

RUTLAND FIRST CIC BOARD MEETING

Meeting Minutes: 14th January 2020: 10 am – 11:15 am

Meeting of Rutland First CIC on Tuesday 14 January 2020. The meeting was held in the Tinwell room at the Rutland Community Hub. The meeting was open to members of Rutland First and to members of the public.

1. **Apologies** Chair
Judy Worthington, Gina Head
Attendees: Miles Williamson-Noble, Geoff Thompson, Lyn Harte, Morag Tyler, Carole East, Jeanette Warner, Jennifer Fenelon, Paul Kitson, Nicola Darby, Christine Stanesby.

2. **Items of other business for consideration at the end of the agenda** Chair
End of Life Care Update: Jennifer Fenelon.

3. **Declarations of potential conflicts of interest** Chair
None

4. **Minutes of the Board meeting held on 12 Nov 2019** Chair
- Accuracy agreed. These will be signed off (**Action Miles Williamson Noble**).
 - Elsa £3000 additional funding has been actioned.
 - Governance Review underway by Geoff Thompson at trial stage. Questionnaire using new application will be sent shortly. **Action Geoff Thompson.**
 - Miles Williamson-Noble has hard copies of the accounts – these are available if anyone would like them.
 - Bulley Davy have been advised to raise complaint about our previous accountants. Paul Kitson recommended we do accounts and Bulley Davy oversee.
 - Data protection officer still to be appointed (**Action Miles Williamson Noble**).
 - Crisis Intervention: £500 has been authorised and this has been actioned. School and individual family are discussing best form of counselling for them. **Action Morag Tyler to liaise with Mel White regarding this.**
 - Rutland MP Invite – Morag Tyler will follow up on communications with Alicia Kearns MP.

5. **Matters arising** Chair
No other comments made on previous minutes.

6. **Resilient Rutland**
a. **Annual Review** MT/LH

Morag Tyler: Explained re-engagement of stakeholders and recognition of the needs of schools and our subsequent reflections and change in the project. The end objective remains the same as our original bid. We have full support of our funding officer at the

National Lottery. There have been key budget changes. £192K allocated for secondary counselling – this was an over estimation and did not tally with the requirement of the schools. We put in a pilot service costing £10,000 and reviewed the impact – our revised projection based on the results is now £37,000. Therefore, we have a significant budget which requires reallocation. RR have worked with primaries and secondaries, RCC and the YP, and engaged in research to redraft and create a plan that can allow us to successfully move forward to continue to meet our objectives. RR are proposing a 4 year project – this will allow sufficient time to embed the project and maximise sustainability-

The funding officer at the National Lottery has encouraged us to submit our revised plan (a major change) and this will go to the Head of funding and his panel at the National Lottery on the 27th February who will review the project - to gain approval and support. The funding officer has expressed his support and praise for our approach – but has acknowledged a risk does exist. Morag Tyler clarified the lottery rules of “additionality” and not supporting “statutory” provision. RR cannot fund anything the government is funding, and resilience is difficult to define and defined by the lottery as a grey area. We cannot give money to a third party (school) for them to spend – RR have to lead this. Everything needs to be proven to link to resilience and build it. There are constraints within the Lottery funding rules.

Questions and Discussion:

1. Jeanette Warner queried what CCG stood for: A: Clinical Commissioning Group.
2. How can schools ensure sustainability of staff training provided by RR when people move on? A: The project in year 4 will review implementation and top up of training. Additionally – colleagues will cascade back on training and it becomes a school culture. Match funding will help here – and a Rutland network of Elsa’s.
3. Are there any areas raised as a concern by the lottery? A: RR has been in close liaison with our funding officer (telephone contact and email) to feedback on our proposal and advice has been received ensure we are abiding by the lottery. We feel clear on the rules and expectations. E.g. referral routes for additional activities including our own tracking and evaluation. We have agreed that our workstreams will be proposed to the lottery for their assistance and clarity of approach.

Next Steps: We have gained support from Steering group and Programme Board. Today we need to gain endorsement from Rutland First Board for the report so it can be taken to Oliver Savage at the Lottery. He will produce his own report and submit.

Points raised from Programme board were the figures for counselling (successfully discussed), and increased workload for staff (RR will assist)

Agreement: Members of the Rutland First Board praised the project– and forward thinking of the project to make the changes, with these coming from the stakeholders and inclusion of the primaries.

Feedback given to add to the annual review:

Our report to also include our process of research, engagement and evaluation to make this clear. This will be added **(action Morag Tyler)**.

Add the people we have gained endorsement from (stakeholders, steering group, programme board, and Rutland First board) as a timeline **(action Morag Tyler)**.

How do our outcomes fit with our original ones – can we make this clearer in the report? Make it clear that our project aims have not changed by adding some evidence.

Measurement of outcomes – can we identify how we will evaluate and measure the impact of the change. This is embedded into our project plan.

Jennifer Fenelon also raised the need for detailed budget. This has been written but this level of detail not shared with Rutland First Board. The figures and forecast required will be sent to Oliver Savage so he can include them into his report which will be submitted

Jennifer Fenelon has asked for a footnote on the table – to explain what it does. **Action Morag Tyler.**

b. Revised Spending Forecast

MT/PK

This was shared. RR has looked at priorities and balance of workload to allow the project to develop in accordance with our workstream deadlines. The need to be realistic vs what needs to be done. A project plan is under development and this will become our working document to report back to the Board on our progress. It was also noted that Oliver Savage still expects our project to evolve and change. We are also working with awareness of the external environment including the 2020 trailblazer bid, being aware of what is going on, and feeding in with the research and process. Collaboration is the key to success.

Paul Kitson – has asked if overtime is included. Morag Tyler acknowledged that we will only be working at contracted hours. Both Lyn and Morag have exceeded hours significantly since September and will not be continuing to do so as we move into the next project phase.

c. Approval of Submission to National Lottery

Chair

Rutland First Board Agreement given. Unanimous.

The report will be updated and circulated as a final version to board members. After Lottery approval – this needs to be available to the public. **Action Morag Tyler**

Morag Tyler – has requested to be able to share this with the Primary Working Group as a final document. Agreed. This can also be attached to the monthly newsletter – this would work well at the end of January.

7. Finance

Management Accounts to 31 Dec 19

PK

Format changed to separate RR from Non-RR accounts. We have funds in the account that are pending payment (post invoice e.g. Young Minds). Accounts shared. Paul will break this down per quarter and share. Board are happy with the format.

8. Any Other Business

Chair

Jennifer Fenelon: A paper that was published yesterday shared – **Health overview and scrutiny committee members in LLR**. 24th January 2020 – meeting to discuss involvement of public consultation. Purely for board information.

End of Life Update: Jennifer “Dying matters in Rutland” an interest of Sarah Furness. Ideas for development and project aims will be addressed in a conference dated for 20th March. Individually services are good but we want a systematic approach. Rutland First will assist by offering £2500 towards this pending a paper and aims. The paper has confidential details so cannot be circulated at present. When RCC clarify a further paper can be written to update the board.

HSBC: Miles Williamson-Noble removed from signatures of HSBC – apologies have been made and reinstated. Morag prepares – Paul authorises. If salaries and expenses Miles authorises and Paul processes. Anything above £3000 needs to go to check.

9. Date of Next Meeting

Chair

Monday 11th May 2020 10-12 noon at VAR.