

## Meeting held 09/09/2024 at 16:30 via FaceTime

### Present

- Emily Stringer (Chair of Trustees)
- Caitlin Gwinnett-Stringer (Observer)
- Colin Stringer (Trustee)
- Megan Stringer (Trustee)

### Apologies

None

### Discussion

ES proposed changing the process by which 'time out is requested', from a self-request process to a professional referral model effective 01/10/2024

Considerations:

Is the self-request via the website inclusive enough?

- Non-English speaking families
- Families without access to technology
- Families with accessibility requirements not met by the website
- Families who are overwhelmed and do not have capacity to take on another task

Best use of resources:

- Elements of the current request process rely on honesty
  - 1 event of a family using different details to circumvent the allocation policy
- Professional referrals will provide verification of postcode of residence
- Professional referrals will provide greater assurance that support is being provided to those with genuine need
- Greater equity of allocation of resources

Data handling

- A benefit of the self-request model was consent to hold personal data was implicitly captured by the family sharing it with the Charity
- Risk of not meeting statutory data protection obligations mitigated by:
  - Development of a retention schedule

- Providing explicit instruction to professionals that families must consent to their personal data being shared with the Charity; no referral can be made without this

	Self-request model	Referral model
Inclusivity	Risk of excluding vulnerable populations	Greater inclusivity of vulnerable populations
Allocation of resources	An example of abuse has been identified Home postcode and level of need not verified	Provides greater assurance of best allocation of resources
Data handling	Consent embedded in the data sharing process	Requirement for explicit consent to data sharing has been created Data retention schedule developed

*MS and CS agreed with this proposal.*

ES proposed ending the provision of car parking grants, effective 01/10/2024

Car parking grants have made up a very small percentage of the support Team Caitlin has provided to families to date. The process of providing the grant involves handling an individual's personal financial data; ES considers that the resources required to adhere to GDPR obligations in this regard outweigh the benefit to families.

*MS and CS agree with this proposal.*

**AOB**

None