**Big Local SW11**

**Minutes of Partnership Committee Meeting**

**Thursday 8 December 2016**

**10.30 am at Providence House**

Present:

Stephen Holsgrove

Helen Garforth

Marlene Price

Donna Barham  
Jane Eades

Sharon Grant

Syeda Islam

Tessa Strickland (part)

Wendy Speck

Helen Taylor

Also present: David Stone

**Next Meetings – 10.30 am Providence House:**

Thursday 16 March 2017

Thursday 15 June 2017

Thursday 14 September 2017

Thursday 7 December 2017

**Other Important dates**:

**Battersea Together**: Thursday 23 February 2017 York Gardens

**AGM:** Wednesday 21 June 2017 Evening Venue TBC

**Falcon Road Festival**: Saturday 1 July 2017

1. **Apologies for absence**Apologies were received from Charlene Brown, Senia Dedic and Robert Musgrave. Tessa Strickland will be late as she is attending another meeting.  
     
   At our last meeting we stated that no apologies were received from Jane Eades but please see correction to the Minutes.
2. **Minutes of the Partnership Meeting of 8 September 2016**Jane Eades stated that she did give her apologies at the end of the previous meeting as she was going to be away on holiday.   
     
   Helen (G) asked for a correction to Item 8. It was stated that anything that we don't spend from funds received from Local Trust needs to be returned, but should be corrected to note that any returned funds are added back to our funding pot.   
     
   Following these corrections the Minutes were accepted and signed as a true record.  
     
   Helen also congratulated the Partnership Executive on the completion of the Plan which was accepted by Local Trust which enabled us to receive our funding.
3. **Matters Arising Not on Today’s Agenda**There were no Matters Arising that would not be on today’s Agenda.  
     
   Stephen then stated that he had spoken to most of the members of the Executive and have clarified roles and the sub groups structure. Our main aim today is to appoint our Finance Officer and the appointment of an Outreach Officer and to look at the sub group structure. Our Small Grants programme can be put to one side now.
4. **Declaration of Interest**No declarations were declared.
5. **List of AOB**There were no items listed to be tabled**.**
6. **Register of Interest**All members were again reminded that it is important that this Register is completed and returned.

1. **Appointment of Vice Chair and Finance Officer**  
     
   Stephen stated that he had discussed the roles of Vice Chair and Finance Officer and that they are all happy to carry on. Wendy had signified her desire to carry on at the nominations stage and we had agreed to Tessa’s appointment after she indicated at our 8 September meeting that she was willing to carry on as Vice Chair.   
     
   We then unanimously agreed that Wendy Speck and Tessa Strickland will continue to share the joint post as Vice Chairman.  
     
   As Syeda has agreed to continue in the Finance role we all unanimously agreed to the appointment of Syeda Islam as our Finance Officer.
2. **Sub Group Structure**  
   Stephen’s discussions with members was to identify those who would like to work in various areas of our Plan.   
     
   He is proposing that we have 2 new groups a youth one including Mentoring and recognizing again that he hasn’t been able to speak with Charlene. His suggestions is that we form a group that looks at young people on the whole and he would like Marlene, who has a lot of other connections to be the Member responsible for this sub-group.  
     
   His other suggestion is a New Opportunities Sub Group which includes Community Connectors, a low budget, blue sky project and would like Robert to be responsible for this group. He may suggest projects that we could get involved in and bring other people into.

Another group suggested will be that of fundraising. No member has been allocated to lead that group.  
  
Stephen feels that we must look at our sub groups as an 8 year project and sees his role as a facilitator. We can co-opt and bring more people into these sub groups and there may be some duplication.  
  
Wendy felt that integration is important, we know what we are doing. A lot of projects will come from what we have done so far. Helen (G) felt that our structure works well and this would give us an opportunity to bring more people in. David stated that Building Futures worked well because we have outside members and Syeda wondered if from the group formed some will have more roles.  
  
At the meeting Jane was reluctant to take on the Community Fitness lead so Robert agreed to take it on in the interim, however Stephen would prefer that Robert should focus on new opportunities. **Post Meeting: Jane has agreed to take the role of Monitoring the Community Fitness sub group.** Helen (G) queried whether the In-Work Poverty project should be within Building Futures.   
  
The Head of each group will be required to draft or agree that projects will be addressing our 4 objectives. Sharon wondered if that would limit the amount of information that will be circulated but Jane felt that if we limit the number of words we can focus on the essentials and priorities. Stephen would like to have this achieved by the next PC meeting.

1. **Appointment of Outreach Worker**The draft Job Description and Person Specification for the Outreach Worker was circulated with the documents for this meeting. Stephen will now take this away to review so that we clarify the differences between that role and that of David’s. David’s role should be more strategic and the new post more outreach and we would suggest that the period be an initial contact for 6 months. We also discussed the remuneration as it was suggested that we could offer a range of between £10 to £15 per hour. Marlene felt that it would be wrong to offer a range as there could be questions asked and we would need to justify why we had a range and didn’t offer the incumbent the top rate. Syeda felt that it was a responsible job and they will need to do a lot.   
     
   In principle we then agreed to the appointment of the post, on a 6 month contract, at a rate of £10 per hour and that a Panel will be appointed. Syeda agreed to be part of the Panel. The draft Job Description will be amended by David and sent to Stephen and Marlene for approval.  
     
   The Outreach Worker’s contract will be with the LTO.
2. **Small Grants Evaluation.**Deferred.
3. **Financial Processes**Stephen said that he would like to clarify the autonomy and we need to be transparent. Syeda will have oversight of the budget and will liaise with the LTO who holds the funding and will be reporting back to PC. Syeda will check to ensure that all payments are in line with budget. LTO will pay the bills. It was suggested that we store our invoices in GoogleDrive.  
     
   Some projects have large sums but the responsible PC member can spend the money once it is within budget and approved by Syeda. Projects are to be broken down to smaller chunks. Syeda is happy to sit down with project leads to go through their budgeting and funding.   
     
   Invoices are to be sent to finance@biglocalsw11.co.uk.  
     
   Marlene then commented that she was not aware of In Work Poverty project and would not have approved an amount of £25,000 as that is almost one-fifth of our annual sum. It was then recognized that too many documents were distributed and not enough discussion on them and appeared to be rushed through due to timing. We must agree new processes so that this does not occur again.  
     
   Wendy then stated that the Intergenerational project has only been one project but that they are looking at increasing their projects.
4. **Building Futures**Helen stated that Dustine’s contract has been renewed twice. Marlene then stated that she does not have a copy of the contract and was unaware that the contract has been renewed. She only had a copy of the contract which expired in 2015. David to ensure that a copy of Dustine’s contract is passed to Marlene.   
     
   The Pilot is going well. The Outreach Worker will do well. Aaron is singing the praises of this project. Helen has been asked to make sure that it is known that the project is run by us as the word on the street is that is it KLS’ project.  
     
   Community leadership exchange: we are partnered with an organization with seed funding to get it going.  
     
   Battersea Together: Our last event was in February 2016 and we are planning a new one next February.  
     
   In Work Poverty: When the proposal came a sub group was formed and they scrutinized it and has been to PEC. We have been asked to fund £250,000. We have many unemployed residents but we do not want to support them to work and then find them in dire circumstances. The sub group did a detailed scrutiny of KLS’ plan. Contribute to a £100k for 3 years. This influences KLS’ funding bid in January. David states that this needs to be seen as a joint project and we agreed that this must be a partnership project. We should look to leverage in some funding to cover this project. It is a pilot project that have a potential to become national.  
     
   Helen (G) stated that we should start tracking where we are leveraging in more projects and funding.  
     
   Jane stated that Dustine’s cost per job find is very cost effective compared to costing from a local employment exchange. Seven people have found jobs and we are focussing on quality and not quantity. Have a good tracking system and we have 3 case studies that we are hoping to publish soon.  
     
   It was agreed that Stephen and Marlene to review Dustine’s contract and ensure it is with the LTO.
5. **Community Fitness**The weekly fitness sessions have started.
6. **Intergenerational**Project is going well and they need to have a sub group meeting and to review the monitoring arrangements. Marlene asked about the St Peter’s Christmas Project and whether BLSW11 is contributing. The meeting was advised that an approach was made to the WoW Intergenerational Project but that it could not fit the BLSW11 logo onto the flyer. However a proposal will be put together for some intergenerational work at St Peters.
7. **Falcon Road Festival**The date of the Falcon Road Festival will be Saturday 1 July and the theme will be Health and Wellbeing, supporting Mental health in the community. Many of the attractions have been booked or are going to be booked and we will draw in the community in the planning of the Festival.   
     
   A discussion then took place on whether this should be run as an independent committee of BLSW11. At the moment there are 4 members of the Partnership, Robert, Tessa, Marlene and Donna. The reason for this to be run as an independent committee is so that it can have its own bank account and can approach funders. For the last festival there was an amount of goodwill but we were not able to get additional funding as it was seen as a BLSW11 project. It was proposed that if this is agreeable Marlene will be the treasurer, Tessa Chair and Micky Gwillam as the administrator. Micky performed this role for the 2016 Festival and has already started getting together the website and FB pages. The meeting was advised that the Battersea Summer Scheme is an independent committee of the Battersea Crime Prevention Panel of which Marlene is a Trustee so this model can be followed.  
     
   The meeting agreed that the Falcon Road Festival can be run as an independent committee of BLSW11, to organise their own bank account to which the sum in the budget for the festival as well as the surplus generated from 2016 will be deposited. It was agreed that this will be creating a legacy project for BLSW11.
8. **Small Grants Evaluation**David has completed the evaluation and will meet with Tessa, Marlene and Sharon to review this.
9. **Admin Finance Update**
10. **Any Other Business**
    1. Marlene did attend the Networking and Learning Event session on 23 September and a copy of the notes of the session will be sent as an Attachment with these Minutes.
    2. Helen reminded us all that Local Trust has organized some bespoke training and if there is anything that we would like to receive training on we can apply for funds to cover those costs.
    3. Helen reminded us that the Partnership Review forms must be completed and returned.
    4. Helen reminded us that we are now working to a Year 2 Plan and we will need to review this Plan in July 2017. We will need to set a date for this review.
11. **Dates of next meeting**Our next meetings are: Thursday 16 March and Thursday 15 June 2017 both at 10.30 am at Providence House.   
      
    Stephen will propose dates for our 2017 AGM and for the meetings for the rest of the year and these will be circulated.  **Post Meeting: AGM Wednesday 21 June, PC Meetings Thursday 14 September and Thursday 7 December all at 10.30 am Providence House. These dates have been added to the Next Meetings dates at the top of these Minutes**