

NORTH YORKSHIRE COMPACT STEERING GROUP

Monday 13th November 2006 at County Hall, Northallerton

NOTES OF THE MEETING

1.0	<u>WELCOME & APOLOGIES</u>	
	Neil Irving (NYFVO), Karen Weaver (Harrogate Borough Council), Judith Bromfield (Richmondshire CVS), Paul Brand (NYCC, Community Transport) Brian Durham (NYCC ACS), Dave Forrest (Volunteering England), Kirstie Dennis (NYCC), F Gillman (YRCC), Cllr John Fort (NYCC Executive), Christine Jones (Richmondshire DC), Chris Stone (NYFVO), Chris Morgan (Scarborough Borough Council), Julie Darcy (NYCC ACS), Karen Iveson (Hambleton DC) Carol Renahan (NYCC Economic Development), Hazel McGrath (Harrogate CVS) Bill Cross (NYCC), Justine Williams (NYCC)	
	Apologies received from: Paul Hayward (RVA) Cllr Paul English (Skipton Town Council), Elaine Schofield (NY&Y PCT), Kate Senior (Craven District Council), Liz Stelmach (Pre-School Learning Alliance), Cllr Shelagh Marshall (NYCC), David Walker (NYCC – C&YP) Derek Bartrop (NY&Y PCT) Clare Slater (Ryedale DC) Jan Cleary (NYCC – ACS)	
2.0	<u>NOTES OF THE PREVIOUS MEETING</u>	
	Notes of the meeting of 28 th April were not sent out with the Agenda. It was agreed notes from each of the previous Steering Group and Working Group meetings would be circulated with the notes from this meeting.	JW
3.0	<u>DRAFT TERMS OF REFERENCE</u>	
	Neil Irving presented the draft Terms of Reference previously circulated to the group – the intention been to produce something short and simple to describe the roles and functions of each group. The draft had been presented to the NYSP at its previous meeting of 2 nd November 2006 to clarify their role as overseer of the Compact. It was agreed to amend the draft to specify the secretariat function would be provided by the County Council. The group unanimously supported the adoption of the Terms of reference with the amendment.	NI
4.0	<u>IMPLEMENTING THE COMPACT</u>	
	Bill Cross and Karen Weaver each gave an account of the development and organisational response to the Compact to date to illustrate current position and to identify ongoing work.	

4.1	<p><u>Bill Cross – NYCC</u></p> <ul style="list-style-type: none"> • Cllr John Fort holds Portfolio responsibility for the Compact in the Executive; in addition, NYCC has appointed a Compact Champion (Cllr Shelagh Marshall) and established a principal point of contact (Bill Cross) for Compact matters. Cllr Marshall is a strong personal supporter of the Compact and has been a particularly active advocate both internally and externally. • A series of discussions with Directorate SMTs (Senior Management Teams) following NYCC's formal adoption of the Compact were encouraging, suggesting good organisational awareness of the Compact and its terms as well as an appreciation of best practice • NYCC still needs to strengthen its overt commitments to the Compact and tie existing working practices to Compact undertakings • Work is still ongoing to promote the Compact across the organisation and initiatives include <ul style="list-style-type: none"> * Developing a Members Seminar incorporating the wider VCS agenda and issues as well as focussing on the Compact * Maintaining a check on directorate commitments, good practice and compact compliance – to be undertaken by the NYCCs own appointed Internal NYCC Compact Group * Regular reports to the Executive – including an Annual report and taking forward the recommendations of the Working Group's review of the Compact. 	
4.2	<p><u>Karen Weaver – Harrogate Borough Council</u></p> <ul style="list-style-type: none"> • Harrogate adopted a local version of the Compact in 2001. The 2005/06 review of Support for the VCS suggested that it had prompted little action and was not widely owned across the authority. • As a result 2 project teams and a new Elected Member Lead for the VCS were established. • The project teams – working with the support of the Lead Member – focused on two priority areas: <ul style="list-style-type: none"> ◆ Revitalising the Compact – working to improve the perceived low levels of awareness and improve working practices – to change hearts and minds ◆ Funding of the VCS • The first project team reflected that low impact of the original Compact could most likely be attributed to poor communication and a lack of training and formal monitoring processes. The resulting improvement plan contains measures to strengthen each of these areas: <ul style="list-style-type: none"> ◆ Communication –the VCS Forum was established and has received considerable support from the authority, as a result communication between sectors has improved greatly. The appointment of a new Lead Elected Member and a Part-Time Officer has further enhanced communication and provided accessible points of contact. 	

4.3	<p>◆ Training and Awareness – Identified as especially important for Elected Members but also for Officers. Hazel McGrath has developed an induction and training framework for new and existing Members which incorporates wider issues of concern to the VCS as well as the Compact and encourages Members to visit premises and interact more</p> <p>◆ Monitoring and Evaluation – the lack of formal processes meant no questions were asked about the implementation and effectiveness of the Local Compact. Now monitoring and evaluation processes are being developed which rely heavily on the VCS Forum – particularly its annual meeting to identify areas for further work and discussion. Procedures are kept purposefully simple and streamlined.</p> <ul style="list-style-type: none"> • The review identified that the Harrogate & NY versions of the Compact were practically identical and agreed in sentiment. Indeed, the Harrogate LSP had signed up to the NY Compact via the NYSP. • Developments in partnership working (most significantly through work to develop LSPs and the LAA) suggested that it would be practical at this time to be part of a large, single Compact for North Yorkshire. • A paper was to be presented to Cabinet in the coming week to gain formal agreement to the move to join up the Harrogate and NY Compacts – but sentiment amongst Members to agree this development appears positive. <p>In discussion of the above presentations it was noted that:</p> <ul style="list-style-type: none"> * In signing up to the NY Compact, Harrogate BC will subscribe to the NY Compact’s Funding Code – this represents significant change and the project team assigned to this work during the review phase sought to investigate opportunities for 3 year funding and to clarify the authority’s current financial support to the VCS. * The issue of funding will always be prominent and the Harrogate review tried to be open about the challenging financial pressures the authority was under at the same time looking for innovative ways to support the VCS where financial support could not be guaranteed. * There needs to be ownership of the Compact at a local level – through LSPs and District/Borough Councils. * Instances of good practice are emerging – in Hambleton a& Richmondshire the PCT and NYCC have joined together to conduct a single annual assessment process for VCS organisations operating services – where previously there may have been 2 or 3 single assessments carried out. The process has not only been useful for the VCS themselves but also strengthened communication and links between the various public services agencies involved. * Local Champions were seen as a productive way forward and LSPs/Local Councils representatives were asked to take the idea back to their organisations to seek views on appointing local Champions in each area. * Harrogate had developed a “job description” for their Lead Elected 	<p>Local Authority / LSP reps</p> <p>KW -</p>
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	Member for the VCS – to be circulated with the meeting	Attached
5.0	FULL COST RECOVERY	
	<p>The Working Group had been considering proposals to host a Full Cost Recovery workshop similar to that developed by York CVS earlier in the year and provided by the West Yorkshire Community Accounts group.</p> <p>During discussion it was agreed that:</p> <ul style="list-style-type: none"> * There was support for the provision of such a workshop aimed at both VCS and public sector organisations in NY * The issue is extremely complex and there must be a consistent message and common understanding on the part of the Voluntary and Community and Public sectors * There are two levels to explore – the principle of FCR and the practicalities and the technical understanding that will underpin it. <p>Judith Bromfield reported that she had recently attended a Training the Trainers day on FCR. This had underlined the complexity of the issue – the day was extremely intensive and would take a long time to understand and implement.</p> <p>Guidance and a template already exist, but whilst it is important that organisations can claim back costs they must also remain competitive.</p> <p>It was agreed: To develop two workshops i) a half day workshop on understanding and agreeing the principles of FCR ii) a day training course on the use of the template Each would use the exiting NY Compact Funding Code as the basis for development The initial workshop on the principles of FCR should be open to members of the Compact Steering Group and Member Champions – the more detailed work on the template would be open to local organisations. It was agreed to work towards a potential date of February 2007 for the initial workshop. Judith Bromfield agreed to co-ordinate this work.</p>	Judith Bromfield
6.0	CODE OF PRACTICE ON VOLUNTEERING	
	<p>Dave Forrest presented a condensed version of the previously circulated draft code on Volunteering (attached).</p> <p>It was agreed that all members of the group would take the draft away for consideration with the endorsement of the NY Compact Steering Group and an aim to approve the code at the Steering</p>	ALL

	<p>Group's next meeting.</p> <p>Discussion included the following points:</p> <ul style="list-style-type: none"> • The volunteering code is about increasing the number of volunteers and improving the volunteering experience • Still need clarity about the statutory sector's work with volunteers • The LAA contains a stretch target on increasing volunteering • NYCC has its own targets for the proportion of adults with disabilities who volunteer • The issue of expenses paid to volunteers in receipt of benefits had recently been clarified by DWP. Previously volunteers on benefits had been in danger of losing some of their entitlements by receiving expenses from their volunteering work or volunteering over a certain number of hours per week. However, lunch and travel expenses can now be reimbursed without threat to benefits. • It was noted that anecdotal evidence suggested some people with disabilities were being put off volunteering because of the significant amount of additional paperwork associated with it and the impression that it brought individual cases to the attention of benefit officers more often. • There are also particular moves to encourage those on incapacity benefit into volunteering as a milestone back into work. NYCC has targets for this particular issue. 	
7.0 CODE OF PRACTICE ON BME GROUPS		
	<p>Kirstie Dennis reported that a number of people had already volunteered to participate in the development of the BME code but anyone else who was interested would be welcome to join the group. It was hoped an initial meeting of the group would take place before Christmas.</p> <p>A draft document would be circulated across the Steering Group when developed with a request for comments in the anticipation of formally adopting the code at the next meeting.</p> <p>Please contact Kirstie Dennis, Senior policy Officer, NYCC, 01609 533492 kirstie.dennis@northyorks.gov.uk</p>	<p>Kirstie Dennis & Development group</p> <p>Kirstie Dennis</p> <p>ALL</p>
8.0 COMPACT WEEK & VOLUNTEERING WEEK 2007		
	<p>Volunteering week runs during the 1st week in June 2007 and Compact week is scheduled for the 1st week in November 2007.</p> <p>The group agreed that it would be good to support both dates with something meaningful.</p> <p><u>Volunteering Week – June 2007</u></p> <p>It was noted that volunteer centres are already very active in recognition of Volunteer Week – hosting a varied programme of</p>	

	<p>events that includes volunteering fairs, roadshows, exhibitions and use of local media opportunities to promote and celebrate volunteering.</p> <ul style="list-style-type: none"> • It was suggested that the group may look to formally launch the volunteering code during Volunteering week. • Promoting at the Great Yorkshire Show was suggested and would be viable providing that any facilities could be 'staffed' and that resources could be made available for stall costs/expenses etc. • It was agreed to investigate the potential for the NY Times (NYCC's new monthly publication) to include articles and information with a local focus. It was suggested there could be a trailer in may with advance notice of Volunteer week and a larger presence in the paper in June to celebrate Volunteering Week itself. • YRCC have a mail-out to all Parish Councils which could carry details of opportunities etc during the week. • It was agreed that any content should include good news stories and promote good practice defined in the code. • Dave Forrest agreed to discuss opportunities with Volunteer Centre Managers at their next network meeting <p>It was noted that annually the 28th October is Make A Difference Day</p> <p><u>Compact Week – November 2007</u></p> <ul style="list-style-type: none"> • It was agreed that this week has a different focus and target audience than that of volunteering week. • The meeting considered what York currently do – a large annual Compact event • It was suggested that early preparation may secure a high profile speaker to help raise awareness of any such 'day' • It was agreed the Working Group should consider possible plans for the week, including getting signatories involved in a review of the Compact and its Codes, a study day on the existing Compact, developing a partnership working day. • It was agreed that BC should seek to clarify NYSP involvement and look to see if a future NYSP meeting could coincide with the week and/or include a Compact focus. • It was agreed the Chair would draft a letter to the Compact Commissioner to try and secure his participation in any planned event at an early stage 	<p>Working Group</p> <p>JW to ascertain publication dates</p> <p>YRCC</p> <p>ALL</p> <p>DF</p> <p>Working Group</p> <p>Working Group</p> <p>BC</p> <p>NI</p>
9.0	<u>FUNDING BOOKLET</u>	
	<p>BC introduced the NYCC Funding booklet as described under the Funding Code of the NY Compact. It describes as far as possible the current funding position with the County Council with regard to contracting, grants etc however, it will be periodically updated as the County Council strive to complete the picture across all directorates</p>	

	<p>The booklet will be made available on the NYSP website under the Compact heading so it is a live document The document was welcomed by the Chair</p> <p>It was agreed that District/Borough council reps on the group would take this idea back to their organisations to determine the potential for developing a similar booklet to join the County Council's on the NYSP site or to enable links to information already held on individual sites to be linked to the Compact's area on the NYSP site. There was general support for all information to be held in one area even if it was available in others – an inter-authority 1 stop shop</p> <p>It was agreed that prior to publication the draft should be updated to include a short introduction linking it to the funding code of the NY Compact</p> <p>It was agreed that members of the Steering Group should be notified as soon as the information 'went live' on the NYSP site.</p>	<p>District/ Borough Council reps</p> <p>WG</p> <p>JW</p> <p>JW</p>
10.0	<u>REGIONAL COMPACT DEVELOPMENT</u>	
	<p>KD updated the group on the meeting of the last Regional Compact Working Group co-ordinated by Karamjeet Bhui at GOYH.</p> <p>The group had produced a draft Regional Compact building on good practice in other regions. However there remained concerns that:</p> <ul style="list-style-type: none"> • Work needed to ensure that the resulting 'suite' of Compacts (local, sub-regional and regional) would be complimentary and not contradictory • There needed to be clear need for a regional Compact and clear recognition of which should be the 'primary' Compact when dealing with particular issues – e.g. The Regional Compact Working group intend the Regional Compact to cover region-wide organisations such as GOYH, Regional Assembly etc. <p>The Regional Group were working on developing an Action Plan to supplement the Compact document and would be consulting on both that and the Compact document itself in the coming months.</p>	
11.0	<u>AOB</u>	
11.1	<p>JW confirmed that the Compact Flyer had been printed and would be available to download from the NYSP website.</p> <p>It was noted that the Selby AVS number had changed and this would be remedied in any further print runs and as soon as possible on the downloadable document available on the NYSP site.</p>	
11.2	The Chair noted that it had been an extremely useful and positive	

	meeting - with progress made in many areas	
7.0	<u>DATE AND TIME OF NEXT MEETINGS</u>	
	<p>NY Compact Steering Group (wider group) Wednesday 18th April 2007, County Hall, Northallerton (Room TBA) Wednesday 7th November 2007 County Hall, Northallerton (Room TBA)</p> <p>NY Compact Working Group (this group) Wednesday 29th November 2006 at 10am NYFVO, Crayke House, Easingwold Business Park</p>	