

Social Inclusion Partnership South East (SIPSE)

Minutes of Meeting 18th November 2004

Venue: SEEDA, Berkeley House, Guildford

Present:	Rob Jones (Chair)	RJ	West Sussex Volg/RAISE
	John Stevens	JS	Community Development SE
	Mike Holdgate	MH	SE Funders Forum
	Angela Hammond	AH	GOSE
	Janet Novak	JN	GOSE
	Abdul Chaudhary	AC	BME Task Group
	Pam McHale	PM	SEEDA
	Catherine Johnstone	CJ	RAISE
	Hilary Omissi	HO	GOSE
	Dan Chadwick	DC	GOSE
	Jon Thompson	JT	Learning and Skills Council
	Hazel Long	HL	Small Business Service
	Phillippa Saray	PS	Big Lottery Fund
	Paul Abey	PA	Housing Corporation
	Garry Hunter	GH	Legal Services Commission

Apologies:	Mark Bilsborough	GOSE
	Charles Freeman	SE England Cultural Consortium
	Philip Craig	The Assembly
	Diane Ruban	SIPSE Secretariat
	Yvette Örtel	SIPSE Secretariat
	Mike Gill	SE Public Health Group
	Ron Turner	Health Development Agency

Karen Holdsworth-Cannon (KHC) from SEEDA joined the meeting for the update on the BME Task Group

2. Minutes of last meeting

Minutes agreed as an accurate record or proceedings.

3. Matters arising not on agenda

None

4. SIPSE Election

No nominations had been received for Vice Chair of SIPSE to date. The question was raised again as to whether we should have a SIPSE Vice Chair?

CJ noted that there is a lot of work involved for the Chair of SIPSE and therefore there is a necessity to have someone in support of this.

Decision: To continue the recruitment for a Vice Chair from the existing SIPSE Committee.

Action:

- A. Individual committee members to approach RJ if they are interested in being Vice Chair or have a nomination to discuss further.**
- B. Individual committee members to talk to their colleagues from the committee where they feel that the person may be a good candidate for Vice Chair and encourage them to put themselves forward / be nominated.**

5. Updates from Action Group

5.1. BME Communities and Asylum Seekers

JN and AC presented the BME Statement of Commitment in draft format. This had been previously circulated to all members of SIPSE and AC went through the document highlighting some of the text. The document had already gone through a number of drafts within the task group. He would like everyone to go through statement and agree the content in principle. At the next BME Task Group they would receive feedback on the BME workshop on leadership. Deadline for people's comments.

JN said she would like to draw together a Bibliography, background resource. There are 90 people keen to know about workshops, engage and learn more.

AC noted that the process of getting the task group together and the collective learning that had been achieved had been as positive as the outcome. It was thought that it would be good to capture some of this learning through an 'impact assessment' type framework.

Decision: To accept the draft 'Statement of Commitment' in principle as SIPSE Committee.

Action:

C. All SIPSE Committee members to complete the text referring to their own organisation and e-mail to YO by 31st January 2005.

D. The BME Task Group should consider a launch event or signing up event when the Statement of Commitment is completed.

E. Signatories to the 'Statement of Commitment' should be at a senior Chief Executive or equivalent level

F. JT to circulate information re Slough Leadership Challenge

G. KHC to circulate impact assessment guidance notes

H. It was suggested that the BME Task Group give a more formal presentation to the SIPSE Committee in either February or April 2005

5.2. Older People

CJ spoke about the work of the Task Group in 2 areas, Attainable warmth (fuel poverty) and Active Citizenship.

- The group have been jointly working with the Regional Assembly on a piece of research looking at the population profile to 2020.
- The group are working on developing a 'age proofing' resource/product, modelled on national examples of good practice that will assist policy makers in the South East to better plan for service delivery
- There is to be a conference in Feb 2005 consulting on the age proofing product and raising the profile of SIPSE.
- CJ has spoken at several events in the region on behalf of SIPSE.

5.3 Exclusion through Disability

HO spoke about the packs that are ready to be distributed. She has not distributed as yet as the pack is awaiting the evaluation form that needs to be attached. Copies will be going out in the next few weeks to those that have requested them. There is a meeting of the task group following the SIPSE Committee meeting which may be the last meeting of the group. HO expressed gratitude for financial support that they had received and it was generally felt that the product was an excellent first for SIPSE. HO suggested that an evaluation form should also be available on the website.

RJ suggested putting a link on RAISE website where people can access evaluation forms to give feedback.

RJ spoke about being mindful about what could be modified from feedback.

Actions:

I. If committee members do not receive a copy of the pack then please to let HO know.

J. CJ said RAISE will put a link on RAISE website to access pack and evaluation forms.

6. SIPSE Business Plan

6.1 Communication Strategy

This item was briefly discussed and many ideas floated. However Yvette Ortel not present and as the author it was felt difficult to proceed with many decisions.

Actions:

K. Plan of action to be developed in line with Business Plan for SIPSE February committee

L. RJ suggested having a bulletin / newsletter and to find out how much it will cost and who is prepared to do it.

7. Social Inclusion Proofing

See Paper S 4/04 from Rob Jones: 'Social Inclusion Checklist' – draft for discussion

RJ said that Sue Dovey, Chair of RAISE and CEO of Isle of Wight Rural Community Council had produced this as a draft and wanted feedback from SIPSE.

PMC commented that the checklist is a good start – feels tangible. General feeling that it was a very useful document.

Actions:

M. To e-mail comments on the checklist to CJ Catherine@raise-networks.org.uk by 7th February 2005. These would then be fed back to Sue Dovey and could be discussed at next meeting.

Any other Business

RJ noted that it was AC's last SIPSE meeting. AC said that it has been a pleasure and he has enjoyed it. He said that he would still like to be involved if at all possible. RJ thanked AC for all of the work that he has done.

HO highlighted the new SIPSE 'Don't Leave me out' resource pack. Copies would be circulated to all SIPSE members once ready for distribution.

Action

N. CJ to put a SIPSE link (scanned statement onto the RAISE website as an interim measure to give SIPSE and the new products some web coverage whilst the GOSE website was being developed.

RJ spoke about Action Groups and the need to start thinking about new task groups.

Action

O. Committee members to e-mail RJ with suggestions for new task groups

Next meeting dates

Next main Committee meeting is to be held on 24th February 2005, at Room GB, GOSE, Bridge House, 1 Walnut Tree Close, Guildford, GU1 4GA, from 10:30 – 14:30 including lunch.

Summary of Actions

Action	By Whom	Timeframe
A. Individual committee members to approach RJ if they are interested in being Vice Chair or have a nomination to discuss further.	All	7 th February 2005
B. Individual committee members to talk to their colleagues from the committee where they feel that the person may be a good candidate for Vice Chair and encourage them put themselves forward.	All	7 th February 2005
C. All SIPSE Committee members to complete the text for the BME Statement of Commitment referring to their own organisation and e-mail to YO by 7 th Feb 2005.	All	7 th February 2005
D. The BME Task Group should consider a launch event or signing up event when the Statement of Commitment is completed.	BME Task Group	February committee
E. Signatories to the 'Statement of Commitment' should be at a senior Chief Executive or equivalent level	All to explore possibility	February committee
F. JT to circulate information re Slough Leadership Challenge	Jon Thompson	7 th February 2005
G. KHC to circulate impact assessment guidance notes	Karen Holdsworth - Cannon	7 th February 2005
H. It was suggested that the BME Task Group give a more formal presentation to the SIPSE Committee in either February or April 2005	BME Task Group	TBC
I. If committee members	All	ongoing

do not receive a copy of the 'Don't Leave Me Out Pack' then please to let HO know.		
J. CJ agreed that RAISE will put a link on RAISE website to access Don't Leave Me Out 'pack and evaluation forms.	Catherine Johnstone	As soon as possible
K. Plan of action re communications to be developed in line with Business Plan for SIPSE February committee	Rob Jones, Catherine Johnstone, Yvette Ortel	February committee
L. RJ suggested having a bulletin / newsletter and to find out how much it will cost and who is prepared to do it.	All	February Committee
M. To e-mail comments on the social inclusion checklist to CJ Catherine@raise-networks.org.uk by 7 th February 2005. These would then be fed back to Sue Dovey and could be discussed at next meeting.	All	7 th February 2005
N. CJ to put a SIPSE link (scanned statement onto the RAISE website as an interim measure to give SIPSE and the new products some web coverage whilst the GOSE website was being developed.	Catherine Johnstone	As soon as possible
O. Committee members to e-mail RJ with suggestions for new task groups	All	7 th February 2005

Catherine Johnstone
CEO
RAISE