 <b>Executive Meeting</b>	<b>Date &amp; Time:</b>	22 <sup>nd</sup> February 2010 @ 13.00 – 16.00
	<b>Venue:</b>	Regional Forum Suite D10, Joseph's Well, Hanover Walk, LEEDS, LS3 1AB
	<b>Chair:</b>	Chris Hollins
	<b>Minute taker:</b>	Matilda Korovesi, Regional Forum

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

The meeting opened with a presentation from Sue Tuffin. In 2007, Sue carried out some work for West Yorkshire, mapping infrastructure support across the sub-region. This work was funded by Business Link and although useful was not robust enough. The work has highlighted the impact of loss of funding in the sector. The work has also provided a useful tool for mapping provision in the sector and looking at where there are overlaps and in South Yorkshire has led to the development of referral processes.


The findings from these works highlighted the big picture of the sector in Leeds and South Yorkshire of what is happening to the support organisations and their development workers with the loss of funding from local authorities and other statutory agencies. The Executive thought the work would be really useful to replicate in West Yorkshire and are looking to meet with Sue to develop a co-ordinated approach to carry out the work across the districts. Sue is happy to share her tools for districts to carry out the work themselves.

WYLDA Exec found the discussion interesting and the approach useful, knowing that there is a systematic measurement for a period of time with robust data. If WYLDA undertakes this work should bear in mind that in some areas some support work is provided by the local authorities.

**! Decision:** Lucy will get in touch with Sue and organize a workshop so there is a co-ordinated approach across West Yorkshire.

## Minutes

	<p><b>Attendance and apologies</b></p> <p><b>Present:</b> Chris Hollins (Independent Chair), Jo Jones (Fit 4 Funding), Val Johnson (VAK), Jill Jones (WYCAS), Dave Smith (West Yorkshire BME Consortium), Soo Nevison (VAC), Fawzia Mir (PERS), Sarah Freeman (VAL), Tina Chamberlain (RAY), Dave Forrest (Volunteering Bradford)</p> <p><b>In Attendance:</b> Sue Tuffin, Lucy Beckingham (Regional Forum), Sonya Ainley (<i>fit4funding</i>), Matilda Korovesi (Regional Forum)</p> <p><b>Apologies:</b> David Smith (SESC), Jim Steinke (NRC), Anthony Clipsom (<i>BCVS</i>), Dave Wears (WYLC), Jill Thornton (VAWD)</p> <p>Introductions were made and apologies were given as above.</p>
2	<p><b>Minutes from last meeting (11<sup>th</sup> January 2010)</b></p> <p>Minutes were agreed as a correct record of the meeting.</p>
3	<p><b>Matters arising not on the agenda</b></p> <p><i>Item 3 - Modernisation and Targeted support funds</i> 'Getting your voice heard' event has been cancelled due to poor take up.</p> <p><i>Item 6 – WYLDA website</i> Lucy has been in touch with WY Information Officers Group and will meet them soon.</p>
4	<p><b>Feedback from the Kirklees Event</b></p> <p>The event brought together three projects from across West Yorkshire; Kirklees Civic Partnership -</p>

 <b>Executive Meeting</b>	<b>Date &amp; Time:</b>	22 <sup>nd</sup> February 2010 @ 13.00 – 16.00
	<b>Venue:</b>	Regional Forum Suite D10, Joseph's Well, Hanover Walk, LEEDS, LS3 1AB
	<b>Chair:</b>	Chris Hollins
	<b>Minute taker:</b>	Matilda Korovesi, Regional Forum

Trudy Wright, Commissioning Project (Leeds Voice) Rachel Koivunen and Judy Yacoub Commissioning Modernisation project (Fit4Funding). The focus of the event was on commissioning with the intention to bring together three projects that are working to improve the commissioning environment in order to win public sector contracts.

Common issues and key themes emerging from the key projects were:

- Despite the difference between the commissioning projects it was interesting to identify similar issues and challenges for these projects.
- The relationship of Districts with their Compacts was highlighted Lucy gathered an overview: Bradford Compact is due for approval this week and the next stage for Bradford is to identify the Compact champion. Calderdale has a refreshed compact and it is established. The Kirklees compact still needs to be refreshed. Leeds Compact has been accepted and signed and is to be taken to the LSP. Wakefield Compact is being refreshed.

**Action:** Report of the meeting to be circulated by Val as soon as possible.

Soo reminded everybody the Calderdale district event on 3rd March 2010 at the Elsie Whitely Richard Williams will be presenting from the Commission for Compact. Soo will send the booking via the yahoo group.

## District Action Plan

Leeds Infrastructure Consortium presented an action plan. This was approved

**! Action:** District Consortia to draft action Plans for next year.

**! Decision:** The Group decided to go ahead with the functional review of the infrastructure organisation across the sub-region including the services offered by the statutory and private agencies.

**! Decision:** The group had decided to concentrate on the following pieces of work:

- a) functional review; b) case studies; c) district events d) research;


5

The following points were noted


- To look at the sustainability issues: webinars might be a cost effective way for the sub-groups to meet.  
**Action:** Lucy to take forward.
- The functional review to look at the district needs. The districts to decide how they would like to organise this as a format exists, but it needs to be adapted to each district need. This will be helpful to contribute to a complete picture in the district. Consortia to help and contribute to this work.
- From this research we can also explore what is emerging from the private sector, particularly in Leeds.
- Clarify what provisions are provided by the statutory agencies in Kirklees and Calderdale.
- The district events decided are as follows:  
Leeds Consortia/WYLDA event Volunteering in June  
WYCAS AGM /WYLDA October  
Modernisation Event – To be decided

**! Action:** District Consortia to draft action Plans.



 <b>Executive Meeting</b>	<b>Date &amp; Time:</b>	22 <sup>nd</sup> February 2010 @ 13.00 – 16.00
	<b>Venue:</b>	Regional Forum Suite D10, Joseph's Well, Hanover Walk, LEEDS, LS3 1AB
	<b>Chair:</b>	Chris Hollins
	<b>Minute taker:</b>	Matilda Korovesi, Regional Forum
	<p><b>! Action:</b> Lucy to send a draft contract to all consortia.</p> <p><b>! Action:</b> Lucy to organise a workshop with Sue Tuffin</p>	
6	<p><b>Third Sector Infrastructure Strategy</b></p> <p>Chris introduced the report and highlighted the following points:</p> <ul style="list-style-type: none"> <li>▪ the SubNet has been looking at infrastructure in the region</li> <li>▪ the significance in West Yorkshire is the provision of services by local authorities.</li> <li>▪ suggestion about a quality framework for the sector.</li> <li>▪ regarding the impact measurement, some work could be done with the vcs connect database which will allow us to measure the same criteria. Bradford has been setting some parameters on volunteering impact measurement and the impact of vcs in Bradford.</li> </ul> <p>Concerns were raised from those districts that have a good relationship with their statutory agencies and they have signed the Compact and have been some progress within the framework. This new proposal can and might disrupt these working relationships which in some context it duplicates what the Compact is about. Also, the term of 12 months looks unlikely for some of the districts. In other districts the need to progress on some of these areas of work was thought vital, and a West Yorkshire-wide approach would add strength.</p> <p><b>! Action:</b> Soo will contact vcs connect and discuss consistency about the criteria across West Yorkshire in order to have the same measures and equality monitoring criteria in line with the Compact. Also to look at OFSTED criteria.</p> <p>Peer review could be a way of deciding about work. Chris will follow this and look at systems already in place.</p>	
7	<p><b>Research – Creating Internal Markets in the Third Sector MBA Students.</b></p> <p>Development proposal was noted.</p>	
8	<p><b>Project Evaluation</b></p> <p>Jo introduced the paper.</p> <p>Fit4Funding are looking for some Evaluation to take place for the Community Cascade Project. For further information please contact <a href="mailto:jo.jones@fit4funding.org.uk">jo.jones@fit4funding.org.uk</a></p> <p>It was also suggested that the evaluation document could be used as a template for other projects that are looking at evaluation and held as a central resource.</p> <p><b>! Actions:</b></p> <ul style="list-style-type: none"> <li>▪ to clarify the confidentiality clause.</li> <li>▪ as an objective to introduce something about equality impact. Include the budget</li> <li>▪ Lucy to send it to members of WYLDA including the tender glossaries.</li> </ul>	
9	<p><b>Budgets 2010/2011</b></p> <p>Each of the 5 districts and the West Yorkshire BME Consortium are to receive £9000. A contract will be circulated but the districts are being asked to support a functional review process, collate case studies on the impact of infrastructure organisations on frontline services, support the main streaming equalities group and support research that is taking place.</p>	



 <b>Executive Meeting</b>	<b>Date &amp; Time:</b>	22 <sup>nd</sup> February 2010 @ 13.00 – 16.00
	<b>Venue:</b>	Regional Forum Suite D10, Joseph's Well, Hanover Walk, LEEDS, LS3 1AB
	<b>Chair:</b>	Chris Hollins
	<b>Minute taker:</b>	Matilda Korovesi, Regional Forum

**! Decision:** The WYLDA Exec group agreed the budget proposed.

**Digests/Written Reports from District Consortia/ sub-groups and Projects:**

**Bradford and District ISO Group:** Report has been circulated and noted.

David added: that there has been a mapping exercise where the issue about WYLDA was raised. The Group agreed that there Chris will attend the district sub-regional consortia meeting to address the misconceptions and explain the purpose of WYLDA.

**Leeds Infrastructure Consortium:** Agreed to the action plan.

**Wakefield:** nobody present

**Local Infrastructure Network Kirklees:** has been working on commissioning for infrastructure

**Cald-ron:** no report

**WY Rural Partnership:** report noted

**West Yorkshire Training Group:** report noted

10 **WY BME Network:** to run an event on quality insurance, date to be decided.

**Partnership Modernisation Project:** discussed earlier.

**Commissioning Modernisation Project:** Training project is planning a Conference which is due to take place on Monday 29<sup>th</sup> March. Commissioning Project has identified that there is a need for targeted bespoke training. Partnership Project, is finding that groups accessing the support are doing so when it is at a crisis point and there has been little response to the Development workers questionnaire.

**PERS:** no report.


**WYCAS:** no report

**Community Cascade:** report noted

**Mainstreaming Equalities:** producing more vodcast by the end of April. Also has been discussing to deliver a master-class on different equalities agenda. Representation from the district consortia will be crucial.

11 **Digest/written report from SubNet**  
As discussed on item 6. Chris will report back to SubNet.

12 **Any Other Business**  
**DWP** Dave Forrest asked members to let him know who had signed the agreement.  
**Environmental Challenge:** There is a challenge to for VCS organisations across West Yorkshire. They are going to be looking for 20-40 VCS organisations to reduce water and energy. To find out more please contact [val.johnson@val.org.uk](mailto:val.johnson@val.org.uk)

 <b>Executive Meeting</b>	<b>Date &amp; Time:</b>	22 <sup>nd</sup> February 2010@ 13.00 – 16.00
	<b>Venue:</b>	Regional Forum Suite D10, Joseph's Well, Hanover Walk, LEEDS, LS3 1AB
	<b>Chair:</b>	Chris Hollins
	<b>Minute taker:</b>	Matilda Korovesi, Regional Forum
13	<b>WYLDA Calendar</b>	19 <sup>th</sup> April 2010 – WYLDA Executive, 1 – 4 Regional Forum 7 <sup>th</sup> June 2010 – WYLDA Executive, 1 – 4 Regional Forum 19 <sup>th</sup> July 2010 – WYLDA Executive, 1 – 4 Regional Forum 6 <sup>th</sup> September 2010 – WYLDA Executive, 1 – 4 Regional Forum 18 <sup>th</sup> October 2010 – WYLDA Executive, 1 – 4 Regional Forum 29 <sup>th</sup> November 2010 – WYLDA Executive, 1 – 4 Regional Forum
14	<b>Health Check</b>	Meeting finished at 4.00pm.