**Our Sale West Board Meeting Minutes**

**2nd November 2017**

 **Sale West Community Centre**

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| **Present: (Board Members)** | **In attendance: (Non-Board members)** |
| **Ralph Rudden (Chair/Resident)** | **Clare Standish OSW Project Development Officer** |
| **Lynne Stewart (Vice Chair/Resident)** | **Phillipa Tarmey-Holmes OSW Administrator** |
| **Freda Eyden (Vice Chair/Non-resident)** | **Dan Bunting (Local councillor)** |
| **Rob Chilton (non-resident)** | **Lesley Steele (Communities United/ Non-board)** |
| **Simon Whittaker (resident)** | **John Canney (Non-resident)** |
| **Chris Leslie (resident)** | **Robina Sheikh (Trafford Council/Non-board)** |
| **Zoe Marshall (non-resident)** | **Carl Taylor (Skills for Employment/Non-Board** |
| **Dan Shelston (non-resident)** |  |
| **Bella Okpalugo (resident)** | **Apologies:** |
|  | **Ben Morris (resident)** |
|  | **Rona Thomason (Irwell Valley HA/Non-board))** |
|  | **Paul Lewis (Communities United/ Non-Board)** |
|  | **Alison Smith (Board member/resident)** |

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|  | **Item** | **Action** |
| **1** | **Introductions/Apologies/Declarations(s) of Interest*** Apologies were accepted from Alison, Ben, Paul and Rona.
* There were no declarations of interest in any of the agenda items.
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| **2** | **Minutes of previous meeting (05.10.17) with review of Action Points*** **Community Survey** – Email addresses of all volunteers have been collected for inputting. This has not been completed yet.
* **Youth Trust** –Need to enquire if there will be any funding for children under the age of 11 years. Robena suggested applying for a Trafford Housing Trust microgrant.

Communities United will be running football sessions for 7-11 year olds.* A Job Description is being written for a Business Support Officer
* **Smoke-free playgrounds competition-** posters and signs have gone to print
* **Update from Tony Mullin-** everyone filled in the forms.
* **The £105 thousand addition funding that is to be released.** Everyone has been reminded to think of ideas on what the money can be best spent on.
* **Mancunian Way-** this is an agenda item
* A meeting has been arranged on 22nd November re SWAP and the computer room.

**The Minutes of the meeting were approved as an accurate record.** | **Pip/Clare****Ralph/Clare****Lesley****Clare/Ralph****The Board** |
| **3** | **The Growth Company (skills for employment)**The Manchester Growth Company are responsible for Skills for Employment in Trafford.They engage with local organisations to target people who have been out of employment for over 3 months.The Growth Company provide and cover costs of specialist training for accredited and sector qualifications, to enable people to apply for jobs that they have a specific interest in, for example the CSCS Card, Health and Social Care, Driving CPC.Local people are targeted, not just particular demographics.The Growth Company help with CV’s, Interview Skills and Confidence building. Each person has a 1:1 dedicated advisor/ learning mentor. The process is 100% individual led so that each person has more ownership.The Growth Company will try to find ways of making it happen for the job that each person wants. They have 2 teams who will look at gaps in employment and direct vacancies.Since 2016 they have got over 3000 people into employment. They are there to offer help to local people to do what they want to do. If it is a specialist job then they will refer them to another organisation.The Growth Company is based in Stretford Mall and Sale Waterside. They cover travel costs and interview/work clothes for candidates.People prefer this model as there is no pressure on them. It has a totally different approach to other organisations. They are there to help and it is relaxed, there is no pressure put on candidates. Everything is done at the individuals pace, they are not forced into anything.Anyone can be referred or self-refer. There is a lot of eligibility criteria with the main ones being that they have been unemployed for at least 3 months and have been in the country for 6 months or longer.Work placements are quite structured, each candidate must work 16 hours a week for 8 weeks, days and times can be flexible.Now Skills for Employment is just based in and around Greater Manchester but they are looking at spreading further afield. | **Carl Taylor** |
| **4.** | **Youth**Mancunian Way- The contract has now been withdrawn. In future, any prospective service providers will have to give a presentation to the board before a contract is put in place.Mancunian Way will be classed as an unsuccessful pilot. Irwell Valley will be contacted to see what they will be putting on in the place of Mancunian Way.TufcThe figures for the last 5 months have averaged 27 young people each Friday.The talent contest was a fantastic night. Pizzas were ordered for all involved. Great feedback was received from the parents. Our Sale West will be more involved next time.Tufc have sent a proposal for bike maintenance sessions on the last Friday of each month. There will be 12x 2 hour sessions held in the coffee lounge. It was questioned as to whether it would be better to be held on a different day, for example a Saturday morning, as this is additional to what we are already paying them. This way it could be aimed at men/dads. Clare will obtain quotes from other companies to provide this.It was also decided that we should get feedback from Longford Park cycle club about Tufc and speak to local residents to see if it might be of interest. | **The Board****Clare** |
| **5.** | **Environment and Community Spaces**Apple Day Apple Day was a remarkable success. It attracted a lot of young people and proved to be very cost-effective as well as simple to set up.It was decided that Apple Day will be kept as an annual event.Freda wrote up a great critique of the day.Environmental Master PlanWe need a master plan for the woods and must keep asking Jacki Henderson, Senior Landscape Architect from Amey to make it happen.There is also a severe lack of facilities at the Lingfield end of the estate. In 2015 a playground was meant to be built in one of the redundant car parks. This is something the environment team would definitely be interested in chasing. A focus group will be set up and Claire Kileen and Claire Griffiths, Director of Development, will be invited. |  |
| **6.** | **Training and Employment**Lesley will be running a Level 1, 12-hour course over 4 sessions, aimed at people wanting to work with young people. Numbers may have to be limited due to room vacancies. This will start on 9th January.The community computer room is not being used to its full potential and requires a revamp. It was funded as a community asset.Lesley has put together the following notes regarding the current IT room: -PHYSICAL SURROUNDINGS* Reliable Wifi
* Is there a need for 10 fixed PCs? Could some be replaced by laptops?
* Information stands / display units that are updated regularly
* Flexible, mobile room dividers that would give greater options for use of room
* Does it need a huge rectangular table? It takes a lot of space and limits what can be done in the room.
* Small dedicated space for a “volunteer bureau” where current opportunities can be advertised.
* Weekly update of local job opportunities – liaise with Nicky at Work skills?
* Space / display about training courses /community events / drop in sessions e.g. housing
* Space for one-to-one sessions that need to be more private – could use the small room next to the Foodbank store in the Community Centre.

VOLUNTEER ROLE* Should be a written role description that give details of specific tasks
* Roles & responsibilities of both volunteer & supervising organisation
* Days of week and times service available should be stated
* Named supervisor and their role and responsibility to volunteer. How will supervision be organised?
* Code of conduct / expectations of how the service and its delivery is portrayed to others e.g. is it okay to be outside smoking when service being delivered? Is there a designated smoking area?
* Is DBS check required?
* Training needs to be identified e.g. H & S, confidentiality, First Aid, Equality & diversity, risk assessment, training specific to role etc.

MONITORING & ACCOUNTABILITY* Who is supervising organisation?
* What are the expectations of the supervising organisation regarding what is monitored, how it’s recorded and where, outputs & outcomes? Is information kept securely?
* How will that information be reported back & to who & frequency of reporting? Are there any systems currently in place?
* Where and how does the Job Club fit into the overall picture of Our Sale West?
* What is the offer of the Job Club? Is it 5 days a week 9 – 3? Will there always be someone there at those times? Are CVs done by job club? Are action plans completed?
* Are there offers to users of the service e.g. are travel expenses paid to people going to interviews arranged through the Job Club?

LEGAL* Insurance - Public liability
* Paying out of pocket expenses to volunteers
* Compliance with Data Protection
* Financial procedures

There will be a meeting on the 22nd November between, Our Sale West, Communities United, Alan, Billy, Sarah and Trevor, to discuss the future of the computer room and its uses and procedures that need to be put in place. | **Lesley** |
| **7.** | **Health and Wellbeing**The Blackpool trip was a success although a few people were drinking the back of the coach and made a mess, despite having been advised that alcohol would not be allowed on board. It was decided that those concerned will not be able to book on to any trips again.The Christmas Lunch is taking place on 18th December. Lynne has started organising this and has received confirmation from Taylor’s of Sale that they will be donating 200 ‘pigs in blankets’. Swaffhams Fine Foods are providing turkeys at cost price. Letters have been given to local businesses and shops to ask for donations. A working group is needed. It was suggested that Trafford Carers Choir could be invited to sing, as well as children from a local school.There will be a raffle for 6 Christmas hampers worth £50 each. This will be drawn live on Face Book at the Christmas Lunch. Every road on the Sale West estate will have an envelope containing every house number, these will then be placed in a hat and the winner chosen.The Irwell Valley Christmas party is on 19th December. A photo booth will be hired again. | **Zoe****Work Group** |
| **8.** | **Up and Coming Events**Christmas Lunch 18th DecemberIrwell Valley Christmas party 19th December. |  |
| **9.** | **Any Other Business**The newsletter had gone to print, to be delivered by 12th November.Sporting Memories Leaflets to go into Manor CourtSub Groups are now known as ‘Teams’In January, there will be a Strategy fortnight. | **Pip****Rob** |
| **10.** | **Next Our Sale West Board Meeting**The next Board meeting will be held on **Thursday 7th December from 6pm-8pm.**Tonight’s meeting closed at 8.00 p.m. |  |