

**ChangeUp
Consortium Meeting
MINUTES**

9th February 2007

ACTION

Present: Mark Jordan [ACE], Heather Ball [CAB], Joyce Tapper [LBH], Kim Guest and Stephanie Lane [HAVCO]

Apologies: Amanda Lewsey [SESU], Paul Kennard [Havering PCT] and Mike Palfreman [Age Concern]

1. Minutes from Previous Meeting

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

2. Progress Report

Governance Awaydays

Stephanie Lane provided a progress report concerning the Governance Awaydays, the following of which is a summary of items discussed in relation to this report:

- Relate has invited senior staff from the organisation to attend their Awayday with Management Committee Members
- Homestart has requested further information regarding holding an Awayday

It was agreed that resources including codes and toolkits be purchased from the Governance Hub for distribution to all organisations holding Awaydays. Stephanie to look at the budget for this.

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Joyce Tapper reported that further work in relation to Governance could be done around volunteering infrastructure development.

Legal Training

It was noted that legal training sessions around accommodation and HR had been scheduled to the end of March 2007.

3. Putting the Havering Infrastructure Plan into practice

Following discussion it was agreed that the Action Plan would be updated with recently achieved outcomes and ChangeUp delivery and

then forwarded to Consortium members for information.

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4. Any Other Business

Kim informed Consortium Members that the post for the Premises Manager had been advertised. It was noted that work around asset transfer was being conducted through Future Builders.

Kim also reported on the current status of funding bids submitted under the Big Lottery BASIS programme:

- The bid for the Information Officer's post had passed the first stage and the second stage bid was in the process of being written. If successful this post would ensure that ChangeUp publicity and resource material would continue to be designed and forwarded to voluntary and community organisations in Havering. It would also enable the set up of service provision around printing and design which would be available for groups to utilise.
- The ICT Sub Regional bid had been unsuccessful, further funding was being sought from other programmes.

5. Any Other Business

The next Consortium meeting to take place after the Awayday in May 2007. Stephanie to circulate dates to Consortium members.

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