

**CHARLESTOWN & LOWER KERSAL NEW DEAL
FOR COMMUNITIES**

Minutes of

ANNUAL GENERAL MEETING

**Held at
Salford Innovation Forum
MONDAY 28th July 2008**



IN ATTENDANCE

PARTNERSHIP BOARD

Ann-Marie Pickup	(Chair) Community Representative
Kevin Coakley	Community Representative
James Eagle	Merlyn Electronics
Lee Craven	Voluntary Sector
Brenda Moore	Community Representative
Les Smith	Community Representative
Carole Woodward	Community Representative
Phil Geller	I & G Cohen
Janice Lowndes	Salford PCT

OTHERS

Tim Field	NDC
Alison Burnett	NDC
Anne Lythgoe	NDC
Cath Inchbold	Salford City Council
Audrey Harrison	NDC
Sandra Young	NDC
Helen Robertshaw	NDC
Sue Stephenson	Job shop
Faye Wall	Resident
John O'Neill	Voice/young person
Tommy Burke	Resident

1. INTRODUCTIONS

Tim Field introduced and chaired the meeting up to item 7.

2. APOLOGIES

Apologies were received from Steve Aveyard, John Merry, Linda Carr, Stella Elliot and Peter Connor.

3. MINUTES OF AGM HELD 30th JULY 2007

Noted and Agreed as a true record

Matters arising:

Peter Connor had suggested that photographs of Board Members should be included in the 2008 Annual Report, however, this was done in the 'Progress So Far' leaflet issued in the Autumn of 2007.

Tim Field noted that issues around the Partnership's links with the East Salford Community Committee area had subsequently been discussed, with improvements made to working arrangements of Task Groups and closer project working. It was noted that the issue of Houses in Multiple Occupation would be looked at by Community Committee at its meeting in September. Furthermore, there is to be a Neighbourhood Management Summit held in the autumn, which may look at issues such as the sizes of the Community Committee areas.

Ann-Marie encouraged all residents to attend Community Committee meetings.

Phil Geller joined the meeting at this point.

4. ANNUAL REPORT 2007/08

Tim Field and Ann-Marie Pickup gave a brief overview of the Annual Report for 2007/08, thanking all those staff who had been involved in its preparation. It was noted that the report contains a lot of illustrations of the many things that are going on in the New Deal area.

Highlights include the new houses at Unity Quarter, which have made a major difference to the lives of some local residents who have re-located there recently; completion of the Innovation Forum and opening of the Social Media Centre; the opening of and local management of the new Riverbank Park; and the successful transition from grants to business contracts, achieved by CHAP. Further development of the VOICE group, which has sent a member to the national Youth Parliament, employment of local PCSOs and the first year of work on the detailed New Deal Succession Strategy, were also highlighted.

It was noted that more publicity, perhaps in displays around the New Deal area, would help remind people how much community activity was actually taking place.

Discussion then took place around how the claiming of the various Board allowances was recorded in the Annual Report. It was agreed that some clarity was required around exactly what Board members were entitled to, and how this can be claimed. Tim Field agreed to check whether the core staff salary bill should also be reported.

5. GOVERNANCE REVIEW

Alison Burnett presented a report on the above along with the amended and updated Governance document.

The document shows how the NDC partners are working together and amendments/clarifications were proposed in the following areas:

- A reduction in the total number of board members
- Not filling current vacancies following the resignation of John Steward (Manchester Enterprises), and vacancies for Head teacher and private sector representatives

- The addition of new advisory members including Salix Homes, East Salford Neighbourhood Management Team, the Central Salford Urban Regeneration Company and Job Centres Plus
- Recognition of the procedures for the nomination of the business representatives
- Changes to the election procedure for Community board representatives
- Suspension of the re-election of Board representatives for the final year (2010-11)
- Clarification of the role of Task Groups with regard to succession planning
- Reduction of the number of Task Group representatives on M&E sub-committee from 6 to 2
- Confirmation of Ann-Marie Pickup as Chair of Appraisal panel, and changes to the working arrangements of the panel
- Further details of the role of the East Salford Community committee in relation to the appointment of community representatives to the Board
- Nomination and appointment of a representative to the Board from a list of locally active, larger voluntary sector organisations. Queries were raised whether 2 other local churches, Oliver's Gym and local young people's groups should be included in this list. Alison Burnett agreed to check further.
- Minor reconfigurations to the NDC staff team.

Kevin Coakley asked for clarification with regard to the refreshments policy and the City Council's requirement to use City Wide catering in all council owned establishments, asking for sight of the latter policy.

In response to a question from Phil Geller regarding the vacant post of Programme Implementation Manager, Tim explained that a review of the staffing arrangements is taking place, and that a report will be taken to Staffing Sub-Committee in the near future. At this stage, there are delays caused by the lack of feedback around Job Evaluation from the City Council. He also confirmed that the tasks previously undertaken by Catherine Fox were currently being covered by members of the Management Team.

Janice Lowndes joined the meeting at this point.

Following a query from Carole Woodward, Ann-Marie introduced Audrey Harrison to the Partnership Board as Crime and Community Safety Programme Officer.

The Partnership Board:

- **Agreed the amendments detailed in the report submitted**
- **Approved the up dated Governance Arrangements document (2008/09 – 2010/11)**

6. APPOINTMENT OF PARTNERSHIP BOARD

Tim Field informed the Board that all members wished to be re-nominated to the Board for a further year, except for Julie Higgins, who it was proposed be replaced by Janice Lowndes as the representative from the PCT; John Steward (Manchester Enterprises), who has resigned and that this place be taken by Ian

Marshall from Job Centre Plus to act in an advisory capacity; and Marie Gilray, who has resigned due to personal reasons. Elections for a community representative for Lower Kersal will take place through Community Committee as soon as these can be arranged. In addition, Stephanie Mitchell from CVS will be replaced by a representative from a local voluntary sector organisation, and again, this will be done through an election process.

In summary, the new advisory members of the Board will be:

- Kevin Scarlett (Salix Homes)
- Lee Anderson (East Salford Neighbourhood Management Team)
- Ian Marshall (Job Centre Plus)
- Chris Farrow (Central Salford URC) - to be confirmed

7. APPOINTMENT OF CHAIR/DEPUTY CHAIR

The Partnership Board agreed to re-appoint Ann-Marie Pickup as Chair and Councillor John Merry as Deputy Chair.

Lee Craven led the Board in expressing their thanks for the contribution of the Chair and Deputy Chair over the past year and congratulated them on their re-appointment.

8. NOMINATIONS FROM BOARD TO TASK GROUPS / SUB COMMITTEES

Alison Burnett noted that all Board Members have been re-nominated as members of Task groups and sub-committees, and this is reflected in the governance arrangements circulated.

The Partnership Board agreed:

- **That the named Chairs and Deputies of the Task Groups and Sub-Committees should be approved per the Governance Arrangements document.**

However, there are a number of vacancies, and the following nominations were confirmed by Community Board members in relation to the Task Groups:

Business, Employment and Skills	Les Smith
Community Safety	Brenda Moore or Carole Woodward

The Partnership Board agreed:

- **That the approved Governance Arrangements document should be updated to reflect the nominations/ re-nominations detailed above.**

Alison Burnett also requested nominations for the vacancies in the **Programme Implementation sub-committee**. The following nominations were received:

Lee Craven (voluntary sector)

Janice Lowndes (public agencies)

It was also proposed that Salford City Council, as Accountable Body, should be added as advisors to the Sub-Committee, and that **Cath Inchbold** be appointed to that place.

The Partnership Board agreed:

- **The approval of the three nominations for the Programme Implementation Sub-committee**

9. ANY OTHER BUSINESS/QUESTIONS

Kevin Coakley advised the Board that at a Third Sector Commissioning event the previous week, a senior member of the City Council stated that only 18% of the Council's spend was with local organisations. Board members expressed concern about this statement, and Cath Inchbold undertook to investigate and report back to the Board at a later meeting.