

**Big Local Partnership Meeting Notes**

**17th February, 2016**

**St Ambrose Social Club**

1. **Present:** Helen, Sarah, Brenda, Steve, Alex and Jayne,
2. **Apols.** Jo, Terry, Siri, Tammy, Adrian
3. **Agreeing the notes from last meeting:** As not quorate, it was decided Alex would circulate the notes to absentees with a recommendation from the meeting that the notes should be adopted.

Alex is to contact Joanne regarding the Sharon Tansley project.

4. **The Plan.** Updates to the following pages were circulated and discussed with minor adjustments:

* 1. Introduction from the Chair
	2. Partnership Working– Our Big Local Partnership, to now be an overview of our Review Day in October 2015
	3. Social Investment
	4. Key Priorities

Other tweaks were highlighted. Steve suggested that all revised text should be in a different colour for easy of reviewing. Jayne to do this.

The Revised Plan will be circulated to the Partners and they will be asked to respond by a certain date if they are NOT happy with any elements.

5. **Policies and Procedures**: Discussion took place over the **Purchasing** and **Procurement** Policies which were being developed and it was agreed that Procurement and Purchasing were two separate protocols.

**Expenses**: Helen did not think that she should sign off on Partners expenses. These will therefore be signed by either the Chair or Vice Chair. With a minor correction the Allowances for Expenses document and Expense Claim form will be circulated.

6. **Grants Update**: Jayne shared the results of the first round of Grants funding. A total of £6,581.80 has been awarded. All Partners will be circulated with the results.

7. **CDW’s Reports**, Alex had been preparing Purchasing and Procurement documents for Partnership. She reported that progress was being made on the Horsefair Project with various meetings and quotes being obtained. She had attended the Weavers Cottages Advisory Group, Big Chat networking with other areas and an LTO event that was very useful.

 Jayne updated on progress of the Families Summer Programme, the next Breakfast meeting being March 10th. Also shared the Key Priorities Matrix with the Grants added in and showed how many of our Theme Codes were already being addressed.

8. **Feedback from Big Chat:** Brenda came back from this event with a list of numerous items she had learned! Briefly, she was inspired to hear that some CDW’s are either self-employed or have formed companies that contract to the Big Locals. Some have formed Charitable Benefit Societies to enable them to enter asset transfers with their councils. (Possibility for us with the children’s centre in Sion Avenue as a hub.)

Video recording should be used and then uploaded to YouTube.

Brenda had spoken a Muslim lady, Syeda, about the issue of gambling/lottery money and she had said it was a local issue and that there are ways around it.

Steve Evans, a counselor in Wolverhampton works with the local Partnership and would be willing to visit and talk to our councilors about the benefits of working together.

Using University students to help with projects.

9. **A.O.B. Helen asked that Partnership Development was added as a topic.** She suggests we put together a brief depicting what type of training we want and she will help find someone appropriate to deliver it. Sarah to take the lead on this.

There was then an informal discussion about increasing numbers in the Partnership and we decided to hold an **Open meeting** – Alex to sort. We should use all means available to get people to come along and review our progress so far: