



**Minutes of the Management Group Meeting
Monday September 17th 2007 Voluntary Action Calderdale**

Present

Irene Naylor	Brighouse & District Community Forum
Steve Duncan	Community Foundation for Calderdale
Sarah Manfredi	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
Mark Woodhead	Active Faith Communities
Angela Everson	Calderdale Women's Centre
John Shepherd	Action Halifax
Helen Morgan-Howard	LSP, VSC Partnership Officer
Lynne Houlden	VOICE / Age Concern
Paul Brannigan	Kerbside (Calderdale)
Laura Able (Advisor)	Community Foundation for Calderdale
Joe Braithwaite	Elland and District Partnership

1. Welcome & Introductions

Welcome and introductions to the meeting, Sarah Manfredi informed the meeting that she was standing in for Andrew Pitts, Helen Morgan Howard and Mark Woodhead introduced themselves to members that they had not met before.

2. Apologies

Gordon Landall	Calderdale Pensioners Association
Andrew Pitts (Advisor)	CMBC
Mohammed Aslam	Himmat Centre
Beverley Fearnley	Working Together Partnership VAC (Advisor)
Olivia Swingler	Voluntary Action Calderdale
Farzan Ahmed	Calm

3. Minutes of last meeting

Item 7:

Action: KW send H M-H copy of C&YP's proformas from C&YP sub-group.

JS spoke about the regeneration review, he has not yet received the review but when he does he will bring it to CCF.

Item 8: Network Development Team Move.



SD rejected the lower offer of £50.00 for the furniture that the NDT have taken to VAC.

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

Calderdale Community Forum Committee Membership to be clarified, how are CCF members to be involved in CCF meetings. The Board are to clarify in writing if there is to be co-opted members?

4. LAA update:

All quarterly reports are at the scrutiny panel and will be in the public domain next week. HM-H gave an overview of the progress report.

Action: The CCF Committee will go over the report in depth.

There will be an October themed delivery partner-ships HM-H to send the timetable.

Action: Themed sub-group to look at individual sections agreed that CCF will look at the under-achieved indicators on the quarterly reports.

Discussion around the Safer & Stronger Partnership – SM informed the meeting that AP will circulate the timetable for Safer & Stronger sub-block.

Action: SM to feed into CCF will progress in Safer and Stronger and locality sub-blocks. SM discussed and gave an overview of the discussions that are underway in the Council, about processes and creating area groupings and service delivery. The issues that are facing locality groups in terms of boundaries to be agreed by statutory and VCS.

Action: IN to forward next locality meeting dates.

H M-H talked about the 200 indicators that will be coming into the next set of priorities. The VCS can select 35 out of the 200 although a majority of the priorities are mandatory. AH interjected to inform the meeting that the targets had already been set. AH asked if the PSA (stretched targets) reward grants will be available again within the refreshed priorities. AH emphasised the importance of the VCS feeding in the achievements of the VCS through pump-priming money.

CJ talked about the changes to the health network goals that are now in line with the LAA targets including the reduction of obesity in Calderdale. CJ wanted to highlight the significance of the VCS in achieving LAA targets and how the VCS achieve the targets using the reward money.

There was further discussion around the possibility of new indicators to show education and training as a priority within the economy and enterprise block, Grants and commissioning discussed. AE talked about some of the cross-cutting issues that



have been discussed at the LAA delivery group; including how other themes can help to achieve and reach the LAA targets through partnership working. Positive feelings were expressed around the future for LAA partnership working.

CJ and HM-H are having a meeting to discuss how best CCF can influence the next set of indicators.

PB talked about recommendations for developing commissioning and procurement training. PB has developed a paper that will be going to the LAA delivery group.

Further discussion around the VCS involvement in the LAA. AH asked PB about the 15% rule that is being applied to grants from CMBC. PB explained that currently groups can only apply for grants that are for over 15% of their organisations annual turnover which is subsequently excluding Small Businesses and VCS groups. After some discussion it seemed that this is only being applied to certain LAA blocks. SM stated that this is not a legal requirement of the Council but that some CMBC officers are applying the rule and others are not, this brought up the issue of the procurement process. CMBC are aiming to have an agreed policy and code of good practice ready within the next twelve months. PB highlighted Kerbsides partnership work with the public sector. Ah stated that the CCF would like to directly challenge the 15% rule.

Action: AH to draft a letter to CMBC's Chief Executive about the 15% rule, stating that this is directly affecting the ability of small businesses and VCS groups to participate in the procurement process.

Action: AH and PB will have the report and the letter ready by the end of September, and will feedback to CFF at the next meeting.

Action: The Council are going to provide one clear set of guidelines for the procurement process that applies to all commissioning.

SM informed the group that the LSP's overall aim is to have an agreed procurement policy, discussion around joint commissioning. The suggestion of a 'meet the buyer' scenario for the VCS should be on offer as it is to private and public sector organisations. Discussion turned to COMPACT and that Council Officers will be undergoing COMPACT compliant training in the procurement process, to ensure a fair and transparent process. The COMPACT Steering group are currently re-assessing its approach to procurement and will be revising CMBC policy in this area.

Action: PB to circulate the paper that covers commissioning and procurement, KW to circulate to CCF.



5. Calderdale Community Forum co-ordinator update:

Jayne Leech is now the CCF Co-ordinator and Kala Wild will act up as network development officer until further information around funding for the NDO post is decided. Once further information is gathered subject to funding the post will be externally advertised.

6. Network Development Project Update:

AH gave a summary of the changes underway in the Network Development Team, JL's start date as CCF co-ordinator is the 8th of October 2008. Beth Maiden the Helath Network Admin worker has given notice which will be spent on the 8th of October. The admin support for the Network Development Team has now been amalgamated into one role as KW is acting up until Dec07 leaving no admin support for the team. The role has been made into a full time post that will support the NDO projects and the CCF co-ordinator, the advert will go out tomorrow.

Action: SM to put in the CMBC jobsheet.

7. Finance:

Finance discussion, PB proposed that Kerbsides bookkeeper will set up the CCF quickbooks system and regularly send back updates to the CCF co-ordinator, further discussion around how the CCF financial system is going to be managed. The management committee discussed the options available, the agreed process is for Kerbside to manage the finances and give JL a monthly update and PB will give a basic monthly financial report to the CCF board. This arrangement will be reviewed in 6 months. CCF will give a quarterly financial report to CMBC. Kerbside have agreed that the bookkeeping will be done at cost. Further discussion around how the financial process will work on a day to day basis.

8. Partnerships, Networks and thematic sub-group feedback:

LA gave a brief overview of the changes that are taking place within the Health Network Project, including the revised goals that include the Reward system for achieving LAA targets such as reducing obesity, promoting breast feeding and tackling alcohol issues.

The Locality sub-block have not yet had their meeting this month.

Economy and Enterprise sub-block: LH asked for any issues from CCF to be raised so she can feed them back into the Learning Consortium, the question was raised about CCF representation at the Learning Consortium.

Action: SN to talk about representation of CCF at the Learning consortium. She will feed back to the next CCF meeting.

9. AOB.



CCF advisory seats discussed regarding issue specific networks such as BME, LGBT, and the Community Activity Network. Further discussion around how the structure of representation should look, the main issue flagged up was capacity for groups and the forum. It was decided that there should be further consultation amongst the group. It was agreed that the forum should go back to the roles and responsibilities of CCF advisors, then decide how to progress with this matter.

Action; JL and SN to develop an outline for the advisory role.

10. Date of next meeting

29th October 2007 4.30 – 6.30pm VAC