Minutes of Time to Shine Core Partnership Meeting
Tuesday 24 May 2016
10.00am – 12:00pm
St George’s Centre, Great George Street, Leeds

Present
Cath Mahoney, Individual (Vice Chair)
Jim Garside, Leeds Older People’s Forum (Minutes and Presentation)
Hillary Wadsworth, Leeds Older People’s Forum
Rachel Cooper, Leeds Older People’s Forum
Julia Edmunds, Age UK Leeds
Nicky Taylor, West Yorkshire Playhouse
Karen Buckland, Neighbourhood Action in Farnley, New Farnley & Moor Top
Carol McGrath, Leeds City Council
Liz Messenger, Public Health
John Welham, Leeds Older People’s Forum
Emma Whitworth, Eversheds
Lisa Fearn, Leeds Older People’s Forum
Geraldine Ryan, Leeds Irish Health & Homes
Angela Goodyear, Feel Good Factor

Apologies
Bill Rollinson, Leeds Older People’s Forum (Chair)
Eric Smith, Yorkshire MESMAC
Anne Forbes, Leeds Older People’s Forum
Sarah Alden, CIRCLE
Andrea Wigfield, CIRCLE
Jean Townsend, Leeds Older People’s Forum
Ruth Cornelissen, Care & Repair Leeds

1. Welcome and Introductions
The chair welcomed everyone to the meeting and brief introductions were given.

2. Conflicts of Interest
There were no conflicts of interest.

3. Minutes of the Last Meeting and Matters Arising
The minutes were agreed as a true and accurate record of the last meeting.
It was noted that the AGM is scheduled for 21 July.
Matters Arising

Health Check
It was noted that The Health Check had taken place as scheduled.

Supporting Wellbeing
Hillary updated on the situation regarding the match funding we are getting from the CCGs.

4. Health Check Report
The Health Check Report was circulated for information and the floor was opened to questions.
Positive feedback was given about the event.

5. Progress against Outcomes
Progress Against Outcomes
The TTS Outcomes Monitoring RAG (Red/Amber/Green) report was tabled for information.
Hillary took the group through the report and updated on the status of each project.

Volunteer Recruitment
The group discussed what they could do to attract volunteers for older people projects.
It was noted that Leeds had a large volunteer base actively involved in third-sector activity.
The group discussed the potential opportunities from Y3 onwards for Y1 - Y2 projects as pathways to volunteering.
It was noted that some partner projects have a large volunteer base but there is a barrier to entry for smaller organisations due to requirements such as having DBS checks and policies in place.
Volunteer recruitment was deemed a worthwhile stream of work for the group to tackle together.

Action: Project staff to make proposals to TTS on how to take a joined-up approach to volunteers

Monitoring and Evaluation
An additional Monitoring and Evaluation report to the Core Partnership for Quarter 4 (January to March 2016) was tabled for discussion.
Lisa Fearn, Monitoring and Evaluation Officer, took the group through the report.

6. Time to Shine Communications Update
Jim Garside, Administration Officer, delivered a presentation on Time to Shine’s communications.
The group were shown the Loneliness and Me campaign video which received positive comments.

Action: Jim to circulate the Learning Facilitator’s events programme including information stalls

7. Monitoring and Evaluation
Monitoring and Evaluation Handbook
The monitoring and evaluation handbook and appendices were tabled for approval.
The floor was opened to questions of clarification but there were none.
The Monitoring and Evaluation report for Quarter 4 was tabled for approval.
Lisa explained the background to the project plan and took the group through the report

Decision: Approved
Test and Learn
Lisa delivered a presentation and extensive workshop session on the test-and-learn approach. The group took part in group exercises, reflected on how can we share the learning and next steps. Lisa was congratulated and thanked for her substantial work in producing the M&E handbook.

Action: Lisa to report back on this to a future CP meeting after the evaluation sub-group meeting

8. Risk
Hillary reported on the updated Risk Register which is to be brought to the meeting bi-annually. The group looked at aspects including interviews, case studies and co-production. Hillary updated on the evaluation sub-group and encouraged CP members to become part of it.

Staffing
Staffing was flagged as an amber risk. The group were asked to consider the capacity of the team, planning for next year, work priorities, and different models of working with Delivery Partners. The group discussed how best for the CP to look at work planning for the next 6-18 months. It was agreed that the focus of the next CP meeting would be Strategy and after that the focus of the following meeting would be Implementation.

Action: TTS to focus the next two CP meetings on Strategy and Implementation

9. Any Other Business
- Attention was drawn to the quotes on display in the room from project participants

Next Meeting
Wednesday 29 June – St George’s Centre, Great George Street, Leeds

Documents Circulated
- Agenda
- Minutes from the last meeting
- Time to Shine Progress against Outcomes
- Hall Aitken report from the Health Check
- Time to Shine monitoring and evaluation handbook
- Appendices to the Time to Shine monitoring and evaluation handbook
- Monitoring and Evaluation report to the Core Partnership for Quarter 4