

**ChangeUp  
Pre-Assessment Consortium Meeting  
MINUTES**

20<sup>th</sup> June 2007

**ACTION**

**Present:** Heather Ball [CAB], Phil Miller [LNECF], Kim Guest and Stephanie Lane [HAVCO]

**Apologies:** Joyce Tapper [LBH], Mark Jordan [ACE], Amanda Lewsey [SESU] and Paul Kennard [Havering PCT]

**1. Minutes from Previous Meeting**

The minutes from the previous Consortium meeting were distributed via email and at this meeting – minutes to be agreed at the next Consortium meeting.

**2. Pre-Assessment**

**Development Toolkit**

Copies of the Capacitybuilders Development Toolkit were distributed to Consortium members. Stephanie Lane provided an overview of the Toolkit and the assessment process.

**PEGS Analysis**

Following discussion a PEGS (Political, Economic, Geographic, Social) analysis was conducted in relation to influences, both local and wider, on the ChangeUp Consortium (see attached). Suggestions were recorded on the flip chart in preparation for the Assessment Day taking place on 23<sup>rd</sup> July 2007; Stephanie Lane to prepare these ready for discussion.

**SL**

**Individual Assessment**

It was agreed that individual assessment forms should be completed by Consortium members during the Assessment Day.

**3. Progress Report**

**Consortium Awayday – comments**

Comments were invited from attendees concerning the Consortium Awayday for inclusion in the Report.

**Consortium  
Members/SL**

**Governance Awaydays**

Stephanie reported that Liberty Credit Union and Sickle

Cell/Thalassemia Support Group of BDH had applied for £1,200 and £400 respectively, to hold Governance Awaydays with their management committees. These had been agreed as funding was available through the Capacitybuilders project under workforce development.

### **Legal Training**

It was noted a further two training courses on HR and Premises would take place in July through the East London CVS Network ChangeUp funding. These courses would be available to VCOs in Havering, Redbridge and Barking & Dagenham; the premises training to be held in Havering.

### **Premises**

Stephanie Lane provided a progress report regarding the premises project, the following of which is a summary of items discussed:

- A meeting has been scheduled to take place on 18<sup>th</sup> July 2007 for VCOs with premises needs; groups were also asked to contact Stephanie regarding spare capacity which could be utilised by other VCOs.
- The invite/request had been publicised in the HAVCO Newsletter and through Consortium members.
- Information on premises needs to be collated and included in a report, and resource booklets compiled regarding premises for hire and catering facilities.
- Research was being conducted into local buildings on the market which would be suitable for VCOs to share.

**SL**

#### **4. Any Other Business**

There was no other business further to that included on the Agenda.

#### **5. Dates of future meetings**

The next Consortium meeting to take place after the Assessment Day on 23<sup>rd</sup> July 2007. Stephanie to circulate a list of suggested dates to Consortium members.

**SL**