

# **RUTLAND FIRST CIC BOARD MEETING**

**1 May 2019**

## **MINUTES**

A meeting of the Rutland First CIC Board was held on Wednesday 1 May in the Tinwell Room at Rutland Community Hub. The meeting started at 10.00 and finished at 12.15.

### **Present**

Miles Williamson-Noble            Chair  
Nicola Darby  
Jennifer Fenelon  
Christine Stanesby  
Geoff Thompson  
Jeanette Warner  
Judy Worthington

### **In Attendance**

Morag Tyler  
Bart Hellyer

### **Opening Remarks and Apologies**

The Chair welcomed members of the Board, staff and the public. He noted that all Members of the Board were present. Members welcomed Christine Stanesby back after her accident.

#### **1. Notication of Other Business**

There were no items of other business.

#### **2. Conflicts of Interest**

There were no conflicts of interest

#### **3. Minutes of Meeting**

The minutes of the Board Meeting of 4 March were approved, subject to amendment to show the correct date of the meeting, and were signed.

#### **4. Matters Arising**

The following matters arising, which were not on the agenda, were noted:

- a. It had been agreed that the Resilient Rutland and Rutland First websites did not need an SSL.
- b. A laptop had been purchased for Lyn Harte. Purchase of mobile phones was on hold.
- c. The new Chair of the ELR CCG had been invited to a Board Meeting. She had declined on the basis that her staff were already aware of what is happening, but had offered a one-on-one phone call with the Chair on 13 May. Helen Thomson had agreed to join the Resilient Rutland Steering Group, with Mark Roberts as her deputy.

- d. An invitation to HWR to attend a Board Meeting would be issued following this meeting.

**Action by MWN**

## **5. Status of Declarations of Interest**

Board Members had provided returns setting out any potential conflicts of interest. These would be displayed on the website, and the Annual Report would provide a link to this.

**Action by MWN**

## **6. Rutland First Board Membership**

A paper outlining the Standing Orders requirements on membership of the Board had been tabled. It was noted that following the resignation of Bart Taylor-Harris, there were 3 vacancies. Individuals could be co-opted to fill these vacancies pending elections at the AGM. A need for additional expertise was identified in the areas of mental health, school employment, finance, public relations and governance. It was agreed that:

- a. An advertisement would be placed in the local press and on Facebook seeking volunteers for the 3 places, identifying the areas of expertise being sought. If there were a large number of responses, Jeanette Warner would sift them.

**Action by MWN and JWarner**

- b. Morag Tyler would notify the Big Lottery of Bart Taylor-Harris's resignation and the plans to recruit new Board Members.

**Action by MT**

- c. Rather than appoint a new Chair of the Audit Board, it was felt that a Chair of an Audit and Risk Committee should be appointed. Judith Worthington volunteered to fill this appointment, and members endorsed this. It would be necessary to amend the Standing Financial Instructions, and possibly the Standing Orders and the Articles to reflect this. Judy Worthington and Miles Williamson-Noble would work on this together.

**Action by JWorthington and MWN**

- d. It was necessary to check the Articles and the Standing Orders on the maximum period for which someone could be a Member of the Board, and to consider how this might be affected by the change from Healthwatch Rutland CIC to Rutland First CIC.

**Action by MWN**

## **7. Banking Arrangements**

A paper outlining the current banking arrangements and the options for the future was tabled. The current arrangements meet the Standing Financial Instructions, but leave the Chair acting as book-keeper, treasurer and sole authoriser for online banking. The requirement for dual authorisation is met by obtaining a second authorising signature offline before giving online authorisation. The various services offered by CAF Bank, Lloyds, the Co-Op, Barclays and HSBC were discussed. CAF and Lloyds offer a possibility of dual authorisation for online banking but have other disadvantages. It was proposed and agreed that:

- a. We should continue to use HSBC, but that the banking authorisations should be amended to include a Secondary User with authority to access the

account and authorise payments, and users who could access the account and prepare but not authorise payments.

- b. Geoff Thompson should produce a short paper outlining how the concept of separating preparation from authorisation of payments, and how the separation of access dongles and PIN numbers could entail the need for two or three people to be involved in making payments. This paper should be circulated to the Members of the Board ex-committee, and if agreed by all should lead to the necessary changes with the HSBC accounts.

**Action by GT**

- c. If these arrangements were introduced, Geoff Thompson and Judith Worthington would look at the Standing Financial Instructions to introduce the necessary changes.

**Action by GT and JWorthington**

- d. Jennifer Fenelon would arrange to have those signatories for the Barclays account who were no longer Board Members removed from the mandate

**Action by JF**

- e. Morag Tyler would take on the role of book-keeper once Lyn Harte had joined the staff. She and Miles Williamson-Noble would get training on the Xero accounts programme recommended by Bulley-Davey.

**Action by MT and MWN**

- f. The current online banking arrangements would remain in place until replaced by the new arrangements. Now that Bart Taylor-Harris was no longer available for countersigning payment authorisations, Jennifer Fenelon would countersign invoices before payment.

**Action by MWN and JF**

- g. The Chair of the Audit and Risk Committee should not be a bank signatory in order to provide a proper separation of responsibilities.

## **8. Draft Accounts**

The draft Rutland First CIC accounts for the period 1 April 2018 to 31 March 2019 were tabled. These had been passed to Bulley-Davey along with supporting documents for preparation of the formal annual accounts. The accounts showed a year-end balance of £80,133.75, allowing for all payments that had been cleared through the bank. Payments due to be cleared during April in respect of invoices for March were shown separately. The only accrual shown was that for insurance during 2019/20. It was noted that Rutland First had undeclared itself for VAT with effect from 2 January 2019.

## **9. Asset Register**

A copy of the asset register was tabled. This showed that all assets held by Healthwatch Rutland CIC had been sold to Connected Together CIC for £1493.11 incl VAT. The cost of assets held now was £1700.31 incl VAT at purchase price.

## **10. Resilient Rutland Progress Report**

Morag Tyler tabled a copy of the Progress Report, listing key risks, key issues and a note of approvals required.

- a. There had been a variable response to Anna Freud for data capture, with some schools having over 80% parental opt in and some less than 20%. It was suggested that publishing a summary of response rates with anonymised data might encourage those with a low take-up to improve in future sampling.
- b. Although it had been hoped to get the Young Minds initial workshops with the secondaries in either the late spring or early summer terms, it now looked more likely that Young Minds and the schools would not be ready until early in the autumn term. The schools were subject to the pressures of SATs, GCSEs and A Levels. It was not clear why it was taking Young Minds so long to get staff available, but it was suspected that it had something to do with the large number of Government funded projects recommending Young Minds as a good point of contact. Morag Tyler was encouraged to put pressure on Young Minds not to slip further, and consideration will be given to paying another visit to their London office.

**Action by MT**

## **11. Resilient Rutland Direct Support Proposal**

Board Members had been provided with a proposal for the way forward with developing the Direct Support role (previously called wellbeing practitioners), and a detailed report of the extensive research into options being implemented elsewhere.

- a. Geoff Thompson and Morag Tyler had been working closely with Elaine Egan-Morris and Sarah Warmington who were leading on behalf of the CCG, and had agreed that the next step should be to undertake a mapping exercise with the schools in order to bring the information on gaps in services and current needs up to date, since much had changed from the initial 2014 study.
- b. Once this mapping exercise was completed, the recommendations would be taken to the Youth Forum and the Programme Board for review, discussion and agreement. A specification of requirements could then be put together and form the basis for a competitive tender exercise amongst potential providers.
- c. Leicester City CCG was resubmitting an application to take part in a trailblazer exercise, and if successful expected to work closely with resilient Rutland. A CCG funded support service should provide continuity once the 3 year Big Lottery funding is finished.
- d. The Board endorsed the proposed way ahead and the timings in the flowchart. It was hoped that the team would be ready to seek Board approval for the tender exercise by the time of the 24 June meeting.

**Action by MT and GT**

## **12. Emotional Learning Support Assistant Training Proposal**

Morag Tyler tabled a paper summarising what Emotional Learning Support Assistant Training (ELSA) comprised and how it was recommended by the Rutland Teaching Alliance as the next step for those primary schools that had attended the Route to Resilience courses. It was felt

that by delivering training to school staff it was more appropriate for long-term support to schools than a series of Mindfulness workshops.

- a. The training includes 5 full days training and then 4 half day supervision sessions over the period of an academic year.
- b. A course for 16 delegates costs £6,500. The proposal was for Resilient Rutland and RCC to each fund £200 per place booked, up to a maximum of £3,000 each in total, with the balance being paid by the schools.
- c. The Board agreed that Big Lottery approval should be sought to utilise up to £3,000 of the money originally bid for Mindfulness for ELSA, and that, subject to this, the joint funding exercise should proceed.

**Action by MT**

### **13. Payments to Anna Freud**

Miles Williamson-Noble informed the Board that the final changes to the Anna Freud/CORC contract had nearly been finalised by Geoff Thompson. The plan was to pay for the 2019 analysis after it had been completed and the results delivered to Resilient Rutland and the schools. Payment would be subject to a satisfactory product. Funding for 2020 and 2021 would be in advance in accordance with Anna Freud's normal terms of contract.

### **14. Future Meetings**

The next meeting would be on 24 June 2019 as previously agreed.

Following that there would be an Annual General Meeting in September, date yet to be agreed.

### **15. Any Other Business**

There was no other business.