

## **DRAFT**

**Note of meeting of A&E Third Sector Forum (A&E3SF)  
held on Tuesday 18th August 2009  
within the Somerton House Hotel, Lockerbie at 10.00 am**

### **Present**

|                  |  |
|------------------|--|
| Richard Brodie   | Eastriggs & Gretna Heritage – The Devil's Porridge |
| Roger Claymore   | Lockerbie & District Community Initiative          |
| Paula Cochrane   | Age Concern and Help the Aged                      |
| William Johnston | The Richmond Fellowship Scotland                   |
| Geoff Kitt       | Moffat & District Community Initiative             |
| Sharon Ledger    | Annan Initiative                                   |
| Kate Nutt        | Annandale & Eskdale CVS (Chair)                    |
| Fay Salmon       | WRVS – Frozen Meals Service                        |
| Janet Saunders   | Annandale Transport Initiative                     |
| Brenda Waugh     | D&G Citizens Advice Scotland                       |

### **Apologies**

|                           |   |
|---------------------------|---|
| Rosemary Flexney          | Sports Driving Unlimited  |
| Janet Foreman             | A&E Federation of Village & Community Halls and Middlebie<br>Community Hall |
| Judith Johnson            | Langholm Initiative   |
| Rhona McCarton            | Clip ICT  |
| Rita McCrae               | Freewheel Club  |
| Robert & Ruth<br>Mitchell | Annan Initiative  |
| Brian Patterson           | Volunteer Action  |
| Beryl Pretty              | A&E Family Support Group  |

### **In attendance:-**

Irene Mungall            D&G Citizen's Advice Service

Kate Nutt welcomed everyone and introductions were made of all those present.

### **1        Minutes of the meeting held on 30 July 2009**

Approval of the minutes of the meeting held on 30 July 2009 deferred to the October meeting.

### **2        Update on actions from meeting held on 30 July 2009**

Kate Nutt advised that she had written to John MacMillan on behalf of A&E 3SF to request representation on the Third Sector Funding Task Group. John had responded advising that he would take the request to the Joint Management Team (which had established the Task Group) and to the group itself.

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### **3 Grace Cardozo, LGBT**

Unfortunately, Grace Cardozo was ill and therefore unable to attend the meeting.

### **4 Third Sector Funding Task Group (FTG)**

Kate Nutt introduced Irene Mungall. Irene gave some background to why the FTG had been established:-

- It had become apparent that NHS and DGC were not clear about what funding they allocate to third sector organisations and that there needed to be a consistent approach;
- A task group was therefore established made up of representatives from NHS, DGC and the third sector to 1) map what funding is being granted by NHS and DGC, 2) review the current methods of funding and consider other options eg. commissioning/tendering, 3) provide a report for Community Planning Joint Board (CPJB) with recommendations;
- Joyce Harkness and Irene Mungall are the representatives of the third sector on the FTG giving the third sector view and bringing their experience to the FTG;
- This type of review is not just happening in D&G but across Scotland and Glasgow have already gone down the road of commissioning services rather than giving grant funding;
- A tendering process will involve targets and outcomes and will put a value on the service a third sector organisation delivers;
- 2 meetings of FTG have been held to date;
- Information and updates on the FTG are included in CPJB papers circulated to regional and local 3SFs, albeit it is acknowledged that often papers are only issued by DGC 24 hours before the meeting. Updates are also included in papers circulated for regional 3SF.

A discussion then took place with questions put to Irene from members of A&E 3SF and the main points can be summarised as follows:-

- A&E 3SF felt that Joyce and Irene should be putting more pressure on DGC to ensure CPJB papers are issued at least 7 days before meetings. Irene responded by stating that there is a DGC consultation process on a number of the papers for CPJB meetings which causes the delays in papers being made available. Irene and Joyce have, on several occasions, requested papers be made available earlier.
- A&E 3SF view was that there should be a volunteer on the FTG ie. not a paid employee of a third sector organisation but a committee/Board member. Irene responded by stating that a volunteer representative may not have the skills required to represent the sector. A&E 3SF did not agree and felt someone with the necessary skills could be identified.

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- A question was asked as to how small, grassroots organisations would fit into the proposed tendering process. Irene advised that a balance would have to be found between those services put to tender and funding for small community organisations which would most likely remain grant funded. Members agreed that area committee funding with local grant focus needs to remain.
- Irene highlighted the need for tendering/commissioning training for third sector organisations.
- Irene was asked how she and Joyce intend to represent the views of A&E 3SF on the FTG. Irene responded by stating that she and Joyce do not represent the third sector but are “representative of” the third sector. They could not possibly represent the third sector as it is disparate and there are many differing views. Their intention is that papers are circulated to 3SFs and feedback is requested. The views/comments received will be fed back to the FTG.
- The point was made that, as yet, local 3SFs haven’t seen agendas or minutes for the 2 meetings held, so how can 3SFs feed comments into meetings? Irene replied that updates from the meetings are circulated by Joyce to local CVSs for distribution to 3SFs. Kate advised that all reports received are forwarded to 3SF members but the information included is limited. However, these reports are received after the meetings have taken place which does not allow comments to be put forward at the meeting, unless done retrospectively which is not acceptable to A&E 3SF. Irene advised that minutes are on the Community Planning section of the DGC website but members stated that the website is not user friendly and documents not easy to locate. A&E 3SF therefore requested that agendas are circulated at least 7 days prior to meetings and minutes as soon as possible after the meetings. Irene to take this back to the FTG and Kate also to request directly to John MacMillan as chair of the FTG.
- Irene was asked what the timeline was for the mapping exercise but she advised no timeline had been set other than for information gathering with proformas from NHS and DGC departments to be returned within 8 weeks.
- Irene advised that, once the report with recommendations has been drafted, it will be put out to consultation. Kate advised that John MacMillan had advised that the draft report should be available by the end of this calendar year and all 3SFs would be consulted. Members agreed that the FTG must ensure that that the consultation process is effective and that sufficient time is allocated to the process.
- It was also recognised that the FTG is embryonic and so too are the 3SFs.
- Irene was asked to provide a diagram of where local groups fit into the Community Planning process.

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- A question was asked by a new A&E 3SF member as to why the local 3SFs don't have representation on the regional 3SF as this would improve communication and representation. Initially A&E 3SF had stated it was happy to receive minutes of the regional 3SF meetings as the local forums were established some 6 months after the regional Forum and needed time to evolve. However, it was now acknowledged that representation on the regional 3SF would be beneficial and Kate should make a request on behalf of A&E 3SF.

Kate thanked Irene and members for attending the meeting.