

ChangeUp
Pre-Assessment Consortium Meeting
MINUTES

19th November 2007

ACTION

Present: Joyce Tapper [LBH], Lynn Morris [Havering PCT], Mark Jordan [ACE], Kim Guest and Stephanie Lane [HAVCO]

Apologies: Heather Ball [CAB], Phil Miller [LNECF], Richard Ladipo [SESU]

1. Minutes from Previous Meeting

The minutes from the previous Consortium Meeting were agreed as a correct record.

2. Terms of Reference

Following discussion the Terms of Reference were agreed subject to the following change:

- Consortium meetings to be held on a quarterly basis

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3. ChangeUp Shared Vision

In line with the Consortium Development Improvement Plan meeting attendees identified the following vision and mission statements:

Vision

To respond positively to the needs of the voluntary and community sector in Havering.

Mission

The infrastructure organisations in Havering will provide support which will build and empower local frontline voluntary and community organisations through working together.

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Vision and Mission to be emailed to Consortium members for agreement before inclusion in the Infrastructure Development Strategy and Infrastructure Business Plan being submitted to Capacitybuilders at the end of December 2007.

4. Business Plan/Strategy - priorities

Summary data identifying priorities from consultations held with local

voluntary and community organisations was distributed to Consortium members for information.

Following discussion the aims and objectives (handout) were amended during the meeting in light of priorities identified, as above and Consortium suggestions. It was agreed that the following statements be emailed to Consortium members for agreement by 30th November 2007, with the final version distributed to local voluntary and community organisations for feedback before being included in the Business Plan and Strategy.

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Aims

The Havering ChangeUp Consortium will support voluntary and community organisations (VCOs) in Havering by:

- *Providing accessible infrastructure support services to local frontline voluntary and community organisations to a high standard.*
- *Ensuring infrastructure support meets the needs of local frontline voluntary and community organisations for increased sustainability.*
- *Capacity building infrastructure support organisations to develop and maintain appropriate services to front line organisations.*
- *Ensuring equality and diversity underpins ChangeUp delivery and vision.*
- *Identifying models of good practice for stakeholder engagement.*
- *Promoting ChangeUp good practice, associated delivery and support through a variety of media.*
- *Ensuring the ChangeUp vision informs activity, actions and underpins monitoring.*
- *Gathering evidence to support the ongoing development of the Consortium services.*
- *Avoiding duplication through bringing providers together and delivering comprehensive support services.*
- *Developing and providing training opportunities for local voluntary and community organisations.*
- *Identifying models of good practice for performance management and impact assessment.*
- *Providing networking opportunities for voluntary and community organisations to work together in partnership.*
- *Developing skills of Consortium members.*
- *Working with sub-regional and regional bodies.*

Objectives:

The objectives which are outlined below indicate how the Consortium plans to achieve the above aims over the next 6 years:

- *Support and develop frontline organisations through the development of relevant services.*
- *Increase the capacity of infrastructure support organisations to deliver a comprehensive sustainable range of services.*
- *Develop a single equality scheme to promote the equality and diversity agenda.*
- *Increase and improve the quality of support available to the sector in implementing performance improvement tools locally and through sub-regional and national resources.*
- *Improve the effectiveness, representation and quality of Management Committee/Trustee Boards within the voluntary and community sector in Havering.*
- *Respond to local need for affordable, suitable office, meeting room and training space for the local voluntary and community sector, including the setting up of a shared building.*
- *Ensure access to affordable, high quality financial management support.*
- *Improve the quality of funding applications and increase VCS awareness of commissioning procedures and sustainable funding streams.*
- *Improve current support available to the local voluntary and community sector around recruiting, training and developing volunteers and volunteer management.*
- *Develop a greater range of local accessible services to develop the local voluntary and community sector workforce and support human resources issues.*
- *Improve local ICT support and develop robust ICT strategies.*
- *Ensure that the consortium is open and transparent and has robust communication methodologies.*
- *Develop the Consortium, ensuring it becomes 'fit for purpose'.*

5. Consortium Development Improvement Plan - timetable

Copies of the Consortium Development Improvement Plan were distributed to attendees. It was noted that actions identified would be included in the Business Plan and Strategy and that information regarding equality schemes and performance management would be provided by Joyce Tapper.

Joyce also agreed to work with voluntary and community groups on completing the HR Health Check document. Stephanie to forward the

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form via email.

5. Any Other Business

There was no additional business other than that included on the Agenda

6. Dates of future meetings

Suggested future meeting dates to be emailed to Consortium members for agreement. Email correspondence to be utilised regarding decisions and feedback on the Business Plan and Strategy between meeting dates.

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