



Minutes of DtS Stronger & Sustainable Executive Board

meeting held at 1:00pm on Wednesday 12 August 2009
at the Priory Suite, Doncaster Mansion House

Present:

Name	Organisation
Jane Miller (JM)	Doncaster Council (Chair)
Maggie Hoyland (MH)	Learning Skills Council
Sue Davies (SL)	Job Centre Plus
Theo Jarratt (TJ)	Doncaster Council
Guy Gibson (GG)	Yorkshire Forward
Chris Stainforth (CS)	NHS Doncaster
Vic Holbrey (VH)	Doncaster Chamber
Norma Wardman (NW)	Doncaster CVS
Karen Wardman (KW)	Doncaster CVS - CEN
Nicola Dixon (ND)	Doncaster CVS (Minutes)

Agenda

1. Welcome, Introductions & Apologies
2. Introduction
3. Charing Arrangements
4. Sub Boards
5. Support Arrangements
6. Terms of Reference
7. Inaugural Meeting of the New Board

Ref	Notes	Action
<u>1.</u>	<p><u>Welcome, Introductions & Apologies</u> The chair opened the meeting and welcomed those present.</p> <p>Apologies:</p> <ul style="list-style-type: none"> • Nick Whitehouse – SY Police 	
<u>2.</u>	<p><u>Introduction</u> The need for an additional Partnership in DtS was explained, including the extensive spectrum which this fifth board would cover and its spread of work creating a need for various sub boards.</p> <p>Presentation – Karen Wardman (see copy of slides)</p> <p>There was discussion on the role of the board and the following points were agreed:</p> <ul style="list-style-type: none"> • This board will not duplicate the work of the other theme boards. • The board will manage direction rather than undertake delivery. • The board has a leadership and support role. For instance, its role in terms of equalities will be to develop good practice and embed it across the partnership. • As the board is new there may be opportunities to learn from existing good practice and develop further good practice to influence other boards. • The membership felt that a launch event would be a good way to generate 	

	<p>ideas and wider engagement with partnership.</p> <ul style="list-style-type: none"> • This board will not just look at LAA indicators and priorities but will also have a wider strategic role. These issues need to tie in with other theme boards, make links within partnerships and obtain a wider representation for different issues. 	
<p>3.</p>	<p><u>Chairing Arrangements</u> (see copies of report)</p> <p>Recommendations – Agreements Reached:</p> <ul style="list-style-type: none"> ○ The role of the chair will include chairing the meetings, assisting in planning and preparing the meetings, and ambassadorial functions. ○ It was agreed that DMBC and CVS would rotate the roles of Chair and Vice Chair on an annual basis. Jane Miller, DMBC will be the chair for the first year and Norma Wardman, CVS will be the Vice Chair. 	
<p>4.</p>	<p><u>Sub Boards</u> (see copies of report)</p> <p>Recommendations - General principles of report agreed</p> <ul style="list-style-type: none"> ○ Agree the role of sub boards ○ Determine what sub boards will be set up and their specific remit ○ Agree principles on the membership of the sub boards ○ Clarify how the Executive Board and sub boards will interact ○ Determine how support arrangements will be addressed <p>Agreements reached in relation to Sub Boards:</p> <ul style="list-style-type: none"> • The three sub boards were agreed as Stronger Communities, Stronger Places, and Sustainable Environment. • Three co-ordinators for the sub boards were nominated to organize a first meeting, in advance of the next executive board meeting. They will be asked to convene the meeting, identify appropriate attendees, and potentially chair the meeting. Each meeting should have a presentation from Karen Wardman, will need to consider how they will deliver the objectives agreed by the executive board (see sub boards report table), what additional work may be included, and start to consider a Terms of Reference and work plan. <ul style="list-style-type: none"> ○ Stronger Communities – CEN, Karen Wardman ○ Stronger Places – DMBC, Gavin Baldwin ○ Sustainable Environment – DMBC, Gill Gillies • The above co-ordinators of the sub boards will be asked to give a presentation on their first meetings to the next executive meeting. • The executive board will be open to feedback in relation to the future development of the sub boards eg Stronger Places is focusing on one LAA area and Sustainable Environment is focusing on six LAA areas this may require review. • Once chairs of sub boards are agreed they will join the membership of the executive board to ensure that close relationship are established. • The board agreed that the sub boards should look at how they could link up with existing activity. <p>Membership:</p> <ul style="list-style-type: none"> • Through discussion it was clarified that the membership of the executive board will be senior officers that can make decisions. Appropriate officers will need to be identified by each partner organisation. • In terms of sub board membership, Jane Miller recommended that she would 	

	<p>put forward; Gail Newton/Pat Higgs for the Stronger Communities Sub Board, Gavin Baldwin for the Stronger Places Sub Board, and Gill Gillies for the Sustainable Environment Sub Board.</p> <ul style="list-style-type: none"> • NHS Doncaster will field people into each sub board and will seek to involve DRI and RDASH. • Membership of Fire Service was recommended. • The board felt that each partner organisation did not necessarily need a representative on all three boards and the membership of each may vary. • The board welcome Third Sector and Private Sector representation. <p>Actions:</p> <ul style="list-style-type: none"> • Karen Wardman to attend the first meeting of each of the sub boards to provide presentation (as agenda item 2). • Jane Miller to brief Gavin Baldwin and Gill Gillies to co-ordinate their sub board meetings. • Karen Wardman, Gavin Baldwin and Gill Gillies to prepare presentations for the next executive meeting. • The board members in attendance agreed that they would email details of people who would be appropriate to attend each board. 	<p>KW JM KW/GB/ GG All</p>
<p>5.</p>	<p><u>Support Arrangements</u> (see copies of report)</p> <p>Recommendations – Agreements Reached:</p> <ul style="list-style-type: none"> ○ Determine future support arrangements for the board as no budget, including: <ol style="list-style-type: none"> 1. Strategic co-ordination 2. Administrative assistance <ul style="list-style-type: none"> • It was agreed that CVS would provide strategic co-ordination and administrative assistance for one year. 3. Budget <ul style="list-style-type: none"> • Pooling of resources – this is mainly venues for meetings, partners agreed to offer rooms in kind and rotate the meetings around each members organisation. • DtS would be approached for a small budget especially in terms of a launch event. • Agendas for meeting should be emailed and each person will be responsible for printing their own copies. <p>Issues Raised:</p> <ul style="list-style-type: none"> • Need to look at how DtS is funding other theme boards. • The sub boards would also need to consider pooling resources as they would have the same issues. <p>Actions:</p> <ul style="list-style-type: none"> • Need to feedback to the next DtS meeting for a starter budget. • Karen Wardman will amend the terms of reference to state that each person will be responsible for printing their own papers. 	<p>KW KW</p>
<p>6.</p>	<p><u>Terms of Reference (TOR)</u> (see copies of draft TOR)</p> <p>Amendments to the draft TOR as follows:</p> <ul style="list-style-type: none"> • Points made earlier to be reflected in the TOR, including: <ul style="list-style-type: none"> ○ The added value of the role of the board. ○ That duplication will be avoided. 	

	<ul style="list-style-type: none"> • Structure, Roles & Accountability – Point 3 – add in, steer and influence partners agendas to deliver the LAA. • Meetings of the Executive Board will be bi-monthly, to keep up to date on issues. Where possible schedule meetings to precede DtS meetings. Inaugural meeting agreed for end of September. Prepare a work plan of meeting dates and topics to help room bookings and attendance. • There will be an Annual Review to reflect on what has been achieved. • The quorum for meetings in the TOR states no less than three people, this is to be changed to state 50% of membership with 'x' amount of organizations in attendance, once the membership has been agreed. In turn a membership list for each board will be drawn up. • The TOR will be formally adopted at the inaugural meeting. <p>Issues Raised:</p> <ul style="list-style-type: none"> • Structure, Roles & Accountability – Point 2, the boards role in Commissioning was discussed. There is presently no budget but it was agreed that this maybe a future role for the board. <p>Actions:</p> <ul style="list-style-type: none"> • Prepare a work plan of meeting dates and topics to help room bookings and attendance. • Karen Wardman to update and bring a refreshed copy of TOR to next meeting. 	<p>Next Meeting KW</p>
<p><u>7.</u></p>	<p><u>Inaugural Meeting of the New Board</u></p> <p>Next Meeting – To be arranged for end of September</p> <p>Agenda Items:</p> <ul style="list-style-type: none"> • Presentations by sub board chairs • Feedback from DtS meeting • Discuss launch event • Overview of current performance including coverage of full range of LAA indicators and current status ie performance indicators – suggested Jim Drake from the performance improvement team to present. • CAA feedback. • 5 minute presentations from Executive board members – ie what can they bring to the group and what will they do as a result of the meeting. • Pull together a work plan of meeting dates and topics • Re-occurring agenda item – what to put on next agenda 	<p>KW</p> <p>TJ TJ</p>