



Voluntary Action Highland

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Minute of Highland Third Sector Forum Meeting

Date and time	Feb 11 2010	11:00am-1:00pm followed by lunch
Location	Highland Council Offices Glenuquhart Road Inverness	
Purpose	Highland Third Sector Forum (HTSF)	
Present	Calum Munro (Highland Children's Forum), Matt Tyrer (SCVO), Kelley Miller (VAH), Val Stoddart (TAG Highland), Shona Laidlaw (Highland Community Care Forum), Felix Spittal (SCVO), Irene Cochrane (Highland Homeless Trust), Sarah Shaw (Sight Action), Carole Bridge (Maggie's Centre), Cindy Milne (Volunteering Highland), Willi Smail (NFS), Anne Angus (CVSI), Roisin Taylor (LEAD Scotland), Ishbel Mackinnon (Strathcarron Project), Cindie Reuter (Ragtag & Textile), Joan Maxwell (Partnerships for Wellbeing), David Stallard (Befrienders Highland), Hugh Mackay (Voluntary Action Highland), Katie Adam (Scottish Childminding Association), Carolanne Mainland (Alzheimer Scotland), Sheila Fletcher (Community Transport Association)	
Apologies	Alan Michael (Friendship Services), Paul Corrigan (CHSS), Alasdair Christie (Inverness CAB), Julie Wileman (Lochaber Womens Aid), Libby Waugh (CHSS), Ann Keating (VGES), David Bryan (Social Enterprise Academy), David Karikas (British Red Cross), Ellen Campbell (Caithness & Sutherland Women's Aid), Jenny Sleeman (BCTV), Paula MacGillivry (MS Society Scotland), Keith Walker (Inverness Samaritans), Dr. Graeme Mochrie (Befrienders Highland), Moira Murray (Crossroads), Barbra Watson (Lairg Local Learning Partnership), Vicki Samuels (Ragtag & Textile), Emily Stokes (Birchwood Highland), Katie Macdonald (Alcohol Counselling Inverness)	
Chair	Kelley Miller	
Minutes	Kelley Miller	
Minute status	Final	

		Action	Timeline
1.	Kelley welcomed everyone to the meeting and noted that apologies were given and would be included in the minutes.		
2.	The minutes of the last meeting (November 4 2009) were agreed as an accurate record.		
3.	<p>Matter arising: Felix provided VAH with a copy of the community planning framework developed by MVS0. VAH sent the information to everyone on the database and uploaded it under the resource section of the VAH website.</p> <p>VAH developed a discussion area within the HTSF online forum on the VAH website to allow continued talks regarding community planning in the Highlands.</p>		
4.	Chair for HTSF		

	<p>As an outcome of the last HTSF, VAH sent out an invite to all HTSF members requesting those interested to put forward names for election of a new Chair. No responses were received. Kelley met with David Karkis who is the current Vice Chair, to discuss how to take forward the role of Chair. It was decided that we would ask HTSF to agree a rotating Chair position.</p> <p>There was discussion surrounding the topic and everyone present agreed that the Chair be on a rotational basis. The Vice Chair will remain the same and be the main link between the HTSF and VAH. VAH will call for a volunteer Chair and substitute Chair at least one month in advance of the meeting. The Chair will then meet with VAH and the Vice Chair to talk through all agenda items prior to the meeting. This system will allow more involvement and ownership of the forum by HTSF members.</p> <p>It was agreed that the effectiveness of the rotating Chair system will be reviewed in 6 months and changed if required.</p>	KM	April 1 2010
5.	<p>Accessibility of HTSF for all Voluntary Sector Organisations:</p> <p>There was discussion surrounding how accessible the HTSF is to all Highland Voluntary Organisations. Keith Walker submitted a paper which was circulated by VAH along with a relevant feedback form prior to the meeting. There was general agreement that the HTSF is not accessible to everyone in the sector in every part of the Highlands and there is room for improvement through how the meetings are facilitated.</p> <p>A few members felt that it would be worth trying an evening meeting and making some meetings more thematic to engage with groups that have not been involved thus far. The main objective of the forum was discussed with the conclusion being that the Forum is representative of people within organisations at a strategic level discussing strategic issues that affect the Third Sector across the Highlands. Therefore, the people who attend the meeting should be feeding back information relevant to organisations at a grass root level. All CVS in the Highlands are part of the Forum and have the information on hand, each of these CVS have at least 100 members, some with higher numbers and are made up of grass roots voluntary organisations. The CVS don't expect these organisations to have a full understanding of the relevance of what is being discussed at the HTSF meetings. The CVS or person attending the meeting does take an interest and distils the information to be feedback to each organisation.</p> <p>The outcome of the feedback forums at the time of the meeting indicated that very few people wanted to see the facilitation changed and felt the meetings were targeting the appropriate audience, being held at a good time in a good location.</p> <p>The forum has been gaining momentum and we have seen more people come to meetings this year than in the past. The responses received from the feedback forms with regards to changing the meetings means those people who are coming will be unlikely to attend future meetings thus loosing the momentum the HTSF is picking up. VAH has to factor the</p>		

	<p>cost of changing the meetings to more expensive times with the knowledge that less people are likely to come along and to be an effective forum there needs to be consistency of attendance (i.e. we at least need to have some of the same people there each time) and if we chop and change the times and locations too much then we may get a completely different audience each time. It then becomes difficult to progress agenda items and discussions from one meeting to the next.</p> <p>It was decided that if we can solve the issues about organisations not understanding the relevance of agenda items then perhaps there will be an increase in interest and attendance, and at that point if there is a need to improve the accessibility of the meetings to accommodate this new interest VAH can look at doing this with more confidence in the additional costs. By doing this we are still working to improve accessibility of the forum without alienating its current members.</p> <p>The outcomes of the discussion are to develop the agenda into Plain English, re-write the Terms and Conditions in Plain English, send out a list of Highland Regional Video and phone conferencing facilities in advance of each meeting, have speakers at meetings that are speaking about items with full relevance to the Sector (not just selling their project), hold more thematic meetings, have a once a year day event for all voluntary organisations in the Highlands to talk about issues coming out of the HTSF only distilling the information so it is understandable at the level they are working and asking for more people to submit papers to support agenda items when they are unable to attend. Some of these outcomes will be done in partnership with other forum members (an annual event for instance) while other items will be taken forward by VAH.</p> <p>VAH did look into holding evening meetings however this will not be feasible due to the amount of extra cost attached with having an evening meeting in a venue that is also fully accessible and has video/phone conferencing facilities (Weekend meetings were not popular)</p> <p>Kelley reported that the VAH website online HTSF forum will be changed to a Blog in the near future. VAH will monitor uptake and can possibly go back to a forum in the future if there is more interest.</p>	<p>KM & MT</p> <p>KM</p> <p>KM</p>	<p>May 1 2010</p> <p>May 1 2010</p> <p>Completed</p>
<p>5.</p>	<p>Progress on Highland Interface and Strategic Links to Community Planning:</p> <p>Hugh Mackay gave an update on the Highland Interface Steering Group work and how this work has linked into Highland Community Planning at strategic and local levels. The Steering group has met on a number of occasions to do work around developing the Highland Interface. Hugh explained that the Interface work has been brought upon the CVS/Volunteering Centre network through future changes to how the Scottish Government will fund these organisations. He explained that this particular stream of the Interface work should not directly impact other organisations within the HTSF. However, there will be cross-over in the work the Interface group is taking forward with linking into the wider Highland Third Sector. Therefore, it is the Interface Steering</p>		

	<p>Group's aim to keep all Highland Third Sector organisations up to date on progress.</p> <p>Hugh explained that part of the Interface Group's work is to ensure links into Highland Community Planning. The Interface Steering Group has met with Carron M. of Highland Council to discuss where the Interface fits within the Community Planning Partnership at the top level. Carron explained the role of the performance board and noted that it will be difficult for Third Sector involvement at that level due to the complexity of the Sector compared to functionality of the Statutory Organisations represented.</p> <p>Carron explained that Highland Council is separated into 3 corporate areas and Third Sector involvement is important at the corporate level as each organisation has something to contribute. Each area is to set out a strategy to ensure community planning is done with a "bottom up" approach. The performance board and local area community planning partnerships are open to suggestions to the best method of engaging with Highland Third Sector Organisations. Progress on this work will be feed back to the HTSF through the Highland Interface Steering Group updates which will be disseminated by VAH and through the Interface website: http://www.highlandinterface.org/Highland_Interface/Home.html</p> <p>The group agreed that Community Planning in the Highlands can be taken off the agenda as work is progressing on the issue. We will continue to invite a member of The Highland Interface Steering Group to give up dates at future HTSF meetings.</p>	KM	May 15 th 2010
6.	<p>Celebration of Volunteering Event: Kelley gave an update on VAH's decision not to facilitate another event for 2 years as it would be better placed as an event happening every three years. VAH was keen to be the involved in 2009 as it was linked to the Scotland Homecoming event.</p> <p>After the last HTSF, Kelley invited volunteers from the HTSF to develop a sub-group for taking the June 2010 event forward. There was only one note of interest from Volunteering Highland. The invite was put to those present at this meeting which resulted in 2 people/organisations agreeing to work with VH.</p> <p>Kelley agreed to pass on any relevant documents when needed from the last event working group and to send out information to the HTSF as required. The sub-group will organise themselves and take the work forward.</p>		
7.	<p>COMPACT: Kelley reminded everyone that the COMAPCT documents are available on Highland Life and VAH websites. She also explained that there are other documents such as the COMPACT action plan that should be viewed alongside the COMPACT. Kelley agreed to send all the COMAPCT documents as an electronic copy to the HTSF and will feed back any comments to the COMAPCT working group.</p>	KM	Completed

8.	<p>Future Speakers for HTSF meetings:</p> <p>There was discussion about the types of speakers the group wished to have at future meetings. There were a couple suggestions to have specific speakers at the next meeting. However, the majority of the group agreed that we should only invite speakers which talk about something that is relevant to the aims and objectives of the group and not just to promote their organisation and/or project.</p> <p>It was suggested that Kelley invite Mr. Park who is the Convenor of Highland Council to the next meeting. Perhaps he can discuss how future cuts in THC budget to Highland Third Sector Organisations will be managed. Kelley will contact Mr. Park to extend an invite to speak at the next HTSF meeting.</p>	KM	April 1 2010
9.	<p>AOB:</p> <p>Kelley passed out course listing on the behalf of the Social Enterprise Academy. Kelley also reminded everyone that VAH is open to applications for Associate Membership, the forms can be found on the VAH website under the Resource Section.</p> <p>Kelley asked the group if there was interest in developing a new Highland Third Sector Manifesto to be submitted to the SG prior to elections. There was interest in taking this forward with the help of SCVO. Kelley will seek participation on a sub-group via e-mail.</p> <p>Matt announced the SCVO Skills Development Event taking place in Inverness and passed out flyers. More information can be found in the events section of the VAH website and the SCVO website.</p> <p>There will be an HCFF- National Carers Strategy Day being held on the 2nd of March at Inches Church.</p> <p>A Right Blether event is being held by Scotland's Commissioner for Children and Young People at the Spectrum Centre on the 12th of March. More details and booking information can be found on the VAH website under the events page.</p>	KM	Completed
10.	<p>Time and Date of Next Meeting: Highland Council CM RM 1, 11:00 am-1:00pm Not Followed by Lunch, May 20th 2010, Video and Phone conferencing available.</p>		