

Brighton and Hove ChangeUp Consortium
Business Management Group (BMG) Meeting

Thursday 28th September 2006
2.30 – 4.30

Kings House
Grand Ave, Hove, BN3

Minutes

Present:

Steve Lawless – SL (BHCI)
Anna Wilson Patterson – AWP (CVSF)
Doris Ndebele - DN (BMECP)
Judith Cousin – JC (Impact Initiatives)
Vic Else (Carers Centre)
Martin Campbell (MC) (B&H NHS PCT)
Sam Self – SS (Scarman Trust)
Jude Tyrie – JT (BHCC)
Emily O'Brien - EOB (B&H ChangeUp Project Manager)
Larissa Steer – LS (Minutes)

Apologies:

Dorothy Engmann (Age Concern)
Naima Novidjem (MOSAIC)

Item.		Action
1.	Election of Chair	
	The meeting agreed to ratify SL as Chair	
2.	Minutes of the previous meeting held on 13th July 06 and Matters Arising	
	The minutes of the previous meeting held on 13 th July 2006 were agreed with the following amendments; Minutes - Page 4 Matters Arising <ul style="list-style-type: none">o EOB has circulated all minutes and paperso RE: 3.3 – EOB has circulated terms of reference – CVSF not very happy with them; will bring to next	EOB Anna W-P

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	<p>meeting</p> <ul style="list-style-type: none"> o Capacity Builders Bids are all completed. Bids are all available to view at www.cvsectorforum.org.uk/infrastructure o SL has emailed the LSC regarding funding for the Workforce Skills Strategy but has not heard back yet. o RE: 5.3 – this is completed o RE: 6 – this will be covered in the finance section of this meeting o RE: 7 – all items are on this agenda 	SL to pursue
3	Membership of the BMG	
3.1	<p>Frontline Groups</p> <ul style="list-style-type: none"> o A decision was reached by email. o 5 organisations were submitted o There were 3 clear choices identified and only 2 seats available, however AWP is now doubling up her seat as both a CVSF rep and a Representation and Communication Hub rep, therefore freeing up a seat. 3 organisations were therefore co-opted. o The BMG therefore welcomed Judith Cousins from Impact & and Vic Else from the Carers Centre to the meeting; MOSAIC have sent their apologies 	
3.2	<p>Expenses</p> <ul style="list-style-type: none"> o EOB sent round a proposal paper regarding expenses, covering an attendance allowance and reasonable expenses o AWP felt there should be a very clear policy regarding this issue for transparency o There was a discussion regarding the accessibility of expenses for COI groups and for Frontline organisations and for small and large organisations o It was proposed and agreed that COI groups and Frontline organisations up to a turnover of £200k per annum, are eligible for reasonable expenses to be covered to allow their attendance at ChangeUp meetings. 	
4	Change Up Eviction from Community Base	
4.1	<p>Change Up Eviction</p> <ul style="list-style-type: none"> o AWP and EOB have circulated the 	

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	<p>correspondence regarding this item</p> <ul style="list-style-type: none"> ○ The meeting felt this was an upsetting development especially as ChangeUp offered an exciting opportunity for the voluntary sector. ○ It was agreed therefore that the BMG should write a letter of support the CVSF Trustees. ○ EOB to draft a letter and to circulate to the BMG by email for approval, prior to forwarding to the CVSF Trustees. ○ AWP reported that they are currently not recognising the eviction notice as they are not in breach of the lease. 	EOB
5	Implementing the IDP	
5.1	<p>Consortia Project Programme Bid Update</p> <ul style="list-style-type: none"> ○ CB will not now reveal the outcome of the bids before mid October. [note from EOB: letter received - we will know by 23rd October] ○ The outcome is now severely delayed, it was supposed to be mid Aug. ○ The reason for the delay has been given as "over-bidding" 	EOB
5.2	<ul style="list-style-type: none"> ○ EOB to keep BMG informed <p>Guidance for groups leading on projects</p> <ul style="list-style-type: none"> ○ SL has circulated a Planning Guidance paper, a Terms of Reference paper and a Project Proposal paper to the BMG ○ Work on Database and Information sheets has already started ○ SL proposed that if everyone was happy that the Guidance papers be circulated to all the lead agencies. ○ This sparked a discussion only having one lead agency for each service area. ○ AWP raised the point that the CVSF is a lead agency for activity that is being carried out in another Hub to the one they attend, therefore it is impossible to be a "lead" in this way. ○ It was agreed to move to Item 6 to resolve this issue. 	
6	The Hubs	
6.1	<p>Function of the Hubs</p> <ul style="list-style-type: none"> ○ A paper had been circulated with some options for future hub meetings following a disappointing September 19th 'hub day' 	

	<ul style="list-style-type: none"> ○ The Organisational Support Hub (OSH) met but was not quorate. ○ The Community Support Hub (CSH) was abandoned due to poor turnout, although an information sharing exercise took place ○ The Representation and Communication Hub was abandoned due to poor turnout, although an information sharing exercise took place ○ JT felt that the Hubs current structure was confusing and that it may be more productive to focus on the outcome topics of the H's ○ AWP proposed a general meeting to include all Hubs to discuss overarching themes. Where the themes break down into particular topics, the Hubs could take a lead on the project planning for these topics. ○ SS raised the issue of leadership. The lead agencies need to take the lead and to co-ordinate the work with the rest of the partners. ○ DN highlighted the point that work is being delivered in the H's and X's that lead agencies are not involved in ○ EOB suggested keeping the separate hubs 'virtual'. ○ SL felt that the point of the Hubs was to help key Infrastructure organisations to work more closely together. ○ The meeting also felt it important that the project delivery process needed to be finalised and circulated to ensure that organisations do not feel that Lead agencies are automatically in line for delivering projects. ○ It was the view of the meeting that the lead agency needs to work on developing a plan with the other partner agencies who feed in regarding the needs and then there should be a commissioning process for who actually delivers. ○ The responsibility of delivering the IDP will rest with the lead agency, reporting to the BMG. ○ MC proposed that a Flow chart of the decision making process be circulated to all Hubs, lead agencies and partners ○ It was agreed that the Hubs should remain a forum for facilitating joint working ○ It was agreed that the next Consortia Hub 	<p>EOB to draft and circulate to BMG</p>
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<p>5.3</p>	<p>Improving Reach Update</p> <ul style="list-style-type: none"> ○ DN reported that a lot of people wanted to bid to this fund. ○ BMECP is working on a bid with MOSAIC. It will be a capacity building project. ○ The Deadline is the 10th October 	
<p>5.4</p>	<p>Travellers Bid Update</p> <ul style="list-style-type: none"> ○ EOB had spoken with Sompriti about a pan-Sussex bid to support travellers. There was an opportunity to include Brighton & Hove in this bid. ○ EOB had subsequently spoken with Sue Forrest from STAG (Sussex Travellers Action Group) and fed back (a) the needs of Brighton and Hove are different to the rest of Sussex (b) those needs are at the level of individual support, not infrastructure support. Funding & other support for STAG itself seemed a higher priority. ○ It was suggested that BMECP could try to include support for STAG through their Improving Reach bid – Doris Ndebele to consider this option 	<p>DN</p>
<p>5.5</p>	<p>Projects Update</p> <ul style="list-style-type: none"> ○ EOB fed back that there is a common database project & good practice information project meeting scheduled for the 19th Oct led by Working Together Project (WTP) and SCIP. All stakeholders invited to attend. ○ The meeting will be held in the Hanover Room at the Brighthelm Centre, 10.30am to 1pm. ○ EOB had circulated the project reports from WTP and SCIP and passed on SCIP's apologies for late delivery. ○ It was agreed by the meeting that in future organisations need to stick to agreed timescales when commissioned to deliver a piece of work. The BMG needs to be professional. 	<p>Carers Centre and BMECP</p> <p>EOB to inform WTP</p>
<p>5.6</p>	<ul style="list-style-type: none"> ○ It was also agreed that the BMG needs to set realistic timescales. ○ It was agreed that the WTP & SCIP to submit its final report by the end of November, <p>Communities of Interest / Widening Reach</p>	

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	<ul style="list-style-type: none"> ○ EOB highlighted that it was an issue that COI are written in all over the ChangeUp structure however they are not engaging. ○ The meeting has now agreed reasonable expenses to cover the costs of these groups engaging ○ JT fed back that money is not always the issue in COI groups not engaging, e.g. SPECTRUM felt it was not a priority part of their remit at the moment ○ AWP fed back that the COI Network (COIN) now has a worker in place –Keith Beadle – who can work with COIN to see how they may be able to be involved. ○ DN said that ChangeUp will be discussed at the next COIN meeting ○ It was agreed that COIN should be the focus if possible rather than having another widening engagement group. ○ EOB to attend the next COIN meeting ○ It was agreed that the Scarman Trust would be the representative for young people on the BMG – until any specific projects are in place 	<p>EOB</p>
7	Finance	
<p>7.1 / 7.2</p> <p>7.3</p> <p>7.4</p>	<p>Budget Update</p> <ul style="list-style-type: none"> ○ An update had been circulated. ○ It was proposed to use underspend to fund additional project manager's hours (see below) <p>Project Manager Hours</p> <ul style="list-style-type: none"> ○ AWP sent around a paper proposing to increase the Project Manger Hours to 16 hours per week. Extra time is needed, particularly with regards to Widening Engagement. ○ It was agreed to increase the hours to 16 per week. <p>Fundraising strategy</p> <ul style="list-style-type: none"> ○ A fundraising strategy must be in context with all the H and X outcomes ○ The outcome of the Consortia Project Programme bid will be crucial to informing this ○ This will be known by Mid October. 	

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8	Monitoring	
8.1	GOSE <ul style="list-style-type: none"> o This is all progressing well 	
8.2	Capacity Builders <ul style="list-style-type: none"> o Nothing to report 	
9	Info sharing	
	<ul style="list-style-type: none"> o Kat Pearce is the new Capacity Builders Southeast Regional Officer o It was agreed to invite her to the next BMG o RAISE want to meet the BMG to see how our IDP links in regionally - JT and EOB to meet with RAISE 	EOB EOB / JT
10	AOB	
	<ul style="list-style-type: none"> o An Agenda point for next meeting to be – what is the BMG's position on new work that arises that is not covered in the IDP. i.e. Mental Health Network 	EOB
11	Next Meeting	
	Next meeting was scheduled as 17 th October. This is now postponed until Tuesday 21 st November 9.30 to 11.30, at Kings House Agenda to be agreed in advance	EOB

Minutes Prepared by: Larissa Steer
 Minutes Approved by: Emily O'Brien