

**Partnership Meeting
Minutes 20/02/2020 11am-1pm Council HQ**

Present:	<ul style="list-style-type: none"> • Jacquelyn Jennett Highland Council (Chair) JJ • Fiona Nimmo NHS V AW (Minute Taker) FN • Elaine Featherstone Inverness Women’s Aid EF • Gwen Harrison RASASH QH • Richard Baird Chief Inspector, Police Scotland RB • Cathy Steer Health Improvement, Public Health CS • Lorraine Revitt Lochaber Women’s Aid LR • Kate Blowers Caithness Women’s Aid KB
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Apologies:	<ul style="list-style-type: none"> • Adele Newlands Ross Shire Women’s Aid • Donald Butain COPFS • Maggie Hume VAW • Ross Mackillopp Police Scotland
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		Action
1.	<p>Previous Minutes</p> <p>There were no minutes from the previous meeting. JJ agreed to provide a note of the previous meeting before the next meeting.</p>	JJ
2.	<p>New Meeting Dates</p> <p>JJ asked everyone to make sure they have a note of the new sequence of meetings in their diaries that have been scheduled as follows:</p> <p>16th April 2020 1pm-3pm 18th June 2020 1pm-3pm 20th August 2020 1pm-3pm 22nd October 2020 1pm-3pm</p>	
3.	<p>Sub Group Updates</p> <p>No updates had been received from any of the sub groups. JJ asked that the chairs of each of the sub groups submit an update using the template provided prior. This update should be sent to FN at least 10 days prior to the next meeting</p>	All chairs
4.	<p>Membership of core group and sub groups</p>	

<p>JJ stated that there was a need to review the membership of the core group and ensure there was clarity on the terms of reference and membership of the sub groups.</p> <p>The email distribution list was used to review membership and it was agreed to remove some names, due to them no longer being in post. CS suggested that some people may want to be on a wider reference group where they will receive information and notes of meetings, but do not attend core partnership meetings.</p> <p>It was agreed that the following names would be removed from the core partnership group distribution list:</p> <p>Chrissie Campbell – Victim Support Claire Proctor - Police</p> <p>It was agreed that some people on the list would need to be contacted to see if they still feel it is relevant to be on the core partnership group. Those to be contacted were:</p> <table border="1" data-bbox="215 907 853 1485"> <tr> <td>Jill Graham</td> <td>JJ to make contact and discuss</td> </tr> <tr> <td>Louise Mackenzie and Alan Coyne</td> <td>CS to make contact and discuss</td> </tr> <tr> <td>Lynsey Mateer</td> <td>JJ to check who will be her cover</td> </tr> <tr> <td>Karen McEwan and Malcolm Macbean</td> <td>GH to make contact</td> </tr> <tr> <td>Anne Galloway / Sarah Harwood / Rachel Hughes / Shona Urquhart / Hame Late / Helen Unison / Aileen Trappitt / Deborah Stewart</td> <td>CS to make contact</td> </tr> </table>	Jill Graham	JJ to make contact and discuss	Louise Mackenzie and Alan Coyne	CS to make contact and discuss	Lynsey Mateer	JJ to check who will be her cover	Karen McEwan and Malcolm Macbean	GH to make contact	Anne Galloway / Sarah Harwood / Rachel Hughes / Shona Urquhart / Hame Late / Helen Unison / Aileen Trappitt / Deborah Stewart	CS to make contact	<p style="text-align: center;">FN</p> <p style="text-align: center;">JJ/CS/GH SEE TABLE</p>
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<p>The group reviewed the membership of the sub groups. It was agreed that each of the chairs should confirm with FN who the Chair is and who is the Vice Chair and also confirm the membership. The individual chairs are also asked to confirm the dates of their meetings for the coming year and to ensure they are taking place prior to the core partnership meetings.</p> <p>It was agreed to re-circulate the Terms of Reference and Action Plans for the sub groups. All the chairs to send the above to FN to collate and circulate to the partnership group.</p> <p>There was discussion on the Terms of Reference for the core partnership group. It was agreed that JJ, CS and CR (Catherine Russel) would meet to look at the TOR.</p>	<p style="text-align: center;">All Chairs</p> <p style="text-align: center;">All Chairs</p> <p style="text-align: center;">CS</p>										

	<p>JJ suggested that it would be useful to review the VAW Action Plan. FN to locate and circulate. The review of the Action Plan will be the main agenda item for the next meeting on 16th April.</p>	<p>FN</p>
<p>5.</p>	<p>VAWP Underspend and project proposal's</p> <p>6 Proposals for use of the underspend monies had been received and it was agreed to progress with 5 of them. The total funding bid for in the proposals exceeded the amount of funding available. EF was asked to review the proposal for Inverness Women's Aid. KB stated that C&S Women's Aid had already spent the money detailed in their proposal. CS asked KB to send the invoice for the funding to her. Invoices for agreed spend to be sent to CS.</p> <p>CS confirmed that the YTD underspend was £28K. CS agreed to get a figure for the expected full year underspend and circulate to the group.</p> <p>There was discussion about next year's budget and JJ stated that the Council did not yet know what budget they would get from the Scottish Government next year, but she did not expect a reduction in the Council contribution to VAW.</p> <p>CS suggested that a review of processes for the budget planning and reporting would be useful. The group agreed.</p>	<p>EF</p> <p>CS</p> <p>CS</p>
<p>6.</p>	<p>Standing Items for Future Agendas</p> <p>The following items were agreed as standing items on future agenda's:</p> <p>Training and Conferences Finance and Budget Sub Group Updates</p> <p>JJ made a plea that members do not use the reply all function when emails are circulated regarding training and conferences. It tends to fill up people's inbox and key information can be lost.</p>	<p>ALL</p>
<p>7.</p>	<p>Upcoming Events</p> <p>It was suggested that the VAWP could do a presentation to the council committee about the work they do. This was thought to be a good idea and the Women's Aid groups will work together on this. JJ will suggest this goes on the committee agenda.</p> <p>The group suggested that councillors would love to hear about the outcomes from people that have overcome difficult times with the help of VAW services.</p>	<p>EF and KB</p>
<p>8.</p>	<p>AOCB</p> <p>The group discussed monitoring and reporting.</p>	<p>CS</p>

	<p>It was agreed that CS would discuss monitoring and reporting requirements with Catherine Russell. She will bring that information to the next meeting.</p> <p>Murdo Macdonald – Equally Safe Action plan. He is to be invited back to give his talk as it was previously cancelled.</p>	
<p>9.</p>	<p>Date of next meeting</p> <p><i>Extraordinary Meeting Scheduled for 16th March 12pm-2pm</i></p> <p>16th April 2020 1pm-3pm</p> <p>Focus to be on the action plan and reporting framework. 1 hour for each sub group.</p> <p>JJ reminded the chairs of the sub groups to provide an update to FN at least 10 days prior to the next core meeting. She asked that members bring a printed colour copy of the VAW action plan to work through.</p>	<p>ALL</p>