

RUTLAND FIRST CIC BOARD MEETING

24 June 2019

MINUTES

A meeting of the Rutland First CIC Board was held on Monday 24 June in the Tinwell Room at Rutland Community Hub. The meeting started at 12.00 and finished at 14.00.

Present

Miles Williamson-Noble Chair
Jennifer Fenelon
Christine Stanesby
Jeannette Warner
Judith Worthington

In Attendance

Morag Tyler
Carole East

Apologies

Nicola Darby
Geoff Thompson

1. Notication of Other Business

Jennifer Fenelon asked that other NHS business should be covered under AOB.

Members agreed that Jennifer Fenelon should send flowers to Sarah Iveson on their behalf.

2. Conflicts of Interest

There were no conflicts of interest.

3. Minutes of Meeting

The minutes of the Board Meeting of 1 May were approved.

4. Matters Arising

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

- a. The Chair of Healthwatch Rutland had been invited to give a presentation to members on what activities Healthwatch Rutland was engaged in. She hoped to be able to do so at the Annual General Meeting.
- b. Judith Worthington and the Chair had had a preliminary look at the Articles, Standing Orders and Standing Financial Instructions to see what changes would be needed to make the Chair of the Audit Committee into a Chair of the Audit and Risk Committee.

5. Status of Declarations of Interest

The Chair reminded Board members that he was still awaiting some declarations of interest and cvs to go on the website. He agreed to check his records to see who had not responded and would notify them individually.

Action by MWN

6. Rutland First Board Membership

There were currently 3 vacancies on the Board. Board members could appoint ex-officio members to fill these places pending elections at the Annual General Meeting. Following personal approaches and an article in the local press, 6 candidates had been identified. Jeannette Warner made the point that in appointing new members consideration should be given not only to Resilient Rutland but also to other activities Rutland First might take on in the future.

The Board decided to appoint the following as ex-officio members with immediate effect:

- a. Paul Kitson, who would take on the role of Treasurer
- b. Gina Head, who would work with Morag Tyler on publicity
- c. Carole East, who would advise the Board on matters of mental health, as she was already doing with the Steering Group

The following had submitted expressions of interest and cvs, but had not yet met Jeannette Warner and the Chair.

- d. Colin Murrant
- e. Tim Hill
- f. Marian Cullen

They all appeared to have knowledge and skill sets that could be helpful to the Board. They would be invited to meet Jeannette Warner and the Chair to discuss how they could be involved.

Action by MWN

7. Financial Control Procedures

Following debate at the last Board meeting, Geoff Thompson had produced a paper suggesting how the current banking arrangements could be amended to ensure the inclusion of at least two approved individuals in all online and cheque payment procedures. This had been circulated to members for consideration. It was decided that minor changes should be made to the proposed procedures to ensure separation between audit and payment functions. The Chair agreed to provide a revised draft which would be passed to Geoff Thompson for review and then circulated to Board members ex-committee.

Action by MWN

8. Annual Report

The Chair had produced and circulated for comment a draft annual report for the year 1 April 2018 to 31 March 2019. Members felt that although this provided an accurate record of activities, it needed to be made more reader friendly and should be more positive in its tone. The Chair agreed to review the draft and to discuss how it should be changed with our new publicity representative. Jeannette Warner offered help on getting the report ready for printing.

Action by MWN/JWarner

9. Annual Accounts

Bulley Davey had hoped to have the draft annual accounts ready in time for this meeting, but had been held up waiting for input from Lamin and White, who had completed the 2017/18 annual accounts, to verify some of the carry overs from last year. The accounts would need to have been agreed by the Audit and Risk Committee and the Board before submission to the Annual General Meeting for approval.

10. Profit and Loss Account

The profit and loss account for April and May 2019, as generated by Xero, was tabled. Cash at bank at 31 May was £73,190, but a number of payments to service deliverers had been made since then.

11. Resilient Rutland Progress Report

Morag Tyler tabled a copy of the Resilient Rutland Project Plan as at 17 June, and the Progress Report as at 24 June. She reported that overall she was delighted with how the Resilient Rutland project was proceeding.

There were the following key risks and issues:

- a. The timescale for implementation of the pilot in-house counselling was tight for a September 2019 start, but progress was good (see agenda item 12)
- b. We need to ensure that we do not overload the schools with requests for their time
- c. The first set of the CORC evaluation results had been received. Although the information provided satisfied the contractual requirements, it was disappointing in that some schools had only a small number of responses, and that the analysis of the data was somewhat superficial. Hence there were some doubts over the value of the exercises. Morag Tyler would discuss the value of the reports with the schools, review alternative evaluation approaches and discuss with CORC the possibility of using an opt out rather than an opt in procedure for getting parental agreement. Signature of the contract, which had been held up by Anna Freud, would be withheld until these discussions were complete

Action by MT

- d. Young Minds had been working with Morag Tyler and the schools on agreeing dates to start work on the Academic Resilience Approach. Work would start in earnest in early September.
- e. It was proving difficult to obtain data from other existing initiatives such as Kooth
- f. The Big Lottery project officer had requested a 6-month review. This had been agreed for 10 July, with representatives of project beneficiaries and project team members present.

12. Resilient Rutland Direct Support

Board Members had been provided with a briefing paper on the proposal for in-school counselling services in the state secondaries, and a service specification. Since the start of the project the Leicestershire Partnership Trust had set up a service of one day a week of school nurses with mental health awareness training in all the Rutland state secondaries. The independent schools already had similar arrangements in place. The emphasis now needed to be on providing extra support to the nurses in the state secondaries. Relate Leicestershire had offered to provide this at a cost of about £35 an hour, and the caseload was predicted to be such that £10K would give approximately a year's cover. Other potential local providers either could not operate within Rutland or had much higher hourly costs. Thus Relate Leicestershire was the only sensible provider. It was felt that a Memorandum of Understanding was a better vehicle for agreeing the service than a contract at this stage. The Big Lottery project officer had endorsed this approach. Members agreed to the signing of an MoU with Relate for up to £10K.

Action by MT/MWN/GT

This revised approach to in-school support meant that additional funding would be available for other activities/beneficiaries. Morag Tyler had held a mapping meeting with the primary schools to see what additional services they would like and will work on developing a plan.

Action by MT

13. Arrangements for the Annual General Meeting

The date for the Annual General Meeting was agreed as Friday 30th August, and it would be held at the Rutland Community Hub if a room was available [*Secretary's note availability confirmed*]. The agenda would include the election of Board members, approval of the annual report and the annual accounts. One or more guest speakers would be invited.

Action by MWN

14. Any Other Business

Earlier discussions had included a number of references to other work and initiatives being undertaken by the NHS, and as some Board members had to leave promptly at 2pm, no further discussion on the NHS was held.