

BASIS 2 STEERING GROUP MEETING

Wednesday 13th July 2011, 10:00 at Suffolk ACRE, Brightspace, Ipswich. IP2 0HH

1 Welcome and Apologies

Attendees:

Simon Waldron (SAVO)

Hazel Pidsley (WSCVO)

Liz Louch (ICVS)

Apologies:

Robin Hodgkinson (SAVO)

Trevor Lockwood (SAVO Trustee)

Bud Simpkin (Suffolk ACRE)

Barry Henson (Suffolk ACRE)

Martin / Julia (Community Forum)

Suzanne Britton (MAP)

Laura Hack (SCRN)

Simon welcomed everyone to the meeting.

2 Action Points / Matters Arising

Minutes accepted OK.

AP 8.1	Arrange half day event for beginning of April DISCHARGED - 'Engage and Enable 2' held on 11 th April	Simon
AP 8.2	Obtain update on QS / Suffolk Passport from Gill - ONGOING	Simon

This has also been raised by the Big Lottery re. Suffolk Passport activities for BASIS1 project and we need a plan to progress with 'Fit for Funding' for BASIS2.

Much of the district fund has ground to a halt in the current climate but we should attempt to progress with the Suffolk Foundation. It would also be useful if Gill Peat could find out how 'Quality Passports' work in other parts of the country.

AP 9.1	Investigate use of Suffolk Passport with Suffolk Foundation	Hazel
AP 9.2	Investigate use Quality Passports elsewhere in the England	Gill

We also need to capture the QS successes of Young Suffolk.

AP 8.3	Transfer funded related info. from SLC web to Ben - ONGOING	Simon
---------------	---	-------

There appeared to be a conflict / lack of understanding over what we are trying to deliver under the BASIS1 and 2 projects. It was also mentioned that there was a lot of useful information on the Inspire East – Funding East website which would be worth taking over with the closure of Inspire East.

It was suggested that Simon and Ben have a meeting to review progress and agree the way forward, possibly using a questionnaire to confirm users needs.

AP 9.3	Simon / Ben have a meeting to review Funding Network progress	Simon
---------------	---	-------

3. Partner Updates

Progress Reports, Jan-Jun 2011 / Planned activities, Jul-Dec 2012

Simon has visited all the LIP's to ensure all were aware of their targets / responsibilities, including the need to seek Funding Mentors and Case Studies.

All partners have completed their returns and preparing their planned activities.

4. Updates on Projects

Conference Fund - currently under spent, please make use of when you can.

Course Outlines and Toolkits – On target.

Practical Toolkits Survey – On target.

Quality Standards / Suffolk Passport – stalled but actions planned to progress.

Funding Network – under target but actions planned to progress.

Trainer Network – on target.

5) Report update to The Big Lottery

On target to be submitted July 22nd 2011.

6) Project Publicity / Partner Communications

No update.

7) AOB

Laura had emailed Simon to ask if £300 of BASIS2 funding could be allocated to Babergh Volunteer Centre for volunteering good practice events in September.

The meeting agreed that as this related solely to volunteering that it did not fit in with the BASIS projects and should be funded through normal Volunteer Centre channels.

The meeting also agreed that we needed a formal statement from BCT to confirm their withdrawal from the BASIS projects, for audit trail purposes.

AP 9.4	BCT to confirm their withdrawal from the BASIS projects	Robin
---------------	---	-------

Simon asked if everyone was happy with holding Steering Groups meetings every six months (pre Big Lottery Report submission), as the project seemed to be running well and any real time issues could be dealt with directly with partners. This was agreed and Hazel and Liz offered themselves as LIP reps for the next meeting.

8. Date, time and venue of next meeting

Steering Group – TBA mid December 2011

Robin, Simon, Liz, Hazel, Laura, Trevor Lockwood to attend

Meeting finished at 11:52