

RUTLAND FIRST CIC BOARD MEETING

9 JULY 2018

MINUTES

A public meeting of the Rutland First CIC Board was held on Monday 9th July in the Tinwell Room at Rutland Community Hub. The meeting started at 13.00 hrs and finished at 15.30hrs.

Present

Miles Williamson-Noble Chair
Jennifer Fenelon
Jacqui Darlington
Judy Worthington
Christine Stanesby

In Attendance

Bart Hellyer
Sarah Iveson
Jeanette Warner

Apologies

Bart Taylor-Harris

1. Opening Remarks and Apologies

The Chair welcomed members of the Board and members of the public, and noted that the meeting was quorate.

There were no conflicts of interest.

2. Previous Minutes

The minutes of the private Board Meeting of 16th May were approved and signed.

3. Big Lottery Fund Bid

The Chair informed members that the bid to the Big Lottery Fund (BLF) had been approved to go forward for a formal written submission, having received strong support from the designated Bidding Officer and the organiser of the £56M HeadStart programme.

It was noted that the BLF had asked for additional management effort, which would be achieved by increasing the Project Manager's hours and by recruiting an Office Manager. There was some debate around the necessity for an office. It was agreed that one would be desirable, but that no contract should be signed until BLF funding was assured

The Board agreed to a written submission being made by Resilient Rutland, and asked for the final draft to be circulated round the Board before submission.

Action by MWN

4. Governance

a. Bank Accounts

It was reported that the HSBC bank account was finally open. With immediate effect, sufficient money would be left in the Barclays account to cover impending payments, and the balance would be transferred to HSBC. Then, the Barclays account could be closed when appropriate.

The HSBC account had been set up with a requirement for 2 signatures on cheques. Online banking involved one Primary User who was able to make payments without the need for the involvement of a further online signatory. This is the situation with all High Street banks. It was decided that the involvement of two signatories should be achieved by procedural methods, with a second designated signatory emailing approval before the Primary User made a payment. This would be verified by asking the Chair of the Audit Committee to review payments each month.

If it was later found that this system was not working in practice, the bank account could be moved once more to CAF Bank which did have a system for two electronic signatories.

b. Accountants.

In the past, monthly accounts and VAT returns as well as the first draft of annual accounts had been prepared by Sharon Bromilow. Ian Bain of Lamin and White had looked after monthly payroll, and the production of the formal end of year accounts. The Chair thought that this was inefficient and could lead to confusion. He had approached Bulley Davey, a large firm of accountants with a head office in Peterborough and an office in Stamford, and they had agreed to do all the work at half their commercial rate. An initial assessment of the work involved suggested that it could be completed for £1000 per annum, and this would be confirmed after the first 6 months. Bulley Davey would further allow us to use their address as a Registered Company Address (see below), and would provide an accounting package for use by the staff either free or at a nominal charge, whereas Sage had been costing £48 per month. The change to Bulley Davey was approved, and would be effective in time for the Apr/May/June VAT return. Lamin and White would complete the 2017-18 formal accounts for Healthwatch Rutland CIC.

Action by MWN

c. Company Registered Address.

Voluntary Action Rutland had notified Rutland First that they could no longer use Rutland Community Hub as their registered address since they were no longer tenants. It was agreed that the registered address should be changed to c/o Bulley Davey, 4 Cyrus Way, Cygnet Park, Hampton, Peterborough PE7 8HP. The Peterborough office would be used as it was set up to operate as a holding address, and any mail requiring personal attention would be transferred to the Stamford office for collection.

Action by MWN

d. Privacy Policy.

The Resilient Rutland Project Manager had produced a draft Privacy Policy to replace the Healthwatch Rutland CIC Data Protection Policy. It was felt that the draft was too narrow in its coverage, and that greater reference needed to be made to the GDPR.

Action by MWN

e. Standing Financial Instructions.

MWN had circulated some draft revised Standing Financial Instructions, but not all members had yet received their copies. The detailed Annexes were tabled, and a number of changes were suggested to cover the procedural requirements for two signatories to approve payments. It was further agreed that although the Healthwatch Rutland CIC Audit Committee had been wound up, Rutland First would need an Audit Committee, and in particular a Chair of the Audit Committee to carry out monthly accounting reconciliations.

Action by MWN

f. Safeguarding.

MWN had circulated a draft revised Safeguarding Policy, reflecting the fact that there was no longer a CEO to act as Safeguarding Lead. It was felt that a Board member or volunteer should be found to act as Safeguarding Lead. It was agreed that the policy should be amended to make greater reference to children, and should make clear the responsibility in respect of contractors.

Action by MWN

5. Finance

MWN tabled a set of Rutland First Accounts for 9 July. Although the total in the two bank accounts came to £21,595, most of this was money donated specifically for Resilient Rutland. Money carried over from Healthwatch Rutland CIC, less identified accruals, totalled less than £3,000, meaning that there was insufficient to take on any new projects without full funding being provided.

6. Healthwatch Rutland Annual Report 2017-18

The work of writing the Healthwatch Rutland Annual Report for 2017-18 had been undertaken by JAF. Drafts had been circulated to Board Members at key stages for comment. MWN had then carried out final editing, assisted by a professional PA. An electronic version had been sent to mandatory recipients, and a hard copy print run of 60 copies was being produced. These would be provided to Board Members, key RCC officers and Councillors, local GP surgeries etc.

Action by MWN

7. Sustainability and Transformation Partnership

JAF reported that a small group, known as the Rutland Health and Social Welfare Group, had been formed to keep track of STP progress and comment as appropriate. The group would not replicate work being undertaken by the new Healthwatch Rutland, and was not acting on behalf of Rutland First. Initial membership was: Jennifer Fenelon, Janet Seden, Christine Stanesby, Janet Underwood, Hilary Williams, Judy Worthington and Kathy Reynolds. It was reported that it was unlikely that any new STP, or whatever title it might have, would be produced before 2019. However, it was noted that a number of actions included in the original STP were now proceeding as stand-alone actions.

8. Other Activities

Notice was provided of an Out of Hours Healthcare Meeting, and those present were encouraged to attend.

Suggestions for future work included an end of life survey, support for bereaved people (including peer mentoring) and a healthy eating campaign. Members agreed that it was important not to be seen to be trying to take on work that was properly the responsibility of Healthwatch Rutland, and that no new projects could be started without financing being identified. For the moment, the Resilient Rutland project and the Big Lottery Fund bid were consuming all available effort.

9. Arrangements for Annual General Meeting

Members noted that Connected Together CIC would be pressing on with a Healthwatch Rutland AGM on 19 September. Members had no wish for this to become a joint CTCIC/RFCIC meeting.

It was agreed that it would be a good idea to hold a Rutland First Board Meeting attended by the Resilient Rutland Steering Group. Initial thoughts were that this might be in September at a date other than 19th (HWR AGM). Further discussion suggested that, if it looked as though the Big Lottery bid would be successful, a Rutland First AGM could be held immediately prior to a major launch event for Resilient Rutland.

10. Any Other Business

It was suggested that those not closely involved might not be clear about the differences in role between Rutland First and Healthwatch Rutland, and that a flowchart might help to clarify things.

Action by MWN