

## **Advice Centres Support Group**

### **THE MINUTES OF THE MEETING OF THE ACSG HELD ON FRIDAY 20<sup>TH</sup> APRIL 2007**

The meeting began at 10:00AM. Sandra Grice was in the chair.

Present: Jan Curry, Grice, Lynette Kirk, Alison Rooks, Andy Taylor, Barbara Dorgan-Smith, Zahida Mallard, Salim Akhtar

**1. Apologies** Roman, Liz R., Liz W.

**2. Guest** – Ellie Phillips, consultant, introduced herself and work carrying out currently with Credit Unions. She carried out a questionnaire about local knowledge and contacts. Ellie will feedback to ACSG & arrange a meeting to progress this. Ellie left the meeting

**3. Declarations of Interest** – None

**4. Minutes:** The minutes of the meeting were read and agreed as a true record.

#### **5. Matters Arising**

- a) Treasurer – Andy accepted this role of office: Nominated Alison seconded by Zahida
- b) Job Centre Plus Liaison was useful. New manager of Bradford delivery Centre was present (336374). Although attendance was low.
- c) Julie Robinson Joyce has been meeting with groups re funding.

#### **6. Correspondence:**

None

#### **7. Treasurers Report –**

- a) Jan worked on budget to re-submit to Lottery. Salaries are still to be finalised
- b) There will be an underspend from year 1. Discussed hours of workers being increased and plans for exit strategies. Project deficit in year 2 + 3 would take up some of the underspend.
- c) Names of workers roles to be changed for new round of recruitment.

Training Manager will now be known as the programme manager and the Training Officer will become the Training Co-ordinator. The Quality contact will be the Quality manager/Lead assessor

- d) Funds to be added into room hire for presentation events- agreed at £500 based on two courses.

## **8. Agreed**

Salim & Lynette left meeting due to conflict of interest.

- a) Adjust Training co-ordinators hours from 22 to approx 30- Figures to be checked.
- b) Line management increased from 7 to 14 (Manningham Project)
- c) Salim now has increased responsibilities salaries increased to reflect this. Increment from 31 to 32 backdated to Nov to reflect work & Increment from 32-33 as of April 07 as already agreed.

## **9. Names of Signatories & Clarification of Officers:**

- a) Andy Taylor, Alison Rooks, Sandra Grice and Zahida Mallard.
- b) Liz R, Jan C., & Lynette K coming off as signatories.
- c) The Charity Commission to be notified of Jan's retirement – to do at end of year.
- d) Officer clarification
  - Sandra Grice Chair
  - Andy Taylor Vice Chair
  - Barbara – Secretary
  - Andy Taylor - Treasurer

## **10. Training Officers Report**

- a) 11 recruited for new course starting 8<sup>th</sup> May
- b) A presentation ceremony will be held on the 16<sup>th</sup> May (date provisional), for previous cohort. Salim to arrange event publicity. The group suggested

venues such as BCHT & Ukrainian Club

### **11. CNET Elections –**

Will be running elections for voluntary sector. Need to be on Diva database to be eligible for election. They are suggesting someone from CLASP goes as building communities group.

There are no dates for elections.

### **12. CLASP – No meeting**

- a) Social Policy – Talked through action plan. Looked at ACSG targets – met these.
- b) Julie RJ looking at common core issues.
- c) Lynette & Jan both resigning from CLASP – elections to take place soon, need to review ACSG presence.

Next Clasp meeting 16<sup>th</sup> May 07.

### **13. Debt Training**

Insolvency in May (date yet to be finalised), Salim & Lynette arranging this. Economic partnership monies not yet arrived but on its way.

### **AOB**

Homelessness Core group – Jan as representative is resigning will ask Kenny if he is willing to take over this.

### **Recruitment**

Need to speak to lottery initially about changes. Recruitment panel – Sandra, Salim & Andy to meet to arrange timetable.

### **ACSG – Wednesday Meetings**

- a) Julie RJ offered to talk about consultancy but felt that this would not be appropriate for this group
- b) June 27<sup>th</sup> Oilicana House 2-4pm. West Yorks. Family Mediation service
- c) Nov- look at mental health – re changes
- d) Andy to speak to Rae about employment training

Next meeting: Friday 18<sup>th</sup> May 2007

Apologies received from Barbara and Andy.

Meeting closed 11:30pm