

**ChangeUp**  
**Pre-Assessment Consortium Meeting**  
**MINUTES**

24<sup>th</sup> September 2007

**ACTION**

**Present:** Heather Ball [CAB], Phil Miller [LNECF], Richard Ladipo [SESU] and Stephanie Lane [HAVCO]

**Apologies:** Kim Guest [HAVCO], Joyce Tapper [LBH], Mark Jordan [ACE] and Paul Kennard [Havering PCT]

**1. Minutes from Previous Meeting**

The minutes from the Pre-Assessment Consortium Meeting were agreed as a correct record.

**2. Terms of Reference**

Following discussion it was agreed that the following information should be included in the Terms of Reference:

- Communication strategy for Consortium members to receive and respond to ChangeUp information – to include correspondence through emails, hard copy.
- Contact website details regarding ChangeUp to be included as Appendix.

Stephanie to email updated Terms of Reference to Consortium members by 27<sup>th</sup> September 2007 for responses and agreement.

**SL**

Terms of Reference to be reviewed annually.

**3. Progress Report**

Copies of the Progress Report were distributed to attendees for discussion. It was noted that telephone calls as well as questionnaires should be used to engage local VCOs in the business plan and strategy consultations.

Results of these consultations to prioritise areas of infrastructure needs for support through development workers and future projects. Priority areas were identified by meeting attendees as:

- Support around the development of funding contracts for smaller and some larger VCOs.
- Distribution of information relevant to capacity building and to ensure positive engagement in ChangeUp.

- HR support.
- Trustee engagement.
- Development of understanding around Social Enterprise e.g. VCS as business.

#### **4. Capacitybuilders**

Stephanie to email the Self Assessment Summary and Consortium Development Improvement Plan for feedback and identification of timetable and leads.

**SL**

#### **5. Any Other Business**

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

#### **6. Dates of future meetings**

Suggested meeting dates to be emailed to Consortium members for agreement. Email correspondence to be utilised regarding decisions and feedback between meeting dates.

**SL**