

Partnership meeting minutes



Subject:	Partnership Meeting	Facilitator:	Bill Badham (Big Local Rep)
Date:	3 August 2016	Time:	6.15pm – 8.15pm
Location:	Town Hall, Market Warsop		
Attendees:	Alice Betts, Jill Hogg, Jimi Ball, Maddy Pritchard, Michael Smith, Mike Johnson, Tania Barlow, Trevor Hayes, Bill Badham		
Apologies:	Jennifer Cockcroft (apologies received), Dalina Brazier, Graham Goff		

Welcome and introductions - Who we are and how Big Warsop works

Overview of Big Local national programme, the new Big Warsop plan and Terms of Reference were discussed. Some points raised included:

- Warsop Parish is one of [150 Big Local areas](#) in England, as part of the resident led programme with £1m funding over 15 years. Big Warsop’s first plan was in 2013; we have invested c£300k so far.
- The plan guides the partnership based on resident views and consultations. It gives a flexible framework covering Aug 2016-18 with related budget of a bit under £200k. It has been assessed and approved by Local Trust, the managing organisation for the whole national programme.
- The plan includes successful activity with agreed partner as well as issues requiring development.
- For most aspects of the plan, a service level agreement is drawn up, work done and a report submitted for approval by the partnership then payment made according to a payment schedule.
- The partnership is the decision making group for Big Warsop. The legal accountability is with the Local Trusted Organisation, Mansfield CVS, contracting with Local Trust.
- The notion of “sustainability” across Big Local has come to be understood more about development of knowledge, skills and confidence among residents in local decision making, rather than simply the longer term viability of projects after Big Local funding has ended.

2 - Agenda		
Item	Detail	Action
2.1	<p>Confirming partnership members and electing chair</p> <p>The group agreed to a three month interim chair and to consider the post of vice chair in September. See notes at the end of these minutes for information on these roles, theme leads and community engagement, LTO and plan co-ordinator responsibilities.</p> <ul style="list-style-type: none"> • <u>Michael Smith was nominated by MJ and TB and elected unanimously.</u> 	
2.2	<p>Supporting the partnership</p> <ul style="list-style-type: none"> • Email contact – preferences to be forwarded to Jane Bettany • Dropbox access to be granted • Partnership development (training and networking) opportunities are available through the national network and by local agreement. This will be looked at in the early months of the new partnership board. • Sub groups (links with Vibrant) will be reviewed between Sept and Oct. • Other considerations will be considered by the partnership board as they emerge. 	<p>BB ✓</p> <p>MS</p> <p>All</p> <p>All</p> <p>All</p>

2.3	Proposals for consideration (hard copies available at the meeting)	
2.3.1	<p>1st Aid training from West Notts College: request for £390.40 (college contribution of £411: BW helping course to be based in Warsop and covering accreditation costs) Fits with 3.3.1 in the plan: Empowering People - adult education and training</p> <ul style="list-style-type: none"> • <u>The proposal was approved</u> • The partnership felt the course would be best promoted as free for all and not means tested and that it would cover the additional cost to a maximum of £208.80, meaning <u>a total of £599.20 from budget heading 3.3.1</u> • LW will link with Mark Firth on the above 	LW
2.3.2	<p>Children and families - lead: Warsop Children's Centre; £8978 over two years (BW plan budget of £32000 over the two years)</p> <ul style="list-style-type: none"> • <u>The proposal was approved</u> so as not to delay activity starting in August. • <u>The partnership nonetheless requires a revised Activity Proposal for September's Board meeting</u>, with greater clarity and tighter focus, drawing on support from LW. Linking activity across 4 themes is too complex. The partnership considers activity links primarily to 3.3.1 Adult education and training and to 3.6.1 Having things to do – children and young people. There may be added value in other areas, but it is stronger and clearer to focus on no more than two themes and activity areas. A summary or overview of the purpose and impact should be included in section 3. • Payments will be on approval of progress reports by the partnership in line with a payment schedule that needs to be included in the SLA. • As part of reviewing and revising the Activity Proposal, the partnership is happy to consider any revised costings were that necessary and any longer term ambitions there may be for example about building the volunteer base to run things. 	LW/RS
2.3.3	<p>Summer activities with Warsop Youth Club Confirmed and underway, started with 24 young people which has grown to 36 and attracting some of the younger children. Feedback and responses are excellent. A fuller report will be prepared at the end of the programme.</p>	JB
2.3.4	<p>Others in the pipeline:</p> <ul style="list-style-type: none"> • Operation Champion, Laura Simpson, Meden School: seeking to strengthen the enterprise and teamwork skills of students, encourage them to work towards a common goal – agreed in principle by the partnership but no sign off as yet. • Vibrant Warsop draft proposal for submission to the partnership in September. Responding to the Strengthening Communities theme, including getting more people involved, increasing networking and capacity building. 	JB
2.4	<p>Purchasing website domain name</p> <ul style="list-style-type: none"> • www.bigwarsop.co.uk was owned by Dean Barson. He has not yet renewed, in which case the partnership agreed for <u>Mansfield CVS as the Local Trusted Organisation for Big Warsop to purchase it as soon as possible from www.heartinternet.uk</u> using the account set up by MS, costing c £20 for 2 years. • In the meantime, www.bigwarsop.com is ours and is hosting all web content. When purchased JB will then ensure the two sites link. 	LW with MS and JaneB
2.5	<p>Finances</p> <ul style="list-style-type: none"> • £202,772.50 received from Local Trust under the last plan. • Underspend at close of this plan was £10,396.34 to be returned to Local Trust (NB this simply goes back into Big Warsop's funds available for future use) • Remaining funding from £1m available: £714,473.84 • Budget for new plan Aug 2016 – 2018: £187,640 <p>Each month LW presents a financial update prepared by Tricia Shaw from Mansfield CVS, including income and expenditure, balance remaining and recent payments.</p>	

3 – Actions from previous minutes		
3.1	<ul style="list-style-type: none"> Plan approval – plan now on website LTO and plan co-ordinator / development worker SLAs Sir Alan Meal – share copy of annual review Youth service links 	
4 – AOB		
4.1	Terms of reference minor change agreed in italics to be ratified at next AGM: 5) (i) “Membership of the Board will be restricted to residents of the Parish of Warsop, those who operate a business in the Parish <i>or have a vested interest in community organisations</i> and their nominated advisors.”	Chair
4.2	Terms of Reference: partnership elections (5) (v) requires a third of the board to stand down each year (being able to put themselves forward again). A rota will be drawn up at the September meeting.	MS
4.3	Reviewing the meeting: “A much better understanding;” “a clearer understanding;” “needing time to absorb the detail;” “very positive, good energy and exciting.”	
4 – Dates of next meetings: 1 st Wednesday of the month: 7 Sept; 5 Oct, 2 Nov, 7 Dec (Apologies: Jimi Ball, Bill Badham)		

Notes on roles and responsibilities

The partnership has recently sought to improve aspects of its working in:

- chasing progress
- telling our story
- building community engagement
- administration.

To help with this, we have sought greater clarity across some key roles and responsibilities.

The chair is responsible for overall leadership, community engagement and communications.

The vice chair is responsible for ensuring things are well managed including programme activity, progressing priorities and undertaking and distributing action-focused minutes.

Plan theme partnership leads take overall leadership and reporting for that theme, research and developing of their theme and how it exists or is required locally, identifying specific resources and requirements that will support the progress of their theme, then engaging with potential delivery organisations or partnerships to inspire the need to be met. The 5 themes in the plan are:

- Strengthening Community
- Empowering People
- Supporting People
- Improving the Environment
- Having things to do.

Delivery Plan Co-ordination / Development Worker key functions are to:

- Spend an average of 1 day per week in Warsop Parish, ensuring access by community members and partners to BIG Warsop co-ordinator/development worker
- Co-ordinate the development, delivery, monitoring and evaluation of Big Warsop Plan

- Ensure on-going consultation with community members and stakeholders on the relevance of, and potential improvements to the delivery plan which is to be fed back to the Board for consideration
- Draw up and manage SLAs ensuring compliance with Local Trust funding requirements
- Provide monthly updates to the Partnership Board on each active SLA being delivered against the identified plan element
- Manage and update monthly status (Action) plan
- Encourage, enlist and support partner organisations to help deliver the BIG Warsop vision in line with the delivery plan
- Support the BIG Warsop Partnership to refresh and revise the delivery plan
- Work with the communications partner to ensure that stories of change are followed up, communicated and celebrated
- Attendance at and assistance in organising BIG Warsop meetings and events

The Local Trusted Organisation is Mansfield CVS and is contracted by Local Trust to:

- Act as the accountable body for the BIG Warsop Partnership and to work with your Big Local partnership to achieve the vision that they have set for the Big Local area
- Ensure the grant is used for the purposes described in the Big Local Plan and Local Trust's award letter
- Receive & administer funding on behalf of BIG Warsop
- Report on funding spend to BIG Warsop & Local Trust as required
- Efficiently handle and record BIG Warsop financial activities in line with Local Trust requirements
- Produce annual Big Warsop accounts
- Act as main communication link between LT & Partnership Board
- Make payments on approval from Plan co-ordinator or relevant Partnership Board member
- Ensure LTO representation at BIG Warsop Partnership meetings and other relevant meetings/events
- Provide reasonable assistance to Local Trust with the monitoring and evaluation of the activities which are funded by this grant
- Hold to and abide by the Grant terms and conditions as set out by Local Trust

Community engagement is vital to validate needs and find the capacity or the contacts to meet these needs. Big Warsop would like to host or support the hosting of 4 community engagement events based around the main themes of the 2016-18 plan to build on recent conversation and success and galvanise support from local groups. In addition to these 4 main events, it would help strengthen our work and engagement if each resident member created closer connections with at least 5 more groups each, so that we attend their meetings more proactively as much as they attend ours.

Communications is led by Jane Bettany of Guidemark Publishing to raise awareness and increase understanding, strengthen participation and partnerships by showcasing how funding is being spent, raise awareness of what is being achieved and record the impact of Big Local in the Parish.