

## COMPACT IMPLEMENTATION GROUP

Minutes of meeting held on: 7 April 2010

### Present:

Graham Burt	Sunderland City Council
David Curtis	Sunderland Volunteer Centre
Elizabeth Goodchild	Sunderland City Council
Sean Halliday	NHS South of Tyne and Wear
Carol Harries	City Hospitals Sunderland
Peter Harrison	Gentoo
Ailsa Martin	Sunderland Carers' Centre
Gillian McDonough	Sunderland Centre for Voluntary Service
Tracey Morgan	Sunderland Community Network
Alan Patchett	Sunderland Community Network
Stephen Taylor	Sunderland Partnership (Chair)
Sarah Woodhouse	Sunderland City Council (rep Inclusive Communities)

### Apologies:

Stephanie Blayney	Sunderland City Council
Penny Davison	NHS South of Tyne and Wear
Jane Hibberd	Sunderland City Council
Jessica May	Sunderland Partnership
Cheryl Warcup	Northumbria Police
Jane Wetherell	Sunderland City Council

### Not in Attendance:

Kathy Bland	City of Sunderland College
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		Action
1.	<p><b>Welcome and Introductions</b></p> <p>ST welcomed all and introductions were given around the room.</p>	
2.	<p><b>Update</b></p> <ul style="list-style-type: none"> <li>• GB gave an update as to the Compact Implementation Group (CIG). The Compact and Codes of Practice (CoP) were approved by Cabinet and the Council and the Sunderland Partnership's Delivery and Improvement Board (DIB) in 2009. Following this there was an agreement that a CIG was needed. SB and GB gave a presentation in February 2010.</li> <li>• The CIG was to be made up of Chairs and Co-chairs of the CoP groups as well as representatives from different partners.</li> <li>• GB confirmed that all partners were invited to the meeting. Representatives from the Police had agreed to attend.</li> <li>• AP questioned whether representation was also needed from IAG VCS members as well as from Sal Buckler/ SW.</li> <li>• <b>ACTION: To discuss at the next meeting who should be represented, where there are gaps and the function of attendees.</b></li> </ul>	<b>ALL</b>

<p>3.</p>	<p><b>Draft Terms of Reference</b></p> <ul style="list-style-type: none"> <li>• ST led the discussion on the draft Terms of Reference.</li> <li>• CH suggested that one of the CIG objectives should be that if a represented organisation is signed up to the Compact then it is the representative's responsibility to ensure that the organisation is Compact compliant.</li> <li>• AM stated that an important issue was to be clear on the hats that representatives were wearing when attending – either representing their organisation or SCN or Compact signatories. It is not an automatic part of the SCN function to report back to individual signatories. This should be covered under membership.</li> <li>• ST stated that G needed to state what gets fed back where.</li> <li>• GM suggested the reporting mechanism needed to go through the Council's Community Development Team which would provide a single point for logging.</li> <li>• AM suggested that resolutions be logged along with details of how this worked.</li> <li>• ST suggested that it was not issues and processes that needed to be reported but relationships and development of understanding. As such an Annual Report would be sufficient.</li> <li>• <b>ACTION: To develop wording under G.</b></li> <li>• All agreed that ST should chair the group.</li> <li>• The Secretariat was to be provided by the Council's Community Development Team.</li> <li>• Delegates from SCN and VCS delegates would be representatives</li> <li>• ST stated that not every signatory organisation could be brought to the meeting however it was important that the Group be in touch with all signatory organisations and understand the relationship.</li> <li>• AP suggested and it was agreed that representatives should make sure that information was circulated to their wider organisations and networks, including SCN.</li> <li>• There were questions under 3.1 around para 2 p. 2 as to why Sunderland City Council were excluded from sending one representative to the group; the Council needed representation separate from the support provided by SB and the secretariat.</li> <li>• <b>ACTION: Sunderland City Council to find an appropriate representative.</b></li> <li>• It was confirmed that the Inclusive Communities Thematic group were represented and that the Sunderland Partnership Team were to send Jessica May as representative.</li> <li>• Under 3.2 GM suggested that it was easier not to have a named deputy.</li> <li>• It was agreed by all that a named deputy was not required as long as whoever was sent was briefed fully before the meeting, was clear on who/what was being represented and was the</li> </ul>	<p>SB</p> <p>SB</p>
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	<p>person best suited to help on the issue raised at the meeting.</p> <ul style="list-style-type: none"> <li>• <b>ACTION: Amend wording under 3.2 to ‘send a deputy’</b></li> <li>• It was agreed by all that the ToR be adopted (subject to changes discussed) and implemented from this meeting.</li> <li>• It was agreed by all that any further issues with the ToR could be raised at the annual review next year.</li> </ul>	<p><b>SB</b></p>
<p><b>4.</b></p>	<p><b>Work plan</b></p> <ul style="list-style-type: none"> <li>• GB presented the draft work plan to the group.</li> <li>• GB proposed and it was agreed that the group discuss the Compact champions methodology at the next CIG meeting.</li> <li>• There was some discussion over quarterly reporting mechanisms to the DIB.</li> <li>• AM suggested that under objectives C performance management linked to quarterly reporting would prove challenging in terms of capturing the VCS contribution to National Indicators and targets. Following the Compact and objectives were much more than meeting targets.</li> <li>• <b>ACTION: SB give a presentation at the next meeting and to the DIB of the current position on National Indicators, monitoring and collection of information, and the contribution that can be made to a Thriving Third Sector in terms of Total Place.</b></li> <li>• <b>ACTION: All to look at how the VCS contribute to the NIs and collect and co-ordinate data</b></li> <li>• It was suggested that the following questions be asked: <ul style="list-style-type: none"> <li>➤ How is the Compact adding value to delivery not just for the VCS but all partners?</li> <li>➤ If we didn't have a Compact what would be the result?</li> <li>➤ How is the Compact linked in to the Delivery Partnerships' plans?</li> <li>➤ How is the Compact linked in to the Inclusive Communities theme groups?</li> <li>➤ Is the Compact improving working relationships?</li> <li>➤ How is the Compact being embedded in organisations?</li> </ul> </li> <li>• AP stated that baseline data was required to allow judgements to be made from now and then in a year's time.</li> <li>• ST suggested that the group populate the milestones on the Action Plan with current activities.</li> <li>• GB informed the group that the Council had been looking into Compact website accessibility and an easy read version of the Compact towards embedding the Compact.</li> <li>• PH suggested and it was agreed that if something is developed in the Council then it can be used in other organisations too to avoid duplication.</li> <li>• It was agreed that the action plan needed to be inclusive of all Compact organisations with a shared focus – not just Council actions.</li> <li>• It was agreed that the Compact needed to be communicated in a simple language, including on the website, which reps should</li> </ul>	<p><b>SB</b></p> <p><b>ALL</b></p>

	<p>provide updates for.</p> <ul style="list-style-type: none"> <li>• AM raised the role of representatives of historical Codes of Practice groups. ST stated and it was agreed that if the group were to take ownership of the CoPs there should be an ongoing not historic link in.</li> <li>• GM stated that the action plan also needed to link into the SCN. The Sector needed to be on board not just through Network delegates on the partnership.</li> <li>• There was some discussion over whether there should be a VCS Compact lead as well as SB as public sector lead.</li> <li>• It was agreed that the action plan, leads and responsibilities for individual actions would be discussed at the next meeting.</li> <li>• <b>ACTION: All to take the action plan to their meetings to work on and bring back to the next meeting.</b></li> </ul>	<p><b>ALL</b></p>
<p><b>5.</b></p>	<p><b>Compact Voice Regional Leader</b></p> <ul style="list-style-type: none"> <li>• GM reported that she had just been made Compact Voice Regional Leader for the North East.</li> <li>• All of the 9 English Government Office Regions have a leader.</li> <li>• There is a NE Compact Officers Network representing NE VCS organisations.</li> <li>• This brings a perspective on each of the local Compacts. Sunderland hasn't been represented in the past.</li> <li>• The regional group aims to bring best practice together. 22 March was the last meeting organised by NCVO.</li> <li>• A regional event will take place on 14 July (venue TBA). This will share from local, regional and national Compacts.</li> <li>• VONNE is leading on the regional Compact. The regional Volunteering and Equalities CoPs were launched in March.</li> <li>• GONE attend the regional meetings.</li> <li>• The NE Third Sector Area Partnership was launched in November – FINE is the signatory for Tyne and Wear.</li> <li>• Some of the work includes commissioning, addressing inequalities and the recession.</li> <li>• The group also looks at breaches of the Compact including the OTS breach diversion of grant funding to a hardship fund.</li> <li>• Durham has launched their new Compact. There is an opportunity to learn from others.</li> <li>• It was agreed that this should be a standing item on the agenda.</li> </ul>	
<p><b>6.</b></p>	<p><b>Corporate Grants Protocol Update</b></p> <ul style="list-style-type: none"> <li>• GB updated the group on some of the work that the Council had been doing to embed the Funding and Procurement CoP.</li> <li>• The Council has a myriad of different grants processes and has been looking at developing one Corporate Application form and guidance notes with supplementary information on different schemes to be in place for April 2011 and for HHAS in October 2010.</li> <li>• Questions were raised about how the VCS would be involved.</li> </ul>	

	<ul style="list-style-type: none"> <li>GB confirmed that the process was at a very early stage with amalgamation of existing forms and that the VCS would be involved before the new process was put in place.</li> </ul>	
7.	<p><b>Compact Training</b></p> <ul style="list-style-type: none"> <li>GB reported that mandatory e-training on the Compact for all Council members of staff had been put together.</li> <li>The training was basic in initial stages but could be added to and used by other organisations.</li> <li><b>ACTION: Work plan to capture milestones e.g. training</b></li> </ul>	SB
8.	<p><b>General discussion of Compact Implementation progress</b></p> <ul style="list-style-type: none"> <li>There was some discussion about how individual organisations would monitor their compliance to the Compact.</li> <li>AP suggested that Council checklists would help organisations note gaps.</li> <li>AM asked what access to Council support workers the VCS could have to help capture their information.</li> <li>GB clarified that support would be provided by SB and extra support could be provided by EG.</li> <li><b>ACTION: All to take a lead on something on the agenda</b></li> </ul>	ALL
9.	<p><b>Date and time of next meeting</b></p> <ul style="list-style-type: none"> <li>It was agreed that the next meeting would be in mid July 2010.</li> <li><b>ACTION: SB to capture everyone's availability for the next meeting and send out invitations</b></li> </ul>	SB
10.	<p><b>Summary of Actions</b></p> <ul style="list-style-type: none"> <li><b>To discuss at the next meeting who should be represented, where there are gaps and the function of attendees.</b></li> <li><b>To develop wording under G.</b></li> <li><b>Sunderland City Council to find an appropriate representative.</b></li> <li><b>Amend wording under 3.2 to 'send a deputy'</b></li> <li><b>SB give a presentation at the next meeting and to the DIB of the current position on National Indicators, monitoring and collection of information, and the contribution that can be made to a Thriving Third Sector in terms of Total Place.</b></li> <li><b>All to look at how the VCS contribute to the NIs and collect and co-ordinate data</b></li> <li><b>All to take the action plan to their meetings to work on and bring back to the next meeting.</b></li> <li><b>Work plan to capture milestones e.g. training</b></li> <li><b>All to take a lead on something on the agenda</b></li> <li><b>SB to capture everyone's availability for the next meeting and send out invitations</b></li> </ul>	ALL SB SB SB SB ALL ALL SB ALL SB