

**NORTH YORKSHIRE COMPACT STEERING GROUP**

**Tuesday 3 June 2008 at Northdale Horticulture, Northallerton**

**NOTES OF THE MEETING**

<b>1.0</b>	<b><u>WELCOME &amp; APOLOGIES</u></b>	
1.1	<p><b>Karen Weaver</b> (Harrogate Borough Council), <b>Richard Weightman</b> (Coast and Moors Voluntary Action), <b>Paul Hayward</b> (RVA), <b>Jayne Dolling</b> (NY&amp;Y PCT), <b>Jo Reilly</b> (Ryedale District Council), <b>Judith Bromfield</b> (Richmondshire CVS), <b>Gill Cashmore</b> (Selby District AVS), <b>Helen Black</b> (NYFVO), <b>Hazel Kirby</b> (NDVSA), <b>Kay Ritchie</b> (NYCC)</p> <p>Karen Weaver welcomed everyone to the meeting and invited them to introduce themselves.</p>	
1.2	<p>Apologies received from: <b>Neil Irving</b> (NYCC), <b>Hazel McGrath</b> (Harrogate CVS) <b>Neil Skinner</b> (Selby District Council), <b>Lynda Powell</b> (Richmondshire District Council),</p>	
<b>2.0</b>	<b><u>CONFIRMATION OF CO-CHAIRS</u></b>	
<b>2.1</b>	<p>Kay Ritchie presented a summary of the nomination process for the Co-Chairs and confirmed that Karen Weaver and Helen Black had been elected unopposed as the statutory and voluntary sector Co-Chairs respectively.</p>	
<b>3.0</b>	<b><u>NOTES OF THE PREVIOUS MEETING</u></b>	
3.1	<p>These were approved as an accurate record of the meeting.</p>	
<b>4.0</b>	<b><u>MATTERS ARISING</u></b>	
4.1	<p>3.0 – BME Code of Practice – this was now available in confirmed format on the Compact website (<a href="http://www.nysp.org.uk">www.nysp.org.uk</a>)</p>	<b>JB/KR</b>
4.2	<p>4.0 – Compact survey – Judith Bromfield was preparing a full report on the survey outcomes to be sent to signatory organisations.</p>	
4.3	<p>5.0 – Full cost recovery trainings had been held, but there was still work to be done on promoting awareness of the funding code of practice. The Steering Group also noted that the Funding Code of Practice would need review to reflect changes to the commissioning, contracting and procurement agenda and this would be built into the action plan (agenda item 10).</p>	
<b>5.0</b>	<b><u>MEMBERSHIP</u></b>	
5.1	<p>KR presented the list of current Steering Group members. It was proposed that for the larger statutory organisations, it might be useful to invite additional representatives to Steering group meetings, either as full members or in attendance, for example, Directorate reps</p>	<b>KR/JD</b>

	(NYCC) or locality managers (PCT). Members noted that it may be more helpful for those organisations to have internal structures to ensure engagement and involvement, and to invite additional representatives to relevant Steering Group meetings. It was agreed that KR and JD would consider this and report back to the next meeting.	
<b>6.0</b>	<b><u>TERMS OF REFERENCE</u></b>	
6.1	KR presented the revised terms of reference for the Steering Group which had previously been circulated by email for comments. The revised terms of reference reflect changes to the working practices of the Steering Group which would enhance effectiveness, notably; <ul style="list-style-type: none"> <li>1) the introduction of Co-Chairs, one from the voluntary and community sector and one from the public sector;</li> <li>2) increase in the number of meetings from 2 to 3 per year;</li> <li>3) introduction of task and finish groups to replace the working group, to enable members to contribute to tasks where they have expertise or experience, for a defined period of time.</li> </ul>	
6.2	It was proposed to amend the November meeting to October to incorporate planning for Compact Week. The Steering Group approved these amendments and recommended that they be forwarded to the NYSP Executive for confirmation.	<b>KR</b>
<b>7.0</b>	<b><u>ROLE DESCRIPTION FOR COMPACT CHAMPIONS</u></b>	
7.1	KR presented the draft role description for Compact Champions which had previously been circulated by email for comments. Members noted that Districts and the County Council also designated 'Member Champions' to certain policy areas and that a list of these contacts may be prepared. Members were invited to send the names of any Member Champions to KR in advance of the next meeting.	<b>ALL</b>
7.2	It was agreed that the Compact Logo should also be circulated to all members to be used in Compact-related promotional materials/reports.	<b>KR</b>
<b>8.0</b>	<b><u>CURRENT SIGNATORIES</u></b>	
8.1	KR presented the list of current signatories and a number of changes were noted. It was agreed that this should be placed on the NYSP Compact web pages, together with electronic signatures from the organisations concerned. The Steering Group also agreed that the remaining members of the NYSP Executive not formerly signed-up, but who had agreed to the Compact through the Executive should be approached to formerly sign up to the Compact.	<b>KR</b>

<b>9.0</b>	<b>COMPACT UPDATE</b>	
9.1	<p>KR presented a report on recent national, regional and local Compact developments, including the Compact survey conducted by the Steering Group in July 2007, which indicated that awareness of the Compact was low in both statutory and voluntary sector organisations and that monitoring and compliance mechanisms were seen to be lacking. It was agreed that awareness-raising activity should be included in the forward planning (agenda item 10).</p>	
9.2	<p>Members also agreed that good practice sharing should be a standing item on the agenda for Steering Group meetings and that members would be invited to report on one item of good practice and one area of challenge they were facing in relation to Compact implementation.</p>	<b>ALL</b>
9.3	<p>The Steering Group also considered a proposal for a one year trial of a compliance monitoring and dispute resolution and Compact improvement procedure for the North Yorkshire Compact. This was adopted. It was agreed that this should be circulated to members.</p>	<b>KR</b>
<b>10</b>	<b>GOOD PRACTICE SHARING</b>	
	<p>KW invited members to give examples of how they are using the Compact in their working relationships with partners.</p> <p>NYCC – feedback from Volunteering Centres on NYCC volunteer recruitment processes had led to a review of current practice and the development of a corporate volunteering policy (underway).</p> <p>NY&amp;Y PCT – Cooperation on developing the commissioning process with the LIO Consortium</p> <p>Ryedale – Consultation on the Children and Young People’s Plan was rushed and provided for very limited informed input. CYP have acknowledged that they need to do more work on this and it was noted that the Steering Group could help this process.</p> <p>Hambleton – LSP work on Community Engagement has included the Compact way of working</p> <p>Richmondshire Volunteer Centre – constructive approach to project adaptation with PCT and good inflation uplift from the PCT.</p> <p>Harrogate – Audit Commission self-assessment included very good feedback from VCS as strong relationships had been built.</p> <p>NYVFO – good collaboration with PCT and NYCC on joint strategic needs assessment development</p>	

<b>11.0</b>	<b><u>FORWARD PLANNING</u></b>	
11.1	KR presented a report on the focus of the Steering Group 2008-11, which would be on implementation of the Compact and the Codes of Practice.	<b>ALL</b>
11.2	A number of additions were proposed to the action plan, which is attached at appendix A. It was agreed that a task and finish group for each area of the action plan should be identified to scope out the work, timeframes and develop the support and information partners would need to implement the Compact commitments in their own organisations. It was also proposed that a task and finish group be established to support work towards the LAA target on a thriving third sector.	
11.3	It was agreed that whilst all areas of the plan were important, the focus should be on to the following areas, in order of priority;  1. Funding – HB/JD/KR/GC 2. BME groups (and other equality strands) 3. Compact	
11.4	Volunteers for the other areas of work would be sought by email from the full membership. It was noted that membership of the task and finish groups should not be restricted to Steering Group members and that members could propose colleagues working in roles more directly related to the action plan area.	
<b>12.0</b>	<b><u>AOB</u></b>	
12.1	KR notified members of the Compact Awards 2008 for which nominations were now open.	
12.2	HB presented an outline of research NYFVO had been invited to take part in by the Institute for Voluntary Action Research. The research would involve other members of the North Yorkshire Compact members (NYCC, District Council and mid-size VCS organisation). The Steering Group would receive any feedback. It was agreed that the NY Compact should take part and KW volunteered to be the district council representative.	
<b>13.0</b>	<b><u>DATE AND TIME OF NEXT MEETINGS</u></b>	
13.1	Monday 6 October 2008, 10.30 am – 12.30 pm, Meeting Room 3, County Hall, Northallerton.	

Action / Implementation description	Lead Officer	Deadline	Comments
Funding			
Ensure all public sector organisations have a clear method of promoting the support and resources they make available to partners and how they are accessed	All partners		
Develop a response to the changing commissioning and contracting agenda in line with the Compact way of working	All partners		Review the Funding Code of Practice to incorporate FCR and Commissioning.
To review current funding mechanisms and identify areas for review to improve Compact compliance	All partners		
BME Groups			
Identify opportunities to improve joint understanding of the needs of BME communities and how communities can be supported	HB, NI, KR		Identify why Capacity building bids were rejected. Pull together current information available on these groups with input from the NYSP Equalities Task Group.
Compact			
Invite all organisations represented on the NYSP Executive to sign up to the North Yorkshire Compact and identify their Compact Champion	NYCC (KR)	September 2008	
Provide Compact training and support pack for all Compact Champions (including template training and	KW/KR		

promotional materials)			
Ensure a monitoring and compliance mechanism is embedded in each partner organisation	All partners		
Organise an event (internal/external) to raise awareness of the Compact in Compact week (1-7 November)	All partners		
Identify examples of good practice to share with partners at Steering Group meetings and other partner events			
Consultation			
Review current consultation mechanisms and networks and provide recommendations to partners on improvements/efficiencies	All partners		
Information and Communication			
Investigate opportunities for greater use of shared information and communication systems, common templates etc.			
Ensure the NYSP website provides the information partners need to promote and implement the Compact	NYCC (KR)		
Volunteering			
Review the opportunities for volunteering in partner organisations and ensure they are Compact compliant	All partners		

Identify opportunities to provide joint training opportunities for volunteer coordinators and managers	All partners		
Provide support for partners to extend the range of volunteering opportunities they offer and reduce barriers	All partners		
Thriving third sector LAA target			
Develop an action plan to implement the target on a thriving third sector	HB/KR		