

**Update from NCVS to Newcastle Partnership Strategic Board**  
**Special meeting 04 November 2008:**  
**Regen Forum re-structure**

1. All NCVS members will be the electoral constituency for LSP engagement;
2. All Delivery Partnership representatives will be elected in an open election process from this constituency. All candidates will be expected to self select against the 'information for candidates' job description and person specification that we have drawn up, and to run for a 2 year term of office.
3. This process will implemented by the AGM in November. All current incumbents will continue to serve during the transitional period from December to April, with the aim of having the new system entirely up and running by April '09.
4. Current Regen Forum members who are not currently NCVS members will be encouraged to join NCVS, to ensure they continue to have a vote.
5. The Regen Forum will continue to exist, with open membership (regardless of CVS membership); its purpose will be the channelling of information and consultation.
6. Regen Forum will elect the Forum Steering Group members, whose role will be to advise on and guide the work of the Forum.
7. Representatives may be invited to feedback personally to the Steering Group on an ad hoc basis.
8. Representatives will also be expected to attend their relevant Reference Group as often as that group meets and also to attend pre meetings with the named Policy Officer.

**Recommendations: as agreed at Steering Group 1<sup>st</sup> October**

- Strategic Board, Delivery Board and Innovation Group reps will be **selected** from the Regen Forum Steering Group; the Steering Group itself will consist of members who are **elected** from the wider membership.
- All LSP representatives will meet together, twice a year for updating and training.
- Representatives will also be required to report to their relevant Reference Group by way of a pro forma feedback sheet.
- These will be completed after each meeting attended and returned to the named Policy Officer, who will collate the sheets and provide a quarterly summary of activity to Steering Group meetings.
- Where no Reference Group exists, the report will simply go direct to the Steering Group. All activity will then be reported in Re:Gen and in other NCVS mailings, e bulletins and on the website.

<b>What officers will do:</b>	<b>Process:</b>	<b>Timeline:</b>	<b>Lead officer:</b>
Map current Regen Forum members against CVS membership	DOLPHIN; about 80 are not members. Overall, small community groups represent about 36% of the Regen Forum constituency.	Completed	SK
Get final agreement with Steering Group to make these changes	Send action plan to SG members, in time for comment at the next meeting	Completed	SK

**Agenda Item 4**

Bring more people into membership, in tandem with CH/Info Section's capacity	Write a letter and follow up via email/telephone call/follow up visit	In progress	SK
Map current reps' length of term of office and timetable in election processes for theme group reps and Steering group	Begin now; current reps to Strategic, Innovation and Delivery boards will have their term of office reduced to April 09, to fit in with a transitional period	SG elections: process begins Sept 31 <sup>st</sup>  Rolling programme of elections for theme group members from Nov '08-'09	MAG
Run elections and set up AGM (venue etc etc)	Begin process by September 30th	Completed	RM
Write a new induction pack and skills framework for new reps, including revised JDs and person specs	Draft to go to November Steering group	End December deadline	SK
Introduce reporting feedback form to the	Next steering group meeting 1st October	Implement fully by Nov 24th	MAG

**Agenda Item 4**

Group			
Re-visit Steering group terms of reference and Mission statement/'strap line' for Regen Forum	First discussion at the next Steering group in October	Implement fully by Nov 24th	MAG
Steering Group AGM and year plan; re-launch 're branded' Forum	Event management	Implement fully by Nov 24th	Policy officers