

**Consortium Minutes from  
Friday 15<sup>th</sup> February from 2.00 – 4.00  
at TREDP Offices**

**Present**

Mick Lloyd, Ella Sips, George Kinnell, Beverly Harris and Dag Saunders.

**1. Apologies**

Pete Beer and Diane Cuff

**2. Matters Arising**

None

**3. BME Health (Dag Saunders)**

The PCT is looking to consult with the elderly BME community to get their views on the appropriateness of health services. This would cover how services are accessed, whether they are appropriate and future needs.

The TREDP board would be the most appropriate starting point.

**AC: ML to put this on the agenda for the meeting on 25/02/08.**

The Equal project would be able to help along Hilda Bertie from Community Services within Telford & Wrekin Council.

**2. Regional Partnership Feedback**

The Regional Consortium had 2 away days in January. Input from the consortium members informed the regional Strategic and Business Plans.

**AC: Mick is to circulate the draft Strategic Plan.**

Day 2 involved funders (Social Enterprise West Midlands, Capacity Builders, AWM etc) and the conclusion was reached that both sides would attempt to forge an ongoing relationship. Future meetings would be convened.

The Regional consortium needs to have a clear purpose and the benefits of membership need to be clear to all.

3. **SALC**

SALC have made a formal request to become a member of the Consortium. It was felt that SALC would complement the membership with their infrastructure development of rural and parish work. This was agreed providing they meet the membership criteria.

**AC: ML & ES to determine whether SALC meets the membership criteria and to write to SALC with the outcome.**

4. **Audit Skills**

BH has completed the skills audit and circulated this to members. She has identified a few minor gaps within the consortium as a whole.

These were:

- Workforce development
- Website design
- Spreadsheets
- National networks
- Conflict management

The gaps can be filled by either collective training, or individual members attending training. There is money in the budget to do both. The funding for training will need to be spent by the end of March 2008.

**AC: ALL Identify training and email ES.**

**AC: BH to resend results of audit to members**

5. **Website**

Simon is designing a template for the consortium website. It will be identifiable with a banner with each member's logo.

6. **"Fit for Purpose"**

The consortium is being assessed whether it is "Fit for Purpose". The criteria are unknown and are set by Capacity Builders. Consultants are reviewing all the business plans to determine "fitness".

If the consortium is deemed "unfit" we will have a small amount of funding to reach the required standard by Dec 2008. Consortia which are "fit for purpose" will have access to the consortium development funding (CDF) and the Modernisation funding.

The consortium will know if they are “Fit for Purpose” by the end of March.

7. **Business Plan & Strategy**

The Business plan was submitted in January and all members have received a copy. It was a 20 page document with 10 annexes. In the business plan it was described how the aims stated in the strategy plan would be achieved in the next 3 years. The plan contained 6 separate projects but only 5 fell within the 3-year scope of the business plan. In the plan there are 6 projects but only 3 can be put forward for funding this year.

Ella has spoken to TCAT as they would be of benefit to us and the Consortia would fund partners.

**AC: Ella to ask Colleen to search Grantfinder to see if funding can be given by someone else.**

8. **Choose a project for funding**

It was suggested that the projects to fund are:

Project 1 Analysis of Training needs of the sector/ delivery of training  
Project 5 Step up to volunteer project  
Project 4 Trustee development project

This was agreed by the consortium.

If these projects were funded, the consortium would need to think about employing a co-ordinator.

**AC: ES to complete project proposals and send them to Capacity Builders**

9. **Training**

Covered under 4. If SALC becomes a new member, they will need to undergo the skills audit.

**AC: BH to approach SALC**

10. **Any Other Business**

The Fix it Fund is to be launched at the VCF on February 19<sup>th</sup>. Depending on the volume of applications, we may be able to make decisions during the scheduled consortium meetings. If the volume is high, separate meetings will need to be arranged.

**AC: Ella is to send the members the funding criteria.**

There is an additional paragraph which CVS Trustees would like to see in the terms of reference.

**AC: ML to insert paragraph and circulate.**

The Compact is reviewed on a regular basis. The results of the latest review will be circulated to members. There are skills within the consortium to look at the separate codes which could be an activity for the future.

**AC: GK to circulate the reviewed Compact**

#### **Date of Next Meeting**

**Friday 14<sup>th</sup> March 2.00 – 4.00 at Meeting Point House.**

**We may need to call a meeting before this date.**