
Third Sector Leeds Leadership Group

Agenda 20/07/11

1.30pm – 4.00pm

St Anne's, 6 St Mark's Avenue, Leeds, LS2 9BN



1) Pat Fairfax

- The Leeds Compact (*To be circulated at the meeting*)
- State of the City Report (*Page 2*)

2) Welcome and Apologies

3) Minutes and matters arising from last meeting 15/06/11 (*Page 4*)

4) Commissioning

- Update on the Statement
- Current Commissioning Update

5) Leeds Third Sector Economy and Enterprise Forum (*Page 8*)

6) Big Lottery Fund – Report on potential developments

7) Casino Consultation (*Circulated Separately*)

8) Leeds Involvement Strategy

9) TSL Terms of Reference – for approval (*Page 8*)

10) Officers' Actions

11) A.O.B.

If Forums/Networks have anything you particularly want to be raised please could you contact Richard Whitmill.

Dates of future meetings

Date	Location
7 September	Ripon & Leeds Diocesan Office, St. Mary's Street, Leeds, LS9 7DP
19 October	Stringer House, 34 Lupton Street, Leeds, LS10 2QW
30 November	TBC – offers welcome

All meetings held between 1.30pm and 4pm.

Third Sector Leeds

Date: 20 July 2011

Report of: Pat Fairfax, Leeds City Council

Report on:

- Third Sector section in the first Leeds State of the City Report – report below
- Update on Council Compact Implementation – verbal update
- Update on Council wide discussions on a 'One Council' approach to the third sector – verbal update

Additional information:

Below is the report on the Leeds State of the City Report presented to the Third Sector Partnership. Following discussion there it was agreed that:

- Third Sector colleagues would do the initial draft of the third sector section of the report
- There will be a separate Volunteering section in the State of the City Report

Report of: Community Issues Coordinator, Leeds Initiative

To: Third Sector Partnership

Date: 5 July 2011

Subject: Third Sector focus in the first Leeds State of the City report

1. Purpose of this report:

- 1.1 Third Sector Partnership are invited to provide steer and ownership of the third sector aspect of the first Leeds State of the City report due for launch in Autumn 2011.

2. Background:

- 2.1 Leeds first State of the City report will be launched in Autumn 2011. This will be the focus of a joint elected member and partner event on 30th November 2011. The intention is that from now on a State of the City report will be published annually.
- 2.2 The report is being developed by the Council, in collaboration with partners across the city. It is intended to present a brief and coherent story about Leeds at this point in time. It will set out key facts and key issues with some information about the work that is ongoing on to improve outcomes for local people. The report will be published on the internet, with an executive summary likely to be the only section to be produced in hardcopy. It will signpost to other sources for more detailed information.
- 2.3 The Council's Research and Intelligence Group are taking the lead role in co-ordinating content. The text of the report will be finalised in September. The Council's Community Issues Coordinator will coordinate the third sector input and section.
- 2.4 The report will be organised around the City Priority themes:
 - Sustainable Economy and Culture
 - Health & Wellbeing
 - Safer and Stronger Communities
 - Regeneration
 - Children and Families
- 2.5 The report will also contain:
 - An introductory and scene setting section, including a number of key facts about the city, key challenges and a section on locality working and understanding neighbourhoods.
 - Information on local democracy, public sector finances and public perception.

- An appendix focusing on equality and diversity, highlighting specific challenges and desired and delivered outcomes
- 'Case study' examples which highlight: effective partnership working; innovative approaches; positive outcomes.
- A section on the third sector

3. Content of the Third Sector section

3.1 This is likely to include:

- A general overview of the sector e.g. the size, diversity, roles, contribution
- Particular successes, outcomes and innovations.
- Challenges and opportunities now and in the future

Colleagues have also been asked to provide brief third sector Case Studies, which may be included in the report or may provide supplementary information on the web

3.2 The text content is limited to about 500 words.. There is a guidance template for the text and the Case Studies. See Appendix 1.

4. Recommendation:

Third Sector Partnership are asked to:

- i. Note the planned development of the State of the City report and specifically the third sector content, and
- ii. Agree to provide steer and ownership, by:
 - Offering ideas and information for content
 - Identifying 2 or 3 members prepared to act as a sounding board on draft content
 - Endorsing the draft of the third sector content at the September meeting of the Partnership

Appendices:

Appendix 1 Template and Guidance on State of the City report (Third Sector)

APPENDIX 1 State of the City : Theme template and Guidance

(Approx 500 words)

<p>Title: Third Sector</p> <p>Definition :</p> <p>Key facts: e.g. Leeds has</p> <ul style="list-style-type: none">• xxxx sports groups and associations run entirely by volunteers• xxxx arts, cultural and heritage groups• xxxx voluntary and community organisations• % of the citizens of leeds volunteer <p>The third sector:</p> <ul style="list-style-type: none">• employs about xxxx• contribution to the city economy is estimated as XXXX....• are commissioned to deliver statutory services like XXXX
<p>Narrative:</p> <p>Overall summary e.g.:</p> <p>(How active the third sector is generally, the areas the third sector is working in)</p> <ul style="list-style-type: none">• Leeds has a diverse third sector with xxxx xxxx xxxx• The sector contributes to xxxxx xxxxx xxxxx• The sector can xxxx xxxxx xxxxx <p>Key issues/ challenges e.g.</p> <p>(Challenges and opportunities now and in the future)</p> <ul style="list-style-type: none">• Current financial climate presents challenges to the third sector xxxx xxxxx xxxx There are opportunities as xxxxx xxxxxx xxxxx• Public sector partners need to xxxx xxxx xxxx• The Third Sector needs to xxxx xxxx xxxx <p>Approaches, progress and achievements e.g.</p> <p>(Particular successes and outcomes or innovations)</p> <ul style="list-style-type: none">• Third Sector Leeds a xxxxx xxxxx• Third Sector Partnership xxxx xxxx xxxx• Compact for Leeds xxxx xxxx xxxx , Council has agreed a Compact Implementation Plan• Volunteering Kite marks and Tool kits – models of good practice nationally• Council is reviewing how one council its approach and arrangements are in respect of the Third Sector <p>Photographs</p>
<p>Case study example: (consider how we could use cross-cutting examples)</p> <p>Any case studies that could be shared which demonstrate; a particularly successful outcome, partnership working, community engagement and involvement or innovation would be most welcome. These could be incorporated somewhere in the report or as part of supplementary information, which may be published on the web.</p>

Third Sector Leeds Leadership Group

Minutes 15/06/11

1.30pm – 4.00pm

St Anne's, 6 St Mark's Avenue, Leeds, LS2 9BN



Present

Penny Bainbridge	PB	Third Sector Health and Well Being Network
Susan Cox	SC	Leeds Accommodation Forum
Adrian Curtis	AC	Groundwork
Jane Daguerre	JD	Crime Prevention and Reduction Forum
Kathryn Fitzsimons (chair)	KF	Leeds Churches Together in Mission/Leeds Faiths Forum
Pip Goff	PG	Volition (Five Forums)
Richard Norton (vice chair)	RN	re'new
John Preston	JP	Environment Forum
David Smith	DS	Leeds Voice

In attendance

Steve Crocker	SC	Leeds Year of Volunteering
Rachel Koivunen	RK	Leeds Voice
Richard Whitmill (minutes)	RW	Leeds Voice

Apologies

Ann Pemberton	AP	Children, Young Peoples and Families Services Forum
Richard Jackson	RJ	Voluntary Action-Leeds
Graham Palmer	GP	St Anne's Community Services
John Waterhouse	JW	Third Sector Partnership Group Rep

<u>Item</u>	<u>Minute</u>	<u>Action</u>
1.0	Welcome and Apologies	
1.1	KF welcomed all to the meeting. Apologies were received, see above.	
1.2	Tony Stanley has had to step down as the Leadership Group member for the BME Network due to work commitments.	
2.0	Leeds Year of Volunteering 2010 Evaluation	
2.1	SC presented the evaluation.	
2.2	Key points arising from discussion <ul style="list-style-type: none">• Although business sponsorship for the Volunteer Centre is unlikely there is a potential for the private sector to be involved in fundraising.• The Volunteer Centre could develop to offer more training and link to statutory agencies like NHS Leeds and JobCentrePlus.• There needs to be a strategy to build the capacity of organisations seeking to develop projects for volunteers.• An argument could be made to LCC to provide funding because of the benefits of volunteering to people with mental health problems.	

	<ul style="list-style-type: none"> • More widely, the public sector should look at volunteering as part of service delivery. It fits in with many work themes (e.g. with offenders). • TSL should support the direction of travel in this area. 	
<p>3.0</p> <p>3.1</p> <p>3.2</p> <p>3.3</p>	<p>Minutes and matters arising from last 04/05/11</p> <p>The minutes were agreed as a true record of proceedings.</p> <p>Item 2.3: Wedge Leadership Teams. Nominations are now open and have been circulated to the LG. The closing date is Friday 24th June 12 noon.</p> <p>Item 4.2: Forum/network strategies for running council services. This was discussed at the Leeds Voice Environment Forum. Ideas for services to run will be brought to the next forum meeting. After we will liaise with forum coordinators to roll out the discussion across the forums.</p>	
<p>4.0</p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p> <p>4.5</p> <p>4.6</p> <p>4.7</p>	<p>Feedback from recent TSL Events</p> <p><u>Chief Executives Meeting</u></p> <p>This was a positive breakfast meeting which introduced TSL to a new audience and gave participants the chance to discuss different methods of collaboration and joint working. There were encouraging discussions and it was good to engage with those we don't normally come into contact with.</p> <p><u>Spring Open Forum</u></p> <p>Update on transition fund: There has not been much uptake on the fund. Many groups have felt they have not been able to meet the criteria. There is learning to be taken from this and it is due to be discussed at the TSPG.</p> <p>Commissioning Statement: The principles were presented at the open forum and from that discussion the statement is being redrafted. There are now five new members of the commissioning subgroup as a result of the meeting. The statement will be finalised before the next LG where it will be formally approved. Agreed the final version should be taken to the TSPG. The possibility of having a launch event was discussed.</p> <p>Locality working: DS attended the last board meeting. The first meetings will be held in July. Nomination process is detailed in minute 3.2.</p> <p>General points: It is worth having an introduction to what TSL is at the beginning of open forums, this should be done in future.</p> <p><u>Meeting of reps</u></p> <p>It was reported that TSL now has representation on each of the five Leeds Initiative strategic partnership boards and the Leeds Initiative Board. Appointments to the strategic partnership boards will come through the forums unless there is no forum that covers a theme. In this case TSL will select representatives.</p> <p>DS said that Sandie Keene had raised the possibility of changes to the partnership structures due to the changes in the health bill. It is too early a</p>	<p>RK TSPG Reps</p>

	stage to know what this will mean exactly but it was agreed that there needs to be serious discussion. Action: to be raised at TSPG.	TSPG reps
5.0	Third Sector Conference Autumn 2011	
5.1	DS and RW updated the LG on discussions about the conference at the DG. It will incorporate Big Society as this is in the TSL work plan and will be tied into the European Year of Volunteering. There will be workshops and keynote speakers. RW will be working on it.	
5.2	The LG agreed that the conference needs to be a positive endorsement of what the sector does. There needs to be clear aims and objectives and the target audience needs to be identified. The possibility of charging was raised.	
6.0	Representation <u>Feedback from Leeds Initiative Board and other groups</u>	
6.1	KF reported that the latest meeting of the PSRG has been cancelled.	
6.2	Aqila Choudhry has been selected as Third Sector Representative on the Leeds initiative Board to sit alongside Kathryn Fitzsimons. There are 12 members in total 2 of whom are third sector and two of whom are private sector. KF is a deputy Chair.	
6.3	The Board agreed the terms of reference for the main board and sub boards as well as discussing the launch of the Vision. This is likely to be around the w/c 19 September.	
6.4	It was agreed that reps need to be briefed in advance of the Board in preparation for the thematic briefings.	
6.5	RN will be sending his apologies for the next TSPG. It was agreed that KF would sub for him.	
7.0	Development Subgroup	
7.1	DS presented the work carried out in response to the evaluation. The LG agreed that these were sensible areas of work and approved them. It was noted that out of this and other recent meetings of TSL it was clear that some mapping of partnerships was needed.	
8.0	AOB Casino: KF reported on the latest plans for the Leeds Casino. Philip Bee of the Oastler Centre has prepared a paper with two recommendations: the first to do with the venue of the casino and the second to do with its effect on health and wellbeing. KF encouraged members of the LG to make a response to the proposals either personally or as an organisation. DS reported that the BME Network had had a constructive meeting with Tom Riordan which was in a third sector location. Further meetings are going to happen in the autumn.	

Leeds Third Sector Economy and Enterprise Forum (LEEF)

Title:

This group is to be known as Leeds Third Sector Economy and Enterprise Forum (LEEF)

Aims:

To provide potential solutions to key questions in relation to Third Sector involvement in tackling economic and enterprise issues or developments.
To raise the profile and impact of the third sector's contribution to the economy and promotion of enterprise in Leeds

Objectives:

To meet, discuss and identify issues of concern or potential development with regard to:

- The contribution the Third Sector makes to strategic economic or enterprise objectives in Leeds. In particular:
 - o How the Third Sector contributes to the growth of the local economy
 - o The development of entrepreneurial attitude and enterprising activity within the Third Sector
 - o Considering how to tackle the type of personal economic challenges facing community members such as financial Inclusion and fuel poverty
 - o Supporting the development of intelligent procurement that maximises the local economic benefit of procurement and the range of work delivered by the Third Sector.
 - o The contribution the Third Sector makes to increasing the numbers of people in work and workforce development
 - o To act as a sounding board and reference group for Third Sector Leeds' representative(s) on the Sustainable Economy and Culture Board

Membership Criteria:

LEEF is made up of Third Sector organisations who wish to contribute to meeting the aims and objectives of the forum by sharing their experience and/or expertise. There is no expectation that members represent a wider audience. Non Third Sector organisations can be involved in discussions by invitation following agreement (see **Decision Making** below)

Activities:

LEEF intends to provide a shared view to stakeholders in relevant areas, these may in the form of:

- Position Papers
- Briefing Papers for representatives
- By answering consultations or information requests from others
- Guidelines
- Factsheets or Information Sheets

LEEF is open to taking on project work depending on capacity and resources. Arrangements on how this would work and be resourced would be agreed on a case by case basis.

Meetings

LEEF meetings will generally be thematic and will aim to reach conclusions on the theme discussed including appropriate follow-up activity, within each meeting. Themes to be discussed (in no particular order are:

- Financial Inclusion (How the Third Sector contribute to tackling the issues and provides solutions)
- Fuel Poverty (How the Third Sector contribute to tackling the issues and provides solutions)
- Procurement strategy (grants to contracting and the potential of the Third Sector to deliver services)
- Balancing the books (The Third Sector helping communities and people maximise their use of resources)
- Developing enterprise (The Third Sector developing the skills in communities and people to help themselves and introduce new streams of income)
- The Journey To Work (The Third Sectors role in tackling worklessness and skills shortages)
- Reducing the Carbon Footprint (How the Third Sector contribute to tackling the issues and provides solutions)
- The sustainable economy (How the Third Sector contribute to tackling the issues and provides solutions)

NOTE: the size and nature of the meeting will vary depending on the level of interest or complexity of themes issues discussed This could lead to a number of themes being linked into a single discussion and also meetings could vary in size from a small group to a mini-conference.

Communications:

LEEF will use email as its primary communication method, and will meet bimonthly or more often by agreement.

Officers:

LEEF will appoint a member to chair each meeting, depending on theme and/or availability.

Decision-Making:

Decisions at meetings will be made on a majority of those present and voting where necessary. There is no casting vote for a meeting Chair.

Working with other groups and Networks:

LEEF will work as a subgroup of Third Sector Leeds and will nominate a member to feed back to the Leadership group as and when appropriate Wider engagement will usually work through existing Third Sector representation where it exists otherwise direct engagement will occur Notes of meetings will be recorded and reported to Third Sector Leeds Leadership Group

LEEF intends to work with:

- The Leeds Initiative Sustainable Economy and Culture Board (including subgroups) and other Leeds Initiative Boards dependant on subject.
- Leeds City Region Local Enterprise Partnership (LEP)
- Marketing Leeds (including Financial Leeds)

Introduction

Third Sector Leeds is a third sector led approach to co-ordinating the engagement of the sector in partnership working. It is aimed at addressing issues regarding the lack of influence on decision making in the city despite the size of the sector and the wide range of vital services it delivers. It is also intended that Third Sector Leeds will enhance the ability of the sector to respond to new challenges.

TSL is not separate organisation and will not replace, duplicate or compete with existing organisations and networks playing a representative role. It is a voluntary alliance of representatives from the sector and does not hold any funds nor employ staff.

Third Sector Leeds exists to be the focal point for the third sector in Leeds to engage with and influence the decision making processes of all its key stakeholders, especially the Leeds Initiative and its partners including Leeds City Council and NHS Leeds.

Definition of Third Sector

Third Sector, Voluntary and Community Sector and Civil Society are just a few of the terms used to describe some or all of the organisations that are not part of government or the private sector. There is no agreed or universal definition of the sector and groups tend to self-define and determine who and what they are. However, their defining characteristic is that they are value-led for public benefit.

The term 'Third Sector' describes voluntary and community organisations, social enterprises, charities, faith groups, , cooperatives and mutuals both large and small. However, it is understood that each term comes with values attached and that no term is acceptable to all.

The Third Sector can be described as:

A diverse, active and passionate sector in which organisations in the sector share common characteristics, that is, they are:

- non-governmental
- value-driven
- principally reinvest any financial surpluses to further social, environmental or cultural objectives.

The term encompasses voluntary and community organisations, social enterprises, charities, faith groups, cooperatives and mutuals both large and small.

This definition will be used throughout these Terms of Reference.

Aims of Third Sector Leeds

- Ensure that the sector contributes to the social, environmental and economic well being of Leeds
- Promote the development of a thriving third sector in Leeds including access to resources and commissioning opportunities
- Work with statutory partners, including the Leeds Initiative, Leeds City Council and NHS Leeds and act as a focal point for engagement with the third sector in Leeds
- Promote the use of the Compact for Leeds as the basis for relationships between third sector and public sector organisations and encourage the use of Compact principles with other stakeholders
- Promote collaborative working by third sector organisations to maximize the sector's contribution to improving the lives of the people of Leeds
- Engage constructively with statutory partners
- Facilitate effective engagement of the third sector on strategic partnerships and boards
- Facilitate the availability of and promote the use of expert advice from the third sector to inform policy decisions by key stakeholders, statutory bodies in particular
- Identify any gaps in network coverage of the key themes of the Vision for Leeds and related delivery plans and promote the development of networks where such gaps exist
- Proactively develop third sector policies regarding key strategic issues
- Engage with sub-regional, regional and national third sector organisations to influence the development of wider policy and strategy whilst bringing good practice examples into Leeds for the same local purpose.

Membership of Third Sector Leeds

Membership will be open to all third sector networks, forums and organisations who operate within the Leeds Metropolitan District and who are committed to working together to achieve the aims of Third Sector Leeds. If a network or forum becomes a member of Third Sector Leeds then all network members will automatically also become members.

The membership of Third Sector Leeds is comprised of third sector organisations rather than individuals. Any individual interested in the work of TSL can keep informed through the TSL website: www.thirdsectorleeds.org.uk

Leadership Group

A Leadership Group has been formed from the membership to direct the work of Third Sector Leeds

This Leadership Group is made up of representatives of thematic networks and key third sector organisations which reflect the diversity of the sector. These representatives are required to have an understanding of the key strategic issues affecting the Leeds Metropolitan District and become committed to attending Leadership Group meetings and carrying out any agreed actions within agreed timescales.

Key networks may be represented by a network coordinator or a member of the network but no organisation shall have more than 2 representatives on the Leadership Group regardless of whether they are representing their organisation or a network.

Additionally the Leadership Group may agree time-limited co-option of up to 4 individuals who they consider would bring necessary additional expertise to the Group.

Where there is no thematic network to provide and support representation, the Leadership Group will provide the support and a feedback route for these representatives. The representatives will be entitled to and expected to attend Leadership Group meetings but will not be entitled to vote. When new networks are established, representation will move from the Leadership Group to these new networks.

The Leadership Group will select from its membership a Chair and Vice-chair. The maximum term of office is three years..

The Leadership Group may set up subgroups to work on specific key strategic issues and specifically a subgroup to lead on the development of Third Sector Leeds.

The key networks and organisation which included in the Leadership Group will be reviewed annually, taking into account any changes to the key strategic objectives of Third Sector Leeds and ensuring that the Leadership Group remains effective and broadly reflective of the diversity of the sector.

Key Networks and Organisations

The initially agreed key networks and organisations, representatives of which will make up the Leadership Group in its first year of operation are:

Former Leeds Strategic Plan Theme	Network	Organisation
Culture		
Enterprise & Economy	Advice Leeds (1)	Leeds Community Foundation (1)
Learning	VCFS IYSS Forum (1) C&YP Forum (1)	Learning Partnerships (1)
Transport	Environment Forum (1)	
Environment	Environment Forum	Groundwork (1)
Health & Wellbeing	Older Peoples Forum/Learning Disabilities Forum/Physical & Sensory Impairment Network/Volition (1) LV Health Forum (1)	St Anne's (1)
Thriving Places	Leeds Accommodation Forum (1)	re'new (1) Leeds Housing Concern (1)
Harmonious Communities	Leeds Faith Forum/Leeds Churches together in Mission (1) BME Network (1) LIC (1) Locality Forums (1)	Voluntary Action – Leeds (1) Leeds Voice (1)

Meetings

The Leadership Group will for a minimum of two times per quarter. Minutes will be produced within 2 working weeks of the meetings and circulated to all members of Third Sector Leeds and posted on the Leeds Voice website.

Third Sector Leeds will also host two open forums for the wider membership per year. Not less than 4 weeks notice of these meetings will be given, unless there are exceptional circumstances, and members will be requested to submit items for the agenda.

Additionally there may be other events during this first year arranged by the Leadership Group to seek the views of the membership on specific issues.

Third sector representation on partnerships

Third Sector Leeds aims for maximum achievable representation of the sector by building upon and strengthening the existing representative structures. Networks continue to organise representation on appropriate thematic partnerships and boards and will supported by Third Sector Leeds.

Anyone identified by TSL to be its representative will identify themselves as such. Representatives of TSL should take every opportunity to promote the values of the sector and recognise that they have been nominated to represent the interests of the sector as a whole rather than their own organisation.

The Leadership Group of Third Sector Leeds will seek to provide representation on key strategic partnerships,

- Leeds Initiative Board
- Public Sector Resources Group
- Locality Working and Community Engagement
- Third Sector Partnership
- Three of the five Strategic Partnership Boards (where there is no thematic network to appoint a representative) – Housing and Regeneration; Sustainable Economy and Culture; Safer and Stronger Communities.

It may be appropriate for TSL to appoint representatives to some of the sub groups or working groups of the above partnerships, to be determined on a case by case basis.

Third Sector Leeds encourages, promotes and supports the development of appropriate thematic networks where none currently exist. Where such new networks are established, representation will move from the Leadership Group to the networks.

Facilitation of Third Sector Leeds

Leeds Voice, supported by other member organisations will be responsible for facilitating the operation of Third Sector Leeds. Following the evaluation of the role played within TSL by Leeds VOICE, the following have been agreed as the current Leeds VOICE role within TSL.

1) Secretariat support to the leadership group and the development group

Defined as: circulating minutes, papers and agenda, proactive contribution to agenda making for Leadership group meetings, organising meetings and contribution to organizing TSL events.

2) Ensure efficient and effective communications around Leadership group and events

Contribution to the Communications group as they look at additional communications issues

3) Overview of national and local policy issues, lead on consultation on appropriate consultation documents (whilst not taking away from particular forums responsibility to respond to consultations)

4) Responsibility for ensuring delivery of TSL work programme

5) Act as senior officer to the chair/vice chair at partnership meetings/events.

6) Oversight of Compact issues on behalf of the sector

7) Responsibility for effective mechanisms of accountability of representation for those appointed by the Leadership Group

8) Work with the chair and vice chair on sensitive sector issues at senior level

Leeds VOICE will provide this through 2 ½ days of administrative support and 2 days of senior officer support.

Identity

Third Sector Leeds has developed a distinct logo and identity that members are expected to include on all paperwork, communication and marketing related to the work of Third Sector Leeds.

These terms of reference will be reviewed annually.