



**Background note on partnership meetings during Covid-19 crisis.**

The Covid-19 crisis has impacted on the practical ability of WEM to meet as it normally does, and the personal circumstances of individual partners. Because of this we have spent some weeks adjusting to circumstances so that we can be as effective as is reasonably possible within the pressures and limits that exist. The process WEM has evolved is to utilise Zoom where possible but to support this with email and phone call updates on information and to question / confirm decisions. This will ensure accountability and probity but will inevitably slow things down. Minutes during the crisis will reflect this process but may be condensed due to the nature of conversations taking place. WEM staff, the LTO and Big Local rep will step up to offer any additional support to make things happen. This is in line with other Big Local partnerships nationally who have all adapted how they work during difficult times.

**Draft Meeting Notes May/June 2020 combined**

<b>Draft Meeting Notes May 2020</b>	<b>Date:</b> 07/05/2020 from 6pm
<b>Chaired by:</b> Chris Price Notes by Johnny Bean (Secretary)	<b>Location:</b> Zoom

<b>Present and Apologies</b>
<b>Present:</b> Chris Price (Chair), Dan Spencer, Johnny Bean (Secretary), Sian Jay, Big Local rep), Joe Robinson (Community Development Worker), Rebecca Mead (Communities in Control, observer) <b>Apologies:</b> Jo Bambrough (on sabbatical), Viv Brunsdon, Ali Crisp, Kat Hilton, Lee Reeve, Natalie Thomas.

<b>Item 1.0: Review of the minutes of the last meeting</b>
<b>Action:</b> Secretary to circulate April draft minutes for approval via email.

<b>2.0: Intro and Welcome</b>
<b>Discussion:</b> The chair and all present had a brief chat about how everyone was coping/finding things under the current Covid-19 lock down restrictions. There was no agenda, so the chair led the discussions. The Chair had circulated his thoughts on the use of zoom for holding meetings which was briefly addressed. It was noted that Big Local groups are all taking different approaches. A short discussion took place about the use of zoom, workplace, email, attention diversion, what WEM can do right now etc.

<b>Item 3.0: Schools</b>
<b>Discussion:</b> The development worker gave an update on his discussions with the two West End schools who had raised issues with home schooling. The schools are using the £7000 agreed by WEM to create learning packs for pupils who do not have even basic essentials for home learning.
<b>Action:</b> Development worker to put together an outline paper on the schools award for formal filing.

<b>Item 4.0: West End Online</b>
<b>Discussion:</b> A discussion took place following on from the previous meeting, around helping people in the West End to get online. Theoretical at this point, as it requires consultation and data to support the need and presents issues for further discussion. Could we research on a micro level on one street?
<b>Action:</b> Development worker to do some research and pull together info to inform further discussion.
<b>Action:</b> Dan to talk to Creative West End re local planting work on Parliament Street to gather data?
<b>Item 5.0: Communities in Control</b>
<b>Discussion:</b> Rebecca advised the partnership that Communities in Control still have £750 to pay West End Morecambe for our participation in the research and would like to commence the interviews again.
<b>Action:</b> Yak to issue invoice for £750 to Communities in Control.
<b>Item 6.0: Creative West End / Creative Civic Change</b>
<b>Discussion:</b> Dan gave a brief update on progress at CCC. Looking at how to respond creatively to Covid-19 so have launched series of commissions/eco projects. Also participating in the "That Spring Thing" festival which normally occurs in the West End but has now been moved online. See their <a href="#">website</a> for details. Creative Network launch set for June 6 <sup>th</sup> via zoom.
<b>Item 8.0: Next Meeting</b>
<b>Decision:</b> To be decided by email. Thursdays to be avoided.

**Summary of Actions:**

1. **Action:** Secretary to circulate April draft minutes for approval via email.
2. **Action:** Development worker to put together an outline paper on the schools award for formal filing.
3. **Action:** Development worker to do some research to inform further discussion.
4. **Action:** Dan to talk to Creative West End re local planting work on Parliament Street re gathering data?
5. **Action:** Yak to issue invoice for £750 to Communities in Control.

Read on for the notes of the June 8<sup>th</sup> 2020 informal partnership meeting.

<b>Draft Meeting Notes June 2020</b>	<b>Date:</b> Mon 8 <sup>th</sup> June at 6pm
<b>Chaired by: Chris Price</b> Minuted by Johnny Bean (Secretary)	<b>Location:</b> via Zoom

<b>Present and Apologies</b>
<b>Present:</b> Chris Price (Chair), Ali Crisp, Dan Spencer, Johnny Bean (Secretary), Joe Robinson (Community Development Worker)
<b>Apologies:</b> Jo Bambrough (on sabbatical), Viv Brunsdon, Kat Hilton, Lee Reeve, Natalie Thomas, Sian Jay (Big Local rep), Yak Patel (LTO)

<b>Item 1.0: Introduction</b>
<b>Discussion:</b> This was a short informal zoom meeting owing to the Covid-19 situation. No decisions were

taken,

## **2.0: Review of the minutes of the last meeting**

**Discussion:** The notes of the last informal partnership meeting were reviewed prior to the meeting via email with no amendments necessary.

**Action:** The secretary to publish the notes of the May discussion on the website.

## **Item 3.0: Development Worker's Report**

**Discussion:** The DW gave an update on various activities.

Previously agreed that two project submissions (Hobby Hut and Growing Club) be discussed. Both projects were in mid-conversation before recent developments halted them. Looking to get an idea from partners as to whether to take these forward as exceptions to the WEM move to commissioning. Appreciated the conversations had started in good faith prior to the delays of last year and further delay caused by the Covid-19 crisis. On balance, the feeling was that both project conversations should be concluded; move to commissioning, a likely focus on Covid-19 and strategic work. Avoiding dragging on expectations unfairly when no guarantee of outcome later. This was not a reflection on quality of projects, their work or what was being discussed. We have noted both projects and will link if appropriate commissions arise.

Mention of Men in Sheds link for Hobby Hub.

**Postscript on the decision after Zoom partnership meeting of 8th June 2020.** Two partners agreed this at meeting. One wanted to consider more, which they did and agreeing the same by email. Two others supported decision via phone, one on the day of the meeting and another on 10th June. No reply from others as yet, but this constituted five of the eight partners so decision ratified.

**Action:** DW and secretary to forward decision.

## **Item 4.0: West End Online**

**Discussion:** A summary document was circulated to partners during the week and the CDW gave an update on the key points/developments. A discussion was had recently with the Good Things Foundation, who offer community online training, support and projects. Could be a potential partner if WEM decide to do a larger project on digital connectivity in the West End.

## **Item 5.0: Newsletter**

**Discussion:** The June 2020 newsletter has been printed and distributed to homes in the West End. The website had a noticeable spike in hits as a result, so it appears to have had an impact.

## **Item 6.0: Trello**

**Discussion:** The Secretary has been researching the potential use of Trello to organise, streamline and keep track of workflow on WEM projects. He gave a short update and review. To be continued.

## **Item 7.0: AOB**

**Discussion:** An update email to the full partnership from the Chair was requested to appraise everyone of where things are at, and could possibly be used as a website update.

**Action:** The Chair to prepare an update for circulation/publication.

**Next Meetings:**

Mon 13<sup>th</sup> July at 6pm (TBC)  
Mon 10<sup>th</sup> Aug at 6pm (TBC)

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**Summary of Actions:**

6. The secretary to publish the notes of the May/June discussions on the website.
7. CDW and Secretary to inform on decision
8. The Chair to prepare an update for circulation/publication.