

**Partnership Meeting**

**Notes**

**20th March 2019,**

**St Ambrose’s Social Club,**

**7.00 pm to 8.30 pm**

1. **Present:** Jayne, Brenda, Robert, Matthew, Helen, Siri, Sarah, Adrian, Vander and Colby

**Apologies:** Steve, Jo, Bethany

1. **Notes** from January meeting read and approved.
2. **Conflicts of Interest** on agenda items for this meeting – Vander Personal Development request.
3. **(Items 4 and 5 switched to allow Robert to leave early.) LTO- St George’s Finance Update**- Robert handed out his most recent expenditure report to partners. There expenditure since St Georges have been the LTO is £39,7334.51. Robert explained how the 5% management fee would be worked out. All agreed it was helpful to have this monthly update.
4. **Better Business Opportunities (BBO) – Richard Mettrick**

He guest speaker from BBO, Richard, outlined this National programme with European money that seeks to work with those who are long-term unemployed and help them back into work with personalized 1:1 help from a jobs coach. 6 of these work in Kidderminster area. The criteria to receive the services is: over 18 and not in paid work. Across Worcestershire this is producing much better results than other back-to -work schemes with 57% positive outcomes out of 891 people on the scheme.

Partners agreed the value of the scheme in our local area and discussed ways to get our community involved. They agreed we should work with BBO to promote in Big Local area and a worker(s) should meet with the job coaches to familiarize them with our project. Sladen View could be a venue for the job coaches to meet their clients.

More info available at [www.fusionworks.co.uk](http://www.fusionworks.co.uk)

1. **Update on New Plan Submission** Brenda explained that although we had met the deadline and met with the plan assessor, who was happy with our new Plan, the Local Trust were asking for further accounts from the LTO, even though these were only submitted last summer when we appointed St George’s. Therefore the Local trust are saying out old plan will run until April 30th not March 31st as we planned.
2. **Diversity and Equality and Inclusion Statement.** In light of recent high-profile people causing upset with ill-chosen words, we conducted an exercise to develop a Diversity, Equality and Inclusionstatement to add to our Terms of Reference (TOR). This statement will be circulated to all members for their agreement. It should be updated regularly and Partners should be aware so as not to cause any offence to others. The Partners will then be required to sign to accept the new TOR.
3. **Update Sladen View** A proposed booking form for Sladen View was circulated and adjusted. The Fire Risk Assessment was also discussed. Brenda also shared that the first 14 families that Home Start/Family Psychologist will be working with are from our area and the sessions will take place in Sladen View. We discussed options for how to allow entry to SV and the need for a cleaner.

**Furnishings**

Examples of possible furniture were shown and options discussed. Partners agreed to order a black 2-seater sofa and armchair in wipeable leather for the consultation room for £648 from SC Furniture, Stourport Rd, Kidderminster and 6 folding tables and 20 folding chairs on trolleys for £1252.80. This combination would make the Sladen View space very flexible on it layout for various activities with the trolleys being stored in the lobby when the space was in use. (Since the meeting a further discount on the tables and chairs of around £100 has been secured.) This expenditure was **proposed by Sarah and seconded by Matthew and carried unanimously.**

1. **Summer Activities – Picnics.** Jayne shared a quote from Home Start to provide their workers for the picnics this year to allow for the Big Local workers to work more building at

relationships and not to accrue so much TOIL as in previous years. With a note of caution that we should not become over reliant on Home Start, the Partners agreed to the expenditure of £1180 under the old plan for this year only with other funding options to be explored for next year. **This was proposed by Vander and seconded by Sarah and carried unanimously.**

1. **Personal Development request – Vander Browning.** Vander submitted her request for funding for a City and Guilds Level 3 in Education and Training college course and food hygiene course renewal. Adrian remarked that it was money well spent! The funding required is £414. The Partners felt that there would be other expenses in addition and it was **proposed by Sarah and seconded by Adrian that we fund Vander for £500. This was agreed unanimously**. Since the meeting Vander has had her interview which she passed with flying colours but it has become apparent that she will require a laptop and Office programme to complete the course which starts in May. An email round to the other 9 Partners to request an additional £200 towards this resulted in all responders (7 out of 9) agreeing to the extra for a total of £700.

It was also confirmed that Matthew would receive £120.00 for his Personal Development request as approved in the February meeting.

**A.O.B.**

 **Home Start** - A request to extend our current contract with Home Start for a further 3 months to the value of £7,007 was discussed. A motion to do so was **proposed** by Matthew, **seconded** by Brenda and was carried **unanimously**.

**Job Description**. The JD for the new position of Fund Raising and Project Manager was circulated and slight amendments made ready for advertising when the new Plan was approved.

Partners wished to be at the **St George’s Fun Day on April 20th** maybe asking questions to the Public. Ideas would be circulated. Jayne said neither workers were available for Spring into Summer June 2nd.

Our next Partnership meeting will be on the 17th April at 7pm.