

**Summary Notes: Worcestershire Compact Steering Group**

**11:00am Tuesday 26 July 2011**

**Worcestershire County Council**

**Attendance:**

Suzy James	SJ	Worcestershire County Council
Maggie Collins	MC	Worcestershire Partnership
Richard Levitt	RL	CALC
Peter Hopkins	PH	NHS Worcestershire
Carol Walmsley	CW	H&W Fire & Rescue
Sally Ellison	SE	WVC (Chair)
Della McCarthy	DM	Bromsgrove District Council
Gail Wills	GW	WCC - Notes

**Apologies:**

Helen Broughton	HB	Redditch LSP
Ann Sowton	AS	WIC
Lorraine Preece	LP	Youth Support Services
Lucy Bennett	LB	Wyre Forest Matters

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**1. Welcome/Apologies**

As above.

**2. Notes from last meeting and matters arising**

SE still to write to Cllr A Hardman inviting him to elect a member to sit on the WCSG.

MC said that following the Partnership Board meeting on the 16 June three questions were raised regarding the report by SE. MC will deal with these and circulate the report for information.

**Action:** MC to circulate report to WCSG.

MC said the Partnership Board would like to receive the Compact Refresh in September 2011. The Board agreed the new Terms of Reference subject to further amendments.

SJ announced that the Compact Award Ceremony has been booked for 7 November 4-6pm in the Council Chamber at WCC. Compact Voice have agreed to attend the event and will be making a short speech and giving the event national coverage.

### **3. Review Terms of Reference and Membership**

Discussion took place, especially around the subject of how long the Chair of the group should be held. It was felt that 3 years was too big a commitment for someone to make and that it would be better to make it for a 12 month period. Details of how the Chair should be elected to be discussed under AOB.

The changes were agreed and version 3 (changes shown in red) is attached.

### **4. Review Communications Strategy**

SJ led on this topic. The draft plan had already been circulated to the group following the meeting of the sub-group which met on the 17 June. The group were informed that the sub-group had listed the main tasks they felt needed to be undertaken by the WCSG, which were:

- Review Terms of Reference
- Review Membership
- Refresh Compact
- Promote Compact
- Contributions from partnership
- New Draft Communications Plan
- Communications Plan to form agenda for WCSG meetings – individuals to produce articles
- Annual Report
- Compact Awards Ceremony
- Establish Compact Network – Survey Monkey
- Name person for review of web pages
- Review web page crib sheet and FAQs
- Displays for events
- Key Actions – name 'Who' where necessary

The group went through the amended sections of the plan and the following comments/changes were suggested:

#### **3.2 Compact Network**

- Network to include VCS, public sector and private organisations
- Meet twice a year
- Exist as virtual group
- Be interactive

SJ said she would feed-back through the Network and the WCSG issues arising from the Regional Compact Panel in the future. It was agreed that attempts should be made to stimulate more interest from certain districts who do not currently have a great deal of involvement. It was thought the new virtual network may help with this process.

## **5 Evaluation**

- Always been in communications plan but nothing done about it
- WCC R&I willing to set up online survey on WCSG behalf, administer and analyse
- New Network (3.2) would help with this:
  - Audit/base-line as to where Worcestershire is in relation to understanding the Compact
  - Give guidance as to where gaps exist that need to be targeted

A new sub-group to be formed to put together possible questions for the survey which R&I will discuss and adjust as required. It was agreed that the survey should be sent to more than one person within an organisation wherever possible to make sure the message is received at several levels. The group felt that a question about what type of support the organisation would like may be useful. It was felt that the survey should also go on the website and any other appropriate publications to get maximum coverage.

**Action:** Any questions people would like to see in the survey/audit to be forward to SJ ([sjames@worcestershire.gov.uk](mailto:sjames@worcestershire.gov.uk)) by e-mail **by the 12 August**.

It was agreed by the group that a bullet point previously under 5 and then deleted should be put back into the plan, e.g.

- Clear knowledge of which terms and departments are working with the VCS in each partner organisation.

It was agreed that the draft should eventually be circulated for comments, possibly via LSP Co-ordinators.

## 6 Summary of key actions

The proposed changes were discussed in order and amendments can be seen in the attached draft plan v.2. Some general comments made below:

Worcestershire Compact Refresh:

- Update plan and timeline
- Present to Partnership Board as draft during consultation period in November
- Half day meeting to be organised for sub-group to work on Refresh
- SJ passed round proposed three Commitments to be adopted and incorporated into the Refresh – attached

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**Action:** GW to set up meeting in August

Compact Contact in each organisation:

- Sub group to meet to discuss Network

**Action:** GW to set up meeting in August

Review 'Crib Sheet' on website:

- GW said work already underway by IBS, WCC to update, simplify all websites and changes will be discussed later this year when PEP review takes place.

Worcestershire Compact media release:

- Vicky Reading from Compact Voice will be attending Awards Ceremony and doing write up and putting case studies together.

## **5. Key Actions – including Compact Award Ceremony**

It was felt these items were covered during discussions on the Communications Plan.

## **6. AOB**

It was agreed that the appointment of the new Chair should be the first item on the Agenda at the next meeting on the 27 September.

**Action:** Nominations for the Chair to be forwarded to SE prior to the next meeting.

**Action:** It was agreed that SE should produce the draft report re. Compact Refresh required by the Partnership Board, based on time-lines to be drawn up by the sub-group - to be with MC by the end of August.

SE summed up the three main items to be undertaken: Awards Ceremony, Audit/Survey and Draft Compact.

## **7. Dates of next meetings:**

Tuesday, 27 September 2-4pm – Fire & Rescue Centre

Tuesday, 29 November 2-4pm – venue tbc