

**Minutes of the Devon Consortium Management Board Meeting  
Tuesday 27 July 2010  
9.30am-12.30pm - Exeter CVS**

**Present:**

Jay Talbot – CCD (Secretariat / Accountable Body)  
Alistair Macintosh - Exeter Community Initiatives (Chair)  
John Bunting – Exeter CVS / DACVS  
Mark Goodman - Voluntary Youth Services Devon (Children and Young People)  
Emily McCarthy – Volunteer Centres Devon (Volunteering)  
Jane Warner – CCD (Finance / Accountable Body)  
Sue Craythorne – Devon County Council  
Diana Crump - Living Options Devon (Diversity)

**In Attendance:**

Sarah Prior - Exeter CVS (Minutes)  
Karen Nolan – West Devon CVS / DACVS (Secretariat)  
Emma Treby – Living Options Devon (for Item 4c)  
David Kinross – TTVS (for Item 4d)

**Apologies:**

Ann Ovens – Age Concern (Older People)

*(NB: CB = Capacity Builders, CCD = Community Council of Devon, CDF = Consortia Development Fund, COI = Community of Interest, CPP = Consortia Projects Programme, DACVS – Devon Association of Councils for Voluntary Service, DC = Devon Consortium, DSP = Devon Strategic Partnership, FCR = Full Cost Recovery, LAA = Local Area Agreement, LPSA = Local Public Service Agreements)*

	<b>Item</b>	<b>Actions</b>
<b>1.</b>	<b><u>Minutes of last meeting 25 May 2010 – for agreement</u></b>	
1.1	The minutes of the meeting 27 May were agreed.	
<b>2.</b>	<b><u>Action points / matters arising not already on agenda</u></b>	
2.1	<p><b>Item 2.1</b> – The deadline for EINA’s has now been rescheduled for 30 July 2010. One has already been received from the Service User Engagement Project. To be discussed at the next Project Leads meeting.</p> <p><b>Item 3.4</b> – Item carried forward - Alistair to liaise with Karen over possible functions of a Policy/Communications officer.</p> <p><b>Item 3.8</b> – Karen is still chasing contribution to the representation fund from NHS Devon (£4K), DCC (£4K), Devon Fire and Rescue (£1K) and the Police are unsure whether they can provide any funding. In relation to district contributions, West Devon CVS has received funding but each district differs and there is little consistency. Chief Executives of local CVS’s are looking into it and John Bunting will discuss further with DACVS colleagues. Caroline Rae and Sue Craythorne met last week with Patricia Duplock (SCP Representation Programme) and provided an outline of what funding is theoretically agreed for the future however it is thought that at this early stage in the project it is unrealistic to expect her to pick up the issues. Sue</p>	<p align="right"><b>AM / KN</b></p> <p align="right"><b>JB</b></p>

	<p>Craythorne has emailed John Bunting and Sarah Prior to confirm the DCC contribution to the Compact.</p> <p><b>Item 3.7</b> – Jay is to meet with Paul Shand (GOSW Devon Locality Manager) shortly and will feed back following that meeting.</p> <p><b>Item 3.11</b> – Item carried forward – Karen will liaise with Jay Talbot and present a paper outlining the additional contribution from the SCP programme at the next Management Board meeting, in light of comments made at last meeting and DCC contribution to Compact.</p> <p><b>Item 3.14</b> – item carried forward – Sarah to liaise further with Beverly Jones over the development of a new Consortium leaflet.</p> <p><b>Item 4.4</b> – principle of inviting Members to present at full Devon Consortium meetings agreed. Sarah to send out an invite ahead of the next full Devon Consortium meeting on 30 November 2010.</p>	<p><b>KN / JT</b></p> <p><b>SP</b></p> <p><b>SP</b></p>
<p><b>3.</b></p> <p>3.1</p> <p>3.2</p> <p>3.3</p> <p>3.4</p> <p>3.5</p> <p>3.6</p> <p>3.7</p> <p>3.8</p>	<p><b>Accountable body, finance and secretariat report</b></p> <p><b>The Devon Consortium Forward Plan</b> was reviewed by the Board. Sarah reported that the Summer edition of the newsletter will be collated and published within the next couple of weeks.</p> <p>The Communications Targets were revised and resubmitted by some Consortium members following the request issued after the full Consortium meeting. A further reminder to be sent to those who have failed to respond.</p> <p>Jay reported that he has been unable to attend the regional meetings recently due to clashes with Consortium commitments.</p> <p>A routine visit by Capacitybuilders in response to the report submitted has been arranged for 2 August 2010. Jay and Sarah will meet with Vernon Samuels.</p> <p><b>Budget Report</b> – Reports (attached with agenda) were reviewed by the board. Jane Warner commented that invoices have now been received from Exeter CVS for Sarah's time. The budget is all on track and expenditure towards the end of the financial year is anticipated, for example, on the VCS Assembly. Teignbridge CVS has been invoiced for the contribution from the Total Support to the evaluation process.</p> <p>Karen will email the Representation Fund position statement around separately. No contributions have been received as yet and claims are being paid from the carry forward from last year.</p> <p><b>Diversity Reference Group (DRG)</b> – There was good attendance at the DRG meeting and the Equality Impact and Needs Assessment (EINA) training. Members of the DRG pledged to support Project Leads through the process and contribute ongoing support to the projects if it aligned with their own organisation's objectives.</p> <p>The role of the Management Board in the EINA process was discussed. It was explained that the EINAs are due back to the Secretariat by 30 July and will be reviewed by the Strategic Partnership's Equality Strategy and Scrutiny Group (ESSG) at a meeting in September. The Board will receive feedback from the ESSG and can consider whether to take any action. The</p>	<p><b>SP</b></p> <p><b>KN</b></p>

<p>3.9</p> <p>3.10</p> <p>3.11</p> <p>3.12</p> <p>3.13</p>	<p>DRG's relation to the EINA process is as a critical friend. This will be clarified at the Project Leads meeting due to be held on 29 July 2010.</p> <p>At the Equality Impact and Needs Assessment (EINA) workshop the membership of the Diversity Reference Group (DRG) was discussed and the fact that it is not entirely representative in terms of those groups designated under the Protected Characteristics of the 2010 Equality Act, particularly 'sex/gender and sexual orientation' - so it was agreed that the DRG broaden membership to include representative from LGBT organisations. A request was sent to the full Consortium for members to suggest any LGBT groups they are aware of that may be interested in engaging with the DRG. It was suggested that Collette Bennett at Equality South West may be approached. It was agreed that Diana would raise this with Michael Halls at Intercom before Equality South West are approached.</p> <p>Beverly Jones has coordinated the DRG for the last 6 months as part of the Total Support project as it met her objectives. Jay will speak with Sue Wroe and Beverly to see if this is likely to continue and report back.</p> <p><b>Hydra</b> – It was explained that Devon County Council has sent notice that Hydra is subject to review and may be discontinued as of 30 July 2010. It was suggested that the Devon Consortium website could possibly be developed to have an area for the Management Board papers although there would be a cost involved. Sarah will contact Cosmic for a quote. Sue Craythorne to inform and find out more information from Martyn Hutchings at Devon County Council. Sarah will check whether there are any documents that need saving from Hydra.</p> <p><b>Process for nomination of Representatives and Substitutes:</b> The Board discussed the nomination process which took place at the full Devon Consortium meeting. It was acknowledged that a process for electing substitutes should have been clearer and more formal. There was no prior agreement about the process. Alistair will speak with Ann Ovens to get her feedback on the process. It was agreed that with the formal approval of the wider Consortium a process could be agreed and an election process be carried out for all deputy roles in September. It is hoped that the new Stronger Communities Representation Project may help develop better processes for electing representatives. It was also suggested that where there members who have been elected to multiple roles there should be an expectation that they step down from some of the roles if there are other candidates. It was agreed that representation should be made at meetings by as many different members of the Consortium as possible. Karen and Sarah will draft a paper formalising the nomination and election process, and this will be implemented subject to the full Consortium's approval.</p> <p><b>Consortium Business Plan:</b> A subgroup was agreed at the full Devon Consortium meeting – Karen and Jay will take the lead and involve Penny Mason (as agreed at full Consortium). It was agreed that it would be helpful if the Consortium Business Plan and Strategy paper could be combined into one document. Scenario planning will be considered when designing the new plan. A meeting of the subgroup will be held by September. The full Consortium meeting in December will focus on it and be finalised following this meeting. The plan will be April 2011 –</p>	<p>DC</p> <p>JT</p> <p>SP</p> <p>AM</p> <p>KN/JT</p>
--	--	--

	2014. Funding has been contributed by the Total Support project to support this process.	
<b>4.</b>	<b>Performance Monitoring –</b>	
4.1	The Issues Register and Performance Summary reports were considered by the Board. Karen explained that the Stronger Communities Health Improvement Group had reviewed the Performance summary at a meeting on 8 July 2010. Karen attended and outlined the report to that meeting. It was well received although it was felt that without verbal presentation it could have been difficult to understand.	
	<b>Points of note include:</b>	
4.2	- Total Support is now on track following the delay of the survey – the results will be published by the end of August. Focus groups are happening and the diversity themed focus group is now going ahead thanks to increased interest.	
4.3	- Karen explained that in the Total Support section of the reports one activity has been subsequently moved from amber to red. Issue 005 <i>“Barriers to involvement of VCS in community delivery of community led plans assessed and plan to overcome prepared”</i> is subject to delays. Beverly has had a meeting with Lesley and will speak with Jay Talbot. The delay was only noted a few days prior to the meeting and it was too late to inform the Board in advance through the Issues Register and involve the Project Leads in the meeting. It was suggested that a process should be in place should this happen again. It was suggested that should project leads need to move issues from amber to red following the submission of reports but prior to the Management Board meeting then they should email the Board (via the Secretariat) to outline what the issue is and what the impact will be and endeavour to attend the meeting if possible.	
4.3	- It was suggested that both the summary report and the issues register have the projects listed in the same order with the same headings. Sarah to amend.	<b>SP</b>
4.4	- The VCS Representation Programme has one activity (survey covering reps performance) set to amber but it is not serious. The knock on effect is not yet clear. It was commented that it is important that the work of the CPR Programme leads is not replicated in the new project. A handover has been carried out. Projects are to be mindful of work already achieved and being carried out by others. John will pick this up with Penny Mason in his DACVS role and Karen will raise at the Project Leads meeting.	<b>JB</b>
4.5	- The Developing the Third Sector has been reported on alongside Total Support. It was suggested that the project submit a separate report as it is accountable to a different funder.	
4.6	- Total Support’s amber issue – Sustainable Funding Agreements – was discussed in light of a request by the project lead to amend or remove this outcome. It was suggested that the principle and aim of working towards sustainable funding should be maintained as it is important, but reworded in a more realistic way. It was suggested that it could be considered in different ways – looking at strategic alignment and how to increase	

	sustainability as a sector. Action: KN to feedback to SW.	<b>KN/SW</b>
4.7	- It was commented that the Project Leads will be asked to look at how their funding from Stronger Communities Programme 'adds value', particularly in the cases where there is match funding or a pre-existing project. It was agreed that the Management Board would like to continue to see the whole achievement of each project as well as the 'added value'.	
4.8	<u>Service User Engagement – Presentation to the Board by Emma Treby, Living Options Devon</u> Emma gave an overview of the project and its progress so far - a handout was circulated to the board (attached with minutes).	
4.9	The question was raised as to whether there had been any link made with the NHS Devon user engagement strategy? It was explained that the Service User Engagement project workers are aware of and hope it will inform the delivery of the project, however it is thought to still be in its early stages of development.	
4.10	The role of the steering group was discussed. It was questioned as to what the procedure would be should a project officer disagree with a decision of the group. It was explained that the steering group has clear Terms of Reference agreed. It had been agreed that the group should be a steering group rather than a reference group so that it would be transparent and unbiased. It was commented that the steering group are so far very enthusiastic and feel well engaged with the project. The group includes the diversity strands; representatives from Fawcett Devon, Senior Council, Devon Faiths Forum, Intercom Trust and DREC.	
4.11	The question was raised as to whether any delivery partners have been involved? It was explained that a meeting was held with Devon Towns Forum and unfortunately no clear way of working in partnership was identified. It was felt that the two organisations had differing understandings of what service user engagement meant but Devon Towns Forum will be kept informed of the projects development. Mid-Devon Involve have also been involved as chair of the steering group.	
4.12	It was commented that as services are being increasingly subject to cut it is important to be mindful of the impact on service users.	
4.13	<u>Community Hubs – Presentation by David Kinross, Community Council for Devon</u> Alistair Macintosh declared an interest as Director of the project's partner agency Exeter Communities Initiative.	
4.13	David outlined the programme and its progress so far. It was explained that Community Council for Devon and Devon Association of Community Buildings were carrying out existing work.	
4.14	A steering group has been set up and held a very effective meeting in May. Terms of Reference have been developed. It will function as a critical friend and offer support and guidance but decisions rest with the officers. It is important to have a clearly outlined definition of roles. ECI have recruited a new officer, Alex Howarth, who began in post in early June. CCD have harnessed skills across existing staff. The definition of a hub is multi-use community run and led building. Devon Towns Forum have been approached and were keen	

<p>4.15</p> <p>4.16</p>	<p>to sit on the steering group and are interested to become a full partner. Unfortunately, the project does not have the resource to fund an additional full partner.</p> <p>In year 1 Exeter and small rural areas will be the focus (not market or coastal towns). Work will be carried out to identify a significant town outside of Exeter for years 2 and 3. The project officers will be mindful of the current political climate which places focus on market and coastal towns.</p> <p>Alistair explained that Deborah Fisher, Developing the Third Sector project, has requested a steer from the Management Board as to which VCS organisations – both infrastructure and service delivery organisations – should participate in the Sept/October Commissioning Round Tables workshops. It was agreed that there should be 6 VCS reps – 1 CVS rep (John Bunting to confirm), Jay Talbot, Diana Crump, Mark Goodman, one of larger frontline organisation rep and Phil Davey (BPAG). It was commented that the wider VCS Assembly reference group could be involved and kept informed. Alistair will feed this back to Deborah.</p>	<p><b>AM</b></p>
<p><b>5.</b></p> <p>5.1</p> <p>5.2</p>	<p><b><u>Links with NHS Devon</u></b></p> <p>A report was published in the members area and members notified last week from the Stakeholder meeting held on 7 July. Reps raised the issue of good commissioning practice, particularly with regards GPs and the importance of working with GPs to increase their understanding of the VCS.</p> <p>Ann James's offer of a full time secondment is still available and there is a piece of work to be carried out around securing that position, and clarifying the role. Ann is happy to meet with John Bunting and new Chair in Autumn. There will be a Public Health conference focusing on social capital and building capacity. John Bunting will pick up this piece of work. It was agreed that secondment job description draft should be fed into as soon as possible. Alistair will liaise with Karen re ideas for the role, and email Ann (copying in John Bunting) to explain that work has begun on it. Members are invited to send through ideas to Karen by the end of August who will collate them and begin to shape the role (Sarah to email Consortium members). It was agreed that it is important to take advantage of this offer in the hope that further secondment opportunities may arise in future.</p>	<p><b>JB</b></p> <p><b>AM/KN</b></p> <p><b>SP</b></p>
<p><b>6</b></p> <p>6.1</p>	<p><b><u>Putting People First (PPF) Universal Services Agenda</u></b></p> <p>A meeting with Brendan Hurley and Graham Varley has been organised (27 July). There are 5 PPF theme boards. The meeting will look at possible ways for the VCS to engage. It is expected that any additional reps will be funded by Adult Services and not be part of the core representation funding from DCC. Diana Crump, John Bunting and Karen are attending the meeting and will feed back to the Board at the next Mgmt Board meeting.</p>	<p><b>DC/JB/KN</b></p>
<p><b>7</b></p> <p>7.1</p>	<p><b><u>Chair Recruitment</u></b></p> <p>Diana Crump expressed an interest as a potential applicant and left the room for this item. One application has been submitted and several expressions of interest have been received. The closing date for applications is 30 July. The Board discussed what is meant by 'independent' in the role description and it was agreed that as long as the Chair is not a specifically named</p>	

	organisational member of the Management Board or has/continues in a representative role on the Management Board then they will be permitted to be Chair. The Chair can be involved in a project as a lead or partner agency. The Chair role has no initial vote and declarations of interest will be made at each meeting in the usual way. The Chair must be prepared to manage conflicts of interest. It was acknowledged that finding a candidate which is fully independent as well as having sufficient experience and expertise will be difficult. Sarah will email the applications received to Sue Craythorne, Alistair and Jay ahead of the planned meeting next Wednesday to review applications received.	<b>SP</b>
<b>8</b>	<b><u>VCS Assembly 2011 Planning</u></b>	
8.1	It was agreed that the results of the focus groups will steer the content of the day. The assembly should be held in January 2011. A small planning group will be convened comprising Jill Davies (as agreed at full Consortium), Sarah and Emily. An initial planning meeting to be organised for September and will consider the delegate list from last year, including details of where they travelled from. A location and date to be decided as soon as possible.	<b>SP</b>
<b>9</b>	<b><u>Any other business</u></b>	
9.1	The VCS representation on the DSP Performance and Resources subgroup was discussed. Alistair confirmed that he had attended this as the VCS rep on the Delivery Board and it was agreed that John would pick up this role.	<b>JB</b>
9.2	Alistair also reported back from the last Delivery Board strategic meeting which had agreed the setting up of 3 Task and Finish Groups to meet about three times from the Autumn. These groups were 'building confidence, capacity, resilience and self-reliance in local communities'; 'supporting sustainable economic growth'; and 'supporting the delivery of more responsive and effectively targeted services at less cost' (please note that since the Management Board meeting, the number of groups has been changed to two) The Terms of Reference are being developed and the Consortium will be asked to nominate members. It was agreed that Alistair would notify Caroline Rae to liaise with John about the groups, and then John/Sarah would consult consortium members about nominating people for these groups. The costing of representation at these meetings will be considered in discussion between John, Sue and Caroline.	<b>AM</b> <b>JB/SC/</b> <b>CR</b>
9.3	Thanks were given to Alistair on behalf of all the Consortium Members for all his hard work as Chair of the Consortium over the past 5 years.	
<b>10.</b>	<b><u>Dates of next meetings:</u></b>	
10.1	Tuesday 21 September- 9.30-12.30 Tuesday 23 November- 9.30-12.30 All at Exeter CVS, Wat Tyler House, King William Street, Exeter EX4 6PD	<b>All to</b> <b>note</b>

**Summary of Action Points:**

<b>Item</b>	<b>Action</b>	<b>By whom?</b>	<b>By when?</b>
2.1	To liaise over possible functions of a development / comms officer role	AM / KN	21.09.10

2.1	To present a paper outlining the additional contribution from the SCP programme at the next Management Board meeting.	KN	21.09.10
2.1	To liaise further with Beverly Jones over the development of a new Consortium leaflet.	SP	21.09.10
2.1	To invite members to present on the work of their organisations at future DC mtgs	SP	Ongoing
3.6	To email the Representation Fund Position Statement to the Mgmt Board	KN	02.08.10
3.10	To clarify whether BJ will continue to support the DRG	JT	21.09.10
3.11	To contact Cosmic to find out the cost of an extra private area of the website	SP	30.07.10
3.12	To liaise with Ann Ovens over the sub-nomination process, and consult consortium members.	AM	31.08.10
3.13	To liaise over the Business Plan	JT/KN	21.09.10
4.3	To organise the projects in the reports into the same order	SP	21.09.10
4.4	To liaise with Penny Mason over the Representation project	JB	21.09.10
4.16	To liaise with Deborah Fisher over the Commissioning Round Tables workshops	AM	21.09.10
5.2	AM to notify Ann James and feed in ideas to John and Karen SP to email full consortium with regards the NHS secondment role KN to collate responses for draft role JB to liaise with Ann James about the draft role	AM SP KN JB	16.08.10 16.08.10 31.08.10 21.09.10
6.1	PPF meeting feedback	KN/JB/DC	21.09.10
7.1	To email applications for the Chair role to the panel	SP	02.08.10
8.1	To commence VCS Assembly planning	SP	21.09.10
9.1	To take up membership of the DSP Performance and Resources sub-group	JB	01.09.10
9.2	To liaise with Caroline Rae about the DSP Task and Finish Groups and consult the wider consortium re membership	JB/SP	01.09.10