



Minute of the Third Sector Forum meeting held at 11am on Thursday 19 November 2015 in the McGillivray Room, Orkney Library and Archive

Present: Sheila Garson (VAO), Gail Anderson (VAO), Phyllis Braby (Orkney Heart Support Group), Frazer Campbell (Blide Trust), Caron Jenkins (VAO), Pat Shields (Orkney InfoNet and Access Panel Orkney), Gillian Skuse (Age Concern Orkney), Olivia Tait (Crossroads Orkney)

In attendance: Cecily Cromby (minutes)

1 Welcome

Sheila welcomed those present and thanked them for attending

2 Apologies

Apologies had been received from Hilary Allen, Helen Castle, Erika Copland, Jan Judge, Michelle Koster, Gerd Peters.

3 Minutes of the last meeting

The minutes of the meeting held on 24 September 2015 were approved.

Phyllis Braby requested that a list of abbreviations be provided with future minutes if required.

4 Matters arising

Item 4-7a. Data Sharing Working Group – Gail advised that work was progressing slowly on the data sharing protocols and noted that each service should have its own Information Sharing Protocol (ISP).

Item 4-7b. Visit by the Information Commissioners Office 15 September – Presentations had been circulated.

Item 5a. Local Outcomes Improvement Plan (LOIP) consultation – Gail advised that the consultation had closed and a report had been sent to the Partnership Board with an amended LOIP. There had been a disappointingly low response rate. Gail noted that there was still confusion about the new Community Planning structure and that communication would be placed on the agenda at working group meetings. The final version of the LOIP would be circulated to members and the wider third sector when ready. Gail advised that guidance on the LOIP had not yet been provided by the Community Empowerment (Scotland) Bill.

Item 6. Integrated Joint Board – the presentation had been circulated.

Item 10. Conversation Café - Gail noted the success of the pop up Conversation Café held on 21 October. 27 people attended the event with a good spread from all sectors. Gail advised that Kasha Jarosz (VAO) had produced a short film about the event which the Alliance and Scottish Government were very pleased with.

Item 10. Workplace pensions – Gail asked members if their difficulties with the workplace pension scheme had been resolved. Gillian noted that Age Concern Orkney had found that process simple and that Katie Brass (VAO) had been very helpful. Gail noted that the VAO payroll service had sent reminders to clients whose auto enrolment date was in early 2016.

5 Community Planning update:

a. Delivery Groups' Progress

Gail advised that the delivery groups were progressing well.

Positive Aging Group

Gail noted that a college student had been identified to carry out a research dissertation on the subject of meeting carers' needs. The research was still waiting for ethical approval. Gail noted the sensitivity of the subject and advised that the student would be supported.

Gail advised that she had recently given a presentation at the Community Halls annual meeting in which she informed attendees about the restructure and invited Halls to work with the Positive Aging Group to establish innovative activities in the Halls for older people. Three Halls have expressed an interest in using funds from the Community Capacity Building fund in the Integrated Care Fund Plan. Gail noted that she had arranged meetings with representatives from the Halls to discuss joint working. Gail recently met with the Lead Allied Health Professional (AHP) who was very enthusiastic about working together to provide services in Community Halls.

Gail noted that a Men's Shed group had been established in Orkney and that a campaign to address stereotyping of older people is planned. A housing seminar is also planned for early 2016.

Gail advised that a Scottish Natural Heritage representative attended the last meeting of the Positive Aging Group and that an interesting and positive discussion was had.

Vibrant Economic Environment Group

Gail advised that the Vibrant Economic Environment Delivery Plan and membership had been approved by the Partnership Board and that delivery would begin soon.

Healthy and Sustainable Communities Group

Gail noted that the Healthy and Sustainable Communities Plan is still in development.

She advised that the Chairs of the three groups meet regularly to keep each other up to date and prevent duplication.

b. Third Sector Election Process

Caron provided members with an overview of the election process for the third sector representatives for the Orkney Partnership Board's Delivery Groups (Healthy and sustainable communities; Positive ageing; and a Vibrant economic environment). She advised that the work to date had been undertaken by the sub-group of the Third Sector Working Group (TSWG).

Caron advised that all potential nominees would receive a nomination pack which would include: representative role description and specification; supporting information about the role they were looking to stand for (relevant Orkney Partnership Delivery Group); nomination form which would include a short biography and two references; copy of the Nolan Principles; information about the election process and conduct.

Nominations would be circulated by a postal ballot and the third sector representatives voted on by the 600 voluntary/community organisations in Orkney. The process and timescales would be advertised in the Orcadian, BBC Radio Orkney and Voluntary Action Orkney (VAO).

The election process would be overseen by a Nominating Committee which would consist of independent professionals who would have oversight and management of the process of the election. Caron advised that the Nominating Committee must ensure that everyone who wished to be considered for nomination had the opportunity to do so. She highlighted the importance of raising awareness within the constituency (voluntary/community organisations) in both seeking engagement for soliciting nominations and voting in the election.

VAO would manage the administrative aspects of the nomination and election processes and provide support and training. Caron advised that the Third Sector Forum (TSF) would have an ongoing role (with new term of reference) as the reporting body for the third sector and third sector representatives.

6 Integrated Joint Board Update

Papers from the first meeting of the Strategic Commissioning Group had been circulated. Gail advised that she was currently the third sector representative on the group, though she would be replaced following the third sector elections. The Group were looking to finalise the commissioning plan which would be put out for consultation when complete.

Members discussed the difficulty of internet based developments given the poor coverage in Orkney. Gail advised that the Group were aware of the IT difficulties in Orkney.

Gail asked members whether they would like to receive full papers or summaries from the meetings. Andy advised that she would prefer full papers, but a summary would provide the

choice of both. Gail noted that the elected third sector representatives would provide summaries when in post.

7 Integrated Care Fund 2016-17: Identifying innovative activities/projects

Gail advised that it seemed likely that there would be another year of funding from the Integrated Care Fund. She noted that gaps, including homecare and discharge planning, had been identified which the third sector could help to fill. Gail invited members to discuss and propose innovative activities/projects to provide solutions to the gaps.

The following were proposed by the group:

- Space within GP surgeries to enable a trained third sector counsellor to be accessed by patients
- Increase the type of psychological therapies offered by providing to statutory service staff supervision from suitably trained and available third sector staff
- Establish a third sector multi-organisation team to address 'bed blocking'
- Establish a training/education programme (training for trainers) for statutory and community organisations in the principles of self-management following which 'community educators' would train and support organisations in each geographic locality/pilot area(s)
- Research Burstrg Model (Dutch) on local engagement and service delivery for those who need health and care services.

8 Member updates

Advocacy Orkney – Andy advised that Advocacy Orkney had been very busy and had some great success stories. They were currently looking at ways to share these stories.

Andy informed members that a difficult personnel issue had been resolved. Due to the cost of the process, she advised that third sector organisations need to ensure that they have adequate insurance policies in place. Sue advised that the Pickaquoy Trust used a company called Mentor Services who provide a full HR service for £300/month, which included advice on contracts, insurance, guidance and help with tribunals. It was noted that VAO provide a HR service but that this did not include insurance.

Access Panel Orkney – Pat advised that the recent Scottish Disability Equality Forum Roadshow event had been very successful and that 17 people had attended.

Crossroads Orkney – Olivia advised that Crossroads were faced with a £10,000 funding cut as there had been no donation from Talisman and that this would be challenging for the organisation. Gail noted that the Talisman small grant scheme had not been confirmed. Sheila noted the importance of the scheme for small organisations and groups.

9 AOB

A paper from the Scottish Government on seeking help to gather feedback from members of the public on a possible register of interests for NHS Scotland was circulated on Gerd Peter's

request. It was noted that a discussion group would take place at the Pickaquooy Centre on 25 November 2015 between 1pm and 3:30pm.

Gail noted that information about a consultation from the Office of the Scottish Charity Register (OSCR) on Trustee guidance was available on the VAO website.

Gail informed members of a proposed Island roadshow in summer 2016. The roadshow would give third sector organisations the opportunity to publicise their services to residents in the Isles.

10 Dates of next meeting

January 21 2016	VAO Board Room (subsequently rearranged to 28 January)
March 24 2016	McGillivray Room, Orkney Library and Archive
May 19 2016	VAO Board Room
July 21 2016	McGillivray Room, Orkney Library and Archive
September 22 2016	McGillivray Room, Orkney Library and Archive
November 17 2016	VAO Board Room