

RUTLAND FIRST CIC BOARD MEETING

12 November 2019

MINUTES

A meeting of the Rutland First CIC Board was held on Tuesday 12th November in the Tinwell Room at Rutland Community Hub. The meeting started at 10.00 and finished at 12.20.

Present

Miles Williamson-Noble (Chair)	Jennifer Fenelon
Judy Worthington	Jeannette Warner
Morag Tyler	Paul Kitson
Lynette Harte	
Colin Murrant	

In Attendance

Bart Hellyer

Opening remarks and apologies

The Chair welcomed members of the Board and those attending.

1. Apologies

Geoff Thompson, Carole East, Gina Head, Christine Stanesby, Nicola Darby

2. Items of other business for consideration at the end of the agenda

Clinical Standards Report Nov 19 – Jennifer Fenelon

3. Declarations of potential conflicts of interest

None

4. Minutes of the Board meeting held on 24 Jun 2019

- Colin Murrant invited to be a co-opted member of the Rutland First Board.
- Financial control procedures for online authorisation and payments are in place and working successfully.
- Annual report copy rewritten with direction from Gina. Not going to print hardcopy at this stage.
- CORC contract still outstanding. MT advised that feedback is awaited from Nick Tait on amends.
- Flowers sent to Sarah Iveson

5. Minutes of the AGM held on 30 Aug 19

- Jeannette Warner and Geoff Thompson added as Directors of the Board at Companies House.
 - Quiet rooms – four schools have asked for help. Official opening of Brooke Hill quiet room happening on 4th Dec – press opportunity. £4.5k in funds have been pledged to date and a variety of further funding sources are being explored by MWN.
- Minutes agreed and signed off.*

6. Report by Social Care Consortium

- At the request of Rutland people, the Consortium organised a public conference on 4th Sept to gain feedback and comment – very well attended. Report written to capture output of event and submitted to Better Care Together (BCT).

- Better Care Together (BCT) for Leicester, Leicestershire and Rutland (LLR) local version of the NHS Long Term Plan is due 15th Nov. Document has not been circulated for review. It should take account of public views and this conference which aimed to contribute the views of Rutland people.
- There are a number of legal concerns and these are being written up in conjunction with other LLR organisations. There is a meeting on 16th Dec of the joint LLR Scrutiny panel.

7. Update on Resilient Rutland project

- Please see separate report.
- Feedback on LLR Commissioning services to be shared.
- It was agreed that up to £3000 could be spent on part funding further ELSA training if needed.
ACTION MT.
- MT and LH were producing notes on how the Steering Group and Programme Board governance could be made more relevant. Once this was available, Geoff Thompson would carry out a Governance Review. **ACTION GT**

8. Finance

a) Management Accounts

- Paul updated the Board on the management accounts and explained the document.
- Reassurance given by MT that the Lottery endorse our approach and there are no implications of a year one underspend.

b) Annual Accounts 1 Apr 18 to 31 Mar 19

- Draft Annual Accounts had been presented to the Annual General Meeting. These had been updated with an explanatory note from Bulley Davey in relation to the sum of £1835 shown as other debtors on the 2017/18 accounts. An approval copy of the full accounts and a set of filleted accounts for submission to Companies House were presented and approved. A draft CIC34 Company Report had been produced by Bulley Davey. This would be updated by the Chair in consultation with the Treasurer and then submitted. **ACTION MWN.**
- The accountants who had taken over from Lamin and White, who had prepared the 2017/18 accounts, had failed to respond to frequent requests for clarification from Bulley Davey. It was suggested that Bulley Davey should be encouraged to raise a formal complaint with the regulators. **ACTION MWN**

c) Staff salary increase

Annual increase in salary to be made in line with CPI.

9. Future Activities

a) Home educated and excluded young people

- It had been suggested that this is a group of young people who might require further support. On further investigation numbers are low and there is a high level of support already available.

b) End of Life care

- Historically the improvement of End of Life care in Rutland was an area which was discussed as a potential next project for Rutland First.
- Sarah Furness is a champion of this project and is keen to see it progressed.
- At very initial stages. First step is to complete a scoping exercise which will identify the type and size of problems which require addressing. A project plan to approach this will then be developed and associated costings attached.

- In principal the Board gave their approval to the objective. Before funds can be signed off an initial document to be circulated to Board. **ACTION JF.**

10. AOB

a) Data Protection Officer

Paul Kitson volunteered to be the new Data Protection Officer. The need for Rutland First to be ICO registered would be reviewed. **ACTION PK/MWN**

b) NHS Standards

Jennifer Fenelon highlighted a recently issued document from NHS England setting out revised targets for access to treatment in A&E and mental health.

c) Crisis intervention required due to bereavement

RR has been approached by a school to support counselling for three pupils who have recently lost their mother. It was agreed that further research would be undertaken to ascertain if there is an existing provision which could be utilised. **ACTION MT** to feedback on findings and a decision to be made asap.

11. Christmas Arrangements

It was suggested that the Board and staff should meet for informal drinks before Christmas in the Falcon in Uppingham.

12. Date of next meeting

14th Jan 10.00 to 12.00.

It was suggested that the new Melton and Rutland MP should be invited to meet the Board. **ACTION MWN**