

**Big Local Steering/Partnership Meeting Notes**

**20th August 2014**

**St Oswald’s School**

1. Notes taken by Jo
2. **Apols.** Anne, Jackie and Sandra
3. **Actions from the last meeting:**
	1. Additional meeting 3rd September 7.00pm confirmed see note on agenda
	2. Post of Community Development Worker for DY10 advertised. Interviews 9th August
	3. We now have the Pathway funding agreed. Thanks to Jayne for proof reading the application and Helens for her support in “pushing it through’. Pathway Application monitoring points for each activity to be produced on a table.
	4. Vestia’s statement on profile as well as the budget statement pre application both ‘diatributed’
4. **Review of Partnership structure. Changes in bold capitals**

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| 1. Format of meetings

**AGREED** | Monthly calendared meetings. Note taker Jo. 7.30pm at St Oswald’s School. Action notes to be taken at the meeting and recorded in the Big Local notebook. |
| 1. Who can attend the meetings?

**AGREED** | Partnership members, invited guests, Coordinator employed by Vestia in the short term, other support worker, in the longer term Local Trust advisers and personnel.  |
| 1. How are agendas created?

**AGREED** | Agenda set at the meeting for the next meeting. Urgent items via the Chair. AOB at the Partnership meetings.  |
| 1. Who can vote?

**AGREED** | Partnership members. |
| 1. **When is a meeting quorate?**

**AGREED** | When 7 Partnership members are present. |
| 1. What paperwork is sent out prior to Partnership meetings.

**AGREED** | Agenda. Any documents that the Chair feels need to be read in advance. |
| 1. What items are confidential?
 | Internal disagreements. Anything that the Partnership deems as necessary **AT** relevant meeting. Confidential matters should not be discussed outside of the meeting, unless a sub group has been set up to deal with the confidential matter. **STAFFING MATTERS** |
| 1. Who can call a meeting?
 | There are regular calendared meetings. The **CHAIR OR 7 MEMBERS** can call an extraordinary meeting. Additional meetings could be called as a result of discussions at Partnership meetings e.g working groups or sub-groups |
| 1. How are decisions made?
 | There will be a proposer , a seconder and then a vote. Voting to be by the appropriate agreed method **E.G. BALLOT OR SHOW OF HANDS** |
| 1. How are conflicts, issues and disagreements resolved?

**TO BE DISCUSSED AGAIN NEXT MEETING** | Frank and open discussions at meetings. In cases **OF UNRESOLVED** conflict Rose Lawley **OR HELEN FAIRWEATHER** will be approached to mediate |
| 1. How will meetings or part meetings be run if there is a conflict of interest.

**AGREED** | Member(s) to declare their interest at the beginning of the meeting. Member(s) to leave the meeting while discussion/decisions take place. |
| 1. How are conflicts of interest recorded?

**EMAIL JO WITH INFO.****SARAH TO OBTAIN CONFLICT OF INTEREST FORM.** | List of members interests to be collated and kept at the back of the Big Local DY10 minutes book.**WILL BE AGENDA ITEM AT PARTNERSHIP MEETINGS.**Minutes of relevant Partnership meetings. |
| 1. **SUBGROUPS**
 | **TO BE FORMED AS AND WHEN NECESSARY AND MAY INCLUDE ADDITIONAL INVITED EXTERNAL PARTNERS** |

**5. Draft structure continued.**

n. **How many meetings can a member miss before being asked to resign.**

Apologies in advance of a meeting needs to be communicated to a member of the partnership prior to the meeting. Special dispensation can **made for the personal circumstances of members.**

**To be discussed further at the next meeting. Plus recruiting new members**

**o. Communications**

General policy is to be paper free wherever possible. The main communications between members will be by email. However a paper copy of agenda will be available at all meetings.

Further discussion on ‘o’ at the next meeting.

6.Newsletter

* J. N led this item. Current thinking on format.
* Front page possible article from the chair. Inside 4 key priorities/themes. Back page – safeguarding article. Partnership overview.
* Pull out. Side To look like a wall with post it notes with services in the community. For local doctors – leave a space for own use. Polish church to be included.
* Suggestion of adverts to fund the newsletter.
* Side 2 maybe a calendar but would be small.
* Pictures key to attract interest
* Essential information to be in other languages
* Use ‘your’ rather than ‘their’
* Pull out duplicate in other languages – Sandra is finding translators

Additional comment - Profile – need to get costing off Vestia

Jayne to continue with ideas

AOB

* + - 1. Big Local evaluations distributed – members asked to complete and return by freepost
			2. Advert for Big Local Community Development Worker distributed and members asked to circulate them to other groups/shops/churches etc. Second paragraph of advert may be misleading – not administered by local trust - too late to change.
			3. Networking meeting – HF needed an update. Agreed to have one once our plan is approved.
			4. Rob will keep us updated on the Liverpool/Lancaster Universities research into the impact of Big. Local funding on well-being and public health.
			5. John reported on a conversation he had had with Peter Bassett (WFDC Conservation Officer) in which Peter suggested that the old Horsefair cinema might be a suitable venue for a local community centre. John is going to find out more about this if he can – i.e. ownership/availability.
			6. Vanda asked for clarity on personal interests.

Meeting ended at 9.02pm

**Next meeting**: 17th September at St Oswalds at 7.30pm

**Agenda items to date are:**

1. Apols
2. Agreeing notes other than items on the agenda
3. Conflicts of interest
4. RL feedback
5. Conflict of interest form
6. LTO advert
7. HF future role
8. DY10 Community Development Worker update
9. Review of Partnership structure M to O
10. Newsletter update
11. Chris Allen – the Plan update and discussion.
12. AOB

Please note this will be the agenda unless urgent circumstances change this