

Date & Time:	16 th July 2008 – 1.05pm
Venue:	Regional Forum Suite D10 Joseph's Well, Hanover Walk, LEEDS, LS3 1AB
Chair:	Chris Hollins, fit4funding
Minute taker:	Matilda Korovesi, Regional Forum
Minutes will be circulated within one week by e-mail	

Accountable Consensus-Oriented Effective Efficient Equitable Inclusive Participatory Responsible Responsive Transparent

Attendance and apologies

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Attendance: Chris Hollins (*fit4funding*), Anthony Clipsom (*Bradford CVS*), Jane Daguerre (*Active Faith Communities Programme*), Fawzia Mir (*Pay & Employment Rights Service Ltd*), Soo Nevison (*VA Calderdale*), Mohammed Salam (*COEMO*), Julie Wilkes (*Voluntary Action Wakefield District*), David Wears (*West Yorkshire Learning Consortium*)

In Attendance: Vivienne Brown (*Regional Forum*), Alison Biophy (*West Yorkshire Learning Consortium*), Caroline Morgan (*fit4funding*),

Apologies: Penny Carter (*West Yorkshire Community Accounting Service*), Shaukat Hafez (*Kirklees Ethnic Minorities Alliance*), John Corbishley (*Community Network Bradford and Districts*), Val Johnson (*Voluntary Action Kirklees*), Martin Keat (*Leeds Connecting Communities*) Richard Jackson (*Voluntary Action Leeds*), David Odunukwe (*ABCD*)

Minutes from last meeting

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Executive meeting held on 19th May 2008

Matters arising:

Item 2: Richard's email to be sent

Item 6: Modernisation project lead bodies to decide the functions of the steering groups. One member of each steering group would sit in the other one.

The three projects to get together and look at the MoU.

! Decision: To liaise between Improving Reach and Modernisation projects. To involve other organization outside WYLDA on the IR projects

! Action: Vivienne to talk to Neil Bennett before Tuesday 22nd.

! Decision: Minutes were agreed as a correct record of the meeting.

Executive Budget meeting held on 6th June 2008

Budget meeting minutes were tabled for the participants.

Matters arising:

Item 4: Agreement on activities

! Action: MoU to be discussed at the next meeting between David, Anthony and Chris. Recommendation of the AGM regarding associate members e.g. YRCC will be included in the MoU. MOU to be circulated once finalized.

! Action: To send a reminder regarding the Mainstream Equalities meeting. (Vivienne)

Item 6: Improving Reach does not report to WYLDA but to share good practice.

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	<p>! Action: Caroline will send the contract out with the documents. To discuss further later on</p> <p>! Decision: David Wears to look into the matching of LSC funding with Capacitybuilders</p> <p>! Decision: Minutes were agreed as a correct record of the meeting.</p> <p>AGM</p> <p>! Decision: Minutes were noted.</p>
3	<p>Matters arising not on the agenda</p> <p>None</p>
4	<p>City Region</p> <p>! Action: Papers regarding City Regions to be sent to WYLDA. (Matilda)</p>
5	<p>West Yorkshire Joint Services/ 3rd Sector Strategy</p> <p>Chris introduced the papers.</p> <p>! Action: Chris to follow up the development.</p> <p>! Action: To compose the documents and have a single 3rd sector strategy</p> <p>! Action: Julie to email to Vivienne the overview of the policy</p> <p>WYLDA's mini-consultation paper should guide the policy development of how to underpin the infrastructure development for strategic partnerships.</p>
6	<p>People Centred Economic Regeneration</p> <p>Julie introduced the paper. The research has been funded by LSC, linking economic generation with skills development. The projection is made for three years. It is a useful picture of all skills and employment projection for the future. This is a LSC pilot only for West Yorkshire.</p> <p>! Action: Julie to send the contacts of the researchers.</p>
7	<p>BASIS 2</p> <p>! Action: Notes from the meeting YH5 – Organizational development funding advice regarding the finance project to be sent to WYLDA Executive.</p> <p>The rural meeting will be on Thursday, 24th July at 2pm.</p> <p>! Decision: Soo to send her document on YH3 (Rural) to WYLDA Exec. Soo to follow up on this item.</p> <p>! Decision: The group decided to ask Neil Bennet if he can chair the meeting on 19th August 2008.</p>

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How to support the Modernisation, Improving Reach and BASIS projects

Letters of support.

Chris has received a letter from Caroline James regarding the letter of support explaining what WYLDA need to do.

! Decision: Vivienne to write a draft letter with the criteria with according to the objectives of WYLDA and its Business Plan. Once approved to send it to Caroline James in order to be distributed to all applying.

! Action: Alison to sent the grid to WYLDA mapping the criteria.

! Decision: To discuss it in SubNet meeting

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Communications

Vivienne informed the Executive Group that the district pages in the website are not being used and updated.

! Decision: The districts require more training on how to maintain and update the districts webpages in order to improve communications

! Action: To link the pages within each other.

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Finances

Caroline introduced the paper tabled at the meeting. She highlighted the underspend amount from March 2008.

! Decision: The Group agreed to recognize that if fit4funding is managing an additional account more funding should be allocated.

! Decision - The Group agreed that the unallocated funding remaining for the rest of the year would go under the heading of 3rd Sector Strategy".

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Brief Report from District Consortia

Calderdale:

- Forum meeting: a merger between infrastructure partnership and Calderdale CVS
- A new Forum's communication officer
- Equalities representative Calderdale
- To fill in the NI7 survey.

Wakefield:

- LAA signed
- NI7 chosen and Julie chairs the delivery group
- Compact event in the 2009 to plan the development of the 3rd sector.
- OTS lead contract for the survey on NI7 will be out in two weeks time
- to put a WY bid together and how it is working.
- Single portal investment started last week.

Bradford

- 3rd sector review
- ToR finalised

	<ul style="list-style-type: none"> • Expenditure in CVS in Bradford £90 million Leeds: <ul style="list-style-type: none"> • Devised the commission strategy. Jane Daguerre to send it around.
12	<p>Brief Report from Action Groups</p> <p>- Governance/Communication/User Engagement This group has not met since the last Executive meeting.</p> <p>- Mainstream equalities. The meeting will be held next week.</p> <p>- WY BME Networks meeting A meeting tomorrow on workplan at 10am.</p> <p>- WY training Group Penny Carters is leaving WYCAS and a chair for the meeting should be decided.</p> <p>OCN project partly overlaps the training modernization project. To have several strands of training, across 5 district and see how they fit together. To discuss this once we know more regarding the Modernisation Project and OCN</p>
13	<p>Brief Report from Subnet</p> <p>The next SubNet meeting will be held on 29th July 2008 and will discuss a co-ordination approach to the BASIS bids.</p>
14	<p>Moderation of WYLDA Executive e-group discussion</p> <p>! Decision: The Group agreed to turn off the moderation to the WYLDA Executive e-group after the communication group meeting has taken place.</p>
15	<p>Election of the Chair and Vice-Chair</p> <p>Chris Hollins and Soo Nevison have put themselves forward to be considered for the position of chair. Chris has left the room.</p> <p>! Decision: The Executive group agreed to elect Chris Hollins be the chair of WYLDA for 2008-2009</p> <p>Val Johnson (in absence) and Julie Wilkes have put themselves forward to be considered for the position of vice-chair.</p> <p>! Decision: The Executive Group agreed to elect Val Johnson as vice-chair for WYLDA for 2008-2009.</p>
16	<p>Co-options</p> <p>Interested persons to be co-opted are:</p> <ul style="list-style-type: none"> Ros Batchelor John Corbnishley Dave Forrest Colin Harrison David Odunukwe Jim Steinke <p>WYLDA has to be clear and what kind of representation is needed. The person or the</p>

	<p>organization.</p> <p>! Decision: To discuss representation in communication and governance group. ! Action: to organize another vote for the vacant position with the Executive Group, and take a decision later regarding the co-options. David Odunukwe to continue.</p>
17	<p>Any other Business</p> <p>! Action: to circulate the associate membership form to possible candidates</p> <p>! Decision: Next WYLDA Executive meeting: Agenda item: Updated on the development officer work. Vivienne to send a document before the meeting for information.</p>
18	<p>WYLDA Calendar</p> <p><u>Date, times and for 2008 meetings - reminder</u> Meetings start at 1.05pm and finish no later than 3pm and, unless otherwise stated, are held at the Regional Forum offices in Leeds.</p> <p>✿ 19th August 2008 - @10am BASIS 2 bid ✿ 8th September 2008</p> <p>! Action: To circulate some possible dates for the next WYLDA meetings. (Matilda)</p>
19	<p>Health Check</p> <p>Agenda was too long.</p>