



## VOLUNTARY SECTOR LIAISON COMMITTEE – 18TH MARCH 2015

**SUBJECT: VOLUNTARY SECTOR LIAISON COMMITTEE MEMBERSHIP SURVEY**

**REPORT BY: ACTING DIRECTOR CORPORATE SERVICES**

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### 1. PURPOSE OF REPORT

- 1.1 To inform Members of the results of the Membership Survey of the Committee, and steps to be taken in responding to the feedback.

### 2. SUMMARY

- 2.1 The full results of the Membership Survey are presented in Appendix 1 of the report, with the report outlining steps to be taken in improving committee meetings in light of the survey findings.

### 3. LINKS TO STRATEGY

- 3.1 The Voluntary Sector makes an important contribution to public service provision across the County Borough and is brought together with key organisations in the borough through *Delivering Together Compact Agreement 2013-17*. The Compact Agreement forms the basis of the workings of the Voluntary Sector Liaison Committee, and the Committee's Annual Compact Action Plan in galvanising partnership working.

### 4. THE REPORT

- 4.1 A survey has been undertaken of the Membership of the Voluntary Sector Liaison Committee seeking views on the content of the committee meetings and on how to improve the organisation/administration of meetings. Disappointingly only 11 members out of the committee membership of 46 submitted a response, despite 3 reminders being sent. However, although the response rate is low, comments gained are helpful in seeking to improve how meetings of the Voluntary Sector Liaison are organised, and the content of meetings (see Appendix 1 for full analysis of the survey findings).
- 4.2 A meeting has taken place between the Chair and Vice Chair of the Voluntary Sector Liaison Committee with CCBC and GAVO staff who support the work of the Committee, to discuss the findings, with the following actions to be taken in improving committee meetings:
- Meetings to be conducted within two hours, with strict timings to be given on the agenda. The aim is to finish meetings by 12:15pm, but with the Chair having the discretion to run up to 12:30pm.
  - To have just one presentation per meeting. The topic for the presentation is to be selected by the Voluntary Sector Representatives of an activity area from the Compact Action Plan. The presentation is to be up to a maximum of 10 minutes, followed by a further 5 minutes of any questions from committee members.

- For the 8 Compact Partners reports to remain as items of interest on the agenda, but with the Committee being able to ask each Compact Partner one question on their report. Presently, although these reports were originally meant for items of interest only, lengthy discussions are ensuing on some of the Compact Partner reports.
- For the Community Planning Quarterly Briefing to be retained as an item formally presented into the committee meeting, and remain as an agenda item of interest only.
- Budgets are to become a standing item on the agenda.
- Open discussion to be a new slot on the agenda for Compact Partners to raise any issues of concern on matters pertaining to the Caerphilly borough.
- Consideration to be given to holding committee special meetings throughout the year on areas of specific interest to Members such as health. Attendance to these meetings to be opened up to non committee members with an interest in the subject.
- To note no issues of concern were raised over the administration of the committee, which was rated as either *excellent* or *good* by members.

4.3 Additional views on committee meetings are welcome to be raised by Members during this meeting, as it is recognised that the traditional questionnaire survey might not be the best way of eliciting Members views.

## **5. EQUALITIES IMPLICATIONS**

5.1 Promoting equalities is integral to the Compact Agreement and a fundamental part of the partnership working of Compact Partners.

## **6. FINANCIAL IMPLICATIONS**

6.1 There are no financial implications.

## **7. PERSONNEL IMPLICATIONS**

7.1 The Policy and Research Manager, and Research Officer, CCBC together with the Deputy Chief Executive, GAVO play a fundamental part in the servicing and content of meetings of the Voluntary Sector Liaison Committee.

## **8. CONSULTATIONS**

8.1 All Members of the Voluntary Sector Liaison Committee were asked to participate in the Committee Membership Survey

## **9. RECOMMENDATIONS**

9.1 For Members to note the steps to be taken in improving meetings following the Committee Membership Survey, and to air any further suggestions during the committee meeting.

## **10. STATUTORY POWER**

10.1 Local Government Act 2000.

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 Emily Forbes, Deputy Chief Executive, GAVO  
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Appendices:

Appendix 1 Voluntary Sector Liaison Committee Membership Survey Analysis