



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

Present

Andrew Pitts (Advisor)	CMBC
Angus Henderson	YMCA
Clare Jones	Calderdale Women's Centre / VOICE
Gordon Landall	Calderdale Pensioners Association
Paul Brannigan	Kerbside (Calderdale)
Joan Stocks	Calderdale Pensioners Association
Laura Able (Advisor)	Community Foundation for Calderdale
Jayne Leech (Advisor)	Community Foundation for Calderdale
John Shepherd	Action Halifax
Soo Nevison	Voluntary Action Calderdale
Mohammed Aslam	Himmat
Kala Wild	Network Development Assistant
Steve Duncan	Community Foundation for Calderdale
Geoff Barnes	Calderdale MBC (Chief Executives Office)
Kay Hobson	Calderdale MBC (Chief Executives Office)

1. Welcome & Introductions

2. Apologies

Angela Everson	Calderdale Women's Centre
David Hill	Voluntary Action Calderdale
Irene Naylor	Brighouse & District Community Forum
Dave Cooper	Rastrick Youth Forum
Beverley Fearnley	Working Together Partnership VAC (Advisor)
Ruth Goldthorpe	Todmorden Together
Mark Woodhead	Active Faith Communities
Olivia Swingler	Voluntary Action Calderdale
Lynne Houlden	VOICE / Age Concern
Farzan Ahmed	Calm
Joe Braithwaite	Elland and District Partnership

3. Minutes of last meeting

Page 4, Item 9; Revise the amounts agreed by Calderdale Council for the Community Forum Co-ordinator post. In the second year it is £12K not £13K. Also amend the word releases to released.

4. Matters arising

Page 4, CJ emailed Rahat Khan, Himmat regarding the Community Forum Treasurers position, no further communication from RK. Paul Brannigan put forward as Community Forum Treasurer all present agreed, Paul Brannigan accepted the position.



5. LAA update – Officers from the Chief Executives Office

Geoff Barnes introduced himself and his colleague Kay Hobson to the Community Forum giving an overview of the progress that has been made by the Council in progressing with the Local Area Agreement (LAA) proposals. The proposals have been developed and were sent to Central Government Office at the end of February 2007, they are expected to be agreed, signed off and returned by the end of March 2007. When the (LAA) proposals return, the development of delivery plans will begin, this will be when the thematic sub-groups get involved in setting targets and indicators. Following on from the target and indicator setting will be establishing how they will be achieved and measured. The consultation has begun in the thematic sub-groups about what the indicators will be for each theme, within each block in Calderdale's LAA. Discussion followed around how much involvement the Voluntary and Community Sector (VCS) has had through out the LAA process in terms of consultation. GB responded by referring to the Indicator leads for all the identified indicators, stating that it has been a priority for the Council to link an indicator with a lead person.

Questions raised about community and voluntary sector involvement in the identification of targets and indicators. GB stated that it was part of the role of the thematic sub-groups to ensure that the VCS are kept informed and included in the process. The issue of who has been selected to be activity partners was raised and if this includes the Community and Voluntary sector, this issue was not responded to, although to say that the highlighting indicator areas will be done via a mapping exercise.

Discussion continued around identifying areas of need and services currently in place in Calderdale, MA highlighted that some Community and Voluntary sector providers are covering statutory service areas, but without any Council funding. Does this mean that during the mapping process the service will be seen as being covered and will not be made into a target indicator, therefore excluding the CVS group from the commissioning process. It was then suggested that the thematic sub-groups will assist in identifying new and changing targets and areas of need. The LAA will be reviewed at six monthly intervals gathering information from service providers and sub-groups to ensure that the targets and indicators are providing the appropriate services and support to the areas of need. The discussion then continued to explore the impact of LAA streaming on CVS funding. It was highlighted that the mapping process to assess services must also cover CVS services and support given to statutory provisions in-kind.

Discussion around the Older People's LAA Block and how the Council aim to engage Older People in the process and also the possible dilution of the cross-cutting issues such as Health/Safer & Stronger Communities and Older People. Discussion on the importance of the Futures Plan and its overall priorities for Calderdale in the context of the LAA.

CJ is the indicator lead for;

- Increasing network members.



- Strengthening the CVS role in planning and delivering public sector services. CJ has been working in collaboration with Soo Nevison (VAC) and Sian Rodgers (Calderdale MBC).

SN is the indicator lead for;

- Increasing Capacity
- To increase the percentage of people that formally volunteer, for at least 2 hours (mandatory indicator) a week, in Calderdale. (A formal volunteer has been defined by Central Government as a person volunteering for an organisation, not individual acts such as shopping for elderly neighbours).

In order to have a figure to measure the effectiveness of activities the council have used the Citizens panel to identify what percentage of Calderdale's population are currently volunteering. Therefore, in a specified timescale the citizen's panel can be questioned again regarding formal volunteering to establish a new percentage therefore, gauging the effects of VAC's activities. AP emphasized that to ensure the monitoring of activities (to increase volunteer participation in Calderdale) is effective the same methodology must be used as has been used to determine the 2007 baseline figure. Discussion followed around definitions such as volunteer, what constitutes a volunteer? Discussion continued around whether people are aware that they are actually volunteering, it was expressed by some people at the meeting that perhaps the baseline figure was mis-representative of the actual figure of volunteers in Calderdale. This debate continued with a final decision to provide further information around the methodology that had been used to ascertain the baseline figure.

Action: GB to forward CJ further information about the Citizen's Panel, CJ to feedback to the rest of Community Forum.

Action: CJ to forward the proposal of activities to the Community Forum.

Action: GB to feedback to the Community Forum a fully comprehensive list of indicator leads and contact details.

GB and KH left the meeting CJ thanked them for their input.

6. Constitution:

Aim 3 e to be removed from the constitution, as the word support had not been defined clearly enough. All members present agreed to the removal of aim 3e from the constitution.

Aim 5g to be kept in the constitution, but should be reviewed in terms of 'best interests' as this may conflict with Forum members outside commitments, needs to be made clearer.

Amend typing error 5f, instead of he, the sentence should begin The.

Aim 13, the last word is Proposed the p should be amended to a lower case p.

Page five of the Constitution to be removed.

Aim 15 should be removed from the Constitution and minuted as;



Until the annual general meeting takes place this Constitution shall take effect as if reference in it to the Management Committee were reference to the persons elected at the first AGM.

CJ asked for the Constitution to be agreed in principle and be adopted, any alterations or amendments can be added to an appendix at a later date.

SD proposed the Constitution, MA seconded the proposal, a unanimous vote agreed the Constitution.

6. Feedback from Partnerships and Networks

a. Safer and Stronger Communities

SN fed back from the Safer Communities sub-group; the groups represented at the meeting were Calm, Himmat Centre, Street Angels and VAC they have had a preliminary meeting at VAC on the 22nd Feb 2007 to discuss where groups wanted to be in participatory terms. But as yet there has been no further action, SN awaiting SLA meeting to be able to proceed further.

b. Older People

GL fed back on behalf of the Older People's sub-group; GL sent round copies of the minutes from the Older People's sub-group meeting. The minutes highlighted the overlapping LAA blocks within the Older People's agenda in terms of health, safer and stronger communities and environment etc... JS asked how the Older People's sub-group will feed into the consultation structure. The consultation structure was discussed further, in terms of how grass roots groups find out information, with regard to LAA blocks that do not have networks in place.

Action: Voluntary Action Calderdale, YMCA and Community Foundation for Calderdale to Pool their database information relating to older people and forward to the Older People's sub-group.

During discussions it was highlighted that it has been difficult for the Pensioners Association to engage with the older people from Calderdale's Asian Communities.

Action: JS and MA to discuss outside this meeting.

c. Environment

PB led the feed back for the environment sub-group. PB asked the forum for help in who to approach in terms of Calderdale contacts, it was suggested that Working Together, VAC and the Network development Team could assist PB in pulling together relevant contacts.

Action: PB, JL and LA to arrange a meeting to develop an action plan for the environment sub-group.



d. Children and Young Peoples sub-group

JL fed back for the children & young people's sub-group has not met as yet, the meeting date is Monday the 12th March.

g. Health Inequalities Partnership

LA fed back on behalf of the Health inequalities group have not met yet.

h. Locality Sub-group

JL asked if the locality sub-group meeting had met yet, noting that Irene Naylor from Brighouse Forward would like meeting dates and any other information about the locality sub-block as she would be interested in attending.

i. Calderdale Forward

The next Calderdale Forward meeting will be held on the 18th April, this is an open meeting there will be four representatives from Community Forum and a fourth representative from the Interfaith council.

j. Joint Commissioning

Joint commissioning feedback from SD, Network Development Project funding has been agreed until March 2008. The bid for the rest of the 2007 Network Development funding has been sent to Connexions, this has been an ongoing issue since the end of 2006. Calderdale Council have underwritten the £20K shortfall. Therefore, if the Connexions money does not come to fruition Calderdale Council will fund the project up until the end of the second year (31st August 2007). SD to meet with Carol White to discuss commissioning the Network Development Project.

SD also spoke about Local Network Funding finishing and how this will impact on the Children & Young People's Community and Voluntary Sector. Community Forum asked SD about how they would be represented at the Joint Commissioning Group. SD explained that the Joint Commissioning Group is for funders of the Community and Voluntary Sector. Not for the groups that are being funded. AH suggested that Community Forum feels out of the loop in relation to The Children & Young People's Trust Joint Commissioning Group.

Action for consideration: Can the issue of Community Forum representation be considered in terms of the commissioning process and how the Children's Trust can be increasingly transparent?

Questions put to AP regarding the Council reviewing the commissioning process by Calderdale and ensuring that the CVS have a fair opportunity for applying for money.

It was also voiced that the VCS could miss out on council funding if the majority of contracts are dealt without an open and transparent commissioning process.



7. AGM Elections:

Issues to be addressed regarding the AGM;

- Elections Meeting
- Need to set dates.
- Nominations
- Where it's going to be held?

Who is going to pay for it?

Suggested that the AGM should be a high profile event in order to raise awareness of Community Forum.

All members present agreed that the AGM will be held when the Community Forum Co-ordinator is in post.

Proposed that the AGM and the membership event will happen on Tuesday 17th or Wednesday the 18th July 2007.

The AGM planning group are:

Clare Jones, Laura Able, Jayne Leech, Soo Nevison, Angus Henderson.

8. BASIS (Big Lottery Funding – Infrastructure Support)

BID is for three posts, two organisational roles four years funding, SN is being approached by groups for using one year funding.

The infrastructure consortium to decide what to do with the outstanding monies. SN is waiting for named person from BASIS until then there is no further details.

SD raised the issue of mapping the monies coming in. Perhaps VAC can carry out the mapping process.

Action: SN to feedback to Community Forum regarding mapping.

Action: SN to forward details around Community Forum inviting proposals for the funding.

8. Any Other Business

PB to open Community Forum Bank Account - Unity Trust to be Community Forum Bankers.

Authorised signatories:

- Angus Henderson
- Clare Jones
- Steve Duncan or Paul Brannigan

Any of the above named signatories must email password questions to PB.

Change up/ capacity builders, BME Network creating an initial report to be led by Audrey and Arshad.

A discussion took place regarding the place of wider networks e.g. the BME network and the LGBT network within the community forum.



Calderdale Community Forum

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Olivia Swingler Development Worker at VAC and Community Forum admin support person is going on maternity leave as of next week, if anyone would like to contribute to her leaving gift please forward monies to Jayne Leech by Tuesday.

Brighouse Community Forum Tuesday 13th March 2007.
C&YP EVENT Wednesday 21st March 2007.

11. Date of next meeting

Monday 30th April 2007, 4-6 pm, Voluntary Action Calderdale.