

**Notes of Full Partnership/ Strategy Group meeting,
held via Zoom on 7.7.20**

Present:

- Emma Bates
- Martyn Neal –Meadows Advice
- Steve Ward – Illegal Money Lending Team
- Ellen Cooper-Tydeman, Energy Policy, NCC
- Dave Shaw – Meadows Foodbank
- James Jones - Experian
- Elaine Fox – Corporate Policy, NCC
- Mark Kirkwood, Energy Policy, NCC
- Shaun French, University of Nottingham
- Debbie Webster, St Ann’s Advice
- David McCoulough, Diocese of Southwell and Nottingham
- Jason Eaves, Nottingham Credit Union
- Bobby Lowen, Strategic Commissioning, NCC
- Josh Aspden standing in for Matt Adkins, NNRF

Apologies:

- Cllr Langton, Paula Black, Tim Brown, David Goold, Dawn Cummins

		Action
1.	<p>Introductions</p> <p>Everyone was welcomed to the meeting and introductions given. Apologies received, as above.</p> <p>This first section of the meeting, for the wider Partnership as a whole, was to look at the proposal from the previous Strategy Group meeting, for a webinar. There was also a potential resident’s survey to feed into it.</p>	
2.	<p>Webinar proposal</p> <p>2.1 The previous Strategy Group meeting, in June, had proposed a webinar, and requested that Emma put together an initial paper on it for today, for planning a summer event, as attached.</p> <p>2.2 The Partnership, had had in it’s original (pre COVID) action plan for the Spring, a conference event to celebrate work achieved and to refresh and plan the way forward. This was prior to COVID. At the June Strategy Group meeting, there was been a proposal from the group, that we hold a webinar instead and that this be held in the summer. As requested, Emma has drafted some potential outline, as circulated. In addition, an opportunity had arisen to carry out a resident survey on the financial impacts of COVID, through a forthcoming edition of the Arrow. The results of this could help inform the webinar. (See next item).</p> <p>2.3 The group then discussed the proposals: James asked, what the purpose of the webinar was, and that we needed to decide this first of all. The questions of who we were aiming for and when, were raised. Extensive discussions then followed around this. It was agreed that the webinar would look at:</p>	

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	<p>what was known so far about the impact of COVID; what we don't yet know; exploring next steps and actions.</p> <p>It was also agreed that we ask MaPS to present some national context in the webinar. Emma would ask Dawn.</p>	EB, DC
2.4	<p>Emma explained that if we use the outcome of the resident's Survey, going in the Arrow for the webinar, that she had been informed of the following timescales. The Arrow would be delivered to households at the end of July and the earliest sensible cut-off date, she'd been advised, for responses would be 21st August. Initial data could be presented fairly quickly.</p>	
2.5	<p>It was decided that a sub group would meet to plan the webinar in more detail, with Shaun, James, Bobby, Jason and Emma. Emma to organise this. A provisional date for the webinar was proposed: Friday 11th September 2020.</p>	SF, JJ, BL, JE, EB
3.	<p>Survey proposal</p>	
3.1	<p>Emma explained that she had been informed by Comms in NCC that a further edition of the Arrow was to go out in July. Beyond being able to further update the information on money services on it, it also presented an opportunity to have a link to an online resident survey on financial impacts of COVID, which could then help in providing more local information/ insight to inform the webinar.</p>	
3.2	<p>She had explored this with Esme McCauley in Comms and had also met with the NCC officer that leads on consultation and engagement. Because of GDPR, it would need to be done through NCC with the survey software they normally use. There could be a prize draw of £50, £30 and £20 to encourage completion of the survey. The contact details would be collected by those wishing to be entered into it and these details would not be seen by the Partnership, so we would not have any GDPR concerns as a Partnership. NCC would arrange for the prize draw vouchers to be sent out, which we would fund.</p>	
3.3	<p>Emma had been advised of the following timescales: The Arrow would be delivered to households at the end of July and the earliest sensible cut-off date, she'd been advised, for responses would be 21st August (subsequent to the Partnership meeting, it was agreed by NCC to move to 23rd August as it gives people the weekend to respond). Initial data could be presented fairly quickly.</p>	
3.4	<p>The meeting felt that it could be problematic to also offer to send out pdf copies for those without internet access, but instead we all actively encourage front line services to enable those they work with, to complete it.</p>	ALL
3.5	<p>The group discussed the initial draft survey questions (as circulated), at length. Emma to finalise from changes made today, and then send to Research and Engagement Manager for formulation and survey link will then be in the Arrow. (Arrow being finalised this week).</p>	EB
4.	<p><i>Note, at this point, not much time remained for the second part of the meeting, so remaining items were discussed quickly.</i></p>	

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<p>5.</p>	<p>Matters arising from last minutes</p> <p>3.4 Bobby reported that he would be going to the Leadership advising on an internal response to COVID. There would also be a Council needs assessment carried out and he hoped this work would be joined up with what the Partnership was doing.</p> <p>4. Emma had submitted our revised Lottery Action Plan (in light of COVID) to our Funding Officer. She had also recirculated the Lottery reporting guidance to the Strategy Group.</p> <p>5. The early draft comms plan had been circulated to the wider Partnership as requested at the last meeting for completion of content. No-one had responded to this. Esme MacAuley in Comms had offered to help as needed.</p> <p>6. Experian Mapping tool – James reported that several people had looked at this.</p> <p>8. Becoming a CIO – deferred to a future meeting.</p> <p>9. My Money Week actions had gone ahead in June, as reported.</p>	<p>BL</p>
<p>6.</p>	<p>Update on Credit Union post recruitment</p> <p>Jason reported on the recruitment of this post, which is being part funded by the NFRP Lottery grant and features in our Action Plan, with the purpose of increasing credit union uptake in the outer estates as part of tackling high cost credit use.</p> <p>He said the he and Emma had carried out interviews and now offered the post. The person would be starting early August 20, subject to references etc. Emma and he would confirm neighbourhoods, and also meet with the postholder periodically to support and track the work. This would be fed into the Partnership.</p>	<p>JE</p>
<p>7.</p>	<p>Draft organisational policies for NFRP circulated</p> <p>There was no time left to discuss these policies drafted by Martyn. Bobby proposed a further two weeks for responses and then could be finalised and agreed by email. Agreed that they be resent with a further two weeks for responses back to Martyn (Tuesday 28 July).</p>	<p>ALL</p>
<p>8. 8.1</p>	<p>Any other business</p> <p>Emma reported that the Diocesan rep had stood down due to time commitments, but would remain on the wider group. Potential replacement was discussed. One potential option was a health rep, who have not previously been very engaged. Bobby offered to talk to Public Health about this.</p>	<p>BL</p>
<p>8.2</p>	<p>Jason reported that the CU had applied to NCC for the business grant and Fair4All had released a fund for credit unions.</p>	
<p>9.</p>	<p>Date of next meeting 2pm, Tuesday 29 September (joining details to follow).</p>	