

Social Inclusion Partnership South East (SIPSE)

DRAFT Minutes of Meeting 26th May 2005

Venue: GOSE, Bridge House, Guildford

Present:	Rob Jones (Chair)	RJ	West Sussex VOLG/RAISE
	Pam McHale	PM	SEEDA
	Hilary Omissi	HO	GOSE
	Jon Thompson	JT	Learning and Skills Council
	Mark Bilsborough	MB	GOSE
	Charles Freeman	CF	Culture South East
	Angela Hammond	AH	GOSE
	Janet Novak	JN	GOSE
	Philip Craig	PC	The Assembly
	Sonia Howe	SH	Big Lottery Fund (for Alison Rowe)
	Garry Hunter	GH	Legal Services Commission
	Anne Morrison	AM	SE Public Health Group (for Mike Gill)
	Catherine Johnstone	CJ	RAISE
	Paul Abey	PA	Housing Corporation
	Victoria Westthorp	VW	GOSE
	Gerald O'Hagan	GO	Commission for Social Care Inspection (for Amanda Sherlock)
	Diane Ruban	DR	SIPSE Secretariat
Apologies:	John Stevens	JS	Equal Voices
	Yvette Ortel	VO	SIPSE Project Manager
	Ron Turner	RT	Health Development Agency

2. Minutes of last meeting

Minutes agreed as an accurate record of proceedings.

3. Matters arising not on the agenda

RJ stated that due to lack of nominations, the vacancy for vice chair is not worth pursuing for now.

CJ confirmed that the branded SIPSE website is live via the RAISE website. New information is to be added monthly. Members can submit information for posting, via YO.

4. SIPSE Membership

(i) See Paper S4/05 from Yvette Ortel – Changes to membership.

RJ acknowledged and thanked those members (both present and absent), who would no longer be sitting on the Main Committee for their contributions to SIPSE.

VW, who will be working on the rural and social inclusion agenda, was welcomed as a new representative from GOSE.

YO and DR were thanked for their contributions and patience as project Manager and Secretariat to SIPSE.

(ii) See Paper S5/05 from Yvette Ortel – Applications for membership.

The Committee were in agreement on and accepting of the application from Jobcentre Plus.

Action:

A. YO and RJ to formally write to Jobcentre Plus to invite them to join the Committee

CJ noted that a business representative was still required on the Committee and enquired as to whether Roger House had been approached as previously suggested. RJ informed the Committee that to ascertain who would best represent business in the SE region, PM wanted to discuss this matter further. PC suggested approaching the Enterprise Gateway Network.

Action:

B. PM and RJ to meet to discuss whom to approach

MB enquired as to whether the Faith Forum had been approached. DR established they had and RJ confirmed the requirements of new member applications. Some Committee members will informally approach Peter Southcombe of the Faith Forum regarding his application.

5. Business Plan and draft Communications

RJ advised the Committee that there were still some outstanding areas for completion in the Communication Strategy and therefore it was to be reviewed at the next Committee meeting.

Action:

C. The Business Plan and Communication Strategy to be agenda items at the next Committee meeting

D. DR to circulate SIPSE Action Plan Template to members

6. SIPSE Resources

RJ wrote to Paul Bevan (PB) and had met with him and PC last week. RJ thought there was a possibility that PB would offer funding to SIPSE, but it would be on a one off basis. From the meeting it was clear that PB was interested in the 'action's' and therefore the Action Groups of SIPSE, rather than the processes of SIPSE. Consequently information on the Action Groups was of the utmost importance to PB.

Decision: Chairs of Action Groups were asked to provide 5 key bullet points on what their Action Groups are/were expecting to produce

Action:

E. CJ to circulate to Action Group Leaders the bullet points from the RAISE website for their approval

F. Approved points to be forwarded to RJ by close of play Friday 27th May

CF voiced concerns on the future of SIPSE if long term funding could not be sought. CJ said that there was an opportunity for SIPSE to mandate RAISE to work on its Social Inclusion agenda and in the process to secure some long-term funding. CJ realised that Members would have to be in agreement of this before RAISE could take the matter forward. CJ said that RAISE's new director of policy is keen to rewrite the Social Inclusion Statement as part of her job. Various Committee members thought mandating RAISE was a good idea. Some raised concerns, CJ confirmed that the SIPSE Business Plan would be the driving force of RAISE moving the Social Inclusion agenda forward. RJ observed that RAISE and SIPSE would remain separate as, within the Social Inclusion remit, their agendas were different. HO said it would be positive to formally recognise a SIPSE resource not only in terms of funding. CJ foresaw that having someone to lead on the Committee's work would be an opportunity to focus.

Decision: The Social Inclusion Statement to be the topic of the SIPSE Away Day

7. Social Inclusion Checklist

AH said that the Checklist had given a framework to work to and had assisted in giving a structured response to the SE Plan. CJ said that when applying it to the SE Plan, it had helped focus her attention on Social Inclusion by headlining it. It had also made her realise how difficult it was to give a SIPSE agreed response, given the different agendas of the Members and suggested that 'the corporate SIPSE response v member's own organisations response', could be an Away Day topic. CJ also noted that whoever was using the Checklist would also have to have knowledge of the subject matter being considered. RJ commented that he saw the Checklist being used by Committee Members to Social Inclusion proof their own documents and VW thought it could endorse and influence Members documents. PC thought the Checklist should be used at the drafting stage of a document i.e. at the beginning of the process rather than in retrospect. HO asked whether the Committee and any new members will be requested to sign up to the principle of using the checklist at the start of their processes.

Decision: Caveat to be produced to accompany the Checklist. Additional questions to be added to the Checklist.

Action:

G. RJ and PC to jointly produce the finalised Checklist

8. Updates from Action Groups

8.1 BME Communities and Asylum Seekers

The joint statement by the Group has now been signed by all Members and will be available in July. Due to the election the Statement was not launched as planned and the event at which the launch should have gone ahead is postponed until September. CF mentioned a Renewing Common Futures event, which may be suitable for launching the statement. JN thought that such events and launching the Statement could be part of the Groups Communication Strategy. RJ saw the Statement as a living document, which new Committee members will be requested to endorse. JN said she would

like SIPSE members to reflect on the Statement and be accountable for what they have achieved by January. The Group intends to proof read select regional documents in relation to Race Equality. Due to changes within GOSE, JN will no longer be Chairing the Group, PM has agreed to take over the role. RJ thanked JN and Mags Campos De Carvalho (MC) (Secretariat) for their input to the Group.

Decision: As Chair, PM will continue with the work programmes of the Group, with some assistance from JN and MC where necessary.

8.2 Older People

CJ said that a draft report entitled 'Ageing Assets: Implications of Ageing in the South East Region', was being produced. The report was an upbeat reflection on the effects of an ageing population in the region. The report will also encompass the work done by the Group on Affordable Warmth. The final report should be ready for distribution in July, though the group still had to raise £2000 to cover its budget. The Group were looking to use the Exclusion through Disabilities Group communications model, to disseminate the Older People Report. CJ said that the Group was hoping to secure an Older People Forum for the South East. It planned to have two further meetings, after which CJ was looking to write up her learning as the Action Group Leader, so that subsequent Action Group Leaders could have an indication of what to expect.

8.3 Financial Inclusion

See Paper from Garry Hunter: SIPSE Financial Inclusion Action Group – 16/5/05

GH presented his paper. MB asked for clarification on the CDFA Forum. PM gave a brief overview of the Forum and agreed to circulate a paper giving more in-depth information.

Action:

H. PM to forward to DR information on the CDFA Forum for circulation to the Committee

8.4 Community development/community involvement

The group plan to meet on the 8th June.

Action:

I. RJ to request notes of the meeting from JS

8.5 Rural

VW said that the rural agenda was in the process of changing and that among her responsibilities she would be looking at social inclusion and supporting rural sustainable communities. GOSE was overseeing a Rural Social and Community Programme consultation document entitled 'Rural Social and Community Programme', that was due for circulation in June. VW expressed that she would like to gain a further understanding of SIPSE's work.

Decision: The rural social inclusion work would be resourced by GOSE in association to SIPSE

9. Consultant's SQW review on public agencies in the region and how responsive they are to social inclusion policy agenda

PC saw this review as an opportunity to stand back and view progress on Social Inclusion to date. The Assembly will be releasing a report on the 31st May 2005, for which there will be a 4 week consultation period.

PC would like an independent member to go before the Select Committee when it meets on the 12th July, this is so that a different perspective can be put to the Select Committee, he suggested someone from SIPSE might like to attend. MB felt that none of the SIPSE members were independent and therefore it would be inappropriate to attend. Abdul Chaudhary as a former member of SIPSE and a current member of the BME Action Group was suggested as an appropriate independent representative. CF asked if a written response could be submitted in return to a written request and saw the scrutiny as an opportunity for SIPSE to evaluate both itself and the Social Inclusion Statement.

Decision: Those SIPSE members that are called to give evidence to the Select Committee will include SIPSE and how SIPSE's work has added value to their own organisations outcomes on Social Inclusion.

Action:

J. PC to forward document to YO for circulation to SIPSE

K. DR to forward Abdul Chaudhary's contact details to PC

10. Away Day / Conference

RJ said that the Social Inclusion Statement needed to be reviewed at the Away Day. MB wanted the Conference to be inclusive across all sectors and suggested that delegate numbers should not be limited to purely 200. HO observed that initially the aims of the conference should be agreed, which in turn would determine the number of delegates to invite.

Decision: Away Day to precede the Conference.

Action:

L. CJ and MB to suggest dates for the Away Day and Conference

M. CJ and MB to plan Away Day and preparations for Conference

N. CJ to include the RAISE Director Alison Brown in the Away Day plans

11. Any other Business

PC confirmed that he was the link on SIPSE to the Healthy Region Forum.

HO stated that there were still a number of Don't Leave Me Out packs available for circulation. CJ expressed an interest in having some.

Next Meeting Date:

Next Main Committee meeting is to be held on Thursday 15th September 2005, at Room GB, GOSE, Bridge House, 1 Walnut Tree Close, Guildford, GU1 4GA, from 10:30 – 12:30.

SIPSE main committee meeting: 26 May 2005

Summary of Actions

Action	By Whom	Timeframe
A. YO and RJ to formally write to Jobcentre Plus to invite them to join the Committee	Rob Jones and Yvette Ortel	26th August 2005
B. PM and RJ to meet to discuss which Business Representative to approach	Pam McHale and Rob Jones	As soon as possible
C. The Business Plan and Communication Strategy to be agenda items at the next Committee meeting	Secretariat	September committee
D. DR to circulate SIPSE Action Plan Template to members	Diane Ruban	By end of 26 th May 2005
E. CJ to circulate to Action Group leaders the bullet points from the RAISE website for their approval	Catherine Johnstone	By end of 26 th May 2005
F. Approved points to be forwarded to RJ by close of play Friday 27 th May	Hilary Omissi Janet Novak Catherine Johnstone	By end of 27 th May 2005
G. RJ and PC to jointly produce the finalised Checklist	Rob Jones and Philip Craig	26 th August 2005
H. PM to forward to DR information on the CDFA Forum for circulation to the Committee	Pam McHale and Diane Ruban	As soon as possible
I. RJ to request notes on Community Development/community involvement Action Group from JS	Rob Jones	End of June 2005
J. PC to forward document to YO for circulation to SIPSE	Philip Craig	31 st May 2005
K. DR to forward Abdul Chaudhary's contact details to PC	Diane Ruban	31 st May 2005
L. CJ and MB to suggest dates for the Away Day and Conference	Catherine Johnstone and Mark Bilsborough	As soon as possible
M. CJ and MB to plan Away Day and preparations for Conference	Catherine Johnstone and Mark Bilsborough	31 st August 2005
N. CJ to include the RAISE Director Alison Brown in the Away Day plans	Catherine Johnstone	As soon as possible