

Minutes of the Stronger Together Consortium Committee and The Forum Committee Joint Meeting.

Monday 16th March 2009, 4.00pm - 6.00 pm, Room 3,
 RISC, 35-39 London Street, Reading, RG1 4PS

Attending:

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| Rajinder Sohpal (RS) | Chair |
| Peter Burt (PB) | The Forum |
| Malcolm Stone (MS) | The Forum |
| Nick Wooldridge (NW) | The Forum |
| Cecily Mwaniki (CM) | The Forum |
| Chris Turner (CT) | The Forum |
| Steve Masters (SMa) | The Forum |
| Robert Paice (RP) | Stronger Together Consortium, RVA |
| Sarah Morland (SM) | Stronger Together Consortium, RVA |
| Nigel Hardcastle (NH) | Stronger Together Consortium, RFF |
| Alan Magness (AM) | Stronger Together Consortium, RFF |
| Mrs Mignon Michael (MM) | Stronger Together Consortium, Sakoma |
| Anne Laing (AL) | Stronger Together |
| Anna Fowler (AF) | Stronger Together |
| Rachel Spencer (RSp) | RVA |

Apologies

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| Laura Johnson Collard | Stronger Together Consortium, The Forum, RCVYS |
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Summary of Actions

| No. | Agenda Item | Action | Allocated to |
|-----|-------------|---|-------------------------------|
| 1. | 2.a. | PR activity assessment report, to be produced on a 6 monthly basis | AF |
| 2. | 3.a. | Promote expenses claims submissions to representatives (Forum Voices) | RS, NW, NH, AM, MM, AL, AF |
| 3. | 3.a. | Feedback on, and approval of, the Statutory Sector Stakeholder Survey | ST Consortium/Forum Committee |

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| 4. | 3.a. | Allocation of Statutory Sector Stakeholder Survey interviews | AF |
| 5. | 3.a. | Stakeholder Survey interviews to be completed by 9.4.09 | RS, PB, RP, SM, AM, CM, MS |
| 6. | 3.e. | Encourage report production by the Forum Voices | Forum Committee |
| 7. | 4 | Opening and closing speeches at the joint Forum event, 24.3.09 | RS, Sma |
| 8. | 6. | Sub-committee meeting to discuss AGM content, 30.3.09 | AF |
| 9. | 8. | Telephone interviews for RVA NAVCA award | CM,RS,PB |

The Chair welcomed everyone to the meeting

1. Minutes of the joint Stronger Together Consortium/Forum Committee Meeting, 8th December 2009

These were approved by the committee

2. Matters arising not already on this agenda

a. Marketing and Communications Strategy

AL discussed the amendments to the this document, as requested at the last meeting, and which now includes a more detailed definition of ‘partner’ when discussing the fora.

There was a short discussion on the PR component of the strategy, and the committee requested that a 6 monthly PR activity assessment report be produced by ST.

The new marketing and communications strategy was approved by the committee.

b. Revised documents for approval

The revised complaints procedure was approved by the committee.

3. Stronger Together Programme Manager’s Report

a. Financial Report

AL presented the revised end of year financial report, as requested at the last meeting. She explained that there were some savings recorded in the year’s figures due to factors such as staff joining the project later than anticipated. She estimated that there was approximately £35k that could roll forward into a possible Year 4.

Part of the savings are due to representatives (i.e. Forum Voices) not claiming expenses after attending statutory partnership meetings. RS stressed the importance of representatives claiming expenses, and requested that the committee encourage their representatives to do so.

b. General

As part of the BLF evaluation form and landscape report, ST are required to conduct an annual survey of statutory sector stakeholders. AL presented a draft of this survey for committee approval, and requested that the committee complete it to assess ease of use, and provide feedback by Monday 23rd March 2009.

AL envisioned the survey to be sent to statutory partners such as the Chief Executive's Office and Social Services department at RBC; the Primary Care Trust; and Thames Valley Police and Fire service.

RP suggested that an interview with key contacts in each sector would be a more focused approach to gather qualitative data, and AM suggested that committee members carry out the interviews. Several volunteers came forward (please see summary of actions table); interviews to be allocated by ST and completed by volunteers by Thursday 9th April 2009.

c. Key Programme Features of Year 1 report

AF reported that there has been significant SIAG activity in the last quarter of Year 1, with 3 SIAG recommendations being approved at the LSP:

- Safeguarding children as part of PCT Equality Impact Assessments (EIAs)
- Police - Provision of Custody via Diversity Impact Assessments
- Sentinel (project for recording cases of bullying by type in schools) - involvement in pilot programme

d. Year 2 Plan/Timeline

AF reported that there would be upcoming joint Forum events on personalisation, health and environmental issues. NH added there is a RFF event planned for the autumn on training religious education school advisors.

e. BLF Reporting Timeline

AL reported to the committee on the difficulty in meeting the specific milestone in Outcome 5 identifying Forum Voice engagement with the wider VCOs. The difficulties encountered in receiving Forum Voice reports was noted and the following discussion reviewed

current communication with the reps, including Forum Voice Gatherings and email reminders, and RS asked that the committee reinforce the importance of reporting when communicating with the reps.

The limited delivery against Outcome 5 will be recorded in the BLF report and supplementary detail offered.

Part 2: The Forum and Wider Network

4. Next Forum/Joint Event

The next joint Forum Event will be Individual Budgets and Self-Directed Support on Tuesday 24th March 2009. AF reported that there are 52 attendees booked, and there will be 5 speakers presenting on national, regional and local issues from both the statutory and third sectors. A series of recommendations on how the local VCO and RBC can work together on self-directed support will be the key outcome of the event's workshops.

RS will provide the opening remarks, and SM will close the event, on behalf of the Forum.

5. Forum Development Consultancy Project

AF reported that this has been awarded to Just Ideas, and thanked PB, MS and NW for their assistance in the tendering process.

Work on this project has started with the distribution of an email questionnaire and review of historical documents. AF requested that the Forum Committee support the project by attending the focus group session.

6. Date and Content for 2009 Forum AGM

The 2009 Forum AGM will take place on Wednesday 1st July, 11.00 - 15.00. Just Ideas will present the results of the Forum Consultancy Project. Ideas for further AGM content included:

- Childhood poverty
- NEET issues/unemployment
- Procurement

A sub-committee will further discuss the AGM, including the nomination and voting process for outstanding Forum Voice positions. Meeting arranged for 30th March 2009, at 13.00 in Room 1, RISC. Lunch will be provided. Invitation to attend extended to whole Forum Committee.

7. Issues from wider networks

RSp introduced the work of Reading LINK and stated that they had established two clear priority indicators: provision of services and provision of information. She reminded the committee to use the LINK as a means to request statutory responses on health and social care concerns.

MS suggested a future joint Forum/RFTRA housing event.

8. Any other Business

AF asked the Forum Committee for their assistance by registering with RVA in order to help them achieve LAA volunteer targets.

AL requested assistance from committee members for a telephone interview, to take place on 27th March, to help with the evaluation of RVA for the NAVCA Quality Award.

9. Date of Next Meeting

Monday 15th June 2009, 4.00 - 6.30pm, Room 3, RISC, 35-39 London Street.

The meeting ended at 6.00pm.