

Minutes of the CCEN Executive Board Meeting Held on Monday 7th September 2010

CCEN EC and Staff

Alex Charles	AC	Jan Knight	JK
Akin Olukiran	AO	Lincoln Lim	LL
Anju Bhatt	AB	Mohammed Abdul Salique	MS
David Devoy	DD	Peter Ward	PW
Donna Turnbull	DT	Ruth Appleton	RA
Eleanor Botwright	EB	Sarah Elie	SE
Francis Bacon	FB	Shelagh O'Connor	SO
Harunur Rashid	HR	Simone Hensby	SH
Helia Evans	HE		

Present: Akin Olukiran, David Devoy, Francis Bacon, Helia Evans, Jan Knight, Mohammed Abdul Salique, Peter Ward, Simone Hensby

Also present: Donna Turnbull, Alex Charles

1.	Apologies
	Apologies were received from: Anju Bhatt, Lincoln Lim, Eleanor Botwright, Shelagh O'Connor, Ruth Appleton, Sarah Elie
2.	Minutes of Last Meeting and Matters Arising
	<p>Minutes & Matters Arising Minutes were discussed after agenda items 3 -5 to make way for introductions and induction and subsequently agreed as a true and accurate record.</p> <p>Matters arising:</p> <ul style="list-style-type: none"> • <i>Donna</i>- there is no such Camden member for London Councils; Cllr Flick Rey is Chair of Committee (info already circulated to board) • <i>Hackney Unites Event</i>- Funding strategy between Camden and Hackney boroughs differs, therefore Camden needs to respond to its own council cuts. DT circulated funding strategy to deal with council cuts in Camden. • <i>Mapping exercise</i> - 2nd meeting took place and centred on community cohesion. CEN is waiting for examples of diversity monitoring to feed into overall report. • <i>LSP Seminar</i>- SH spoke at this seminar and afterwards a response was received from Sarah Hayward at LBC to reiterate that the cabinet was very supportive of the VCS, understands its added value and to reassure sectors continued involvement in discussions.

3.	CEN Induction & LSP	
a)	Introductions- Those present briefly introduced themselves and any relevant experience	
b)	<p>i. <u>About the CEN and LSP</u> Board were shown PowerPoint presentation. DT summarised aims and objections of CEN, explained LSP, CEN Board, Representation and Voice, Key roles and responsibilities.</p> <p>Key points:</p> <ul style="list-style-type: none"> ● CEN about representing collective voice of VCS sector (not individual organisational or personal objectives) and taking those ideas forward to the LSP ● Position as Board Member about strengthening & building partnerships between stakeholders and directing resources for VCS benefit ● About 'bringing reality' into the LSP (drawn from reporting & case studies from across the sector) and recognising strategic overview 	<p>Action points:</p> <p>DT- Board to contact DT/AC if they need more information about CEN/LSP/LSP reps</p> <p>or if interested to sit in on an LSP meeting as an observer (permission from LSP required in advance of meeting)</p>
	<p>ii. <u>Board nominations</u></p> <p>DT asked Board to select Chair, Vice Chair and LSP representatives before next meeting.</p>	<p>AC – Collect nominations from Board and email ballot paper to elect CCEN Chair, Vice-Chair and LSP Reps.</p>
	<p>iii. <u>Questions and Answers</u></p> <p>JK asked about Camden's relationship with LSP DT explained that LSP members for this year are yet to be announced therefore 'LSP business' undecided. Historically, there has been a positive relationship between CEN and LSP with CEN's views positively sought from LSP and included in reports.</p> <p>DD, FB, OA asked about LSP structure, partnerships and consultation with VCS SH clarified LSP infrastructure regarding partnerships and budget responsibilities SH reiterated CEN's focus for targeting the LSP at a higher strategic level SH explained CEN's role as a medium alongside other strategic organisations to disseminate information and consult VCS</p> <p>DT announced Camden Council's plan to hold VCS Review consultations in September</p>	<p>AC- to circulate CCEN & LSP factsheets to Board members</p> <p>DT- CEN will hold seminar for VCS to discuss relationships with Council, LSP, Compact etc</p> <p>DT- CCEN to host its own consultation event with VCS and council reps in October</p>

c)	<p>i. Roles, Responsibilities, Policies and Protocols JD, PS and ToR circulated prior to induction meeting. DT explained Code of Conduct to Board members.</p> <p><u>Key points:</u></p> <ul style="list-style-type: none"> • Code of Conduct especially important to uphold if Board members nominate themselves as LSP representatives. • LSP representation is about representing the sector NOT individual organisational or personal objectives <p>ii. CEN Management- DT - CEN produces quarterly monitoring reports. Its budget for the current financial year is £70,000.</p> <p>iii. Meeting protocol LSP occasionally run evening seminars. Where relevant, people with key knowledge/members of the LSP are asked by CEN to attend such seminars.</p> <p>iv. Workplan DD- asked if CEN currently has any sub-committees DT- Subcommittees will be considered in the future if more subject depth is required.</p>	<p>DT- Board to contact AC/DT if they require more information about EC/LSP responsibilities</p> <p>DT- Review to take place in January. Contact DT for CEN monitoring reports.</p>
4	Meeting Days and Times	
	Those present proposed to hold future CCEN EC meetings from 4-6pm on Tuesdays, in advance of LSP meetings and subject to room availability	AC- to email all board members with proposed times and report back at next meeting
5	Information Exchange	
	<p>Big Society Discussion- Tuesday 14th September at New Horizon Youth Centre. Board were invited to come and to help facilitate if possible.</p> <p>Camden Council VCS Review- two sessions on 29th September. Evening session is a scaled down version of the morning session.</p> <p>VCS Review Event- Monday 11th October 12- 2:30pm at VAC. VCS consultation planned for 1st hour with Council Reps attending for the 2nd hour</p> <p>LSP Meeting- Thursday 14th October 10:30am – 12:30pm. Previous EC Board LSP reps will attend on this occasion.</p>	<p>DT- Flyer to go out by next week AC- contact for bookings</p> <p>AC- to circulate LSP papers</p> <p>DT- Board should let either DT/AC know if they wish to attend as an observer.</p>

	EC contact details- HE requested emails and telephone numbers of other board members	AC- to circulate Board/VAC reception contact information
6	AOB	
	HE- requested important information to be posted	AC- important documents posted where possible, in advance of CCEN meetings/seminars
7	Date of Next Meeting	
	CCEN EC: Proposed for October 12 th at VAC from 4-6pm LSP: October 14 th 10:30 – 12:30pm	AC- to email board and confirm availability

Any queries – please contact:

Alex Charles

CCEN Co-ordinator

Telephone: 0207 284 6562

email: cenadministrator@vac.org.uk

Donna Turnbull

CCEN Strategy & Policy Officer

Telephone: 020 7284 6567

email: dturnbull@vac.org.uk