

CHANGE UP

Minutes of the meeting held on Wednesday 17 February 2010 at 14:00pm at the Forum
Greenwich

Present: Martyn Coe
Naomi Goldberg
Jo Deverson
Michelle Martin
Sergio Olivares
William Ekinu
Jill Crumpton
Maria Kelly
Audrey Stevens
Gulten Fedayi

1. Apologise for Absence

Apologise for absence has been received from Mary Rouse, Justice Acungwire, Marguerite McLaughlin, David Stone, Andy Smith and Stacy Smith.

2. Review Minutes of last meeting

Minutes accepted

3. Matters Arising

All actions from previous meeting completed.

Action: Documents should be sent as 97-2003 Microsoft version, not Vista.

4. Operational Issues:

a. Staffing

GAVS had employed a temp (Katie) to provide administrative support to CHUP.

However, this temp is currently unable to continue due to child care problems.

Another temp (Nancy) has begun, but unfortunately was rushed to hospital today!

- **Action:** Continue to employ a temp but advertise post to staff and volunteers from CHUG consortia. NG to write job description & person specification. MM to assist with interviewing.

b. Underspend

See budget vs actual document circulated. £2,673 underspend.

VCG requested funding for 2 new laptops & portable printers for new outreach sites being opening to cope with increased demand. Approx £2,000

Action: NG to ask rest of consortia for suggestions & also put forward VCG request - proposals to be submitted by 26th Feb. MM to get quotes & details by 19th Feb. If competing bids, GAVS to decide.

c. Apportionment of Management Costs for 2009/10 and 2010/11

Management costs for FY 2009/10 split between VCG (as management body), the Forum (Chair and staff management) for first quarter of year, and GAVS (Chair and staff management) for last three-quarters of year. From April 2010, GAVS to receive full management costs.

➤ **Action:** GAVS to invoice VCG for GAVS part before 31st March 10

d. Website

CHUG website domain not owned by CHUG but by website designer. SIGN website out of date. No action therefore to be taken on existing website and database.

Action:

- GAVS to add a 'CHUG tab' to GAVS' website with current information on. All other members of consortia to add a link on their websites to this page.
- CHUG (NG) to write letter to website designer Mervyn, asking for rights back and to take down website.
- GAVS to export details from its in-house database into format for public viewing on website. To be done once GAVS mapping exercise of sector is complete, end March.

5. Workplan

a. Update on Implementation

New workplan developed at the last meeting has now been agreed by London Councils/Change Up London.

b. End of Year Review – RAG rating our work plan

Annual Monitoring report to be completed by end April 2010. Nancy (GAVS/CHUG temp) has been working on a draft (see draft circulated). Need to input other consortia members' progress reports.

RAG rating exercise

- **Action:** Nancy to call/meet each member and go through report to get information.

6. Representation

See Action Plan circulated. Greenwich Partnerships Team have agreed this. Timeline to be revised. Voluntary Sector representation on partnerships below LSP boards needed - only where there are vacancies.

Actions:

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- GAVS to circulate draft report on accountability and selection. Need feedback from consortia members by end March (to go to GAVS Board April). (A second report on supporting the reps is currently being drafted).

7. Update on Council's Commissioning Process

See Report circulated - this was approved by Cabinet 16th February. Timetable is tight. Consultation period Mar-May. Framework will be published 8th March and will be posted in the Council and GAVS' website. Priorities will be in line with Council's current Strategy Plans. First briefing event planned for week commencing 15th March. Commissioning only open to third sector organisations in Greenwich (not private). GAVS will be supporting the third sector to engage with the Commissioning process. GAVS will receive £20k from the Council to do this - this will be spent on ensuring Development Executives can remain full-time to provide organisations with support.

8. AOB

- GCRE are receiving support from boost consultancy to review their governance, management, systems etc. 25th March Special Meeting. Encourage new members and are looking for new Trustees.
- GCDA have a launch event/open day on Monday 22nd Feb. All are invited.
- All agreed Manna Trust and Pre-School Alliance to be members of CHUG.

Actions:

- NG to send round definition of Third Sector
- Propose that and Council become members of CHUG.

NEXT MEETING: 2 months time.