

**VCSE ASSEMBLY Northamptonshire
Board Meeting
HELD ON 19/10/2023.
AT 09:00
Via Teams**

Attendance

VCSE Board	Organisation	Attendance	Apologies Received
Miranda Wixon (MW)	Chair	N	Y
Sarah Hillier	Northamptonshire Mind	N	Y
Elaine O’Leary	Northants Acre	Y	
Chris Duff (CD)	Age UK Northamptonshire	Y	
Mark Major (MM)	Northamptonshire Carers	Y	
Sarah Hayle (SH)	Community Law Service	Y	
Jo Moore (JM)	Accommodation Concern	Y	
Mark Mitchell (MMi)	Spectrum	Y	
Prince Ceasar (PC)	Support Northants	Y	
Elaine O’Leary (EOL)	NACRE	Y	
Connie Penn (CP)	Kilrush Consultancy	Y	
Rachel McGrath (RMG)	Northampton Community Foundation – Observer	Y	
VCSE Staff	Position		
Olivia Clarke (OC)	Participant Support Officer	Y	
Alice Kelly (AK)	Project Administrator Officer	Y	

ITEMS

1. Welcome and apologies

- **MM** was asked to Chair the meeting, welcomed everyone to the call and gave Miranda’s apologies for her absence.

2. Minutes and Action Points

- Recap on Minutes and Action Points from last meeting discussed.
- Transport Lead appointment remains an Action Point.

3. Chairs Report

- **MM** gave a brief update from the Chair, the main priority being membership and all Assembly thematic leads to help and support signing members up.
- There will be an online form which Alice is finalising.

- There will also be a link to the Governing Documents (Articles) on the Website once launched **CD** confirmed that the document was available to read at the event yesterday.
- **CD** has changed the current document from 'Dear Sirs' to 'Dear Directors' and will add the Charity Number.

4. Assembly and Infrastructure

- **CD** said that **AK** was making progress on the website and that **AK** had developed a straightforward clear structure. This now needed to be populated with content. **Action: All Assembly members to be asked to help to do this.**
- **AK** presented website to the board and used the Older People Thematic page as the Thematic page example.
- **Action: AK to** send out the template form to the Thematic Leads so that the website could be uniform in approach.
- **CD** confirmed that Assembly directors should complete their membership forms so that we could make further progress with the transition. He also confirmed that the Thematic Leads will need to complete an additional form to be a director of the new company.

5. Thematic Groups

- Brief update on Thematic Groups
 - **MF** on CYP Thematic. Reoccurring Issues about working together, recruitment and funding. They are considering forming a Collaboration company. This could be a long and difficult process and it was important to ensure it was cost effective.
 - **AH** on SE Thematic. Due to have SE enterprise meeting to look at forming a CIC Community Organisation, proving difficult. A survey was sent out to see what their needs are for those that couldn't attend.
 - **CD** said that the OP Thematic have created an Older People' detailed report on priorities.
 - **PC** on NBCT Thematic. Final stages for the Conference 10/12. Asked leads to sign up to the event. Another Healthy Hearts campaign happening on 21/10, getting the message through to the Community.
 - **SH** asked others how they keep on top of their lists as **SH** sends out emails, but some do not attend. Some members were concerned of the volume of information shared and whether it could be organised better rather than randomly. **Action: All** leads to consider 'organising' the material in a more timely way. **MW** to consider organising the information that comes out centrally.
 - The Renters Reform Bill with private landlords proving a significant threat of homelessness, which has been a general issue of housing.
 - **JM** on the Pan-Disability Thematic. There have been major changes on the Safeguarding decision framework. **CD** mentioned that different organisations could work together and share information and perhaps resources. **MM** suggested that it would be advantageous joint thematic meeting for safeguarding.
 - **RMG** is happy to do a presentation on Hidden Needs report and the grants team can give an update on what grants are available.

- **PC** said that through the Live you best life podcast series there will be an episode on Safeguarding. It will be available through YouTube; this will come down to organisations but will be available to access live.
- **MM** on Carers thematic. Currently working on a coproduction carers strategy with the two Unitary Councils.
- **MM** also spoke about End of life, that this could be a cross thematic topic, good to get a sector point of view. **CD** confirmed he was part of the group working on the End of Life Strategy for the County and would be leading on a Bereavement strategy as part of that.

6. Key Projects

- **MM** gave a brief overview of Connect Northampton. The oversight group have been looking at the disbursement of the HEG grant funding to projects. They are currently in the process of finalising Women and Health Older People and CYP, **MM** to get information on grants (£10,000 - £20,000). There will be an expression of interest then a panel.

7. AOB

- **MM** spoke about the potential for a Lottery grant, looking across strategy, people engagement and cost of living. CYP another focus area and also the Green Agenda. Important to get the date in the diary for a further funding meeting.
- **RMG** suggested Task and Finish Groups to help get the bid over Stage 1. Also, to look at Cornwall VSF framework, possibly look at contacting Cornwall for support.
- **MM** said that there had been positive conversations about the apprenticeship levy.
- **MM** suggested creating small scale sub- group for the topics of Single point of Access and Emergency and Urgent care.

Action Date	Action	Allocated to	Progress
19/10/2023 - 1	Transport thematic lead appointment - seek interim	Miranda	
19/10/2023 - 2	Put together thematic pages and pictures	Thematic Leads	
19/10/2023 - 3	Joint thematic meetings. 2/ 3 a year. Key subjects such as Safeguarding. Arrange dates.	Thematic Leads	
19/10/2023 - 4	Organising thematic and other information more collectively	Miranda and all Thematic leads	