for funding. It was suggested that older peoples groups that provide social support should be approached to become part of the Older Peoples sub-group.

- **Healthier Communities Sub-group:**

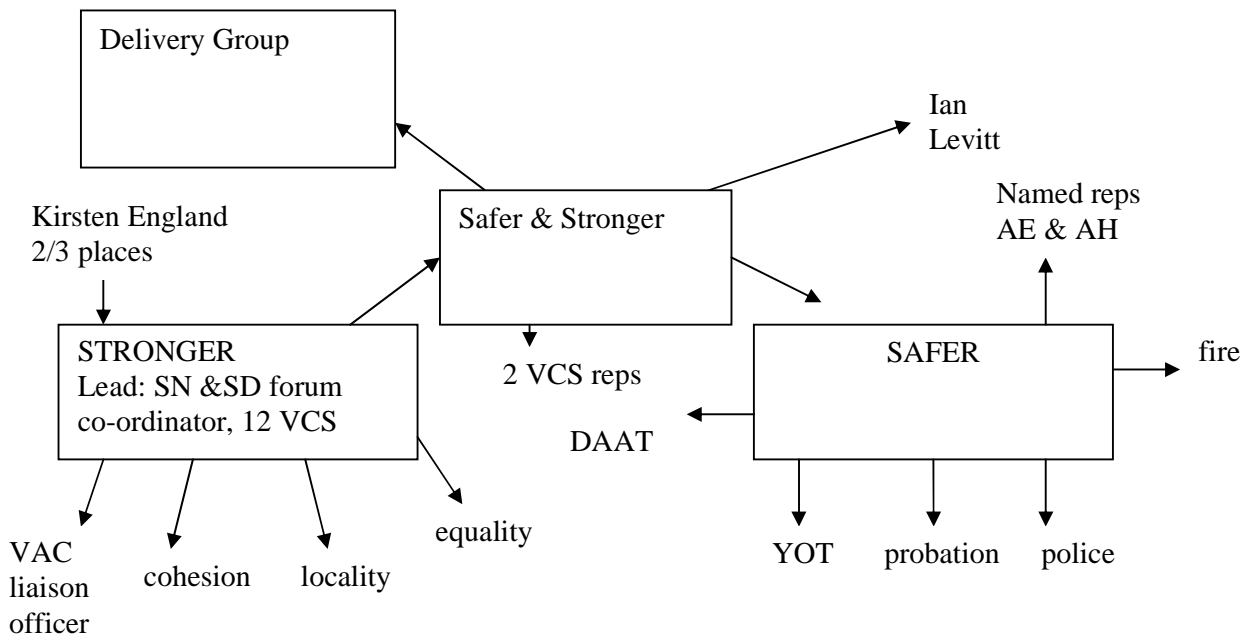
CJ fed back about the main agenda items at their sub-group meeting; the future of the networks was the main object of discussion. The mapping report put together by Laura Able was discussed and supported by the groups involved in the network. CJ then talked about the LAA outcomes and how it is difficult to align the development work that has been done by the health network officer, therefore the health network role has been reduced to focus purely on LAA outcomes, this reduced role/remit also reduces the budget and therefore there will be no paid admin support.

CJ also talked around how the health partnership has taken precedence over health in-equalities leaving the area uncovered. PL from the Richmond Fellowship and CJ from the Community Forum are the representatives for the Health sub-group.



• **Safer Stronger sub-group:**

Soo gave a diagrammatical interpretation of how the safer stronger sub groups structure for debate and representation will look:



The safer and stronger sub-groups and the overarching safer/stronger group have not met to date. SN stated that all the statistical discussion should take place in the individual sub group meetings prior to the overarching safer/stronger meeting. All members present agreed that SN will take the lead on the safer and stronger sub group, AE, AH and SD will also be community forum representatives at these meetings. It was noted that there is a lack of VCS representation on the safer sub group.

SN mentioned Sophie Johnson from lifeline would like to have a management committee seat at Community Forum if there are any vacancies. The first meeting for the Safer & Stronger sub-group will be held in September 2007.

• **Economy & Enterprise sub-group:**

Feedback from CJ, the meeting was mainly focused on social enterprise, SS funding is in place, European social fund in place focusing on developing basic skills ie: NVQ2 and below. JS will bring the regeneration review to the next Community Forum Meeting. There is also a push to look at Yorkshire Forward for further funding to



support higher level education. LH is the Community Forum Rep on the Economy and Enterprise sub-block with the support of PB.

- **Locality Sub-block:**

The locality sub-block have held their first meeting and have another next week they are currently drawing up their terms of reference and deciding the direction the group will take. Irene Naylor is leading the group, Jayne Leech is supporting.

JL had a discussion with SN about how the stronger locality sub block will link in with the Community Forum Sub Block. SN said Mark Thompson Community Safety CMBC is leading the formation of the new partnerships. The new partnerships are still at draft stage.

Action: JL to discuss with IN.

- **Environment Sub block:**

The environment group have met and agreed their brief they will bring this to the next Community Forum Meeting. They have noted that the housing and transport sections may be lacking as it has been difficult to engage with these groups. Paul Brannigan is the Community Forum Rep on the environment group.

Sue Bamford and Mark Woodhead left the meeting.

8. Network Development Team move:

The network development team are re-locating from Community Foundation House to Voluntary Action Calderdale week commencing 3rd September 2007. CJ spoke about contracts, insurance, financial systems in place CJ also noted that WYCAS have been supporting the Community Forum in setting up these systems. The organisational side of the move has been covered by the finance and general purposes sub-group. SN has given the CCF Chair the landlord & tenancy agreement; the Chair must get the CCF solicitor to sign the document before the network development project can have keys and alarm codes. It has been suggested to VAC that they begin the tenancy with the complete amount for full capacity in the office space, although the Community Forum co-ordinator will not yet be in place, there will be an additional letter that states there is a discount until there is full occupancy. AH has requested a formal price list for consumables and any additional charges on top of the rental fee. The phone lines have now been put in place.

Action: KW to go back to Steve with an offer of £50 for the furniture although it had been agreed at a higher price.

SN assured the network project that the server and the IT support will be in place prior to the move, these provision's are part of the tenancy and also includes the phone line and internet provision.



9. Basis bid:

SN fed back that there are two outstanding pieces to the bid, she will email the forum members with the draft on Wednesday, ready to post by the 23rd July 2007.

Action: AH and CJ to liaise re: Basis bid.

10. AOB.

Integrated Regional Framework consultation Wednesday 8th August 2007 in Leeds, is anyone interested from the Forum?

Action: KW to circulate round the networks and sub groups.

Dinner with Dinosaurs, Manor Heath Park, Tuesday 24th July, 11am.

National Playday 1st August at the Piece Hall.

14. Date of next meeting

17th September 2007 4-6pm VAC