

Norfolk VCSE System Leadership Group

Minutes of the meeting held on 3rd December 2015 at Signpost House, Dereham

Present:

Jon Clemo - appointed by Community Action Norfolk as one of the VCSE Engage partners
Graham Creelman – appointed by Norfolk Older People’s Strategic Partnership Board and Age UK
Janka Rodziewicz - Elected member
Daniel Williams - Elected member
(Clare Fiander – Minute Taker)

Apologies from:

Amanda Hedley - appointed by the Mental Health Provider Forum
Dan Mobbs - Appointed by Norfolk Community Advice Network
Amanda Nelson - Appointed by Equal Lives
Pip Coker - elected member
Cindee Crehan - appointed by Momentum (Norfolk) as one of the VCSE Engage partners
Richard Draper - elected member
Jane Evans - elected member
Natalie Jode - appointed by Creative Arts East
Tim Sweeting - Appointed by the Voluntary Sector Forum (Children & Young People)

1. Welcome and introductions

Jon Clemo opens the meeting. The meeting is quorate.

Daniel Williams asks what recommendations have been made in response to the email Jon Clemo circulated. Jon Clemo replies that Amanda Nelson was happy with the brief and priorities circulated on Wednesday. Cindee Crehan had informed Jon that all Short Break providers had their contracts rolled over for a period of time. This will allow for planning for provision going forward. Daniel Williams notes that if the Systems Leadership Group (SLG) affected this decision, this was a quick win.

2. Minutes of the Meeting held 22nd September

These have been reviewed and accepted by email.

3. Matters Arising and Action Log Review

Jon Clemo talks through the actions arising from the previous meeting

- Ruth Gripper collated the member profiles for the website.
- A process for appointing VCSE reps to the HWB have been circulated for discussion.

Graham Creelman notes that Joyce Hopwood will be continuing to represent the NOPSB and dementia on the HWB as the President of NOPSB. Graham is now the chair of NOPSB.

- The SLG informed the chair of the HWB explaining how VCSE representatives will be appointed in future.
- Ruth Gripper scheduled a pre-meeting in advance of the HWB meeting.
- The Terms of Reference were circulated and agreed. The election of a Chair is included on the agenda. The Forward Planner has been updated to include the review of Terms of Reference and themes for the coming year.
- The review and renewal process has been included in the Forward Planner.
- A SLG Communications Strategy has been developed and has been included further on in the agenda.
- The revised Conflict of Interest policy was agreed by email and has been included on the Forward Planner for review.

Graham Creelman asks if he has issued a declaration of interest. Jon Clemo will check this and inform Graham

ACTION: Jon Clemo to confirm receipt of Graham Creelman's Declaration of Interest.

Daniel Williams notes that his Declaration will need to be updated. He would like to know what information will be made public, as this might not always be appropriate for some of his work. JC explains that it was agreed that these would be shared on the website to be as transparent as possible, unless the information was specifically confidential. Daniel believes that transparency is important. He will reflect on this and refer back.

- The results of the NCC Reimagining Years 2 and 3 event will be shared further on in the agenda.
- The three year vision will be carried over to the next meeting when there are more members to inform discussion.
- Ruth Gripper included briefing sessions in the Forward Planner circulated a doodle poll agreeing the next meeting date.

4. Election of Chair

Daniel Williams suggests that Jon Clemo is well positioned to Chair this group, and felt that this was the consensus in previous discussions. Graham Creelman points out that it might be practical to have a non-Executive Deputy Chair, which members could approach if they had issues that it would not be appropriate for an Executive Chair to respond to. Jon Clemo agrees that this is a good idea as it also accommodates the duality of his role.

Graham Creelman proposes that Jon Clemo is elected as Chair, with the expectation that a Deputy Chair be nominated and elected at the next meeting.

Daniel Williams seconds this motion.

ACTION: Nominees for the role of Deputy Chair, to provide scrutiny of the Chair and act as a point of contact for Directors, are asked to step forward.

5. VCSE Representation

Jon Clemo tables the Norfolk VCSE System Leadership Group Health and Wellbeing Board Representatives paper. This paper has five options outlined. At the previous meeting a need to ensure that the future representative has a similar expertise level to Richard Draper. However, given the breadth of the HWB interest, this would be impossible to cover with three representatives.

Graham Creelman is not acquainted with Dan Mobbs, but thinks that the second option ensures a good level of consistency. Jon Clemo adds that Dan Mobbs has attended most of the HWB meetings so far. Daniel Williams is happy for option two to be selected but would like clarification about whether or not Richard Draper has resigned to the HWB or if this should be done by the SLG. Option one allows for the SLG to use the HWB agenda to select the most appropriate representative to best substitute. The HWB is supposed to be a joint working forum, so it is vital to have both representatives of the sector and providers from the care pathway, whichever option that is selected must give this flexibility. Jon Clemo states that at least one of the places will be replaced annually with a caveat to include a skills review too.

Option 1: *” Dan Mobbs, currently substitute, to become the permanent representative. Any SLG member can substitute, and the group will aim to strike balance between continuity and taking advantage of expertise relevant to the matters at hand (and, of course, availability).”* Has been approved.

Daniel Williams informs that he has forward information to Jon Clemo about the Lord Lieutenant of Norfolk’s Palliative Care Forum. Graham Creelman has been invited to attend this as well. Daniel Williams feels that VCSE representation at this forum as this is vital, but is currently minimal. Jon Clemo suggests that for the short term perhaps Graham Creelman could keep the SLG informed about this forum.

ACTION: Graham Creelman and Danial Williams to discuss this further and identify any follow-on actions for the SLG

Jon Clemo tables the VCSE representation at public sector forums in Norfolk document. Janka Rodziewicz has noticed some omissions. Jon Clemo will circulate this so that everyone can add any omissions.

ACTION: Jon Clemo will circulate the VCSE representation at public sector forums in Norfolk so any omissions can be submitted.

Graham Creelman suggests that a representative should attend the Cultural Board of the LEP. There is a sense that the Arts Forum is quite Suffolk dominated, and that this needs to be rebalanced. Jon Clemo suggests that this is discussed with Natalie Jode, the Creative Arts East elected member. Daniel Williams adds that the group have discussed the appropriateness of who represents the group to the HWB, it would sensible to do the same for all the representative roles.

ACTION: Discuss VCSE representation on LEP Cultural Board with Natalie Jode and take appropriate action in response.

ACTION: Explore the relationship with the wider sector of VCSE on Boards.

ACTION: Jon Clemo will apply for a SLG place on the Norwich CCG Provider Forum.

Janka Rodziewicz asks if there should be a standing item to cover the meetings the group attend. Jon Clemo suggests that there could be an update session after the formal SLG meetings. Daniel Williams states that there is a public opinion that there are too many charities and they don't work together, however this group will be a step towards countering that.

6. Communications Strategy

Jon Clemo tables the Communications Strategy. Janka Rodziewicz says that this is a good strategy. Daniel Williams adds that this is a really good piece of work. He notes that on the table of "Channel" that radio, the local press and television have been omitted. Jon Clemo agrees that this should be added.

ACTION: Jon Clemo to add radio, press and television to the channels of media table.

Jon continues: most VCSE organisations have social media presence but the business sector is not as present. Graham Creelman agrees: it is clear in some cases that organisations use an automated system and are not interacting personally. Additionally there are many people who are not using computers who would miss out on this branding.

Daniel Williams suggests that to the "Key Messages" there should be some text about how the sector brings money into Norfolk through their "noble causes".

ACTION: include the noble causes and a stronger focus on the Norfolk Sector.

Janka Rodziewicz adds that when using Social Media the SLG needs to be certain that organisations use this as a means to get information. Jon Clemo replies that majority of the SLG information will be aimed at VCSE and public sector.

7. Reimagining year 1 – SLG response & review of CAN initial thoughts paper

Jon Clemo has drafted an initial CAN response to the budget cuts. He would like feedback on this. It needs to be decided if the SLG issue a response or if this is left to the composite groups. Janka Rodziewicz suggests both a SLG response and responses from each organisation, as the more feedback that is offered, the better. Jon Clemo suggests that the SLG response includes an introduction, which will help to demonstrate that the SLG are active and responsive. Daniel Williams agrees but notes that the message to the public has to be clear. Jon Clemo suggests that perhaps in the CAN response there should be an outline of how the contact with the SLG can be used to engage the sector. Graham Creelman adds that the SLG is not necessarily public facing, but it is important to ensure that CAN is not speaking for the SLG but facilitating engagement. This means considering how to term and nuance a response.

Daniel Williams asks Jon Clemo how he shaped the CAN response. Jon explains that this was composed of three strands:

- CANs own views
- Feedback from the Rural Proofing Group
- The concerns raised at both listening events, and other sector conversations

This will include an introduction to the SLG and be shared with the SLG for further comment.

ACTION: include introduction to SLG in CAN draft response and circulate to the SLG for comment.

Janka Rodziewicz noted that SLG might appear to be a CAN project. Daniel Williams states that the SLG is a coalition of groups to influence CAN. Janka suggests that the SLG is a coalition of VCSE sector organisations to converse with the public sector. Jon Clemo clarifies that the SLG has its own role, whereas CAN is purely an infrastructure organisation. As part of CANs role to represent the sector, it would be unusual if CANs voice didn't match that of the SLG.

Graham Creelman has forwarded the NOPSB response to Jon Clemo.

8. Re-imagining years 2&3 and event debrief

Jon Clemo tables two documents. One reflecting on areas of consensus, the other outlining six areas of improvement and an action plan to implement each one. These documents were the correlated responses from the Re-imagining Services Years 2&3 event. Jon asks Janka Rodziewicz and Daniel Williams their views on the event. Janka replies that there were some solid actions from the event. It felt like a positive result. Daniel adds that he attended for the afternoon and felt there was an atmosphere of partnership. Janka reflects that some of the smaller areas of the sector were under represented. Jon Clemo notes that more engagement is needed with the Arts and the Environment based organisations.

Jon Clemo states that the document of improvements and actions needs to be talked through with both the SLG and NCC to allocate ownership. Jon Clemo will take this up with NCC and reshare it with the SLG.

ACTION: Jon Clemo to work with Norfolk County Council to allocate ownership for actions resulting from the Re-imagining Years 2 & 3 event.

Daniel Williams notes that it is important to have transparent outcomes from both the sector and NCC. Graham Creelman asks if there will be another Re-imagining event. Jon Clemo confirms that there will, but there is not date for this yet.

Daniel Williams states that transport was discussed at the event, which fits in the second improvement ("Shared strategic planning, intelligence, evidence/impact"). Jon Clemo agrees that this needs to be addressed; however there will be no quick win. Any response to the budget cuts needs to stress the need to protect transport as it affects all areas. Jon adds that NCC are aware of the detrimental effect of the cuts, but still have to make a decision about what to cut in order to make the figures balance. Graham Creelman states that this will require structured strategic planning.

Jon Clemo states that The Areas of Consensus document is the broader responses to the afternoon session. There was criticism of the Early Help and Living Independently team as they had not engaged with the VCSE sector, which contrasts the Shropshire model that they use. Janka Rodziewicz reports that she was involved in conversations looking at a local "front door" model, then the revised Care Act was implemented and so was the Shropshire model. Jon Clemo notes that NRCC used to run a project called Services 2gether which connected members of the public with an integrated care service, similar to the Shropshire model, but was not cost effective. Shropshire is struggling to sustain this model as the voluntary sector is so underfunded. Jon asks Janka Rodziewicz

if, as she already had been contacted about this by NCC, SLG could input into the conversation. Janka explains that there is no scheduled meeting, but that she is preparing a list of hubs, which Jon could add to. Janka would then forward this including a note about how Jon advised on this, to draw him into the conversation.

ACTION: Jon Clemo to liaise with Janka Rodziewicz on any NCC conversations.

Jon Clemo suggested via email, pulling together a joint group with NCC including Adults and Childrens' services. It is hard to get these two services to communicate. The Early Help service has had no VCSE engagement. Some work is being duplicated. NCC has been disinvesting in VCSE and investing in their services. The previous service providers had good track records, whereas Early Help has none. This is why the event also looked at the service's objectives. Jon is trying to get the right tone with response to year one. For example: Providers were very angry with how the Short Breaks service has been managed. The service was very much in limbo. NCC was felt to be changing provision without fore thought for future relationships.

Daniel Williams notes that the through VCSE and statutory sector engagement, we are able to access all off this information, and develop good work as a result. Do the Statutory sector feel get the same information on engaging with the VCSE sector. Jon Clemo replies that there is a sense that the Statutory sector's work is not joined up, so the information is not shared with the same fluidity.

9. Developing a three year vision

This item is carried over.

Graham Creelman notes that "Age UK Norfolk elected member" needs to be added to his role. His deputy chair David Button and Board member Ann Taylor will substitute these meetings if he is unable to attend.

Jon Clemo explains that one of the actions of the Sector Led Plan was to create a strategic fundraising platform for the sector. Jon has commissioned Daniel Williams to explore this, by developing a memorandum with CAN and Norfolk Community Foundation to develop a platform together. Jon will arrange an "Away Day" that explores this, and provide the SLG an opportunity to reflect on CANs objectives.

ACTION: Jon Clemo to arrange an "Away Day"

Date of next meeting: