



Minute of a meeting of Dumfries and Galloway Third Sector Forum on Tuesday 23 September 2008 at 10.30 a.m. at Fire HQ, Dumfries

Present:

Miriam Owen, Project Manager	Accessible Transport Forum
Ian Walker, Development Officer	Accessible Transport Forum
Ann Stephenson, Senior Community Worker	Age Concern Scotland
Innes McMinn, Unit Manager	APEX Scotland
Peter Ross, Vice Chair	Building Healthy Communities
Gina McKune, Co-ordinator	Children 1st
Irene Mungall, Chief Executive	D&G Citizens Advice Service
John Dowson, Co-ordinator	D&G Coalition of Disabled People
Joyce Harkness, Executive Officer	D&G Federation of CVS
John Scoular, Secretary	D&G Ileostomy Association
Carole Williams, Development Manager	Elderly Forum
Michelle McCrindle, Chief Executive	Food Train
Helen Turner, Assistant Director	Hollywood Trust (<i>from item 5</i>)
Teresa Kerr, Service Officer	Key Housing Association
Michael Hawthorne, Community Health Mgr	LGBT Youth Scotland
Susan Nicoll, Chief Executive	Princess Royal Trust for Carers
Andy Jack, Area Manager	The Richmond Fellowship Scot. (<i>from item 8</i>)
Angela Cameron, Service Manager	Turning Point Scotland
Carolyn Little, Co-ordinator	UCI
Gillian Vance, Vice-Chair	VOICE

In Attendance:

Liz Thompson	D&G Federation of CVS
Donna Mounce	D&G Council (<i>for item 2</i>)
Lisa Walker, Student Social Worker	Princess Royal Trust for Carers

1. Welcome and Apologies

Joyce Harkness welcomed everyone to the meeting. Apologies for absence were received from Aberlour, Alzheimer's Scotland, Care Training Consortium, D&G Housing Partnership, D&G Small Communities Housing Trust, Parents Inclusion Network, Relationships Scotland, Solway Heritage, SPPA, Volunteer Action D&G, Victim Support, WRVS

2. D&G Single Outcome Agreement and new Community Plan

Joyce welcomed Donna Mounce, from the Corporate & Community Planning Unit of Dumfries & Galloway Council.

Donna gave an update on the development of the Community Plan. She referred to some structural changes, e.g. that the vacant Community Planning Manager post would not be replaced but the work would be taken over by the Corporate & Community Planning unit. She had brought with her copies of the Community Planning structures and the work plan and offered to provide more copies if needed. She said that these were being circulated

in a pack to organisations but this process was being done in stages, so some organisations would not have received the documents yet.

Donna talked about the 2008/09 Single Outcome Agreement (SOA) which would provide the basis for the next plan which would be for 3 years. She acknowledged that the partnership working leading to the current plan had not been perfect and said that work was being done to improve on this for the next plan. In particular, the comments made during the work on the current plan had not been ignored, but many required more work than had been feasible during the time available. It was intended to examine these further. She also said that some comments had not been able to be taken into account because of Government restrictions or because services belonged to other funding mechanisms and the workshop co-ordinators should have explained this. She apologised if this had not been properly explained to participants.

It was anticipated that the deadline for completion of the new plan would be the end of February, but this had not yet been confirmed by Government. It was intended to develop the new SOA alongside the Community Plan. The process would include two workshops – one each in the East and West of the region during the weeks commencing 10 November and 17 November.

It was noted that the “Covalent” performance management system operated by the Council would include work done by voluntary organisations which received Council funding. However it was important to recognise that there were other outcomes which were not being captured and a mechanism was needed to obtain this information.

3SF members welcomed the opportunity to participate more fully in the process and a number of points were made:

- a small working group comprising 3SF members should be set up to look at the “soft” indicators;
- the seminars in November should be full day events to give adequate time for discussion and allow representatives to input to more than one theme if relevant;
- the timetable for completion of the SOA was February 2009 but budget decisions by the NHS and Council were normally taken in November and so there was concern that the SOA would not properly influence expenditure;
- there needed to be flexibility in the outcomes which could be used as, for example, the number of people aged 65+ who lived in their own home was not on its own an appropriate measure in relation to older people;
- 3SF groups with specialised expertise should take the initiative in contributing to the SOA by seeking meetings with the relevant lead officers for the SOA.

Donna welcomed the involvement of 3SF groups and undertook to discuss this with the lead officers’ group, who had been asked by the Joint Management Team to engage with existing groups.

It was agreed that:

- Michelle McCrindle, Food Train would act as the 3SF contact point for older people’s services and would work with the other members involved in providing these services and copy any paperwork to Joyce and Irene. **Action: Food Train**
- Gillian Vance, VOICE would act as the contact for children’s services, on the same basis as above. **Action: VOICE**
- Carolyn Little, UCI would act as the contact for mental health services, on the same basis as above. **Action: UCI**

- ways of involving registered social landlords needed to be found, due to the importance of housing and the opportunity to bring in additional funding. **Action: Fed CVS**
- anyone interested in participating in a working group on “soft” indicators should let Joyce know. **Action: All**
- anyone interested in being trained in “Covalent” use (approx. ½ day) to let Joyce know. **Action: All**

It was noted that the first draft of the SOA was due to be completed by mid December and consultation on it would take place from then until mid January 2009.

Joyce thanked Donna for her input to the meeting.

3. Minute of the meeting held on 23 June 2008

The minute of the meeting of 23 June 2008 had been circulated. There were no amendments and the minute was approved unanimously.

4. Matters arising

3SF Distribution List

The distribution list had been circulated and Joyce informed members of some additional groups which had been added since the list was prepared. Two groups missing were Leonard Cheshire and ENABLE. It was noted that a contact for Leonard Cheshire should be available from the Approved Providers’ Network. **Action: Fed CVS**

Carolyn offered to provide contact details for ENABLE to Joyce. **Action: UCI**

Joyce asked members who had not yet completed the questionnaire to do so as soon as possible and she said she would provide a further copy by e-mail. Answering the questions on staff numbers and turnover were optional but it would be helpful to have an idea of the voluntary sector’s contribution to the local economy. **Action: Fed CVS/All**

5. D&G Compact Update

Joyce reported that a good meeting of the Compact Group had been held in September. It was important that a launch of the Compact took place and it was planned to produce posters and leaflets about the contribution of the voluntary sector and a Compact record form to include what had gone well and what needed to be improved. She asked groups to let her know if they had volunteers who would be willing to speak at the launch event and if they had any examples of good practice in partnership working with statutory services which could be highlighted. **Action: All**

Joyce said that a conference on the Compact was to be held around March 2009 and asked for volunteers to help in planning the event. Michael Hawthorne, John Scoular, Teresa Kerr and Ann Stephenson volunteered. Joyce would e-mail those who were unable to attend to give them an opportunity to participate. **Action: Fed CVS**

Members raised a number of concerns. Included in these were the lack of reference to the Compact or the new themes in this year’s contract, whether there was an ability to accurately measure voluntary sector work and the fact that the points scoring system for funding provided a recommendation to Committee which could be overturned by elected members. Joyce said that this type of issue needed to be addressed via the Compact. She felt that a robust pilot scheme on activity measurement would help to take the process forward.

6. D&G Fairer Scotland Fund

A paper on progress with development of the fund from Dawn Redpath had been circulated. Irene Mungall provided some detail on a few of the points. She referred to paragraph 2.2 and said that working groups had been established to prioritise work in different areas. It would be for the Steering Group to decide on the priorities and what should be funded. Some services would be commissioned directly if there was only one provider at present. Where there was more than one provider, services would be put out to tender. When action plans had been developed, these could be circulated to 3SF members.

Irene reported that Dawn Redpath had been appointed as Fund Manager and a clerical assistant appointment had also been made. There would be 7 key workers, 5 posts and 2 secondments. Posts would be advertised.

It was noted that there was a commitment to funding for 2 years and in the third year the funding would not be ring-fenced.

It was suggested that there might be opportunities for 3SF members to work together to put in consortium bids.

7. Development of the Third Sector Forum

i. 3SF Communication

A paper on communication arrangements was noted. It was agreed that certain items could be “reserved” and the minute kept confidential if sensitive information was involved. In the interests of openness and transparency, this would only be used when unavoidable.

ii. 3SF Action Plan update

The updated action plan was agreed. It was also agreed that the area forums could include local workers from groups already belonging to the regional 3SF if they wished to be involved. Joyce would take this back to the area CVSs who were establishing the forums. **Action Fed CVS**

The action relating to building the capacity of members to represent the 3SF on other groups was discussed and it was agreed that a pro-forma for reporting back would be helpful. It was agreed to put this on the agenda for the next meeting. **Action: Fed CVS**

iii. Partnership Protocol

The revised partnership protocol, with the minor amendment agreed to at the last meeting was noted.

8. D&G Community Health and Social Care Partnership

Joyce had circulated agenda items for the meeting with John Burns, Chief Executive of NHS D&G and asked if members had other points to be added.

Concerns were expressed by some members about the direction on the Community Health Partnership and it was felt that Dumfries and Galloway was lagging behind the rest of Scotland. It was agreed to add an agenda item as to how NHS D&G proposed to progress the CHP and Joyce would research good practice in other areas of Scotland via her CVS contacts.

It was also agreed to raise the issue of capacity of the Joint Commissioning Team which was not strong at the moment and this could influence partnership working with the Third

Sector. Joyce would notify John Burns of the agenda items before the meeting. **Action: Fed CVS**

9. Scottish Investment Fund

A paper on the Scottish Investment Fund was received. It was noted that groups needed to be constituted to take on a loan.

10. Other business

Adult Protection newsletter

The Adult Protection newsletter was noted. Some members had suggested that 3SF should be represented on the local working group. It was agreed that Joyce would get further information from Marie Jackson of Stewartry CVS who was on the national working group and circulate it to members before a decision about representation was made.

Action: Fed CVS

National Conversation event

Joyce reminded members of the National Conversation event on Monday 29 September from 10 – 12.30 at Easterbrook Hall. Alasdair Morgan and Elaine Murray, MSPs would be present. Places were still available and members should e-mail Joyce if they wish to attend. **Action: all**

Community Planning Training Group

It was noted that a new Community Planning Training Group was being established which would deal with providing training on issues such as the national standards on community engagement. Nominations were required by the end of October and 2 representatives from the Third Sector could be nominated (in addition to Peter Ross who would be the independent Chair of the group). It was agreed to nominate Joyce and she would also notify members who were not able to be present of the opportunity. **Action: Fed CVS**

Joint Board Challenge Day

The Joint Community Planning Board was holding a challenge day on 17 October. Joyce was unable to be there and asked if anyone else would wish to attend in her place. Ann Stephenson volunteered to attend.

Information sharing

It was agreed that a standing agenda item of "Information Sharing" would be included.

Digital switchover

Ann Stephenson reported that a support group had been established for the digital switchover to take place in June 2009. The meetings were monthly and the next one was on Thursday 2 October at 10.30 at Castle Douglas Town Hall. Meetings were open and everyone was welcome to attend.

Children 1st

Gina McKune reported that Children 1st was now permanent in Dumfries and Galloway and hoping to expand family group conferences to the west of the region.

Food and Health

Michelle McCrindle reported that she was a member of a national group on food and health including the production of a food and diet action plan. If any members wished to raise issues on food and health, they should contact Michelle.

11. Next meeting

Tuesday 25 November 2008 at 10.30 a.m. (venue to be arranged). It was agreed that if necessary the meeting time could be expanded to include a workshop on the Community Plan and SOA.

The meeting closed at 12.30 p.m.