

Board meeting minutes, 11th January 2021
10.30am -12.30pm
Meeting via zoom call

Present:

Chris Brackley (CB)	Chair
Judith Bromfield (JB)	Vice Chair
Agnes Crutchard (AC)	Board member (joined late)
John Cunningham (JC)	Board member
Robert Peacock (RP)	Board member
Beverley Proctor (BP)	Board member
Pat Southgate (PS)	Board member
Ashley Green (AG)	CEO

Agenda Item	Item Details
1.	<p>Welcome, apologies & remarks CB welcomed everyone present the meeting.</p> <p>CB reflected that December had been another busy month and that he was looking forward to a new year. CB highlighted that Alex Day; Communications Officer had left in December and that he was pleased that Gemma Hutcheson one of our Coms volunteers had been recruited temporarily into the post.</p> <p>CB said that coming up this month was our Q3 contract monitoring meeting with NYCC which he and JB & AG would attend.</p> <p>CB asked those present at the meeting to agree the minutes from the last meeting (30th November 2020). The minutes were agreed by everyone present.</p>
2.	<p>Minutes & Actions Points</p> <p>Actions from 1st September Board meeting</p> <p><u>2019/2020 HWNY accounts to be submitted by end November 2020</u> ACTION: JB JB reported that this had been done. Completed</p> <p><u>Bank Mandate to be signed by AG</u> ACTION: JB by mid-October JB reported she had been having problems printing the paperwork but that she would action this.</p> <p><u>Mobile Phones - review staff usage and investigate 'Message Bird'</u> ACTION: AG by mid-October AG confirmed that this would now form part of the office move plans (see section 4). It was agreed that this would be removed from the 'action list'.</p>

Salary review to be put on hold until JD's are revisited and pay rates are compared/analysed

ACTION: AG On-going by end January 2021

AG reported that this would now be included as part of the task review work (see section 5). It was therefore agreed that this would be removed from the 'action list'.

Intern/employment opportunities/outsourcing to be considered in support or instead of employment

ACTION: AG On-going.

AG reported that this would also be included as part of the task review work (see section 5). It was therefore agreed that this would be removed from the 'action list'.

Board/Committee activities/processes to be reviewed

ACTION: Board On-going.

It was agreed by the Board that this work would be picked up as part of the Quality Framework work. Additionally, AG said that he had met with JB in December and discussed policies/procedures and that they would be looking over these this month. It was therefore agreed that this would be removed from the 'action list', but that AG would keep the Board updated on the progress.

Action from 28th September Board meeting

Arrange an Away Day - Trustee/Staff

ACTION: CB/Board/AG - Target Spring 2021

CB said that this was an ongoing piece of work, which most probably would take place in May/June time and it should therefore be removed from the ongoing 'action list'.

Budget needs to be considered/proposed/created for Marketing

ACTION: JC & Group (at inaugural meeting)

CB reported that this hadn't been discussed at the Marketing Group (Committee) meeting in December, but rather it should be considered as part of the budgetary discussions for the 2021/22 workplan. It should therefore be removed from the 'action list'.

Budget for Training

ACTION: AG/CB By next Board Meeting

CB said that he had provisionally, set a budget for £10,000 for staff training, but agreed that we should wait to agree this figure as part of our overall discussions for the 2021/22 workplan (as above). It should therefore be removed from the 'action list'.

Action from 26th October Board meeting

All Board members & AG to have completed DBS checks if not already completed

ACTION: AG & Board by end of Dec

CB asked the Board if this had been completed?

PS said that it had been very difficult for her to do this as she had needed to download the app and found completing this online time consuming and impossible. In the past PS said that this had been completed for her at York CVS and was a simple process. JB said that she had done her DBS check last year.

RP said that he still needed to do his. JC asked, given the work that the trustees undertake, do we need to complete a full DBS check, as he had existing ones from the charity, he is part of? JB said that we have a safeguarding policy so we should investigate this, and that also Harrogate CVS may be able to help us.

	<p>AG, CB and the Board agreed to pause all getting DBS checks until further investigations had been completed by AG.</p> <p><u>Update Board about future options/decision about using the office in York</u> ACTION: AG by end of Dec CB reported that AG would cover this in his report (see section 4).</p> <p><u>Hold AGM for our 2019/20 work</u> ACTION: CB, AG, Board by end of Dec CB reported that AG would cover this in his report (see section 4).</p> <p>Action from 30th November Board meeting</p> <p><u>Marketing Committee - responsible for organising the AGM</u> ACTION: JC by early 2021 CB said that this would be discussed in section 4.</p> <p><u>Confirm if specific forms were needed for trustees to record their hours contributed</u> ACTION: AG AG confirmed that Lada had sent all trustees the necessary form to complete. CB said that he had completed the form and returned it to Lada. Completed</p> <p><u>Produce project brief & undertake a task review of current roles to understand activities and provide any recommendations to the Board</u> ACTION: AG/BP complete project brief by Jan Board meeting CB confirmed that AG would cover this in section 5, and that the project brief had been circulated ahead of the meeting. Completed</p>
3	<p>December Board report</p> <p>AG summarised the ‘highlights, successes & challenges’ from the Board report which included the departure of Alex Day, where AG said that he was pleased to have recruited Gemma so promptly to replace Alex, and that they had been able have a ‘handover’ before Alex left.</p> <p>AG said that he had attended the North Yorkshire Equality and Inclusion Group where he presented a summary of our LGBTQ+ report. Additionally, that he was to attend a meeting in January with Tees, Esk & Wear Valleys NHS Trust to also discuss the report.</p> <p>AG said that in December we had produced our first monthly briefing on the COVID ‘track and trace’ programme which had been distributed to relevant stakeholders, including the North Yorkshire COVID Advisory Board. AG said that he was thinking of producing a briefing in January on the vaccine rollout as all the enquiries being received at the moment were about this subject, and that people were worried and anxious about not having heard when they would receive their vaccine invitation. JC said that this was a good idea and that we should ensure that we get the balance right in the information that we provide in the briefings.</p> <p>BP said that she knew the Senior Responsible Officer (SRO) who was overseeing the vaccine rollout and offered to put AG in touch with her. BP also asked if it would be worth inviting the SRO to one of our Board meetings? BP said that the rollout was going</p>

	<p>well in York and that they were on track to meet their projected targets, and that she had registered to be a volunteer vaccinator.</p> <p>AG said that they had confirmed to undertake two pieces of paid work; firstly, and on the recommendation of Delana Lawson, they were going to recruit two participants to take part in Public Health England’s review of the NHS Health Check, where we would receive £750. And secondly, we had agreed to produce a written summary report highlighting the key findings of the engagement work undertaken by health, care and voluntary organisations across West Yorkshire and Harrogate during 2020/21. The deadline was the end April to produce the report which would be completed by our volunteers (this had all been agreed with Lada), and we would receive £3,000.</p> <p>AG said that as well as this report, that we had updated the Rural Communities report (originally produced in April 2020 but not launched) to include COVID data which would be ready for release in the next few months, plus, the GP website report which would be completed this month. Another COVID report was planned for March.</p>
4	<p>Update & discussion</p> <p>AGM AG said that he had spoken with CB and that he proposed not to hold an AGM for the 2019/20 year in the next few months - as it was too late to be talking about the work that we had delivered almost two years ago. But instead to hold an event after we have completed our HWE report and submitted our annual accounts for this year (2020/21). AG said that he would make sure our 2019/20 accounts and annual review was on our website. CB suggested that July or August would be a good time to hold an event.</p> <p>JC said that he agreed with this approach and that it would enable us to promote the positive work that we are doing and have done, and act as a marketing opportunity. PS also agreed that postponing the AGM until the summer made perfect sense. BP asked if we were legally required by HWE to hold an AGM and JB said that we weren’t, as it was down to our own constitution and rules.</p> <p>The Board agreed to hold the AGM in the summer.</p> <p>ICS response AG thanked those trustees who had provided comments to the draft consultation paper that he circulated at the beginning of January. AG said that he had spoken to Daniel Harry from NYCC who had been impressed that we had submitted a response and he had shared his consultation response with us from the NYCC Health & Scrutiny committee.</p> <p>Care home research project AG had shared the care home research proposal with the Board, and briefly went over some of the key points from the proposal. He said the next steps were to establish a working group which would include care home managers, who would input into the final plan. BP asked which homes we were considering approaching and AG said that this was to be agreed, but that he wanted to have as full a range as possible. BP confirmed that visiting had been one of the key difficulties for both staff and residents.</p> <p>PS said that she would be interested in helping to conduct some of the interviews for the project.</p>

	<p>Planning for 2021/22 AG said that he had started to think about planning for the next operational year and that he would like to get the Board and staff together to go over ideas for what projects we would like to concentrate on. He said that this would include a scoping exercise around local data/intelligence, and a review of national, regional and local priorities. Plus, a look over internal priorities, which were identified in the SWOT analysis that was produced in November.</p> <p>AG said that he would like to hold the meeting at the beginning of March (3-4 hours) which would probably have to take place via zoom because of the current situation, with the aim of the team then coming back to the Board in April to agree the workplan.</p> <p>York office AG said that he had discussed with the team about moving away from an office based environment to one of working permanently from home, and that this had been agreed by the staff. AG said that he had spoken with NYCC who had offered an option of using a room / facility to store our materials, leaflets, files, IT equipment etc. within NYCC buildings. Additionally, we could use office space to work from (hot-desk) and hold team meetings, but that we would require a license per person. Plus, NYCC would host a phone line for us which would be redirected to our work mobiles.</p> <p>AG said that the plan had been to begin clearing out the York office this month and let NYCC know what we would like to move, as they would work towards finding us a venue this month. But unfortunately, the COVID lockdown has meant that we now cannot visit the York office, so this had been put on hold. AG said that he had spoken to York libraries who had agreed not to charge us for the rent during the lockdown.</p>
5	<p>Workforce review - task review paper update & next steps</p> <p>AG gave an overview of the task review paper that had been shared with the Board earlier. He said that the main purpose of the review was to help understand what tasks the team were undertaking and how these contributed to the overall delivery of HWNYs workplan. Additionally, AG said that the review would help to steer our thoughts as to any changes, for example staff structures, that we might want to consider. He said that it was important to do this now as we had one vacant post, plus the Communications Officer post to fill.</p> <p>AG said that he had openly discussed the review with the team and that they were OK and happily contributing to it. He confirmed that the team had completed the review and that he had discussed this with BP and the next steps was to review the findings and complete the report.</p>
6	<p>Finances</p> <p>December financial accounts JB gave an overview of the December accounts and highlighted that current income was £167,625 which included the NYCC grant. Expenditure was at £136,531 which included actual to 31.12.20 and forecast to 31.3.21.</p> <p>JB said that this would give us a surplus for the year of £31,094, which was significantly higher than had previously estimated at the end of September, where it</p>

	<p>was expected that we would have a surplus of £6,056. JB said that this projected surplus was mainly due to:</p> <ul style="list-style-type: none"> • savings on staff salaries due to staff vacancies • savings on rent due to refunds for non-occupancy • staff and volunteer travel • smaller category savings across the budget arising from Covid 19 restrictions <p>CB asked if it would be worth us investing this surplus amount to get a higher return? JB said that she could look into opening a GOLD account with the CAFBank to see if this would bring in a higher financial return.</p> <p>Progress on accounts to sharepoint</p> <p>JB said that all financial documentation had been transferred and filed within the HWNY sharepoint system. JB said that after reviewed the SAGE software that she has been using, it was really too complex for what we needed. She had therefore contacted West Yorkshire Community Accounting Service (WYCAS), to discuss enrolling with their accounting network as they could provide for us:</p> <ul style="list-style-type: none"> • Quickbooks online financial management system • Training • Professional support by telephone and online • Year-end account preparation for Charity Commission. • Good practice advice, policy, procedures, financial governance <p>JB proposed that we have a contract with WYCAS to provide the above services to provide professional specialist support and financial advice, subject to more detailed information on costs and contract terms being submitted to the Board.</p> <p>CB said that this was a good idea and he agreed with this. AG also agreed that this seemed like a good option for us. JB said that she would seek further clarity on costs and delivery and email further information to the Board to seek their agreement.</p> <p>Draft updated financial procedures & reserves policy</p> <p>JB had circulated the revised draft policy which the Board approved. JB said that she would insert CB electronic signature. JB said that the Risk Management policy referenced in the policy is on the list of policies yet to be drafted and will be developed as part of the QF process.</p>
7	<p>Marketing committee update</p> <p>JC said that he was pleased that we were now producing more frequent reports and he was pleased to hear that there were as number of reports due to be launched in the coming months. He said that our aim was to have the biggest impact with our work and be seen to be doing the right thing by the public and stakeholders.</p> <p>JC said that he would write up the key messages that people had been put together after the last marketing committee, as these he said would help the public and our stakeholders to understand, who we are, what we do and what we have done.</p>
8	<p>Date of next meeting Monday 15th February 2021 - 10.30am to 12.30pm</p>

	Date	Outstanding actions	Who	When	Comments
1	01/09/20	Bank Mandate to be signed by AG	JB	Mid Oct 2020	JB reported that she would action this (11/01 Board meeting)
2	26/10/20	All Board members & AG to have completed DBS checks if not already completed	AG, Board	By end of Dec 2020	It was agreed that this action would be paused & AG to review how & if this need to be done. (11/01 Board meeting)
3	30/11/20	Produce project brief & undertake a task review of current roles to understand activities & provide any recommendations to the Board	AG/PB	By Feb Board meeting	Project brief shared with the Board in January
4	11/01/21	Put AG in touch with SRO for the COVID vaccine rollout	BP	January	
5	11/01/21	Investigate benefits of opening a GOLD account with CAFBank to invest our surplus funds	JB	By Feb Board meeting	
6	11/01/21	Seek confirmation from WYCAS on support and costs for providing a financial service to us	JB	By Feb Board meeting	