



# Voluntary Action Highland

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## Minute of Highland Third Sector Forum

<b>Date and time</b>	Friday 26 <sup>th</sup> June	11am – 2pm
<b>Location</b>	Highland Council Offices Genuquhart Road Inverness	
<b>Purpose</b>	Highland Third Sector Forum (HTSF)	
<b>Present</b>	Joan Maxwell (Partnerships for Wellbeing), Peter Cattanach (Birchwood Highland), Sandy Dryden (Volunteering Highland), Anne Angus (CVS Inverness), Kelley Miller (Voluntary Action Highland), Diane Norris (Albyn Housing), Carron Mcdiarmid (Guest Speaker Highland Council), Ishbel Mackinnon (Strathcarron Project), Irene Cochrane (Highland Homeless Trust), Alasdair Christie (Inverness CAB), David Karikas (British Redcross), Sue Mitchell (W.E.A.), Paul Corrigan (Chest, Heart + Stroke Scotland), Ann Keating (VG-ES, VAH), Marion Mackay (TAG Highland), Polly Chapman (Observer)	
<b>Apologies</b>	Matt Tyrer (SCVO), Sheila Fletcher (Community Transport Association), Ashley Young (Red Cross), Helen Tripp (Apex Scotland), Alastair MacDonald (Apex Scotland), Neil Erskine (Sense Scotland), Mary Rhind (Library Support Unit), Sheena Munro (Highland Community Care Forum), Alyson Smith (Lochaber Hope Life Skills), Katherine Gormley (Action for Children Lochaber), Alan Michael (Contact The Elderly), Ian Bratt (Key Housing), Dr Graeme Mochrie (Befrienders Highland), Annette Ewen (Safe Strong & Free Project (ssf)), Alan Ryndycz (Shirlie Project), Chrisanne Macdonald (SLCVO), Barbara Watson (Lairg Local Learning Partnership), Normon Ross (Highland Council), Alan Crombie (TAG Highland), Carole Bridge (Maggie's Highlands), Tom Wall (Shop Mobility Scotland), Russell Stuart (Lead Scotland), Lynda Wilde (Lead Scotland), Neil Erskine (Sense Scotland), Beverly MacLean (SCVO),	
<b>Chair</b>	Peter Cattanach (Birchwood Highland)	
<b>Minutes</b>	Kelley Miller (Voluntary Action Highland),	
<b>Minute status</b>	Final	

		Action	Timeline
1.	Peter welcomed everyone to the meeting and asked everyone to introduce themselves.		
2.	<b>Minutes of the previous Meeting on Friday 24<sup>th</sup> April 2009 and matters arising:</b>  The minutes of the previous meeting were agreed		

	VAH has sent the minutes of the Highland Third Sector Forum to Highland Council for information		
<b>3.</b>	<p><b>Election of new Chair Person for HTSF</b></p> <p>Alasdair Christie stepped down as the HTSF Chair. VAH e-mailed all HTSF members requesting nominations for a new Chair. Peter Cattnach (HTSF Vice Chair) stood in as Chair for the meeting. No nominations were received prior to the meeting. The HTSF members in attendance nominated and elected Peter as the new HTSF Chair person.</p> <p>Nominations for a new Vice Chair will be requested prior to the next HTSF meeting at which time a new Vice Chair will be elected.</p> <p>Peter thanked Alasdair for his hard work and commitment to the role of HTSF Chair.</p>	<b>KM</b>	<b>01/08/09</b>
<b>4.</b>	<p><b>Terms and Reference for HTSF</b></p> <p>The final draft of the HTSF Terms and References were distributed to all HTSF members by VAH prior to the meeting. Alasdair Christie gave background to how the Terms and References have been developed. The T&amp;R give reassurance and a sense of place to the Highland Third Sector. It was agreed by the HTSF members that the T&amp;R be reviewed yearly to evolve with the changing landscape of the Third Sector. The framework of the T&amp;R is not rigid to allow for a flexible approach. It was felt that there was too much focus on specific areas of Third Sector work within the T&amp;R and the statement “to engage with other related services whilst retaining the focus on health and social care” be changed to “to engage with other related services across spectrum of activities”. The word Highlands would be changed to Highland. Once these changes are made the T&amp;R will be accepted as the final document by the HTSF.</p>	<b>KM</b>	<b>01/07/09</b>
<b>5.</b>	<p><b>Links between Highland Third Sector Forum and COMPACT discussion</b></p> <p>Carron McDiarmid of Highland Council joined the HTSF for this discussion topic. She handed out a document identifying the HC SOA2 Local Outcomes and the Fit with the National Outcomes/ Opportunities for Third Sector Involvement (the document will be sent out with these minutes).</p> <p>There were two areas of general discussion which are detailed below.</p> <p><b>HTSF and Community Planning Partnership:</b></p> <p>There was general concern of where the Highland Third Sector sits within the Highland Community Planning Partnership. It was felt that there needed to be one group to represent the voice across the Highland Third Sector and the HTSF could be that voice. The group could provide specific areas of interest (i.e. social work) when specific area of work are related to the interest.</p>	<b>KM</b>	<b>20/07/09</b>

<p>The Highland Council Community Planning process was explained to the HTSF. There is more pressure on the HC from the Scottish Government to work with the Third Sector to deliver the SOA. A performance group has been set up as the top tier for Community Planning in the Highlands made up of Public Organisations to monitor against the SOA and report back to the SG. The Highland Third sector is involved with community planning at all different levels of service delivery and function throughout the Highlands.</p> <p>There is generic Highland Third Sector participation in the community planning process across the Highland region through engagement in activities and other forums that have emerged such as the Care and Environmental Forums which include Third Sector representation.</p> <p>The HTSF members felt that this was not a fair representation or engagement in the process with community planning and would like the Third Sector to be better engaged and linked into the process in order to influence work across the region.</p> <p>The HTSF could be a point of representation for Community Planning in the Highlands. There could be specific champions for specific areas of work. The champions would work closely with the HTSF Chair to engage with community planning. If the Highland Council approached the HTSF Chair, he would then approach the key contact person within the HTSF who has the specific area of expertise required.</p> <p>The HTSF provides communication with a network of organisations across the sector that could be directly involved with community planning.</p> <p>The HTSF was offered the opportunity to identify how the Highland Third Sector could be connected to the community planning process. The question was asked: "What would you like the Third Sector link to look like?" The performance group will welcome any proposals coming from the Third Sector.</p> <p>It is important for the Third Sector to put forward proposals rather than proposals coming from top down.</p> <p>The HTSF members in attendance agreed that the forum needs to work on developing a group to feed into the community planning partnership similar to the care and environmental forum. A paper will be circulated for discussion at the next HTSF on September 2<sup>nd</sup> 2009. The paper will also be included in the VAH hosted virtual HTSF at <a href="http://voluntaryactionhighland.org">voluntaryactionhighland.org</a></p> <p><b>COMPACT/SOA Discussion:</b></p> <p>Peter Cattanach, Ann Keating and Kelley Miller presented the HTSF members with 5 questions to guide discussion as how best the HTSF can be represented and participate in the Highland COMPACT. The questions were distributed to the HTSF prior to the meeting. There was not enough time to go into full discussion on the points therefore the</p>	<p>KM/PC</p>	<p>20/08/09</p>
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	<p>questions will be put up in the virtual HTSF on the VAH website for further discussion.</p> <p>It was explained to the HTSF members that the COMPACT working group has been tasked with finalising the COMAPCT principles and working on three principle strands as a priority one of which is the representation and participation of the HTSF in the Highland COMPACT. The other two are communication and funding which are being worked up by other COMPACT working group partners.</p> <p>There was concern from some HTSF members that there had been a lack of communication from the HC since the SOA/COMPACT road shows held during the winter. Third Sector Organisations expectations had been raised but no communication had been relayed and they did not know whether their input had any effect on the SOA2.</p> <p>It was explained that information had been sent to those in the COMPACT working group and could be disseminated to the wider Third Sector network. The COMPACT report could also be put onto the VAH website. People could also get directly in touch with Highland Council to receive the information.</p> <p>It was explained that the COMPACT is for the sector and will form as an example of contractual relationships for service delivery, sharing policy and intelligence.</p> <p>March 2010 is the target for finishing the COMPACT. It is likely that there will be a draft COMPACT consultation event to take place in October 2009.</p> <p><b>SOA:</b></p> <p>The HC will be developing their annual report for the SG relating to the last SOA. The report must be produced by December 2009. The report will link to the SG 15 national outcomes with case studies. The ward managers will be asked to coordinate the case studies which should relate to good practice information. HTSF members were welcomed to get directly in touch with Carron on 01463 702852 to submit or discuss a good practice case study.</p>	<p><b>KM</b></p>	<p><b>20/07/09</b></p>
<p><b>6.</b></p>	<p><b>Highland Homecoming Update</b></p> <p>Kelley sent out notes of the Highland Homecoming planning meetings with the papers for the HTSF meeting. Kelley gave a brief update of how the event was developing. Space has been allocated in the Eastgate Shopping Centre on 22<sup>nd</sup> October 2009 for up to 15 interactive stalls/displays. The event will also have stands and displays on Eagle Square and possibly a sign posting stand in Eden Court. The group are still welcoming organisations to commit to hosting an interactive stand/display.</p> <p>Birchwood Highland will be hosting a sporrán competition as part of the event. Tag Highland will host an interactive stand and Partnerships for</p>		

	<p>Wellbeing will set up healthy walks on the day.</p> <p>The Planning Group are still seeking partners for the event. If interested, please get directly in touch with VAH or Sarah Barker at Volunteering Highland.</p> <p>Nomination forms for the awards dinner/ceremony will be sent out soon and the dinner element of event will be confirmed.</p> <p>The planning group meetings are taking place every 2-4 weeks. If you are interested in attending please get directly in touch with VAH or Volunteering Highland to find out when the next meeting is.</p>		
<b>10.</b>	<p><b>Future speakers, HTSF meeting format:</b></p> <p>VAH sent out information regarding new Highland wide projects that could be discussed at upcoming HTSF meetings. It was decided that the HTSF would take place from 11:00am-1:00pm followed by lunch as the meetings have been too long. Future meetings should focus on sharing good practice and strategic information along with introducing new funding projects and opportunities for HTSF involvement.</p> <p>Dan Jenkins of the NHS Healthy Weight Project will be invited to the next meeting to host a 20 min discussion on becoming involved with the project.</p>	<b>KM</b>	<b>01/07/09</b>
<b>11.</b>	<p><b>VAH Website:</b></p> <p>The VAH website has been soft launched. Individuals are welcomed to have a look at the website, sign up for the Virtual HTSF and the e-newsletter.</p> <p>The forum area has been developed as an extension of the HTSF to allow discussion to continue beyond the formal meetings and to allow inclusiveness across the Highland Third Sector. Once signed up to the forum, individuals will be able to post comments, new discussion threads or suggest new overall forum topics.</p> <p>The forum can be found at:  <a href="http://www.voluntaryactionhighland.org/forum/">http://www.voluntaryactionhighland.org/forum/</a></p> <p>VAH welcomes news and events to post on the site. Please e-mail all items to VAH.</p>		
<b>12.</b>	<p><b>Items for next agenda:</b></p> <p>Dan Jenkins, NHS Healthy Weight Project  Discussion on Community Planning Partnership  Update on Highland COMPACT  Election of Vice Chair  Highland Homecoming update</p> <p>Please send all other suggestions to VAH by Aug 02 2009</p>	<b>ALL</b>	<b>02/08/09</b>
<b>13.</b>	<p><b>Time, Date and Venue of next meeting</b></p>		

	<b>September 2<sup>nd</sup> 2009, 11am-1pm followed by lunch, Highland Council, Glenurquhart Road, Inverness</b>		
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