



Steering Group Meeting 18/06/15

Present:	Peter Crawley (Chair), David Burnby (BLR), Andrew Fielding, Jane Crossley (ERYC), Gary Miller (DWP), David Edwards, Terry Dagnall, Donna Lyon, Beverley Lamb, Trevor Wright, Jayne Nendick, Torkel Larsen, James Shaw (Vice-Chair) and Elaine Reed (Minute taker)	Actions
1.	Welcome and Apologies Apologies received from: Felicity Walmsley and Nick Middleton.	
2.	Minutes of the Last Meeting (21/05/15) Minutes correct and accepted.	All to note
3.	Matters Arising. ER gave the SG NM's update on the Railway Regeneration proposal. This created a discussion amongst the SG about the validity of the proposal. The SG were reminded that this proposal had already been positively assessed for support by the Social Investment Panel. However, no further action can be taken until the group provide the necessary information. All other matters arising to be covered within agenda items.	All to note
4.	Finance ER gave an overview of the finance report. ER advised the SG that there is £6,900 available to support the Getting Started Summer Activities. ER also advised the SG that there is £40,025 available to deliver the first 6 months of the plan. PC confirmed and clarified the details. A discussion then followed regarding the plan.	All to note

<p>5.</p>	<p>Getting Started Summer Activities</p> <p>ER informed the group that NM had spoken to three groups re their proposals for Summer Activities. ER read out NM's brief overview to the SG.</p> <p>ER reminded the group that the deadline for applications is Friday 19th June. ER went on to say that NM wanted to set a date for assessing applications. ER gave NM's suggested dates to the SG. NM has also requested delegated powers for the group to allow decisions to be made. This would prevent any delays in the activities being started, which would be the case if a decision had to wait until the next SG Meeting.</p> <p>A discussion followed as to who should assess the applications? Should this be the existing small grants panel or another group? There was also a query around potential applicants being on the assessment panel.</p> <p>It was agreed that the Social Investment Fund Panel should meet on Monday 22nd June at 6pm at Shores to assess the proposals received.</p> <p>A discussion followed around the criteria, decision making process and the need for delegated powers and the amounts of funding this should influence.</p> <p>SG members agreed that the assessment group should have delegated powers up to £750 maximum. Higher amounts are to be agreed by the wider group (via email). The SG members also agreed that declarations of interest must be made were appropriate.</p> <p>All SG members agreed with this process.</p>	<p>JN to book room.</p> <p>All to note</p> <p>All to note</p>
<p>6.</p>	<p>Community Plan</p> <p>a) Big Local Worker Recruitment & Interim Solution</p> <p>PC gave an overview on the requirement for a BL Worker and reminded the SG about the information that they had already seen. PC stated that the group needed to think about how to move forward in fulfilling the BL Worker role both in the short term and the long term.</p>	

	<p>A discussion followed about the potential recruitment process and the length of time this would take.</p> <p>ER informed the group that NM had put together a proposal on behalf of the HEYCF for an interim solution to be implemented whilst a concurrent recruitment process is being actioned. ER passed around copies of the proposal to the SG Members. DB explained the proposal to the group.</p> <p>ER asked if either Shores or the ERYC were submitting interim proposals. Neither organisation has the capacity to offer interim support and so confirmed that they will not be submitting proposal.</p> <p>Both DB and PC supported the implementation of the HEYCF's interim proposal.</p> <p>A discussion followed as to whether the HEYCF's interim proposal should be implemented or if a recruitment drive should start straight away to find a BL worker. It was agreed that the pressure of trying to recruit someone in to post to then action the summertime activities was not wholly feasible due to the tight timeframe available.</p> <p>The SG It was agreed that it would be more feasible to implement the HEYCF's interim proposal for the summertime activities and action the recruitment process at the same time.</p> <p>All SG members agreed to the implementation of the HEYCF's interim proposal. The SG noted JN had some reservations regarding this approach.</p>	<p>All to note/ NM to action</p>
<p>7.</p>	<p>Media & Communications</p> <p>JS passed around the 2nd Draft of the Social Media Policy. JS reminded the SG that this had been sent out for comment and as a result it had been updated to reflect the feedback received. JS is now asking the SG to agree and adopt the SM Policy.</p> <p>JS confirmed that the policy covers all forms of SM including Facebook, Twitter as well as the BL Website.</p> <p>AF asked how it could be applied to the group.</p> <p>JS confirmed that the policy aims to guide the SG behaviour on Social Media to ensure Positive Messages are conveyed.</p>	

	<p>PC confirmed that personal opinions should not come in to it. SG members represent the group and so should respond on behalf of the group (not from a personal perspective).</p> <p>DB gave a background on Social Media Policy requirements. If SG members are posting on behalf of/in the name of Big Local then they must act appropriately. DB went on to say that there is nothing to stop people setting up their own Social Media to voice their own opinions. But, to reiterate, SG Members must act in unison when they are acting on behalf of Big Local as they have a collective responsibility.</p> <p>JS proposed to adopt the policy.</p> <p>SG members agreed and the policy is adopted.</p>	<p>All to note/ JS to action</p>
<p>8.</p>	<p>Networking Events</p> <p>a) Local Networking Event – Withernsea 27th June 2015 BL informed the group that there had been a good response with representatives coming from a number of areas; -</p> <ul style="list-style-type: none"> • 9 from Greatfield • 4 from Cleethorpes • 2 from Winterton • 2 from Barrowcliff <p>Selby has not replied to the invitation yet.</p> <p>Catering will be for 30 people.</p> <p>BL gave a brief run through of the itinerary as follows: -</p> <ul style="list-style-type: none"> • 9am to 9:30am – Withernsea reps to meet and prepare, • 9:30am to 10am – guests to arrive, • 10am to 11am – networking and discussion, • 11am to 12noon – Tour of Lighthouse, • 12noon to 1pm – Lunch at the Lighthouse, • 1pm to finish – Bus Tour of Withernsea dropping off at Lee Avenue where there will be a short walk to the pier and Meridian Centre for refreshments and round-up. <p>Felicity will be conducting a dry run of the tour on Friday 19th June.</p>	<p>BL/DL to arrange</p>

	<p>DB suggested that the group have an open agenda at the end so that participants can discuss whatever they want.</p> <p>JS has sourced some Withernsea Rock (3 sticks for a £1 from Carousel) which will be given to participants to take away.</p> <p>JS has agreed to help with transport back from the Meridian Centre.</p> <p>Discussions followed about the suggested content and information to be included in the leaflets that will be given to the participants on the day.</p> <p>DB thanked the group for the hard work and effort put in to this Networking event. DB recognised that all the groups had made a real effort in the events they had put on.</p>	<p>All to note</p> <p>JS</p> <p>JS</p> <p>All to note</p>
<p>9.</p>	<p>DWP Membership Consideration</p> <p>PC explained that through mutual interest and attendance at a RNLI event he had made contact with a representative from the DWP. After talking to the DWP rep, PC thought that it would be beneficial to the BL to explore and exploit links with the DWP. PC invited a representative to the meeting with a view to inviting them on to the BL SG.</p> <p>Gary Miller is standing in for Jane Dudding who is on holiday. JD would be the DWP rep. on the SG if this proposal accepted by the group.</p> <p>GM gave an overview of the DWP's role and an outline of JD's background and experience. GM went on to say that JD could facilitate the SG's requests within her remit and advise on proposed works.</p> <p>JS thought that working in partnership with the DWP would complement the BL's outputs requirements.</p> <p>PC proposed that a DWP rep. be invited on to the SG. All SG members agreed to the invite which was accepted by GM on behalf of JD.</p>	<p>All to note</p>
	<p>Due to the subject matter of the next agenda item DB left the meeting at approximately 8:40pm</p>	

<p>10.</p>	<p>Big Local Rep Options</p> <p>PC reminded the group that now the Withernsea BL had earned its status as a Partnership DB's contract would come to an end. PC outlined the three options (as described by DB) which are now open to the SG, as follows: -</p> <ol style="list-style-type: none"> 1. You can thank DB for his services (or not!) and look to appoint another rep from the rep's pool or 2. You can put DB in competition with other reps from the pool in an appointment process or 3. You can retain DB's services subject to Local Trust's approval. DB would be happy to continue in the role if that was the group's wish. <p>JS confirmed that the Big Local has the final say and has to agree whose services are taken on including retaining DB's services.</p> <p>TL asked if the partnership had to have a BL Representative. PC confirmed that it is a BL requirement to appoint a rep. It is the role of the BL Rep to keep the partnership on track and ensure that they are adhering to the BL rules and requirements. (The rep is the link between the BL and the Partnership).</p> <p>A short discussion took place.</p> <p>All SG Members agreed to retain DB's Services (subject to the BL's approval).</p>	<p>All to note</p>
<p>11.</p>	<p>Any Other Business</p> <p>PC informed the SG members that John Tasker had resigned from the group. PC went on to say the JT still supports the Withernsea BL.</p> <p>BL is moving outside the area and so cannot remain on the SG as a 'resident' member.</p> <p>PC stated that BL could be co-opted on to the SG and so still support its activities. PC reminded the SG Members that the residents need to outweigh partner members and so this should be taken in to consideration. A short discussion took place.</p>	<p>All to note</p>

	<p>SG Members agreed to invite BL on to the SG as a co-opted member. BL accepted the invite.</p> <p>PC stated that membership would need to be reviewed in the future as necessary to ensure the ratio of residents to partners remained valid.</p> <p>AF asked if he could join the Social Investment Group and in particular the proposed meeting on Monday 22nd June. AF was told that as a resident he could join the SIG immediately, including the meeting on Monday.</p> <p>DE asked if there was an update on the proposed Water Fountains. PC stated that there is no update as present as the SG's consultation would take place over the summer. DE stated that he had been talking to some residents. PC reminded the group that all messages need to be consistent and coordinated as outlined within the group's policies. SG members would therefore be best placed in requesting topics to be included as agenda items for discussion at SG meetings before any other action is taken.</p> <p>It was agreed that there should be a separate group to facilitate the proposed consultation. JS will send out an email to all SG members to agree a meeting date and time.</p> <p>DL has asked if the BL can support Withernsea Primary School's Rock Challenge in 2016. DL went on to say that the school is also funding raising itself. The group agreed that this should be passed to the Social Investment Group for consideration.</p> <p>JN reminded the group that Withernsea High School were holding their 60th Anniversary Open Day on Saturday 4th July. Activities will run between 10am and 4pm.</p>	<p>All to note</p> <p>All to note</p> <p>All to note/ AF to action</p> <p>All to note</p> <p>JS to action/ All to note</p> <p>All to note/ DL to action</p> <p>All to note</p>
	<p>Next Meeting</p> <p>16th July 2015 – 7pm at Shores Centre</p>	<p>All to note</p>