



## **One West Lancashire – Inaugural Board Meeting Minutes**

**Date:** Thursday 12<sup>th</sup> September, 2013

**Venue:** WLBC, Derby Street, Cabinet & Committee Room

**Time:** 10:30am – 12:30pm

Attendees

<b>Name</b>	<b>Organisation</b>
Cllr. Ian Grant	WLBC
Ch Insp. Ian Whitehead	Lancashire Police
Caroline Whalley-Hunter	Southport & Ormskirk NHS Trust
Kim Webber	WLBC
John Buck	Lancashire Fire & Rescue
Katie Wightman	WL CCG
Chris Jones	Faith Network/Ormskirk Parish Church
Steve Igoe	Edge Hill University
Martin Trengove	WLCVS
Greg Mitten	WL Children's & Young Peoples Trust WLCVS
Kirstie Dwan	WLCVS

### **1. Welcome and Introductions**

IG welcomed all to the first One West Lancs Board Meeting which he hopes will build on the success of the WL LSP. IG stressed that this was a fantastic new opportunity and thanked MT and GM and the CVS for all their hard work setting the new One West Lancs group up in place of the LSP.

### **2. Apologies for Absence**

Apologies received from:

Ian Cropper [Parish Council Rep]

Cllr Adrian Owens [STEP Thematic Group]

Gulab Singh [Health and Well Being Thematic Group]

Alex McMinn [WL Ageing Well Forum]

Hugh Evans [Chamber of Commerce]

Angela Aspinwall-Livesey [CYP Trust]

### **3. Election of Chair and Vice Chair**

At the request of IG, it was agreed to move the election of the Board's Chair and Vice Chair up the Agenda so that the new Chair could take the lead in the discussions related to the role of the Board and the newly formed One West Lancs project. He felt that the new organisation should not just be seen as an extension of the old LSP which was run by the Borough Council, but a new body with new leadership and aims. IG felt that Greg Mitten as Chief Officer of the CVS and one of the drivers behind the setting up of One West Lancs would make an excellent initial Chair and nominated him. This appointment was unanimously supported. Chris Jones offered to stand as vice Chair and was similarly elected.

### **4. Introduction to One West Lancashire, its aims and objectives**

GM briefly summarised the aims and objectives of One West Lancs and asked that the briefing documents previously circulated outlining the structure and aims of the organisation be re-circulated. These documents are also available on the One West Lancs webpage <http://www.wlcvs.org/index.php/services/one-west-lancs>

**ACTION – CVS to re-send briefing documents on One West Lancs' visions, aims and objectives to Board members.**

### **5. Matters carried forward from the final LSP Board Meeting**

IG expressed thanks to Louise Dawson, the ex Principle of West Lancs College who has moved on and taken up a new position within the Newcastle College group, for working so constructively with the LSP Executive and promoting the West Lancashire Challenge Project. The One West Lancs Board confirmed the thanks given and wished her well for the future.

GM reviewed the minutes of the final LSP meeting, highlighting those outstanding actions would be discussed throughout the One West Lancs agenda. The main responsibility which had been passed onto the One West Lancs Board was that of monitoring the projects that had yet to report on the funds provided by the LSP under the Second Homes Funding and Performance Reward Grant funding.

Reports had been circulated in advance of the meeting and MT provided a brief overview of the reports that had been submitted – see Annex A for summary. All were accepted with thanks and the secretariat requested to follow up the outstanding reports so that they may be considered at the next Board Meeting particularly reports from the Lancashire Constabulary on the funding provided to buy Body Cameras and the funding provided to British Waterways for the Spark Lane Picnic Area. The latter has not been reported over the previous two meetings; IG recommended that a formal letter should be sent to British Waterways requesting a report on how the funding they received has been spent.

**ACTION – MT to ask Sue Griffiths at WLBC for contact details at British Waterways and to follow up before the next One West Lancs meeting**

GM asked that if there are any questions regarding any of the individual reports, those concerned should contact MT/GM.

CJ informed the group that the Churches have set up a Debt Advice Centre in Burscough Street, Ormskirk which has proven to be successful. They also run a food bank every Tuesday and Friday morning. It was agreed that the setting up of a debt advice centre in Ormskirk was very welcomed.

**6. One West Lancs:**

- **Operation and Reporting**
- **Communication Platform and Sustainability**

GM introduced the newly created One West Lancs WL logo to the group. The pictures could rotate and Board members were invited to offer ideas for any alternative pictures of West Lancs they might think might be suitable to use.

The Board was then taken through the One West Lancs page which is currently based on the WLCVS website. This site will host details of the workings of the Board and all the thematic groups and members were asked to provide electronic copies of Action Plans, Terms of Reference, Agendas and Minutes of Meeting etc so they can be added to those existing.

**Action: All Thematic Group Chairs**

It is envisaged in the longer term that the One West Lancs will have its own domain name and independent website.

GM advised the meeting that the CVS had been working with a Social Enterprise to create an interactive social media web presence called Community I which could be developed to help generate funds for local charities, voluntary and community groups as well as contributing to the sustainability of One West Lancs.

The Community I site was then demonstrated and GM highlighted its potential attractiveness to the private sector, as a business directory listing their services and attracting local customer's e.g. for promoting product discounts etc., as well as creating a corporate social responsibility opportunity for these businesses to support the local community and local charities. Community and voluntary groups as well as public sector stakeholders will also be encouraged to sign up and if they do, they will receive a free of charge five page website for their own purpose where they can upload minutes from their meetings, agendas and upcoming event dates etc... It is potentially a great opportunity to showcase VCFS organisations and attract funding support at the same time.

To be successful the site would have to be effectively marketed to the private sector as well as the public sector and VCFS. This would cost money to hire appropriately skilled people to do this and as the CVS are not in a position to invest speculatively in such a venture, an agreement has been reached in principle with the creators of Community I for them to undertake this task free of charge under the control of CVS management. If this website proves to be a success, WLCVS will look to employ one staff member and an apprentice to control subscriptions and manage the web pages. 50% of any subscriptions received from the site will go to the VCFS sector and there will also be a 'donate now' button to attract further investment.

The Board liked the idea of Community I in principle and saw it as a way forward using social media.

KW (WLBC) stated that she thought it was a good, innovative idea but it would be helpful to have a written report, highlighting accountable body arrangements, when such matters are clarified.

KW (WL CCG) stated that the website could be award winning if we could make it the only West Lancs portal or the first port of call. GP surgeries are crying out for something like this.

MT also made the point that social media is the way forward and thinks this is the ideal opportunity to get onboard; we don't want to be left behind.

GM suggested that a task and finish group be set up to develop the Community I idea. IG advised the Board that WLBC had something similar and offered the services of Edwina Leigh in the Council's PR Dept. Similarly SI offered the services of the media team at Edge Hill to assist where required.

**Action: CVS to coordinate and progress.**

## **7. Action Plans / Reports from Thematic Groups**

All action plans/reports when received electronically will be logged onto the WLCVS site under the One West Lancs page so those interested could look at these as and when they wish.

MT informed the group that there will be a One West Lancs quarterly electronic newsletter that will circulate to the Board Members, Thematic Group members, Forum Members and those within the wider community through the WL CVS data base.

Thematic groups were asked to provide some interesting reports / case studies / project updates that could be included in the e-Newsletter.

**Action: All Thematic Group Chairs to consider and submit**

CJ noted that there wasn't a dedicated thematic group dedicated to transport which was always a major concern to many residents in West Lancashire and suggested that

'transport' should be a separate thematic group. KW (WLBC) expressed the view that it would be essential to have a representative from LCC to lead / attend such a thematic group. It was agreed that LCC should be approached to see if they would be able to participate.

**ACTION: MT to liaise with KW re possible LCC participation**

## **8. West Lancashire Armed Forces Community Covenant**

KW (WLBC) informed the group that WLBC had agreed to support the West Lancashire Armed Forces Community Covenant and sort the support of One West Lancs as a co-signatory. The group endorsed this and agreed to support the covenant.

GM informed the group that WLCVS have been working alongside Dr S Frampton to create a list of local organisations/individuals who work with veterans and armed forces. CJ agreed to provide contact details of regional organisations that he was aware of. The CVS agreed to explore the presence of veterans groups and see if groups could be set up in the Borough.

**ACTION: CJ and CVS to explore further**

## **9. AOB**

### **9.1 Our Place! Programme**

KW (WLBC) highlighted this programme as outlined in a letter received by WLBC from DCLG. There may be some opportunities to attract funding for One West Lancs and other VCFS organisations through this route. It was agreed that CVS would carry out some further research.

**ACTION – MT/GM to look at it from One West Lancs and VCFS point of view. A briefing will then be circulated to see if there's scope for others to get involved.**

### **9.2 Police Cadet Scheme**

IW informed the Board of a 'cadet scheme' in which the Police, along with West Lancs College, will recruit 25 13-15 year olds and 25 16-18 year olds to take part in a cadet scheme with a qualification gained at the end of the course. Details of the scheme would be past to the West Lancs Challenge team.

**ACTION – IW to send information on this scheme to MT**

### **9.3 Fire Service Consultation**

JB stated that the twelve week consultation period on the future of the fire service finishes at the end of October.

**ACTION – JB to send MT link for circulation to VCFS and One West Lancs**

### **10. Date of Forum and Date for Next Board Meeting**

It was agreed that the next board would be arranged for March 2014 and take place immediately following the One West Lancs Forum event.

**ACTION – MT to confirm Forum and Board meeting date [Provisionally set for Friday 21<sup>st</sup> March, 2014]**

Greg Mitten  
Chair  
One West Lancs

14<sup>th</sup> October, 2014

**Historic Outstanding LSP Funded Projects****Second Homes Funded Projects**

Lancashire Constabulary - Body Cameras	Report awaited
Disability Advice West Lancs – Volunteer Lead, Client Focused	Update Submitted Sept 2013
West Lancs Carers Centre – Carers Health Project	Update Submitted Sept 2013
West Lancs Domestic Violence Support Services – The Liberty Centre	Report awaited
Community Safety Partnership – Fresher’s Week	Update Submitted Sept 2013
Community Safety Partnership – Brightsparx	Update Submitted Sept 2013
Scarisbrick Village Hall – Flooring Refurbishment	Update Submitted Sept 2013
WL CVS – One West Lancs Secretariat Services	Report awaited

**Performance Reward Grant Funded projects**

West Lancs CVS - West Lancs Challenge [2011-2013]	Report Submitted Sept 2013
West Lancs CVS - West Lancs Challenge Extension [2013 – 2014]	Update Submitted Sept 2013
West Lancs CVS - West Lancs Challenge SAS [2012 - 2014]	Update Submitted Sept 2013
West Lancs Borough Council / CSP - CCTV Upgrade and Expansion	Update Submitted Sept 2013
British Waterways - Spark Lane Bridge Picnic Area	Report awaited
West Lancs CVS - Schools Allotment Project [2012-2013]	Report Submitted Sept 2013
Mere Sands Wood - Enhancing the Wet Land for Watchers and Waders	Report Submitted Sept 2013
Lancs Community Finance - Money Advice and Loan Service Exp.	Report Submitted Sept 2013
West Lancs Domestic Violence Support Services – IDVA	Report awaited
Skelmersdale Community Food Initiative – Diabetes Prevention	Report Submitted Sept 2013
Mayoress’s Charity – Defibrillator Project	Update Submitted Sept 2013

9<sup>th</sup> September 2013