

Draft notes of the Public Services Board Voluntary Sector Reference Group 3rd November 2016

Present

Dom Chambers – Director Somer Valley FM
James Carling – Local Giving
Chris Head – West of England Rural Network
Andy Thomas – B&NES Council
Louise Harvey – St John’s Hospital
Ian Reynolds – B&NES Council
Mike Plows – B&NES Volunteer Centre
Cllr Paul Myers – B&NES Council Cabinet Member
Caroline Howarth – Bath Area Play Project
Rosie Phillips – DHI
Claire Wynne Hughes – Quartet Community Member

Apologies

Ronnie Wright
John Thornfield
Gill Whitehead
Sue Evans

1) Welcome and Introductions

- Dom Chambers welcomed members to the meeting and asked the group to introduce themselves.
- Rosie Phillips ran through the housekeeping arrangements.

2) Notes of last meeting 24/02/16 and matters arising

- Group agreed notes as true record.
- AT updated on item **5a** of notes – Expression of Interest for the ESIF Social Enterprise & Innovation Programme – This looks very positive that this funding will come through. Discussions are happening about how to use this funding.
- The group thanked Jilly Edwards for chairing these meetings up until now – DC to pass on the thanks.

3) Feedback from PSB meeting 01/11/16

- DC updated group using the draft notes from the 1/11/16 meeting –
 - Confirmed there will be a reassessment of the Health & WB Board.
 - Police & Council confirmed there is a shortfall in budgets
- PM confirmed there is a detailed review of the Council’s budgets taking place and are looking to change and transform services whilst seeking to protect essential front line services.
- AT confirmed the process around budgets & finance will start in November at the Policy Development & Scrutiny Panel then through to the Connecting Communities Forums in Nov/Dec. Request to group to think about how you would like to feed into these conversations.

- Request from CHo for a timeline of meetings so the group can establish when to feed into the forum sessions. AT confirmed all of these meetings are in the calendar on the Council's website – most key meetings are at the end of November/beginning of December.

Key dates as follows:-

- Nov 21st – Somer Valley Forum (DC attending)
 - Nov 22nd – Keynsham Area Forum (MP attending)
 - Nov 23rd – Resources PDS Panel
 - Nov 28th – Bathavon Forum (JC attending)
 - Nov 29th Chew Valley Forum (CHe attending)
 - Dec 1st – Bath City Forum (RP attending)
 - Feb 1st – Cabinet Meeting
 - Feb 14th - Full Council Meeting
- Group confirmed they have someone attending each of these meetings and a request to feedback to this group any discussions/decisions around budgets.
 - Final settlement due in December – formal budget process starts in January.
 - Group agreed the need to meet in early December following the forums.
 - CHe commented that almost all interventions by Avon & Somerset are with those who have mental health issues. Important everyone breaks out of silos to address this issue. It's vital that this sector has conversations on how we engage on this. It's important that this issue & support options reach areas outside of Bath.
 - Vacancy for a co-opted rep for Bath City Forum – JD & Person Spec is currently being reviewed – use this forum to disseminate the information once this is available.
 - CHe raised the note about Curo & Bath College joining this group – AT clarified that they both have links to many organisations and groups – it's an offer to join the group. AT confirmed it's for this group to decide who they think should be included.
 - AT stated it's important that this group puts agenda items forward for the PSB – DC stated that this group will meet at least two weeks before the PSB meeting to ensure we can add items to the agenda.

4) Review purposes of VCS reference group, Terms of Reference & the name of the group.

- Group agreed 'Statement of Purpose' is good as written.
- Roles & Responsibilities – group agreed revised wording as follows:
 - Consider and champion views and experiences of the sector, ensuring that the VCS is a key part of local decision making.
 - Act as a mechanism to raise issues and opportunities for the sector as well as develop innovative joint responses.
 - Support the VCS representatives on partnerships and boards as appropriate.
 - Encourage joined up communications across the sector as well as share resources and expertise.

- A platform to promote & raise awareness of the activities of these volunteers & organisations.
- Group had discussion about resource and a place for all information to be shared. AT offered help in setting up this facility for the group and any associated training. Group accepted offer with thanks and function will be set up as soon as possible. Mark Hayward (mark_hayward@bathnes.gov.uk) is the contact.
- Membership Arrangements –
 - Group agreed this isn't a fair representation of organisations. Request to share terms of reference with wider independent sector & how they might feed into it.
 - CHe suggested a larger gathering of groups to have a wider conversation at an event in Spring 2017 & don't have a formal CSV organisation that pulls in all groups.
 - Existing group to be known as 'Core Group' (of no more than ten people) with point made in TOR around this list is reviewed annually.
 - AT request to put something into TOR around 'engaging with a wider group of organisations' and to have an 'Annual Conference/General Meeting'.
 - Request from CHe to add something into TOR around what representation means – 'Representing your organisations & networks at meetings and disseminating information back out' & also need to ensure that there will be 'Senior Representatives from organisations' so that the right people are there. 'The VCS Reference Group will consist of Senior Representatives from the following groups' (under title 'Membership Arrangements').
- DC summarised that the overall role of the group is a steering group.
- AT to source existing document around mapping of all groups & organisations to enable discussions around rationalisation of the groups. This will be put on the sharing platform for viewing.
- Request for this group to organise a meeting in December to focus on budget issues. The following meeting to have a discussion about an Annual Conference.
- Request to set up meeting dates for the rest of the year – 2017.
- Existing list of ten organisations under Membership Arrangements to remain until decisions are made about membership/attendance at the Annual Conference.
- Name of Group – Suggestion made of '3SG Core Group' agreed by group.
- DC to invite Bath College & Curo to the group's AGM stating that the group is thankful for their offer and that we are currently restructuring but will be sure to invite them both to the AGM next year.
- Agreed Chair will be DC and Vice-Chair will be RP. Future agendas should be communicated by the Chair but not populated by the Chair. Representatives on other groups & boards to be decided by the group as & when required.
- PM requested that there is a co-ordinator for this group – provided by the Council in the short term.
- Request to have a rolling schedule of agenda items to better plan for these meetings.
- 4d – Quorum – decision made to change to three core members.

- Change any reference to VCS reference Group to '3SG'
- 4b - Meetings – request to add 'Have the power to organise a third sector open meeting for wider sector as & when required'. If it's an open meeting it would need to be on a specific topic.
- DC agreed to form agenda for next meeting.
- Request to change wording on 5c/bullet point 2 to 'By requests from the wider sector'
- Group agreed to remove 5d from TOR document.
- DC to change TOR document based on all noted comments.

5) Update contact list for future meetings

- DC to liaise with LH on any potential groups that could feed in & influence with agenda and let them know that there will be an AGM.
- This meetings forward agendas as follows:
 - December – Core Group meeting discussions on the budgets.
 - January – Core Group meeting to plan AGM.
 - February/March – Potential open AGM meeting.
- Clarification that the Core Group consists of all groups at this meeting with the following organisations acting as advisors to this group:
 - Quartet
 - St John's
 - Localgiving
 - B&NES Council
- Group agreed next meeting date of December 8th – 10am - 12pm – AT to source suitable room in Bath. Meeting is discuss the budget

6) Update on the new Volunteer Network for Bath & NE pilot

- MP shared latest version of the Volunteer Network Terms of Reference.
- Steering group now a group of seven people and is progressing well. Richard Brooks now coordinating this group.

7) AOB

- MP – findings of 'State of the Sector' – Mike attended meeting and is currently talking to Bath Hacked and David Singleton around what we can do with all of the available data and ways of sharing that.