



**Minutes of the Management Group Meeting  
Monday 29<sup>th</sup> October 2007 Voluntary Action Calderdale**

**Present**

Steve Duncan (Vice Chair)	Community Foundation for Calderdale
Clare Jones (Vice Chair)	Calderdale Women's Centre / VOICE
Jayne Leech (Coordinator)	Calderdale Community Forum
Soo Nevison	Voluntary Action Calderdale
Kala Wild (Advisor)	Acting Network Development Officer
Angela Everson	Calderdale Women's Centre
John Shepherd	Action Halifax
Helen Morgan-Howard	LSP, VSC Partnership Officer
Paul Brannigan (Treasurer)	Kerbside (Calderdale)
Laura Able (Advisor)	Calderdale Community Forum
Joe Braithwaite	Elland and District Partnership
Beverley Fearnley (Advisor)	Working Together Partnership VAC
Phoebe Hallgarth (Observer)	Calderdale Community Forum
Mohammed Aslam	Himmat Centre

**1. Welcome & Introductions**

Welcome and introductions to the meeting, SD gave an overview of the situation around the Chair Angus Henderson and that he has been formally suspended by the Forum. SD and CJ will be acting as Chair and sharing the role until the next meeting.

**2. Apologies**

Lynne Houlden	VOICE / Age Concern
Mark Woodhead	Active Faith Communities
Irene Naylor	Brighouse & District Community Forum
Gordon Landall	Calderdale Pensioners Association
Farzan Ahmed	Calm

<b>3. Minutes of last meeting</b>	<b>ACTION</b>
4. LAA update Amendments to minutes (wording)	<b>HMH</b>
<b>4. Matters Arising</b> <b>Page 1 (Sept 07)</b>	
No matters arising	
<b>Page 2 (Sept 07)</b>	



<p>Named substitutes for committee members emailed to Coordinator</p> <p>Meeting to discuss the quarter 1 (to end of June) LAA report in depth</p> <p>CJ asked for the quarterly report to come to CCF before it is agreed. HMH to identify the possibility of CCF having access to the next LAA quarter 2 report. The date scheduled is week commencing 12<sup>th</sup> November 07.</p> <p>Discussion around the Safer &amp; Stronger groups – Council has agreed four locality groups. AP the exact function of the locality based groups and how they feed into the Safer and Stronger partnerships.</p> <p>Next VCS Locality sub-block will be meeting on 6<sup>th</sup> December. AP asked if Sarah Manfredi, Community Services CMBC could be invited to the meeting.</p> <p><b>Page 3 (Sept 07)</b></p> <p>Draft letter to CMBC Chief Exec – Paul Brannigan has followed this up but needs further time until they have approached the correct person.</p> <p>AP stated that the CMBC are committed to developing a transparent and clear process for commissioning and procurement to create a level playing field.</p> <p>PB has a presentation that highlights commissioning and procurement which he will forward for circulation</p> <p><b>Page 4 (Sept 07)</b></p> <p><b>8. Partnerships, Networks &amp; Thematic sub-group feedback</b> SN stated that the CCF have a good relationship with the LSC, but SN thinks that it is not necessarily needed to have specific CCF reps at the Learning Consortium.</p> <p><b>5. LAA update:</b></p> <p>The quarterly report has been circulated by SD.</p> <p>Coordinator to place details on the website</p> <p>LAA quarterly report should include the VCS as a section. HMH to find out the capacity of the CMBC data systems to include</p>	<p><b>ALL</b></p> <p><b>tba ALL</b></p> <p><b>HMH</b></p> <p><b>JL</b></p> <p><b>PB</b></p> <p><b>PB</b></p>
---	--





LAA Event

**7. Partnerships, Networks and Thematic sub-group  
Working Together Partnership – Exit strategy**

Exit strategy written in June 2007: End of fixed term contract in Jan 08. BF gave out her exit strategy and discussed some of the issues that have been raised around the workforce development element for the VCS. LSC working together, capacity building Brenda & Beverley are beginning to wrap up their project.

Kirklees and Calderdale have undertaken peer reviews of each others work. Working together has mapped the sector in terms of the infrastructure support they have given. The discussion continued around the detail that has been highlighted from the mapping process.

**Health Development – LAA targets commissioning process**

Would like the meeting to consider whether CCF can be the contract holder – lead body. Weight management/alcohol LAA targets. The suggestion is that CCF will accept and administer the money from PCT. In principle the CCF are in agreement, for being the lead holding the money. All present agreed, with the point being raised that it should be fed-back to the PCT that this is not an agreed precedent.

**Children and Young People’s Network**

JL gave feedback on the CWDC money £66k over 3 years for workforce development. A training needs analyses of the sector is being undertaken (self assessment health checks) and there will be a need to resource some training. Who and how the training will be sourced still needs some discussion.

There is £6k available immediately and JL asked if we can accept the money. In principle Forum members agreed.

**Charitable Status/Company Limited by Guarantee**

Discussion took place around the status of the Forum and cash holding limits. JL to investigate and move forward on the legal status

**Strategic Engagement**

CJ/LA

AE & SN



<p>Discussion took place around the engagement of the VCS. Highlighted was the fact that the Forum mirrors the LSP it is felt that Safer &amp; Stronger should have two subgroups. SN suggested they should be split in two. Suggestions then took place about who should lead the sub blocks.</p>	<p><b>JL</b></p>
<p><b>Attendance at Meetings</b></p> <p>There are some groups who would like a seat at the management committee and would like to have a strong presence in the sub blocks. It was requested that JL look at the attendance, identifying in line with the constitution those who have missed 3 meetings or more. She would then identify any `spare' seats and have as a rolling item on the CCF agenda – statistically. Once skills set of CCF management committee have been identified – some advertisements can be sent out for management committee members and advisory seats.</p>	
<p><b>Economy and enterprise</b></p> <p>Meetings are continuing</p>	<p><b>JL</b></p>
<p><b>Older people</b></p> <p>No-one present</p>	
<p><b>C&amp;YP:</b></p> <p>Funding for the C&amp;YPs network officer has been agreed. Discussion to take place at the sub block to decide the recruitment process and implications.</p>	
<p><b>Coordinator Post</b></p> <p>SD advised that HBOS money is imminent for the co-ordinator post.</p>	
<p><b>Health</b></p> <p>→ Identify priorities around Mental Health for the next priorities.</p>	
<p><b>Calderdale infrastructure partnership:</b></p> <p>SN gave an overview and explained that it is made up of any VCS group that is providing infrastructure support for the sector such as VAC, CCF. She will email around the strategic engagement partnership diagram and circulate the minutes from the CIP.</p>	



<p><b>9. BASIS BID:</b></p> <p>Has been re-jigged to reflect the outputs &amp; timescales that have been agreed. There should be a decision in late Dec – Jan. Thanks from the forum to SN for her hard work to the bid:- Soo to fill in around funding.</p> <p><b>AOB:</b></p> <p>PB stated Treasurers Report Account Structure in place, logging systems and creating report: £12k in the bank £21k cheques to clear.</p> <p>Discussion to be had by FGP they will inform CCF at next meeting.</p> <p>Salaries for November need to be sorted before PB goes on holiday.</p> <p>JL to inform PB about hours &amp; Phoebe's new role and wage systems.</p> <p><b>MINORITY REPRESENTATION</b></p> <p>Discussion took place around how we ensure the voice of LGBT, BME and Disabled groups is heard within the Forum.</p> <p><b>DATE OF NEXT MEETING</b></p> <p>Monday 26 November 2007, 4pm at VAC, Resource Centre</p>	<p><b>SN</b></p> <p><b>FGP</b></p> <p><b>PB</b></p> <p><b>JL &amp; PB</b></p>
--	---