



Minute of the Third Sector Forum meeting held at 11am on Thursday 21 July 2016 in the McGillivray Room, Kirkwall Library

**Present:** Sheila Garson (VAO), Gail Anderson (VAO), Janice Annal (THAW), Phyllis Braby (Orkney Heart Support Group), Frazer Campbell (Blide Trust), Simon Gordon (OACAS), Karen Miller (Scottish Health Council, Orkney), Bryan Milner (CAB), Sue Sulat (Pickaquoy Trust) 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 June Anderson, Zelda Bradley, Helen Castle, Erika Copland, Michelle Koster, Gerd Peters, Gillian Skuse, Andy Spence-Jones

**3 Orkney Community Justice Partnership (presentation by Gillian Learmonth, Planning, Performance and Information Officer Community Justice)**

Gillian gave a presentation to members outlining the work of the Community Justice Partnership and changes planned to help reduce reoffending. It was agreed that the presentation would be circulated to members.

**Action: Cecily**

**4 'Meet the Buyer' Event 25 August (Rosemary Colsell, Acting Procurement Manager, Orkney Islands Council)**

Rosemary outlined the event which would be held on 25 August. Rosemary advised that OIC had joined a Scotland-wide supplier development programme and that any business located in Orkney could now access their training websites. Rosemary advised that groups could sign up to Public Contracts Scotland where contracts would be advertised and that OIC planned to advertise contract opportunities well in advance to help businesses plan ahead.

Gail noted that commissioning and procurement would become the norm in the third sector and that the event would be useful for third sector organisations.

**5 Minutes of previous meeting held on 19 May 2016**

Phyllis Braby requested an amendment to item 9, Orkney Heart Support Group. The final sentence should read: She advised that both Cardiology Consultants had now left the Balfour Hospital leaving only one member of staff in the department. With this amendment the minutes were approved.

## 6 Matters Arising

**Item 4. Adult Befriending Service.** Gail advised that the training discussed had been delivered and had been well attended.

**Item 4. Information Sharing Protocol.** Gail advised that a meeting had been held that week and that the Protocol should now have been signed by all groups on the list. She noted that some groups had been left out (including HomeStart Orkney and Citizens Advice Bureau) as the focus had been on groups working with OHAC.

The protocol was now formalised but guidance, training and support were needed for groups to take it forward. Gail asked members whether a guidance document or workshops would be helpful. Members suggested both.

Gail explained that the aim of the Protocol was to ensure that an individual was not asked for their information several times over when their details were already held. Simon noted that sharing IT between different organisations and systems would be difficult but should be resolved. Gail highlighted the importance of the commitment to share with the third sector. She noted that the process had been long and slow but that it was moving forward.

## 7 Third Sector Forum and Third Sector Working Group: Review of Structure and Remit (paper circulated)

Sue outlined the work carried out to date to review the structure and remit of the TSF and TSWG. A group appointed from the TSWG (members: Andy Spence -Jones, Caron Jenkins, Gillian Skuse, June Anderson, Sue Sulat) had met and considered ways of improving communication with the whole sector. Suggestions included video conferencing to allow greater access and a consultation process using an online survey to gather views of members.

Gail noted that there were a number of consultations currently taking place and suggested that a workshop/s may be useful in addition to /instead of a survey. Sheila noted that little funding was available and that it would not be possible to travel to every island to consult with groups there. Sue suggested that members from the isles could do this.

Members discussed attendance at TSF meetings and noted that very few from outside Kirkwall attend. Bryan noted that it was difficult to justify time out of work when there was only one agenda item that was of interest to the organisation. He suggested that items could be timed on the agenda to allow members to attend only a section of the meeting. Sue suggested that talks at the start of meetings could be recorded to allow people to watch at home. Gail suggested an online discussion forum for the TSF.

Following discussion it was agreed that a survey should be circulated following which a workshop would be arranged to examine the issues identified and from which to agree changes.

Sheila hoped that the survey would provide good feedback but noted that there are many members who do not engage with technology and suggested that an alternative paper based

questionnaire be made available. Members agreed that a survey, both online and paper, be sent to all third sector groups and that engagement would be promoted through Community Associations and Development Trusts. Once the survey results were collated a workshop could be held.

Gail thanked Sue and members of the sub-group for their work so far.

## **8 Partnership reports**

### **i. OHAC Board meeting 29 June 2016 (papers available).**

Orkney Health and Care (OHAC) and the Integrated Joint Board (IJB) were now one and the same and noted that a number of papers on governance and finance from the IJB Board meeting were available to [view](#) .

### **ii. Nominations to OHAC committees**

The second round of nominations to OHAC committees were open. Nominations were needed for a carer to the Board and Strategy Planning Group and community representatives for locality groups. Publicity and information sessions would be held in Kirkwall and Stromness and emails and posters had been disseminated. Gail also noted that packs had been sent to interested parties. Unfortunately there had been little interest from the third sector.

Phyllis advised that many people were confused about the changes. Gail advised that Caron and Caroline had attended a meeting of the PPF and all members were invited to join the Peer Network. Gail advised that there was still a direct link for groups with the hospital. She noted that the IJB was focussed on the community, not just the hospital, and the Peer Network would look at the IJB rather than just the council or hospital. Gail highlighted the need to address the misunderstanding and confusion among members of relevant groups and explained that the consultation process was about engaging with the community to help shape things going forward, rather than concentrating on individual issues. Members discussed communication strategies and the difficulty of reaching individuals.

It was noted that the Peer Network now had about 40-50 members and was growing steadily.

Gail raised the issue of the reluctance of third sector members to nominate themselves for the committees and highlighted the opportunity to be at the table and influence and improve service planning and delivery. Sheila noted that VAO received criticism for membership of various partnerships although this was part of VAO's role. She highlighted that this was a chance for others to join in. Gail requested members encourage colleagues to get involved and explained that training and support would be provided.

### **iii. The Orkney Partnership Board (TOPB)**

Gail advised that the delivery groups were continuing with their activities. Gail informed members that VAO, on behalf of TOPB, would be submitting a bid to the Community Choices Fund for a grant to carry out a consultation in the isles, raise awareness of Participatory Budgeting (PB) and to hold PB events.

## **9 For information**

The following documents were circulated for information:

- i. Notice of current consultations**
- ii. OIC Road Safety Strategy**
- iii. Benchmarking Reshaping Care for Older People Report**

There were no comments or questions.

## **10 Members Update**

This item was deferred to the next meeting due to time constraints

## **10 AOCB**

There was no other business.

## **11 Dates of next meeting**

September 22 2016 McGillivray Room, Orkney Library and Archive  
November 17 2016 VAO Board Room