

**Draft** minute of the TSWG meeting held at 11.30am on Thursday 25<sup>th</sup> July 2013 in the Board Room at Anchor Buildings, Kirkwall.

**Present:** Gail Anderson, Erika Copland, Andy Spence-Jones, Ben Lindsey, Helen Moss, Sue Sulat.

**In attendance** Kasha Jarosz (VAO, Connecting Communities Development Worker)

**Minute:** Shirley Ellis.

## 1 Welcome and Apologies

Gail welcomed those present and thanked them for attending the meeting.

Apologies had been received from, F. Campbell, O.Tait and S. Ward.

Round the table introductions were made to Kasha.

## 2 Notes of previous meeting (27<sup>th</sup> June 2013)

The following amendments were made:

- i) *Amend Erica to read Erika (Copland)*
- ii) *Amend Cathy to read Cathie (Cowan)*
- iii) *Insert "Sandra Leslie" at the end of 5<sup>th</sup> paragraph P.4*
- iv) *Under item 6 Organisation Update – RSO - replace the 2<sup>nd</sup> sentence with "Scottish Government invited RS network to form a strategic partnership for the next 2 years."*

After the above amendments the minute was accepted as a true and accurate record.

## 3 Matters Arising

*Circulation of amended Engagement Matrix by Rosemary Colsell* – there had been no further progress.

## 4 Early Years – updates

Erika reported that was part of the Early Years group working towards the Scottish Government's 'stretch aims'. Representatives from the group attend meetings outwith Orkney and feed back to the group. It was noted that the Change Fund sat within existing allocations of funds to OIC and NHS Orkney.

Gail informed members of the following two funding opportunities:

- i) *Developing Family Support* – totalling £90k over 2 years (£50k for the 1<sup>st</sup> year and £40k for the second). This would entail early identification of family development across all sectors and promotion of access to universal services.

The submission was in the form of a note of interest and if successful further work and information would be required..

- ii) GIRFEC – National project across Third Sector – “Demonstration Area”.  
A note of interest had been submitted and as a result two representatives from the Project would visit Orkney on 14<sup>th</sup> August to interview Gail, Peter Diamond and Marie O’Sullivan.

Gail reported that she had received short notice of a SCYPDG meeting to be held that afternoon to begin drafting the Integrated Children’s Services Plan. She would keep members informed of any further developments.

## 5 **Connecting Communities Project**

Kasha Jarosz informed those present that the project was funded through the Change Fund and would run for 2 years. The first 6 months would be focussed on two islands, Shapinsay and Rousay.

Kasha went on to say the main aim of the project was to gather information which ultimately would contribute to better enablement of older people (those over 65). To that end Kasha will be gathering information on what is currently available for the age group, what is working well and what is needed. Kasha added that she thought partnership working, including NHS and OIC, was an important part of the project, furthermore it was equally as important that communities were fully engaged and would feel able to come forward to express their opinions on what they think is needed and where there are gaps.

Through this kind of community engagement it was thought people would start to look at what they can actually do for themselves, instead of being dependent on others for their requirements. Members agreed this would be a big culture shift.

Andy added that it needed to be made clear during the process, that communities cannot meet all identified gaps and that statutory bodies still have obligations to fulfil.

Gail went on to say there could be challenges in bringing statutory bodies alongside, but it was thought there was a commitment at the top level to make any agreed changes work.

Kasha said ultimately the process was about getting people together to discuss their communities and to come up with ideas which would improve life not just for themselves, but for the whole community.

The information which is being gathered will be imported into an external database “ALISS” and following testing it is hoped will hold information on the services which are available in Orkney.

Gail advised members that although Kasha was working part time at present, the time schedule for the project was on target. She is due to commence working full time in September.

Kasha thanked members for their contribution to the discussion, gave out contact cards and asked members to send her any ideas which they thought might contribute to the project. Members would receive updates from Kasha on the progress of the work.

## 6 **Organisational Update**

*Advocacy Orkney – Andy Spence Jones*

A new advocate for adults with learning disabilities had been appointed, who will take up the post on 12<sup>th</sup> August. The post is for 20 hours per week. Initially the new person will be shadowing existing advocates and getting a general feel for the organisation.

The AGM will take place on 21<sup>st</sup> August at 12.00pm in the St Magnus Centre.

*Relationships Scotland Orkney – Helen Moss*

New appointments had also been made, a volunteer mediator, a trainee mediator and also a new Contact Centre Co-ordinator.

Helen commented that one of the new appointees had come from a teaching background and she thought it interesting to see people moving from statutory sector to third sector as it was usually the other way around.

*The Pickaquoy Centre – Sue Sulat (WAO Board Member)*

As a WAO Board member Sue reported the recruitment of a new manager, Sandra Paton who will take up her position on 29<sup>th</sup> July. Sandra hails from Ayrshire and has worked on policy with Scottish Government. Sandra has some knowledge of WAO staff as she had previously been involved with Scottish Women's Aid in delivery of training.

Members agreed that Sandra would be welcome at TSF meetings.

## 7 **AOCB**

Members had a frank and open discussion regarding provision of professional support and a range of issues were discussed, largely focused on induction, support and ensuring that appropriate policies and procedures were in place.

Potential ideas for alleviating the issues were:

- development of a "Directors Training" course although VAO already delivered a roles and responsibilities course for directors/trustees
- There needs to be a safe place where the support could take place.
- There were skills available from within the group.
- A system is needed which is easy and available for managers to tap in to.
- Members thought a bank of trained mentors would be a good idea.
- Formal induction policies/guidelines could be developed through VAO - "Becoming an Employer" training is currently available.

Members went on to further discuss a wide range of topics such as, salaries, managerial positions, induction, job descriptions, social media etc.

Gail advised those present of a new member of VAO staff who would be taking up her post on 29<sup>th</sup> July. Her name is Hannah Ker and her remit would be to research into HR requirements in the third sector, which would include many of the topics which members had been discussing. VAO already has templates in place for such things as Job Descriptions, appraisals as well as a wide range of other relevant information.

A session to explore how to making the most of assets was being planned for September and members indicated their interest.

Ben, advised that Nick Young CEO of British Red Cross is due to visit Orkney at some point in August.

## **8**

### **DONM**

The next meeting will take place on Thursday 29<sup>th</sup> August.