

SHROPSHIRE VOLUNTARY SECTOR TRAINING PROVIDERS' CONSORTIUM

RECORD OF THE FIRST MEETING HELD ON 21ST JUNE AT ABBOTS WOOD, SHREWSBURY

In attendance were:

Jean Garner (Community Council of Shropshire); Susie Hancock (Community Council of Shropshire); Julia Baron (Community Council of Shropshire); Kevin Humphreys (County Training); Janet Armstrong (Groundwork); Richard Bubb (Groundwork); Julian Price (HOAP); Elaine Griffiths (Homestart North Shropshire & Oswestry); Sarah Bromley (LETS); Suzie Guerin (NACRO); Louise Stokes (North Shropshire Voluntary Action); Pat Bell (Pre-school Learning Alliance); Anne Seymour (Through the Doorway); Sharon Sinclair (WRVS); Liz Etheridge (Shropshire Wildlife Trust); Richard Breakell (Landau); Francesca Marsh (Shropshire Buddies & Body Positive)

Apologies were received from:

Decisions made:

- A Steering Group would form in the interim until the Consortium itself had a defined terms of reference and had resolved issues concerning membership criteria. The Steering Group will act upon the tasks resulting from this meeting, and undertake work towards establishing a fully functioning Consortium with management arrangements in place.
- The Steering Group would consist of:

North Shropshire Voluntary Action	Louise Stokes	Chair
Community Council of Shropshire	Jean Garner / Susie Hancock	Responsible for distributing information / point of contact
LETS	Kevin Humphreys and Claire Nixon	Accountable Body Secretariat
WRVS	Sharon Sinclair	
Richard Breakell	Landau	
Julian Price	HOAP	
Elaine Griffiths	Home-Start	
Susie Guerin	NACRO	

- The Steering Group is meeting on 20th July 2007 at 9.30 at LETS offices in Shrewsbury

- LETS will provide meeting space and the secretariat for Steering Group meetings.
- The next full Consortium Meeting would take place on 10th September 2007 at 10am. Venue to be arranged.
- It was agreed that the structure of the Consortium would follow that as described in the Final Report on Consultation – Establishing a Shropshire Voluntary Sector Training Providers Consortium March 2007. This would be used as a basis to develop protocols, terms of reference and membership.
- The full Consortium would meet quarterly and the steering group would meet in between these meetings as often as necessary and will report back to the full Consortium.
- LETS will be the accountable body for the Consortium. However, it was recognised that from time to time, there will need to be other lead bodies for Consortium projects, depending upon who the funder is. This will probably be other Consortium members.
- Funding for the Co-ordinator for the Consortium will need to come from top slicing management fees from successful bids. LETS will be employing a part time bid writer, part of whose remit will be to work with members to include them in bids.
- The Potential in People project will provide funding for meeting room costs for the full Consortium and will assist with training and support for the Consortium in its developing stages.

ACTIONS for the Steering Group

- Define who the members are and the criteria for membership for the Consortium, so this can be resolved at the next full Consortium meeting. Do we need a formal signing up process?
- Set up an email list of consortium members and act as a point of contact for distributing information (Jean Garner CCS)
- Training for Consortium members is required on bidding requirements for LSC funding and contracts and understanding this fully. This will be provided by the Potential in People project through liaison with Janet Armstrong.
- A terms of reference for the Consortium needs to be developed using the information in the Final Report on Consultation – Establishing a Shropshire Voluntary Sector Training Providers Consortium March 2007. It was suggested we could use other Consortia's terms of reference as a starting point.
- A Partner Profile will be put on the VSLIP website by the end of July 2007 for Consortium members. It will be member's responsibility to update their own information. (CCS)
- An information and communication protocol needs to be set up so that information on funding / bids / other information is circulated to members. There will need to be some interpretation for members of jargon. LSC and ESF alerts need to be forwarded to members also.

Opportunities outlined from the group session were:

- Marketing opportunity for the Consortium is that we can provide the reach across Shropshire for bids
- Voluntary Sector Assembly is a possible communication mechanism after December 2007
- The Co-ordinator role for the Consortium will need to be able to interpret information for members.
- We will need to hold a Launch event to inform other agencies / potential partners how the Consortium will work
- We need to develop better relationships with national organisations that are successful in getting LSC funding.
- New rounds of funding that are coming up in late 2007. We need to be in a position to be able to be included in relevant bids.
- Current funding – ESF NEET project for which LETS have secured funding. This runs from Aug 07 to Feb 08.
- Family Learning bids- LETS is compiling a bid for | Lottery funding for a project to start Apr 08. Will include fragile learners, skills for life, parenting courses, etc.
- City Strategy funding through LETS running from Aug 07 to Mar 08 for linking unemployed individuals with employers in the manufacturing industries in Objective 2 areas.