

Attended

Board Members		
Julia Baron	Chair Assembly Board	JB
Sonia Roberts	Vice Chair Assembly Board	SR
Gill Green	Training Providers Consortium	GG
Linda Cox	Community Based Transport	LC
Anne Seymour	Central Shropshire Partnership	AS
Will Thornton	Visual Impairment Forum	WT
Elaine Griffiths	Children's & Young People's Summit	EG
Heather Osborne	Older People (Co-opted Member)	HO
Dee Ploszay	Shropshire Infrastructure Partnership	DP
In Attendance		
Ruth Turner	Shropshire Partnership	RT
Sarah Dodds	VCSA Coordinator	SD
Observers/ Visitors		
Jean Jarvis	Environmental Waste Minimisation Forum (under development)	JJ

Apologies

Geoff Forgie	Disability Forum
Marion Youens	VS Health & Social Care Forum
Michele Haynes	Mental Health Forum

Item	Action
<p>1. Terms of Reference</p> <p>JB advised that the first part of the meeting was open, and that all VCS Assembly members had been invited for this section of the meeting (at the Annual Assembly and through the email news). The purpose of the open meeting is to formally re-visit the Terms of Reference (TOR) as a whole Assembly and approve any changes.</p> <p>A Task & Finish group had already met and made alternations and updates to the TOR. JB highlighted the changes to members. EG proposed changes, LC seconded, motion carried.</p>	
<p>2. Welcome, introductions, apologies</p> <p>JB welcomed all to the meeting. Apologies were given. It was noted that as JJ was an observer at the meeting, she would not be able to vote on any other agenda item.</p>	
<p>3. Agreement of minutes of the last meeting</p> <p>Item 8 – Muller Community Trust. EG asked it to be noted that Muller predominately support voluntary organisation in the North East of the County.</p>	

Chair signed the minutes of the last meeting as a true and correct record.

Matters arising

Page 1 (item 2)

- Standard Report Form – only one report had been returned, the Board were encouraged to complete the forms and return to the VCSA Coordinator one week prior to Board meetings. Board agreed that they were happy for their Forum's notes to go on the VCSA website.

Actions – report forms to be completed and FOI reps to forward notes to VCSA Coordinator.

VCSA
Coordinator/
Board

VCSA
Coordinator/
Board

Page 2 (item 4)

- Interfaith Forum - no request had been received from the Interfaith Forum to join the Assembly.

Action -VCSA Coordinator to follow up.

VCSA
Coordinator

Page 2 (item 5)

- Training – contacts had been made and some information received – more work still needed, Shropshire Partnership offered to fund.

Action - VCSA Coordinator to progress.

- Cost of running a Forum – form was circulated but poor response received.

Action - VCSA Coordinator to re-circulate and Board agreed to complete.

- Safer Stronger Board – new representative required. As Laurel Roberts already sits on the Board it was agreed that she would be asked to represent.

Action – VCSA Coordinator to organise.

VCSA
Coordinator

VCSA
Coordinator

Page 3 (item 6)

- Leadership Board – Linda Cox and Marion Youens to be seconds for Assembly representation (Chair and Vice Chair first reps). All representatives are to be made aware that they are representing the Assembly.

Action – VCSA Coordinator to circulate list of who represents the Board at which groups.

VCSA
Coordinator

Page 5 (item 12)

- Independent Safeguarding Authority - initial contact had been made, more work required due to staff changes at the Council.

Action - a specific meeting to be organised (targeted specifically at relevant VCS organisations).

VCSA
Coordinator/
JB

Further discussion took place regarding representation – it was agreed that at future Board meetings it would be useful for members who attend meetings on behalf of the Board to do a short presentation explaining the meeting they sit on and key issues.

Action - VCSA Coordinator to follow up with Board.

VCSA
Coordinator/
Board

It was agreed that if members miss 3 meetings due to illness that the 3 Strike Rule still applies (alternative representation will be sought).

4. Annual Action Plan

SR suggested that an extra column should be added to the action plan to allow comments to be included and highlight progress made. It was suggested that the action plan should be considered at each Board meeting with a quick update.

VCSA
Coordinator

All agreed the content of the action plan.

5. Engagement of small groups

JJ highlighted that FOI's were one of the best ways of engaging small groups. WT offered to promote Assembly membership within the Visual Impairment Forum. SR suggested it was important to promote the benefits of involvement both for individual and emerging FOI.

After a discussion the below actions were agreed:

- Circulate leaflet.
- Ask FOI to put an item on their agendas to promote membership.
- To monitor assembly membership over next 6 months and see if it increases.
- VCSA Coordinator to request list of Shropshire Third Sector organisations list from MORI.
- VCSA Coordinator to cross reference Assembly membership with membership of each FOI.
- Consider use of Survey Monkey to monitor website use.
- JB offered to promote VCSA membership via groups awarded grants by Community Council (many of which are very small local groups).
- Re-visit in 6 months and see if a T&F Group is needed.

VCSA
Coordinator/
FOI reps

Recommendations 1 was agreed/ Recommendation 2 to be re-visited in 6 months

The Board is asked to:

1. Consider and discuss the information outlined within this report, and suggest any additional methods of engaging with small groups and organisations.
2. Establish a short term task and finish group to take forward this issue forward (to include work to consult with current Assembly members representing small groups).

6. Compact update

JB updated the Board on latest developments:

- Recent work had been undertaken to develop clear Compact Codes of Practice.
- Intention to have draft Compact by end of June. FOI and VCS organisations will be asked for feedback by the end of September (12 week consultation period).
- Compact Champion meeting being held on 3 June - role of Compact Champion needs to be clarified, main purpose is to raise awareness.
- Compact Champions had previously raised concern about capacity implications.
- Val Simpson now starting to write up the Compact ready for consultation.
- SR updated on national compact developments.

7. VCS Annual Assembly 2009

JB outlined the report and added that she was very happy with the general atmosphere at the Assembly, there was sense of ownership amongst attendees. It would be important to use the feedback provided to shape the next Annual Assembly meeting.

Recommendations were agreed

The Board is asked to:

1. Consider the feedback obtained from the Annual Assembly
2. Use the key findings to assist with planning the Annual Assembly 2010
3. Note the issues Assembly members highlighted for the attention of the Board
4. Note that information collected through the discussion group sessions is included in a separate report

The Board considered a second report highlighting the discussion that had taken place within the workshop session. It was agreed that the task may have been a little complicated and that this would be simplified in future.

SD confirmed that actions raised at the Assembly had been included in the annual action plan; key actions included a council seminar to raise awareness among elected members. It was agreed that feedback from the annual assembly should be posted on the VCSA website.

Action – VCSA Coordinator to publish annual assembly reports on website.

VCSA
Coordinator

8. National Survey of Third Sector: Results 2009

Report outlined key findings from Shropshire's Third Sector Survey and provided comparative data for the national average and other areas of the West Midlands.

JB explained that a Third Sector Strategy would help contribute to the national indicator 7 'Environment for a thriving third sector'. It was agreed that this was something that should be looked at after the Compact had been implemented

VCSA Coordinator to look at results and how to feed through to Area Partnerships and to appropriate Council groups.

VCSA
Coordinator

Recommendations were agreed

The Board is asked to:

1. Note the key findings from the National Third Sector Survey results for Shropshire and comparative information (national results and the results for the West Midlands).
2. Refer to Appendix 1 for the full report of the Third Sector Survey for Shropshire.
3. Use the information to consider whether there are any particular issues or areas of work that need to be addressed by the VCS Assembly. In particular how the Assembly may support work to improve the proportions of local Third Sector

Organisations who feel who feel local statutory Bodies inform them, involve them, consult them, and act upon their views.

Jean Jarvis was asked to leave the meeting as the next item on the agenda was applications from new Forums of Interest.

9. Applications from new Forums of Interest

An application to become a FOI had been received via Shropshire Community Recycling Ltd. As all the documentation had not been received the application decision was postponed until all relevant paper work has been collated. VCSA Coordinator to follow this up and report back to the Board.

VCSA
Coordinator

It was noted that Gill Green and Jean Jarvis are from the same organisation (Shropshire Furniture Scheme) and that the current TOR do not allow two Board representatives from the same organisation.

It was reported that Shropshire Environmental Alliance were also keen to work towards becoming a FOI. VCSA Coordinator was asked to clarify difference in membership between the two emerging environmental forums

VCSA
Coordinator

JB advised that she had a meeting scheduled on 9 June with Shropshire Heritage Forum to discuss becoming a FOI.

Action – VCSA Coordinator to continue to work with emerging Forums to overcome issues of concern and ensure Board has all information needed to make future decisions.

VCSA
Coordinator

10. Any other business

- AS highlighted the need for anonymity within sector consultation and feedback.
- It was agreed that the feedback forms could be used for all reporting e.g. for Assembly representatives, for FOI and for Area Partnership representatives.
- JB provided feedback from the Health & Social Care Forum; members were concerned about lack of clarity over ongoing funding from the Council. JB had met with Sheila Healy to put forward views on behalf of the Assembly.
- JB reported that she would be seeking clarification over how LAA reward funding was allocated and would report back.
- JB reported that she would write to the Council to emphasis the need to ensure the VCS was not disproportionately affected by budget cuts.
- JB proposed that the VCSA Board agreed to change the colour of the branding from purple due to a request by the Mental Health Forum (which also use purple). Board agreed to change to green. VCSA Coordinator to action.
- LC reported that VCS groups were highlighting a lack of consistency in Council providing cost of living increases.

JB

JB

VCSA
Coordinator

Meeting close 3.45pm

Date of next meeting 8 September 1pm, Oswestry Room Shirehall

