

Social Inclusion Partnership South East (SIPSE)

DRAFT Minutes of Meeting 24th February 2005

Venue: GOSE, Bridge House, Guildford

Present:

Rob Jones (Chair)	RJ	West Sussex VOLG/RAISE
John Stevens	JS	Community Development SE
Charles Freeman	CF	Culture South East
Angela Hammond	AH	GOSE
Janet Novak	JN	GOSE
Abdul Chaudhary	AC	BME Action Group
Mark Bilsborough	MB	GOSE
Pam McHale	PM	SEEDA
Jon Thompson	JT	Learning and Skills Council
Hazel Long	HL	Small Business Service
Alison Rowe	AR	Big Lottery Fund (for Phillippa Saray)
Garry Hunter	GH	Legal Services Commission
Jenny King	JK	Legal Services Commission
Phil Stevens	PS	SE Funders Forum
Catherine Johnstone	CJ	RAISE
Paul Abey	PA	Housing Corporation
Diane Ruban	DR	SIPSE Secretariat
Yvette Ortel	YO	SIPSE Project Manager

Apologies:

Mike Gill	SE Public Health Group
Hilary Omissi	GOSE
Ron Turner	Health Development Agency
Philip Craig	The Assembly

2. Minutes of last meeting

Page 4: time and date of this meeting to be recorded.
Minutes agreed as an accurate record of proceedings.

3. Matters arising not on the agenda

No nominations have been received for SIPSE vice chair.

Decision: The original recruitment process is to be repeated.

Action:

A. Vice chair job description, plus template (with revised dates), to be circulated to Committee by YO

B. Vice Chair to be an agenda item at the next Committee meeting

RJ informed the Committee that the Communication Strategy, though not fully completed, does have working elements already in existence. RAISE now has a SIPSE 'link' on its website, which in the future will be modified to a 'quick link' on the RAISE front page. Action groups' work (pack/events) takes place but time/resources limit what we can do with newsletters/bulletins, even responses to strategies/documents and raising awareness.

MB noted that the Main Committee needs to use a wider means of communication, not only electronic.

Action:

C. The Communication Strategy to be an agenda item at the next Committee meeting

D. The Business Plan to be an agenda item at the next Committee meeting

CJ had not received any feedback on the 'Social Inclusion Checklist'. The 'checklist' was seen as a good starting point, but it did need to be tested and developed.

Decision: 'Checklist' to be used to 'Social Inclusion Proof' the Housing Strategy and the South East Plan.

Action:

E. PA and JN to Social Inclusion Proof the Regional Housing Strategy, through the Housing Corporation's Equality and diversity Group

F. AH and CJ to Social Inclusion Proof the South East Plan

4. Membership

See Paper S1/05 from Rob Jones: SIPSE Membership – 'Process for potential new members'.

RJ suggested that we are overdue with reviewing the membership following resignations & in the context of the work & contacts we want to do. Several orgs have approached YO and are being directed to the agreed Membership Process paper.

Decision: All interested in joining SIPSE to be advised to submit a summary up to 2 paragraphs long, informing the Main Committee on why they are interested in joining and what added value they are able to bring to SIPSE's work (as per the business plan).

Action:

G. SIPSE Membership Review to be an annual agenda item at September Committee meetings alongside Business Plan review

H. Any new member applications to be decided on at the next Committee meeting

5. SIPSE Recruitment

CJ said that some SIPSE members had pledged funding for the officer support, but not enough funding had been pledged to cover all costs. The consensus was to that ensure stability for SIPSE, a 3 year commitment was optimal. CF noted that any commitment could only be made on a yearly basis.

Some members said that whilst they were unable to offer funding for the post itself, there were possibilities that they could fund projected outcomes; as had been done with the existing action groups.

AR said that in the future there was a possibility that the Big Lottery Fund could provide some funding, but at present too many changes were taking place for any commitment to be made.

Action:

I. YO to re-circulate the Business Plan to Committee members

J. Committee members to sign up to those areas of the Plan they wish to lead on

K. RJ to write to Chief Executives of Committee member organisations asking if they are able to commit funding to SIPSE. Along with the letter RJ will circulate the SIPSE Business Plan and Membership list

L. MB has pledged to cover YO Project Manager costs until the end of June 2005

6. Updates from Action Groups

5.1 BME Communities and Asylum Seekers

See Paper BME Action Group proposal to R Jones Feb05 (vers2)

JN gave a brief of the purpose of the afternoon event. The majority of the Main Committee had signed up to the statement. The Assembly and RAISE were still to confirm their status.

JN suggested announcing the statement at the forthcoming Home Office 'Race Equality and Community Cohesion Strategy' event, which is to take place on the 15th April, to which many regional stakeholders will be invited.

JN then suggested a follow-up event being held in a year's time, at which SIPSE can report back to the wider community.

Decision: BME Group to proceed with the commitments and signatures it has & Committee agreed to the launch of the statement at the Home Office event on the 15th April.

Action:

M. YO/JN to remind members to provide their commitment to the statement

AC reported on the 'Tackling the Barriers to Success and Achievement' events. As a follow on from the events, the BME Group thought that it would be beneficial for all if a report/toolkit could be produced by the end of 2005.

Older Peoples Group

CJ said that the Regional event held on the 23rd February had been a success. The Group had secured funds to produce a paper for 'Age Proofing' in the region and was working with other agencies in the region on the statistics for affordable/attainable warmth. Once the conference follow-up report, (entitled 'South East Tomorrow – Implications of Population Ageing for

the South East Region') was produced, the Group was likely to complete its work by the end of July 2005.

Exclusion through Disabilities Group

YO reported that the Group had concluded its work and that no further meetings were proposed. The packs were still being circulated. YO was collating any feedback received.

7. Potential new SIPSE Action Groups

See Paper S2/05 'Potential New Action Groups'

JN would like to see the continuation of the BME Group, but due to internal changes GOSE would not be able to offer as much support to the group in the future. PM offered support from SEEDA.

Strong case made for Financial Exclusion theme. Community development/involvement favoured. MB said that under the restructuring at GOSE, he will have a Rural Team Leader who will have a Social Inclusion remit. This was viewed as an important aspect of inclusion & a valuable opportunity.

Decision: BME Group to continue. Financial Exclusion and Community development/community involvement to be taken forward by SIPSE members. Rural Exclusion to be taken forward by GOSE, with an added affiliation to SIPSE.

Action:

N. JN and PM to work together on how to take forward BME Action Group

O. JS to take forward Community development/community involvement Group

P. JK and GH to take forward Financial Exclusion Group

Q. YO to co-ordinate replies from Committee members on their choice of which action group to be involved in

R. Updates on new Action Groups development to be an agenda item at the next Committee meeting

8. Housing Strategy and South East Plan

See Discussion Paper S3/05

RJ suggested that SIPSE needs to make a collective response which will involve collating agency responses and applying the draft 'Social Inclusion checklist'. This in turn will roadtest & highlight any improvements we might make to the 'checklist'.

Action:

N.B. See Action Point E re: the Housing Strategy

N.B. See Action Point F re: the South East Plan

9. Any Other Business

PM informed the committee that a conference was to be held by BURA and Church in Society, on the 16th/17th March, on Belonging and Identity in New Neighbourhoods.

Due to the completion of the Small Business Service, a letter of resignation had been received from Hazel Long. Hazel was warmly thanked by members for her many contributions to the work of SIPSE and Action Group.

MB noted that it remained important to have a business member around the SIPSE table.

Action:

S. YO to discuss with RJ regarding approaching Roger House of the Federation of Small Businesses re: becoming a member of the Main Committee

Next Meeting Date:

Next main Committee meeting is to be held on Thursday 26th May 2005, at Room GA, GOSE, Bridge House, 1 Walnut Tree Close, Guildford, GU1 4GA, from 10:30 – 12:30.

Summary of Actions

Action	By Whom	Timeframe
A. Vice Chair job description, plus template (with Revised dates), to be circulated to Committee	Yvette Ortel	As soon as possible
B. Vice Chair to be an agenda item at the next Committee meeting	Secretariat	May committee
C. The Communication Strategy to be an agenda item at the next Committee meeting	Secretariat	May committee
D. The Business Plan to be an agenda item at the next Committee meeting	Secretariat	May committee
E. JN and PA to Social Inclusion Proof the Regional Housing Strategy, through the Housing Corporation's Equality and Diversity Group	Janet Novak and Paul Abey	9 th May 2005
F. AH and CJ to Social Inclusion Proof the South East Plan	Angela Hammond and Catherine Johnstone	9 th May 2005
G. SIPSE Membership to be an annual agenda item at the September Committee meetings	Secretariat	September committee
H. Any new member applications to be considered at the next committee meeting	Secretariat	May committee
I. YO to re-circulate Business Plan to Committee members	Yvette Ortel	As soon as possible
J. Committee members to sign up to those areas of the Plan they wish to lead on	All	9 th May 2005

K. RJ to write to Chief Executives of Committee member organisations asking if they are able to commit funding to SIPSE. RJ to also circulate the SIPSE Business Plan and Membership list	Rob Jones	As soon as possible
L. MB has pledged to cover YO Project Manager costs until the end of June 2005	Mark Bilsborough	31 st March 2005
M. YO/JN to remind members to provide their commitment to the BME Statement	Yvette Ortel and Janet Novak	As soon as possible
N. JN and PM to work together on how to take forward BME Action Group	Janet Novak and Pam McHale	9 th May 2005
O. JS to take forward Community development/community involvement Group	John Stevens	9 th May 2005
P. JK and GH to take forward Financial Exclusion Group	Jenny King and Garry Hunter	9 th May 2005
Q. YO to co-ordinate replies from Committee members on their choice of Action Group	All	11 th March 2005
R. New Action Groups to be an agenda item at the next Committee meeting	Secretariat	May committee
S. AH and CJ to 'Inclusion Proof' the South East Plan	Angela Hammond and Catherine Johnstone	9 th May 2005
T. YO to discuss with RJ regarding approaching Roger House of the Federation of Small Businesses re: becoming a member of the Main Committee	Yvette Ortel and Rob Jones	9 th May 2005