



Wiltshire Children and Families Voluntary Sector Forum



Minutes of meeting September 2018

Date: 4th September 2018
Time: 9.30 am to 12.30 pm
Location: Scout HQ, Potterne Wick, SN10 5QT

Item	Time	Subject	Document or link
1.	09.30 am	<p>Welcome and Introductions – Bel Crompton (Acting Chair) Round table – name and organisation Any known conflict of interests (to be disclosed to Chair prior to meeting, no later than welcome coffee).</p> <p>Present - Bel Crompton (Chair), Pamela Woods (Relate), Sam Cooper (Splitz), Jill Bourne (Young Carers), Trudy Srawley (WPCC), Tanya Rackham (HS Kennet), Debbie Bentley (CEM Melksham), Dawn Whiting (Community First), Jane Wheeler (Scrapstore), Sarah Hopkins (Anybody Can Cook), Charlotte Sturges (Rainbow Trust), Jo Sollers (HS South Wilts Trustee), Tamsin Stone (Wiltshire Council), Mary Winterburn (Healthwatch) Heather Philpotts (Julia’s House)</p> <p>In attendance- Dexter Chipeni_(note taker)</p> <p>Apologies – Matt Stabb & Nikki Coll (Wilts Centre for Independent Living), Petra Birkett (Active Recovery Service), Michaela Bisongo (Kooth), Sandra Parkin (Julian House), Vanessa Bedford (Alabare), Liz James (Barnardo’s), Heather Whitmore (Action for Addiction), Derek Gard (Wiltshire Wildlife Trust)</p>	
2.	09.40 am	<p>Minutes of last meeting and matters arising – n/a meeting cancelled</p> <p>Bel Crompton... Thank you to Amanda Bennet for her contributions as Chair in taking this Forum forward over the past 3 years. Best wishes for the future</p> <p>Deborah Briggs has retired from Wessex Community Action, thank you for your contributions to the Forum over the past 6 years. Happy Retirement! Amber Skyring will be taking over her role at WCA.</p> <p>Thank you to Spurgeons for the work of Russell Martin and Emily Orchard for their great support on the administrative side of the Forum and for AB as Chair.</p> <p>Thank you to Ryan Foster for the work he has done on the Children and Families Voluntary Sector Forum website and continues to do for us. He has been really helpful in my initial weeks in post.</p> <p>Significant news from Acting Chair and Forum Executive.....</p> <p style="padding-left: 40px;">Pam Woods & Chair – Executives have been working through a variety of issues over the summer months.</p>	

- 1 Chair resignation
- 2 Contract ending...admin support finished.
- 3 Negotiating new 3-year contract with Wiltshire Council.
- 4 Working with Council on Expression of Interest content.

There has been a renewal of contract offer from Wiltshire council for CFVSF. Our contract finished in April and there was an opportunity to recontract for three years but this has taken a while to negotiate. Changes within the Council and CFVSF have also been challenging.

Forum funding was dramatically cut down to £15k down from £25k.

Executives have had various meetings over the summer, we are negotiating with the council on the basis we are an independent Forum and our main focus is to provide a service for our members. We have looked at our terms of reference, previous contract and money.

A meeting was held in July and there were 5 trustees who were available and from that meeting we needed to find someone to appoint as an independent chair. The group were unanimous in asking Bel Crompton to take up this, initially, Acting Chair role. We felt Bel has a wide range of knowledge and experience to offer the Forum. Bel accepted this offer. We reviewed how we might become more efficient concerning the admin function of the Forum and the Host as to holding the money and managing the finance of the forum. These functions will be combined within Host role. Wiltshire council have agreed to this. There is an advert out for people in the voluntary sector to be 'Host' which includes administrative support and holding the money (Bel has sent out the Expression of Interest). The Execs/Chair met with Lucy Lewis and agreed priorities and the outcomes of the EOI.

Chair—Following our Terms of Reference... In Dec people we will need to re-elect our Executives. Current Executives will decide whether they would like to be re-elected or step down. Members are encouraged to consider stepping up to being an Exec and recommended to talk to Execs to see what this role would entail.

- **Proposed plans for Forum going forward-Speakers, Frequency, Event**

Bel C has been in touch with Vicky Harker and Colonel Jamie and they will hopefully come and speak to the Forum on the **27th Nov**. They are keen to share/discuss family support networks and the issues military families are facing moving to Wiltshire.

Frequency of these meetings- the meetings are bi-monthly at the moment, it would be beneficial to pencil in January meeting to get host and admin appointed, we should consider how frequent can we afford to have these meetings. **ACTION – all members to consider what do you want from the forum that isn't already offered? *...update next 2 meetings 27th Nov 2018, 29th Jan 2019*

- **Buddy system**

As suggestion has been made that our more experienced members 'buddy up' with newer members to allow them to be more confident to ask questions. We could have a system where members are nominated as a named buddy for that day in the meeting and sit with one of the newer

		<p>members, this could allow the newer members to learn more from their buddy.</p> <p>Tamsin also offered – If you wanted to ask a question, you could write on a post It note and stick it on the wall and then the question can be asked, this will keep anonymity and could result in members developing confidence in asking questions.</p> <p>We could re-consider the lay out of the room, normally we are set up in a horseshoe style maybe splitting the tables up into smaller tables would make people more comfortable.</p> <ul style="list-style-type: none"> • Emails from Chair - Bel reminded members that emails have been sent out to them, as they arrive, with Council requests. E.g. Volunteer Survey, WSCB training offer, EOI... Please respond if appropriate for your organisation. 	
3.	10.00am	<p>FACT feedback from members attending recent workstreams. Please tell us a) Focus of meeting and b) any impact on the Forum.</p> <p>Jo – went to Shared language and vision workshop. It was an interesting morning but a difficult mission to achieve in a morning. There were helpful and interesting presentations. People brought processes from their organisations and shared them and this worked well, there is still space to improve collaboration. It was good to be in the room with people from community health, probation, recovery services, YOT member. There is a commitment to sharing information and working together.</p> <p>Tanya – Best start in life workstream. The workshop was around setting up an e toolkit which professionals working with families can access. This toolkit will have useful information for families and will be updated by professionals. There is a leaflet for school readiness being rolled out by health visitors. The workstream is looking to merge with SEND early years group because they are quite similar in content.</p> <p>Trudy- Invited to One shared voice workstream, the first workstream took place on the first day of holidays so it was difficult for parent carers to attend this. FACT could consider this in the future</p> <p>Heather – involved in Disability SEN but they have been consistently cancelled (Advised –Due to Children’s Trust no longer operating)</p> <p>Pam – has not attended, cannot work out how to deploy resources to FACT. Wants a better understanding as to how FACT works.</p> <p>Liz James – From email... I’ve recently joined the FACT working group looking at high frequency referrals. I’ve only attended one meeting so far. The focus is on identifying why a small number of people make most demand on services (includes services such as fire, police, health, social care etc) and what can be done to meet their needs in different ways.</p>	
4.	10. 20am	<p>Wiltshire Council FACT update- Tamsin Stone Wiltshire Council several workstreams including- Slides to be sent out</p>	

Slideshow key messages

- **Three main strands of work emerged:**
 - Recruitment – We are trying to solve the same challenges, but recruiting from the same pool
 - Training - We have shared training needs, but quality assurance is difficult and we all have specific training needs too
 - Communication & Joint Working – The expectations on the voluntary sector can be significant, but resources are low and communication from Council can be patchy. Strategic direction from the Council can be limited, in terms of sharing data or priorities.
- **CFVSF Single Point of Access (SPA) - Current Position**
 - Agreed commitment to overall model
 - Available funding for Navigator post trial run
 - Still seeking match funding element – including discussions ongoing with CCG
 - Intention is to move forward with navigator role and continue to push for match funding

Issues

- if we don't go ahead with navigator role what does this mean? Tamsin S- it won't make it worse but still won't make it any better.
- it could be running as a pilot,
- there may be a lack of continuity.
- Needs to be one organisation but whoever they are must be very aware of all the services in Wiltshire **ACTION -job description for CFVSF SPA navigator post to be sent to Bel with a covering statement from Lucy Lewis. Bel to send out to members for feedback**

5. 11.00am **Break and Networking plus post its.**

6. 11.30 am **Wiltshire Council FACT Board**

Reports from Forum representatives, who attended these meetings.

Group name	Date	CFVSF representative
FACT Programme board	31/07/18	Amanda Bennett n/a
		Bel Crompton

Bel reported on attendance, initially as an observer, at the Board meeting 31st July and how it appears to operate. Minutes are in the process of being circulated to Board members.

7. 11.40 am **Round table members significant updates**

Sarah – we can do sessions for feeding your baby right up to workshops with elderly community, also do workshops, courses, talks (gone into disabilities groups to talk about diets) and run some lunch clubs in Salisbury. Catherine is an accredited trainer. We can run holiday sessions and after school club's weekends.

Jane - launched new website and on this site, we can book online on all workshops, new workshops in Wiltshire are running in October.

		<p>Debbie – Community engagement officer from Melksham town council, quite similar to CEM, but more hands-on support to community groups and hands on organisations in the town including network events. Also promoting charities, upcoming family learning festival, 32 free events including sessions for disabled people, there are many organisations offering sessions contact Debbie if you wish to support in the area (email: Debbie.bentley@melkshamtown.co.uk)</p> <p>Charlotte- Rainbow Trust Supports terminally ill and life threatened children there is lot of sibling support, new referral form small team of 5 covering 5 counties, only covers north wilts but south is covered by Southampton team</p> <p>Mary – Healthwatch is now being run by health and care in Bournemouth. Stacey Plumb and Lucy are now running Healthwatch Wiltshire health and care. Some have gone to evolving community some have gone with both. They have now moved into their new office in Semington and they have been shortlisted for a Healthwatch England award for their volunteering with the young listeners project.</p> <p>Tanya – about to start a new training course for volunteer’s. HSK supports families who are struggling and have young children.</p> <p>Trudy – WPCC website and weekly email sent out advertising activities for children with SEND, if anyone wants anything advertised for free please let Trudy know and this can be disseminated on the website. At WPCC we have a phone line to support young people, we found some families would probably benefit from face to face contact, if you have any families who require support then WPCC can supply them with some home visits, and another outreach worker starting this month</p> <p>Jill – Wiltshire Council are now responsible for all referral assessment processes with young carers and these are largely received by the DART, it is still the same process including a home visit and assessment for young carers and the family. Once this is done, if the assessment shows the families will benefit from group activities, carer support will facilitate this if this is not appropriate then the staff will look for community opportunities (more info coming out soon)</p> <p>Heather - Julia’s house is growing and we have appointed family support service sibling family and play worker, and extended what we can offer to families</p> <p>Sam – Splitz, there are a number of Job vacancies which have not had much of a response, it has been recommended to liaise with job centre to ensure advisors are aware and are promoting this role (Jill Edwards)</p> <p>Pam – Relate, business as usual, we are providing loads of services for children in schools and outreach centres, not an independent registered charity anymore we are now part of relate UK, strategically our boundaries are now matched so we can work in surrounding Wiltshire areas now. No immediate difference to our service at the moment, things are shifting. Hopefully will have an operation manager in place. The website is now www.relate.org.uk</p> <p>Liz – ‘I attended the LSCB Quality assurance sub group on behalf of the forum. The next meeting is on 25th September. The meeting focuses on a large range of data (eg numbers of step down cases with follow up CAFs, numbers of CP conferences that are quorate, number and nature of referrals to MASH, issues with staff recruitment etc etc). also, members of the group do safeguarding walkabouts in agencies (by invitation) to look at understanding of safeguarding requirements etc. new areas of work are highlighted according to issues that are around at the time. It’s really useful and interesting group with lots of agencies represented but you have to like figures’</p>	
9.	12.00	Close	

		Bel thanked everyone for attending and for the valuable contributions.	
10.		Next Forum Meeting – 27th November 2018	