

## COMPACT IMPLEMENTATION GROUP

Minutes of meeting held on: 5 July 2010

### Present:

Graham Burt (GB)	Sunderland City Council (SCC)
David Curtis (DC)	Sunderland Volunteer Centre
Sean Halliday (SH)	NHS South of Tyne and Wear (NHS SOTW)
Carol Harries (CH)	City Hospitals Sunderland
Ailsa Martin (AM)	Sunderland Carers' Centre
Gillian McDonough (GMcD)	Sunderland Centre for Voluntary Service
Tracey Morgan (TM)	Sunderland Community Network (SCN)
Alan Patchett (AP)	Sunderland Community Network
Stephen Taylor (ST)	Sunderland Partnership (Chair)
Jessica May (JM)	Sunderland Partnership
Jane Wetherell	Sunderland City Council (Secretariat)
Kathy Bland (KB)	Sunderland College
Stephanie Blayney (SB)	Sunderland City Council
Julie Whitehouse (JW)	NHS South of Tyne and Wear
Sarah Woodhouse (SW)	Sunderland City Council (rep Inclusive Communities)

### Apologies:

Cheryl Warcup	Northumbria Police
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		Action
1.	<b>Welcome</b> ST welcomed all and introductions were given around the room.	
2.	<b>Minutes of previous Meeting and Matters Arising</b> <ul style="list-style-type: none"> <li>3. Draft Terms of Reference 'G' should read 'Item G'.</li> <li>Matters arising covered in agenda.</li> <li>Minutes agreed as a true record.</li> </ul>	
3.	<b>Update</b> <ul style="list-style-type: none"> <li>Issues for clarification – SB sent a note around to address items from the last meeting. Contact SB if further information is required.</li> <li>SB had emailed the group about the forthcoming Regional Compact Event (13<sup>th</sup> July, Centre for Life). This is to be attended by SB and GMcD – it would be good to have more reps from Sunderland.</li> </ul>	ALL
4.	<b>Draft Terms of Reference (Tabled)</b> <ul style="list-style-type: none"> <li>SB has reviewed comments from last meeting, updated the draft ToR and re-circulated to CIG.</li> <li>The group adopted the ToR and agreed to review them in 1 year.</li> </ul>	
5.	<b>Workplan (Tabled)</b> <ul style="list-style-type: none"> <li>The draft workplan was tabled for discussion as it needs input from all partners. Partners must take responsibility for the</li> </ul>	ALL

	<p>delivery of the Compact in Sunderland. Comments to be returned to SB by 19<sup>th</sup> July.</p> <ul style="list-style-type: none"> <li>• The quarterly update bulletin needs input from other organisations. The VCS update could be collated by SCN.</li> <li>• Discussion took place on how to progress the Codes of Practice. It was agreed there is no natural 'home' for the Funding and Procurement Code of Practice and the Funding and Procurement Code of Practice Working Group should be reconvened.</li> <li>• A single point of contact list for the Sunderland Partnership is available at Sunderland Community Network (SCN).</li> <li>• It was agreed that CIG representatives would be lead officer for the Compact for their organisation.</li> <li>• Organisations to produce an A4 sheet demonstrating future plans for engaging with VCS highlighting good practice/lessons learned and linking to National Indicators. To be an agenda item in future.</li> </ul>	<p>ALL</p> <p>SB</p> <p>ALL</p>
<b>6.</b>	<p><b>Update on Implementation progress from Organisations</b></p> <ul style="list-style-type: none"> <li>• SCC are developing a Corporate Grants Protocol, constructive comments have been received from the VCS. The development period has commenced.</li> <li>• Volunteering Strategy will be put out for consultation from Monday 9<sup>th</sup> August. It has been to the Volunteer Forum and is going to be taken to the VCS Assembly. Input from partners is vital to keep up with the emerging agenda on Volunteering.</li> <li>• NHS SOTW Third Sector Commissioning: Defining Contracts and Grants document was tabled – more information will be available at the next meeting.</li> <li>• Sunderland College premises are to be made available during the summer months. A meeting is planned in the near future.</li> <li>• Your City - Your Say event to be held at the Stadium of Light 22<sup>nd</sup> July 2pm – 7pm. All partners are welcome. A programme will be available.</li> </ul>	SH
<b>7.</b>	<p><b>Compact Voice Regional Leader Update</b></p> <ul style="list-style-type: none"> <li>• GMcD attends the monthly North East Compact Officer Network. VONNE have been leading this but are stepping down. GMcD is investigating who the reps are in the 5 local regions and is to find out meeting information for SB to attend. as it would be good to work together.</li> <li>• Sunderland Compact has been awarded the Green Flag for good practice.</li> <li>• Work is to be progressed on the role of Compact Champions. Representatives to send comments on the draft Compact Champions role description to SB by 19<sup>th</sup> July.</li> </ul>	<p>GMcD</p> <p>ALL</p>
<b>8.</b>	<p><b>Compact and National Indicators – celebrating success</b></p> <ul style="list-style-type: none"> <li>• A draft template to record case studies was tabled; this could be completed to capture NI data. However, the group decided this format was not appropriate. Information is already captured in a variety of ways. Representatives to further</li> </ul>	

	consider for a discussion at the October CIG.	ALL
<b>9.</b>	<p><b>Communications Plan</b></p> <ul style="list-style-type: none"> <li>• A document that was developed by the Compact Forum (Sept 08) was circulated. A Working Group is to be convened to review and update the plan and make it relevant. Needs to be aligned with the Sunderland Partnership Communications Strategy.</li> <li>• Nominations for the group: SB, GMcD, Stephen Young (SCN) and Yvonne Ewington. Meeting to be held after 22<sup>nd</sup> July.</li> </ul>	SB, GMcD, SY, YE
<b>10.</b>	<p><b>Annual Compact Conference</b></p> <ul style="list-style-type: none"> <li>• Compact Week is 1st – 7<sup>th</sup> November.</li> <li>• The Compact Annual Conference is usually held during Compact week.</li> <li>• There is a small budget available (£2.5K). The Compact week events need to be reflective of current circumstances and try to join different pieces of work together.</li> <li>• Communications group to consider how to celebrate Compact Week.</li> </ul>	Comms Group
<b>11.</b>	<p><b>Compact training for the VCS</b></p> <ul style="list-style-type: none"> <li>• SCC has a small budget for this.</li> <li>• Training needs to be tailored for the Sector.</li> <li>• Using e-learning was suggested; this has been used successfully by VCS projects and can be accessed at many venues. SCC has developed in house e-learning. SB in discussions with Corporate Training to roll out to Partners. SB to keep group informed.</li> </ul>	SB
<b>12.</b>	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>• Compact Awards 2010. Application form, guidance notes and the completed application from 2008 were circulated. Deadline for applications is August 2010. Partners to inform SB of suggestions for inclusion however deadlines are tight.</li> <li>• DC raised that Job Centre plus are giving out inaccurate information relating to volunteering and benefits. SB informed the group that Job Centre Plus have not yet signed up to the Compact. JM to contact Job Centre Plus to discuss progress.</li> </ul>	SB  JM
<b>13.</b>	<p><b>Date and time of next meeting</b></p> <p>October - TBC</p>	