



**Minutes of the Management Group Meeting
Tuesday 9th January 2007**

Present

Andrew Pitts (Advisor)	CMBC
Irene Naylor	Brighouse & District Community Forum
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 Swingler	Voluntary Action Calderdale
Joan Stocks	Calderdale Pensioners Association
Laura Able (Advisor)	Community Foundation for Calderdale
Jayne Leech (Advisor)	Community Foundation for Calderdale
Steve Duncan	Community Foundation for Calderdale
David Hill	Voluntary Action Calderdale

1. Welcome & Introductions

The Forum welcomed Lynne Houlden to the Management Group. Lynne is involved in VOICE and is employed by Age Concern Calderdale. Lynne will represent the Community Forum on the Economy and Enterprise Partnership.

2. Apologies

Joe Braithwaite	Elland and District Partnership
Dave Cooper	Rastrick Youth Forum
Beverley Fearnley	Working Together Partnership VAC (Advisor)
Lesley Pollock	Rotary Club of Halifax
John Shepherd	Action Halifax
Paul Rogan	Calderdads – Calderdale Council

3. Minutes of last meeting

Correction

Angela Everson did not attend the last meeting as indicated in the minutes

6d – Correction

The Paragraph should read - Clare Jones proposed that Lynne Houlden from Age Concern Calderdale and Core member of VOICE be co-opted to the Management Group and become **a representative on** the Community Forum **Management Group** as she is the current VOICE representative on the Employment and Skills Group.



Actions and decisions from December's minutes were addressed:

6g Action

Clare Jones has not written to the Deputy Chief Executive. Agreed to raise these issues through the Calderdale Forward Delivery Group.

6i Action

Jayne has completed the Children and Young Peoples Strategic Report and it is to be presented to the Children and Young peoples Management Group on 12th January. Jayne is going to bring the report back to the Community Forum Management Group.

7. Action

Clare Jones has amended the restructure diagram, Steve Duncan to finalise

4. Matters arising

Agenda topics Elections and Constitution were added under point 7 of the agenda

5. Partnerships and Networks

a. Calderdale Forward

Members of the Community Forum Management Group have been invited to David Smith's Leaving Event on Friday 2nd February 3:30pm – 5:30pm at the Causey Hall, next to Halifax Parish Church in the centre of Halifax.

A Partnership Agreement Task Group meeting has taken place at which it was decided that the four places for voluntary and community representation on the board are to go through the Community Forum.

Clare Jones has been invited to the Delivery Group meeting for the LAA on 31st January. Discussion took place around effective performance management systems. Points were raised regarding need for a simplified, user friendly summary of the LAA. Questions were asked about VCS involvement in the delivery planning stages of the LAA.

Action: Clare to invite Sian Rogers to the March meeting

Action: Andrew to talk to CMBC colleague re LAA summary

Action: Clare to arrange LAA update meeting with Alan Duncan to raise concerns around VCS involvement in the delivery planning stages of the LAA.



e. Children and Young Peoples Management Group

A big meeting took Place in December there were long discussions regarding the LAA and stretched targets. Jayne Leech's work will be presented to the Children and Young Peoples Management Group on Friday 12th January. Minutes can be made available to the Community Forum Management Group via email.

g. Older Peoples Partnership - No representative at yet. POPS – a project for Older Peoples Partnership have received 947,000 from the government. It brings lots of different services to the area such as handy man service hospital after care neighbourhood networks.

h. Environment – The issues covered by this partnership are wide ranging and include climate change, housing, transport and waste management. Different VCS organisations therefore have different and varied interests in relation to this partnership in particular. The development of a forum subgroup may help to address this challenge.

i. Interfaith Partnership – A successful event was held on the 6th December.

j. Local Forums

There is a meeting planned for Brighouse Forum. For more information please contact Irene Naylor.

Feedback from VCS Networks

a. Health – The health event took place in December and was successful. Evaluation of the event to be circulated. Comments were made about the venues accessibility and acoustics. In an evaluation for the network project, 93% had heard of the Community Forum.

Action – Olivia to circulate the event evaluation

b. Children and Young People – There is to be a Children and Young Peoples Event taking place on Wednesday 27th March 2pm – 7pm Heath Training Centre. A newsletter is out a copy will be sent via email to the Community Forum Management Group

Action - Olivia To circulate the information



Network Project Update

There is going to be a Joint Steering Group Meeting of both networks on the 10th January 2007 - to discuss combining the steering groups to make it a more cohesive project; also the meeting will discuss how the structures will integrate more closely with Community Forum structures.

c. Learning – Beverley from the Working Together Project is off sick at the moment. Sue Chief Officer at VA-C will be covering some work for the time being so she may be feeding back in future Community Forum Meetings..

6. Community Forum Review

a. Thematic Partnerships

It was agreed that all the thematic Partnerships develop consistent terms of reference.

b. Membership of Forum, management group and sub groups

Leads of subgroups agreed as representatives of this group on the partnerships i.e. Paul Brannigan, Steve Duncan, Lynne Houlden, Angus Henderson, Angela Everson and Clare Jones. The roles of the leads would include acting as the contact point, initially chairing meetings the groups and taking responsibility for reporting back to the Management Group.

Action

Clare Jones to contact Ruth Goldthorpe re becoming lead of local fora subgroup.

A defined membership of the forum was agreed as required by becoming a constituted body. Paid membership was discussed with the possibility of a sliding scale payment was discussed. A vote is to take place at the next meeting.

c. Meeting Arrangements – The first meeting for the leads of the subgroups is Thursday 1st February 4pm at the Community Foundation House.

7. Election & Constitution

The draft constitution was handed out to the Community Forum Management Group. It was asked that the MG go through the constitution and feedback to Clare Jones any changes or concerns they may have with the draft constitution by the 30th January and she will collate them and bring them back to the next meeting 6th February 2007 at Calderdale Women's Centre . David Hill is going to go through and edit.



Action

- **David Hill to go through and edit**
- **Management Group to feedback to Clare Jones**
- **Clare Jones to collate and bring back to next meeting**

8. Funding Update

Clare Jones and Angus Henderson met with Mark Thompson and Andrew Pitts regarding funding request. An amended budget has been submitted.

9. Any Other Business

10. Date of next meeting

4pm Tuesday 6th February @ Calderdale Women's Centre