**Board of Directors Meeting**

Wednesday 16 November 2022, 6.30pm – 8.30pm

Small Hall, Granfers Community Centre, 73-79 Oakhill Road, Sutton, SM1 3AA

**MINUTES**

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| **Members of the Board present:** | **Staff team present:** |
| Barbara McIntosh (BM) – Chair | Colin Wilson (CW) - minutes |
| Adrian Bonner (AB) (via Zoom) | Pete Flavell (PF) |
| Janet Wingrove (JW) | Peace Kayode (via Zoom) |
| Adrian Attard (AA) |  |
| Launa Watson (LW) |  |
| Shiraz Sethna (SS) |  |
| Noor Sumun (NS) |  |
| David Elliman (DE) |  |

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| **1**  1.1 | **Welcome, apologies and notification of Any Other Business**  BM opened the meeting and welcomed Peace, who started last week as Engagement and Projects Officer |
| **2**  2.1 | **Minutes of previous meeting held on 12 September 2022**  The minutes from the previous Board meeting were agreed*.* |
| **3** | **Matters arising** |
| 3.1 | **PF to send a revised draft of the risk register to Directors for their approval.** Action carried forward. |
| 3.2 | **Defibrillator** BM has emailed Cllr Ruth Dombey, Leader of the Council and a councillor for the area including Granfers Centre. |
| 3.3 | **Community Action Sutton first aider** Pete stated that Tina was the first aider. Further investigation has found the role is vacant and Community Action Sutton is leading on resolving. |
| 3.4 | **Phone systems:** Community Action Sutton will need to move away from its current system, which is based on obsolete ISDN2 technology. PF will liaise with CAS and arrange move to VOIP system which reroutes calls to mobile handsets |
| 3.5 | **SW London work** Main risk is that we are unable to deliver the contact (though staffing or other issues). **PF to add risks to risk register.** |
| 3.6 | **Board recruitment PF to contact AB’s neighbour Mahendra about joining board.** |
| 3.7 | **Updates from Cizitens Advice Sutton and Advocacy for all** Advocacy for All to meet with us quarterly and share hard and soft data about work with clients. No response yet from Steve Triner of Citizens Advice. **PF to liaise with Steve and also share input from Have Your Say form on our website.** |
| 3.8 | **Board and information meeting details** Revised schedule of dates circulated, hardware for hybrid meetings purchased. |
| 3.9 | **Accountancy fees for 2021-22** We have now been invoiced and have paid. |
| 3.10 | **Volunteer to help us develop a comms strategy** has been proposed by Media Trust. Staff will work with her early in the New Year after developing a work plan for 2023. **CW to liaise with volunteer and draft strategy.** |
| 3.11 | **Long Covid** **CW to complete report for launch at AGM. CW to check if we have details of Long Covid group on Facebook – if not, NS to ask Gemma.** |
| 3.12 | **Health and Wellbeing Board** BM to continue raising Healthwatch reports. |
| 3.13 | **Schools Mental Health work** PF liaising with schools. Children without English as a first language to get support from staff. |
| 3.14 | **Cost of Living** Information about Citizens Advice enquiries added to report; details of local resources added to report and to newsletter. Health and Wellbeing Board feel they should have better local data, for example from Foodbanks. |
| 3.15 | **Safeguarding Adults Policy** is almost complete. JW has circulated final draft. **All members to review draft and circulate comments before next board meeting.** Thanks to JW for her work on this. |
| 3.16 | **Access to GP services** is still a major issue. PF to meet with Aishling Cahill of SW London ICS to discuss work around this. Could we repeat the survey we did at the start of the pandemic? |
| **4** | **Community Action Sutton Pay**  Staff in post on 1 April awarded pay rise of 2 percent. Staff in post on 1 November to receive £1,077 payment (pro rata for part-time staff). One-off payment because of cost of living situation. PF not taking this payment. Board confirmed this. |
| **5** | **Accounts April to September 2022** AApresented income and expenditure summary. Reserves now over £60,000. **PF to check guidance from Charity Commission with Dunstanette about appropriate level of reserves.** |
| **6** | **Budget 2022-23**   * SW London ICS contract added, started 5 July * Item added for PF’s extra work on SW London issues while Executive Officer post unfilled * Engagement and Projects Officer role vacant for some months so we’re underspent. Now full time, so higher costs from now on. * Alyssa Chase-Vilchez to take up Exec Officer post on 14 December * NED post to be reviewed once Exec Officer in post and can take a view about whether this is the best use of the funding. * Volunteer expenses, comms/marketing/digital, photocopying and bank charges budgets to increase by 8% next year due to inflation, as advised by Community Action Sutton. * SWL ICS advise underspend this year due to unfilled posts to be ring-fenced for future work. * Cost of two new laptops (£1,600 total) to be added to the IT budget. * **PF to check** whatbudget item “Other (governance and fundraising)” covers, and why stationery spend last year over budget. * **PF to check** if any cheaper broadband is available. |
| **7** | **Board recruitment** PF to contact Mahendra, see 3.6. Also Volunteer Centre may be able to support us on this. |
| **8** | **AGM** Details previously circulated. **CW to contact board members** with details of support we’re asking them to provide at the event. |
| **9** | **Newsletters and comms** Monthly newsletter going out to over 250 people, open rates over 40%. CW tweeting several times each week. Need to use Facebook more. Need to liaise with residents’ associations that use WhatsApp. Need to be clearer about current and intended audiences, what we can do to reach isolated groups. |
| **10** | **Community health promotion** Wallington Community Wellbeing organising event in spring including NHS staff doing health-checks, hoping will attract more people than NHS-branded event. Concern raised that some BAME people may not use foodbanks because of concerns about No Recourse to Public Funds. |
| **11** | **SW London ICS Representative** Will liaise with all six HWs, identify potential collaborations, work with ICB, attend various important committees. Starts December. |
| **12** | **Project Updates**   * Long Covid report to be completed by AGM. * Community Mental Health Transformation User Experience Baseline Survey: report artwork completed. Need to investigate ways of increasing response rate for follow-up surveys. Data protection issues with Trust giving us patients’ contact details – could Trust use volunteers to get patients’ consent for us to contact them? Patient Engagement staff at St Goerge’s may have suggestions. * Dentistry: PF to meet with NHS colleagues, Martin Skipper of Local Dentistry Committee, local dentist and Charlotte Klass of Public Health England (or its successor body). * Core 20+ - we have funded the St Helier Choir from this funding stream. **PF to check what other work is funded from Core 20+**. We have also been granted £52,000 additional funding for a post to coordinate health promotion for disadvantaged groups. * Palliative Care Coordination Hub – PF and PK meeting with coordinator next week. * Care Homes – PF met with Council officer yesterday, our proposed costings seem to be acceptable. |
| **13** | **Together for Sutton Contract** Issues not fully resolved. |
| **14** | **Staff issues** Change to PF contract terms agreed by the Board. |
| **15** | **AOB** **SS to email PALS** about possibility of providing free hospital TV for the coronation. |

**ACTION LOG**

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| **Ref** | **Action** | **Who** | **Deadline** |
| 3.1, 3.5 | Add additional risks re SW London work to risk register, circulate revised draft to Directors. | PF |  |
| 3.6 | Contact Mahendra, invite to join board | PF |  |
| 3.7 | Share data from Advocacy for All, Citizens Advice and Have Your Say form. | PF |  |
| 3.10 | Liaise with Media Trust volunteer, draft communications strategy. | CW |  |
| 3.11 | Complete Long Covid report for AGM. Locate contact details for Long Covid patient group. | CW |  |
| 3.15 | Review draft of Safeguarding Adults Policy circulated by JW, bring comments to next board meeting. | All |  |
| 5 | Check Charity Commission guidance on reserves levels | PF |  |
| 6 | Check whatbudget item “Other (governance and fundraising)” covers | PF |  |
| 6 | Check if cheaper broadband is available | PF |  |
| 8 | Contact board members with requests re AGM tasks | CW |  |
| 12 | Check what work is funded from Core20+ funding | PF |  |
| 15 | SS to email PALS about free coronation TV |  |  |