**Notes of Partnership Meeting**

**16th September 2015**

**St Ambrose Social Club**

**7.00pm to 8.30pm**

1. **Attendees:**

**Members:**  Brenda, Jayne, Sarah, Tammy, Helen, Jo, John, Alex, Helen.  
**Apologies:** Terry, Steve, Adrian, Vander.

1. **Agreeing notes of the last meeting:**  
   Sarah proposed and Jo seconded. All agreed.
2. Steve will be invited onto the Partnership at the next meeting.
3. **Conflicts of interest for agenda items:** Non declared.
4. **Welcome Alex Powell**  
   The Partners were introduced to Alex who presented a draft two year Delivery Plan for the Children and Young People theme. Alex explained the rationale behind delivery plans and suggested she begin the process of developing plans for all 4 themes. Sarah proposed we adopt this methodology and Jo seconded – all agreed. There was further discussion around delivery groups and how the Partnership can maintain strategic oversight without the pressure of doing everything themselves.  
     
   **ACTION** - Alex to begin process of developing Delivery Plans for the 4 themes.  
     
   **ACTION** - Alex and Jayne to explore potential buildings in Broadwaters, Horsefair and Greenhill, with a view to looking at their potential for advertising the Big Local and their use for ‘Access to Support’ delivery, within the community. Report back at the next meeting.
5. **Update: Jayne Nicholl**a) Jayne updated on the summer programme park activities, bouncy castle and football. There were 111 young people registered for the football sessions, the St George’s sessions were especially well attended. Meeting next week with external partners to begin to flesh this out. Sarah expressed an interest in going and Jo asked for clarification as to whether she could wear ‘both hats’ - general agreement that you could only realistically have ‘one hat’.

b) New Terms of Reference have been added to the website including the agreed protocols from the last meeting.  
  
c) Brenda and Jayne met with Mike Parker (Director of Economic Prosperity and Place - EPP) about the EPP future plans and how they fit with the Community Action Plan. On October 1st Linda Collis and Mike Palmer will be presenting the strategic plan for the next 10 years – All partners are welcome at Finepoint at 4.00pm.  
  
d) There will be a consultation meeting with Rebecca Brown on October 7th including a workshop on future plans for Churchfields. Brenda expressed the importance of Partners being involved as it would be an opportunity to directly influence local planning. John noted there was a plan dated 2011.   
  
e) Jayne updated that meetings are scheduled with 6 Towns Credit Union and on 24th September, a wide range of local agencies will be attending the first planning meeting for summer activities for vulnerable young people. It is anticipated that this group will evolve into the Children and Young People’s Working Group. It was agreed that Sarah would also attend this meeting.  
  
f) Four of the five local primary schools are attending the Environmental Challenge Day on 17th September.

g) Skills Audit and Conflict of Interest forms were circulated again – please can all members complete these.   
  
h) Jayne thanked Jo and John for their feedback on the Grants process and paperwork.  
  
i) Networking event 17th October - Brenda, Jo, Sarah, Tammy and Alex all expressed an interest to attend.

1. **Grants Process**  
   There was more detailed discussion around the Grants process and paperwork. John asked for clarity around how much responsibility would be delegated to the Grants sub-committee, i.e, anything up to £2,000 could be approved or would it need to be reviewed by the Partnership. There was a general consensus that there would be delegated authority and an independent Chair was essential.

**ACTION** - Jayne and Alex to look at process for recruiting an independent Chair and see if there are potential local candidates. Jayne and Alex to meet Homestart to shape up a project/proposal.

1. **Reviewing the Plan**  
   Annual review to take place on 24th October. Helen checked that all Partners had received the Review documentation.

**ACTION** - All members to reflect on the composition of the Partnership and whether we needed other partners and what skills they would need.   
Helen highlighted the good processes that the Partnership had already put in place for inviting new potential members onto the Partnership.   
**ACTION** - Helen asked all Partners to complete the Partnership Monitoring Form ideally in advance of the Review.

1. **AOB**a) Brenda asked the Partners a series of questions on behalf of Vestia who are carrying out a satisfaction survey.  
     
   b) **ACTION** - Alex and Jayne to work on delivery plans around themes. Currently we could not get involved with any external projects as we have no delivery plans - other than those already in the pipeline i.e. School activities and actions around the Children and Young Persons delivery plan and the Homestart project which had been started some months ago.

c) John informed the group that unfortunately his health was deteriorating and it was time to formally resign from the Partnership in order to reduce his workload and commitments. He is still keen to remain involved and informed, but will no longer be attending as many meetings. Brenda thanked John for all of his support and valuable input. It was agreed that John will be sorely missed by all the Partners.  
  
d) **ACTION** - The next Partnership meeting will take place 9.00am -10.00am on 24th October before the Partnership Annual Review (10.00am – 3.00pm) and will include Alex and Jayne reporting back on their progress.  
  
e) **ACTION** - Room booking to be taken over by Alex.

1. **Date of Next Meeting:**  
   24th October 9.00am – 10.00am at St Ambrose Social Club (followed by Annual Review).