

Summarised Minutes of the Board Meeting held on the 21st January 2011

Present: CB, JS, GN, YW, MC, MW, JD, MC, KC. SL taking the minutes

Minutes of the 19th November and 3rd December 2011

19/11: Apart from: It was agreed that the draft minutes of Board minutes would be on the website within 14 days.

3/12: KC needs to reconsider his situation.

Amend 5 – for at least one day a week. JD proposed the minutes were agreed and MW seconded them.

Matters Arising

- i) Budget Strategic Plan and progress: John distributed the draft Strategic Plan. SL to distribute with other papers and the front summary page of the draft budget to all Chairmen along with general Board job description and nomination. The recommendation was that the draft budget and plan should go to the funding group for scrutiny and will come back to the Board for approval. GN proposed a vote of thanks to JS for the tremendous effort in finalizing the draft plan.
- ii) Job Descriptions: Just Publicity and Development JD left. All lead job descriptions to go out to groups asap with phone numbers of leads for clarification.
- iii) ARM Workshops - Where next with groups?: Workshops at the Assembly went OK. CB has called a meeting of interested people on Care Homes – SL asked if in future invites were going out from two different places that SCfD Admin be informed. Health and Adult Scrutiny Committee was held this wk and GN said the future was very worrying. GN announced that she could not be the H & S Care Lead and the Chair and that we needed to be trying to recruit a lead. Lead on Health and Communication and Funding Leads are to be sought. YW will contact Bob Bryant and ask if he's interested in leading on H & S C. Where are the groups going? Each of the Board Leads will take the Assembly groups forward. GN, CB and KC and JD will carry forward H & S. JS and CB – Communications Group, MC – Publicity, MW – Events and Shows.
- iv) Office and Storage Space: We have been offered storage – at Fusion and there is also an option for a large office there for £2000/year. CB, JS, SL and MW will form a steering group to investigate all the possibilities and should meet as soon as possible
- v) Feedback from Budget Meeting: There will be no council tax increase from DCC or local councils. There may be a small increase in overall council Tax. Each Councillor had an increase in their personal allowance to £25000 and this should be included in email to Chairmen. A list of local councillors to be included in all the Information Pack for members.
- vi) Future Funding Group: CB recommended that KC should take over the Chair of the Funding Group this was raised at the last meeting. This should go back to the Funding Group for a decision.
- vii) Rural Housing Initiative: The letter has gone off to SHDC signed by GN – the Board were all in agreement with this initiative.
- viii) Communication – RR: RR has set up Google discussion group for members which could be used on the website for discussion topics. Suggested that RR be asked to give a training session in the afternoon of the AGM or the next Assembly. SL to ask can we have a basic write-up to be presented at the AGM.

Agenda Items

Assembly Meeting 7/12/10 How will we utilize and report back to members? What are we going to liaise on? How we are engaging/with whom? Requiring groups to have a PR officer. Mature Times articles: Deferred to the next meeting. YW is taking on Honiton. Tim to be invited to attend the next Board meeting.

Constitution Sub-group: There are anomalies which need to be resolved – can the group be asked to keep a watching brief on the resolutions at the AGM and reconvene if necessary. Also the Local Group constitution needs addressing.

AGM 4th March: The increase in numbers of Board members is a resolution to go to the AGM

Proposed Consortium Feedback from Meetings on 7th and 17th January: JS reported back on the meeting of the 7th Jan. At the meeting on the 17th DCC agreed that they would allocate the funding to all of the groups rather than the Consortium splitting it themselves. There will be two reps from each group who sit on the Steering Group of Fusion. The governance group will only comprise of users and they will govern the working group (mainly made up of employees) – they can say no to the Steering group – JS sees a possible conflict of interest. JS feels the whole area of governance is woolly and needs clarifying. At the management level they will be looking at potential savings across the group and if there is not a strong enough group above them, they can do whatever they like.

YW said that she had read the document that KC had circulated and suggested that the consortium group might like to work through it. What are you hoping to achieve? Achieve funding, making savings and avoiding overlap. Are you sure that collaborative working is the best way? Who proposed the idea? Do Trustees support this idea? Does it fit with your governing document? JS has maintained that we need to retain our autonomy. Will collaboration add value?

What will you lose by collaborating – Identity and independence.

Will the structure change?

GN says that we have to say:

1. that we are going into the consortium
2. we appoint Fusion (Living Options) as the lead agency.

JS and GN need time to mull over what happens at the meeting today and will put out a statement early next week.

Holsworthy could not come to the meeting on the 14th but met this week and agreed that they would back the Board. JD asked how they came to the conclusion that Fusion (Living Options) should be the Lead Agency KC suggested an email went out to all Chairs by the middle of next week. The Board all reiterated their total confidence in GN and JS as the SCfD representatives on the negotiating body. The Board agreed that Living Options (Fusion) should be the Lead Agency.

Finance update:

- i) SL apologized for not having produced the up-to-date financial report. JS reported on having received the final payment of the grant. JS and GN will report back after the meeting today to the Board and the staff.
- ii) Can we improve our payments system to groups/staff? YW raised this issue – staff payments getting through in reasonable time. YW asked at the time if payments at least to staff for the basic salary could be done electronically. YW tries to turn around the cheques within a day but the postal issues over Christmas meant that there was unreasonable delay. GN asked if the BACS system could be used for staff salaries. YW suggested a letter of authority lodged at the bank would cover it. JS will go back to the bank to see if they would accept a signed mandate to pay the salaries.

Devon H & SC Forum - Formally agreeing our representation, Co-opting a member from the Forum/Link? Evidence to Healthwatch:

JD reported back on the meeting this week. DH&SC are considering joining the Patients Association. GN reported back from the previous meeting and noted that the DH&SC Forum would like a rep on the SCfD Board. CB has resigned as SCfD rep from DH&SC in favour of GN and he proposed to have them on this Board. The Board agreed that H&SCF and LINK rep decision would be deferred until the next meeting in February as it

is a prerequisite that Board members are also members of the SCfD and even if cooped would have to stand for election.

Development Report:

The Board agree that the new leaflet was excellent and the only change should be to take off the picture on P2 and add the registered address and Company No. (in tiny print should appear on the bottom of the back page). 2000 copies approved after 2 estimates obtained by SL and MC.

High-profile Patron:

Bideford want to know if Board would consider this. The Board agreed that this would be a good idea. Decision was that Bideford be contacted about suggesting who would be a good patron. SL to ring Pat Davey, otherwise Tony Beard to be approached.

Role of Secretary:

KC introduced this. He had consulted with Institute of Company Secretaries website and also drawn on JD's of other organizations. A number of areas that are suggested by Companies House are perhaps not relevant to this organization but the Board need to ensure that all the areas are covered in someone's job description. KC will email it to SL who will email it around the Board.

Participate - Do we want to look at possible ways of working with them?

Deferred indefinitely.

Any Other Business:

- i) CEU - South Molton – the way forward? SL reported back that she had a conversation with Lorna Turner about whether we want to go ahead with South Molton – to be put on hold for the time being.
- ii) Death of Treasurer: SL reported that Totnes' Treasurer had died and all expressed their sadness. It was agreed by the Board that SL should go on the Bank Mandate for the Totnes group for the time being until the relaunch later in the year and the appointment of a new Treasurer so that there is someone local who can sign cheques.
- iii) Carer's LINK: Matthew Byrne from Carer's LINK has asked if one of the board could sit on a group looking at respite care. CB will sit on this with GN as a reserve.
- iv) JEB Strategy: GN asked people to read the Strategy.
- v) Event Attendance: Any event attended on behalf of SCfD must be reported on either to the individual group or to the Board and a written report submitted.
- vi) Finance: A finance Sub-Group needs to be put together – GN JS and SL and Co Secretary need to be on this group.
- vii) Charitable Status JS reported back that he had agreed with CEU that the Strategic plan needed to be sent with the application.

Future Meetings:

18th Feb, 18th March, **15th April**, 20th May, 24th June, 29th July, 19th August, 30th Sept, 28th Oct, 25th Nov, 16th Dec 2011

Groups' Expenditure - How can the local groups spend their money and what is the future? Discussion about group spending and what groups have been allowed to do. in the past there has been agreement to give £100 to other groups.

JS will draw up new guidelines to go out to all groups before the end of the financial year.

JS raised the issue of NA and the extra £150.00 for Kingscare for the Memory Café – this was agreed by the board.

Exeter agreed to give £100 pieces of equipment to each of the Memory Cafes – this too was agreed.