



**Minutes of the Management Group Meeting  
Monday 4<sup>th</sup> June 2007**

**Present**

Andrew Pitts (Advisor)	CMBC
Angus Henderson	YMCA
Clare Jones	Calderdale Women's Centre / VOICE
Paul Brannigan	Kerbside (Calderdale)
Laura Able (Advisor)	Community Foundation for Calderdale
Jayne Leech (Advisor)	Community Foundation for Calderdale
Dipika Kausal	Action Halifax
Soo Nevison (Advisor)	Voluntary Action Calderdale
Kala Wild	Network Development Assistant
Steve Duncan	Community Foundation for Calderdale
Beverley Fearnley	Working Together Partnership VAC (Advisor)
David Hill	Voluntary Action Calderdale
Lynne Houlden	VOICE / Age Concern
Alan Duncan	CMBC

**1. Welcome & Introductions**

**2. Apologies**

John Shepherd	Action Halifax
Mohammed Aslam	Himmat
Joan Stocks	Calderdale Pensioners Association
Gordon Landall	Calderdale Pensioners Association
Angela Everson	Calderdale Women's Centre
Irene Naylor	Brighouse & District Community Forum
Dave Cooper	Rastrick Youth Forum
Ruth Goldthorpe	Todmorden Together
Mark Woodhead	Active Faith Communities
Olivia Swinger	Voluntary Action Calderdale
Farzan Ahmed	Calm
Joe Braithwaite	Elland and District Partnership

**3. Minutes of last meeting**

Amendments made, minutes agreed as an accurate and true reflection of the 30<sup>th</sup> April 2007 Community Forum meeting.

**4. Matters arising**

Matters arising feature elsewhere in the agenda.

CJ asked AD if the LSP posts had been decided he said that they are awaiting references until they announce the successful candidates.



## 5. LAA Scorecard.

The chair asked if any groups present had attempted to complete the scorecard, none had, there was a debate around the Local Area Agreement (LAA) scorecard and its functionality. Many groups felt that it was difficult to deduce the meaning of the questions and felt it would be useful to spend a few moments whilst the CMBC reps were present to clearly define the questions. AP gave an overview of how the LAA scorecard links into the COMPACT. Further discussion around the importance of the scorecard to Community Forum as a tool for the Community and Voluntary sector to feedback feelings/issues about the LAA process to the CMBC, ensuring that when the LAA review takes place it reflects the sector's knowledge. AD stated that he had found it difficult to understand how the scorecard links into the COMPACT and would welcome feedback from CVS groups on the barriers they have faced when completing it. An in-depth discussion followed around the terminology and phrasing used in the scorecard. Issues raised about the scorecard were:

- Who has COMPACT proofed the LAA (this needs to be identified)?
- What is meant when REFRESH is referred to in the scorecard, some discussion followed around refresh AD stated that this is part of the LAA review process which will be in April 2008 when this happens there will be some alterations to the Calderdale LAA but as yet these changes have not been decided as yet. When further information is available it will be fed back to the Community Forum.
- The forum would like to know how they can feed into the review process, it was highlighted that the LAA scorecard will be part of this process, subsequently it was agreed that the COMPACT Steering group will put together a report based on the LAA Scorecard.

**Action: Community forum to be an open item on the LSP Board Agenda as a regular item. Annual report to be given to the LSP Board.**

**Action: KW to forward the scorecard around Forum members by email.**

**Action: KW to scan in purple LAA leaflet and forward to Forum Members by email, add to the website.**

The Chair thanked AD for attending the meeting, AD left the meeting.

## 6. CCF AGM

AGM papers circulated for discussion.

The discussion was around membership of CCF, who should the AGM membership invites go to, it was agreed that the invitations should go to the whole Community and Voluntary Sector. The invite should include a covering letter giving an overview of the CCF's aims and objectives along with the roles and responsibilities of any person interested in becoming a management committee member (it was highlighted that any interested parties must be fully aware of the requirements of the role as a CCF management Committee member and also be aware of their own capacity to be involved). The forum felt that it is important to highlight in the invitation how groups across the sector are represented through networks and other structures ensuring that groups with a small capacity are recognised and heard at strategic level. Membership discussion continued around how the nomination process will be carried out. AP



highlighted the issue around the verification process of nominations, all nominees must be CCF members.

Offers from CCF members in respect of the AGM;

- SN offered admin support from VAC for the AGM.
- SD said he will find the funds to cover the costs of postage for the AGM invitations.
- Action Halifax have offered marketing assistance for the AGM, but will need to verify this offer after speaking to her seniors.

**Action: BM to alter the invitations for the AGM to 4pm to 7pm instead of the original 2pm to 7pm.**

There is to be an AGM working group that will be made up of, Jayne Leech, Soo Nevison, Kala Wild and Clare Jones. They will meet at the Network Development Office on the 11<sup>th</sup> June 200 at 9am, to decide the theme of the AGM, invites, membership and any other AGM business. It was agreed that all nominations and membership forms will be returned to the Network Development Office by a pre addressed envelope.

**Action: A Community Forum database will be compiled from all AGM contacts and members.**

#### **7. Forum and Network office base.**

CJ circulated the proposal for the move from Community Foundation to Voluntary Action Calderdale for the Network Development Team and the CCF coordinator. The issue was raised about how the CVS sector and CMBC would differentiate between CCF and VAC, as it is important that they are viewed as separate entities. SN responded to these concerns by stating that through press releases, the AGM and other PR methods there will be a drive from both VAC and CCF to highlight their separate roles and responsibilities to the sector. Steve Duncan proposed the move from CFFC to VAC, David Hill seconded the proposal all members present agreed.

#### **8. Establishment of Finance and General Purposes Subcommittee and Contingency Planning.**

CJ proposed that CCF should have a Finance and General Purposes Subcommittee as CCF will be moving into a new direction with regards to employment policies and procedures and to ensure a safe process it is important to have a dedicated group of people with this responsibility. It was suggested that this group should have specialist advisors that would include a solicitor. SD seconded the proposal all present agreed. The group will consist of Steve Duncan, Clare Jones, Angus Henderson and Paul Brannigan.

**Action: SD to make links with possible solicitors.**

The AGM discussion began again around how many management committee seats will be up for nomination, the CCF constitution was referred to, following this discussion it was agreed that five management committee members would resign. These members will be selected in line with the CCF constitution which states one third of the management committee will stand down at the first AGM.



Contingency planning CJ circulated a paper highlighting the up and coming change in management for the network development team from CFFC to CCF. As the CCF coordinator may not be in post by the time this change takes place it is essential that CCF have secured management arrangements in place. CJ asked the committee to agree the use of the £5K underspend held by CCF to cover the cost of setting up the organisational side of CCF this will include the employment of the CCF coordinator and the management of the Network Development Team.

It was suggested that CCF contact the National Association of Volunteer Consultants (NAVCA) to access a freelance worker that can take on setting up the organisational side of CCF. The Finance and General Purpose Group will consider the contingency planning, including whether to outsource the work or contribute to CCF members that use their time. This group will consist of Paul Brannigan, Steve Duncan, Clare Jones and Angus Henderson.

**Action: CJ to contact PERS for HR advice.**

**9. Partnerships, Networks and Thematic subgroups.**

Moved to next meeting as the organisational and AGM discussions ran over.

**10. Co-ordinator worker update**

Dealt with earlier in the meeting.

**11. Workforce development letter.**

JL gave an overview of the workforce development partnership bid for £20k that is available through the Children's Trust, discussion followed around how this is different from the capacity builder's money that is being used by VAC and CFFC. All present supported the bid. The decision will be made on the 13<sup>th</sup> August 2007.

**12. COMPACT**

Dealt with earlier in the meeting re: LAA scorecard.

**13. AOB.**

No further business.

**14. Date of next meeting**

17<sup>th</sup> July, 4pm to 7pm, The Kings Centre, Halifax. This will be the AGM.