

Minutes of Board of Trustees Meeting

Thursday 22nd March 2018, at 17.30

Held at FMB Ltd, Shenstone House, Helsington, Kendal, Cumbria LA8 8AA

1. In attendance

Liz Cornford (LC)	Chair
Roger Jackson (RJ)	Vice-Chair
Sharon Russell (SR)	Trustee
Emma Edwards (EE)	Trustee (left at 18.30)
Peter Raven (PR)	Board Member & Volunteer Counsellor
Mike Seaton (MS)	Chief Executive Officer
Debi Marsden (DM)	Adult Carers Team Manager
Lisa Robinson (LR)	Young Carers Team Manager
Janice Benson (JB)	Fund raising Manager
Amanda Milburn (AM)	Business Support & Development Manager

Apologies

Lucy Moore (LM)	Trustee
Matt Hartnett (MH)	Trustee

2. Declaration of interest

No conflicts of interest recorded.

3. Chair's business

- a. LC met with LM as part of induction and is due to meet with MH
- b. Main focus has been with the Business & Finance sub group to prepare the 2018-19 business plan and budget.

4. Minutes of previous meeting

- a. Approved and signed as an accurate record of meeting held on 18th January 2018.

5. Matters arising/ actions completed

- a. Parking, the following proposal training was
 - SLC will pay for one permanent parking bay at a cost of £50/ month. This is principally for use by staff with physical impairments, but can be reserved by others when it is available. DM to ask Alzheimer's Society if they would be willing to swap parking bays, as bay 4 which is currently available is very tight.
 - On occasions where additional parking is required by staff with a physical impairment, staff are encouraged to use the blue badge parking at the front and rear of the premises. If this is not available it may be possible to use another SLC bay at a cost of £4/ day, however this must be authorised with the SLC Manager.
 - Office based staff are advised to park in the Westmoreland Shopping Centre car park. The cost is £1/ day for those parking before 9am.
 - A small budget will be allocated to each team for reimbursement of parking, however this will only be offered for 6 months, whilst the existing contracts and grants are in place.

6. Managers Reports

Adult Carers Team Manager (DM) (Appendix A)

- The Sitting Service Coordinator role, has now been filled on a job share basis.
- LC tabled a summary paper outlining staffing issues within the Adult Carers Team which could impact our ability to meet our current contractual obligations with CCC/ CSC.
- Currently DB is unwell, RJ is on three weeks leave (accrued due to illness) and JH has moved on to a new role. This places significant pressure on remaining team members.
- Numbers of self-referrals has increased dramatically.
- DM explained that there is a discrepancy between SLC monitoring information submitted to date and the data logged on the CCC IAS system – this indicates an under performance on some targets.
- CCC have also advised that the tender specification is due to be available from 6th April 2018.

There are a number of risks associated with the current situation.

- SLC may not be able to fulfil the contractual obligations to CSC/ CCC which could have an immediate financial consequence
- Our reputation with Carers could be damaged as we are unable to respond to their needs in an appropriate time.
- Our reputation with CSC and CCC could be weakened, which could jeopardise the future tender.
- This could impact the morale of other team members

A variety of options were explored to fill the vacant Carers Support Worker Role. These were:

- An agency staff appointment
- Secondment for an existing team member
- Repeating the recruitment exercise
- Borrowing a staff member from one of the other CSC organisations
- Split the role by function and appoint a number of workers on part-time basis.

Action:

- Priority is to fulfil our contractual obligations and therefore the vacancy needs to be filled.
- MS & DM have permission to progress most appropriate option.
- Any offer should be on a temporary basis for a maximum of six months.
- Review recruitment process to identify learning for the future.

Young Carers Team Manager (LR) (Appendix B)

The life skills programme has yet to commence. This could have an impact on funding. It is imperative that if this work cannot commence until September 2019 that Children in Need, Walney Extension Community Fund and Gannett Trust are informed of the situation.

Action: LR, JB and MS to discuss situation and agree plan moving forward.
Two safeguarding concerns have been identified since the last Board meeting.

Business Support and Development Manager (AM) (Appendix C)

Numbers of referrals are increasing. Early indications are that the service will cover costs and has potential to expand. A full business plan will be presented in coming months.
If funding is successful the work with Pulse will focus on social impact and social enterprise.
There needs to be a review of the tasks currently managed by the business hub, in order to see if some of these should be reallocated across the teams.
AM & LC currently finalising organisational policies and procedures.

Fundraising Manager (JB) (Appendix D)

Result of application to Reach fund due week beginning 26th March.
Result of application to CCF for IWill fund due 11th April.
High Sherriff (Simon Berry) due to visit on 10th April. Purpose is to identify potential projects to be funded through the High Sherriff fund.

Action:

JB to work with MH to identify potential corporate sponsors.
JB to present Anniversary fund raising plan to next meeting. This to include a list of wealthy individuals to contact.

7. Chief Officer Report

- Business & Finance group have agreed to adopt principle recommendations of the Therapies and Counselling review. (Report previously circulated).
MS meeting with Counsellors and Therapists to discuss the implications.
- Indication from CCC is that contracts and grants will be merged into a single countywide contract. The Tender specification is due to be posted onto the Chest on 6th April 2018.
CCC have requested TUPE information for staff funded by the contracts and the grants. CSC have requested a clarification meeting for the week beginning 26th March.
- The first draft of the business plan was circulated. Comments to be passed to MS by the 5th April 2018.
MS and RJ will continue work on budgets.
Final version of Business Plan and Budget to be adopted on 19th April 2018.
- Risk register to be revised as part of the Business and Finance programme of work.
- Christine Palmer is leading on the implementation of Charity Log. A short report was tabled (Appendix E).
CP to be employed 15 hours/ week. Charity log to support The expectation is the key tasks will be completed by 30th June.

- vi. LC shared the initial logo design please forward comments to MH as soon as possible. In addition please forward three words that capture the essence of the organisation.
- vii. MS expressed thanks to all who had helped with the premises move. Total costs are being financed and will be shared in due course.

8. Financial report

- The balance sheet to 28/02/2018 was circulated.

Action:

- MS & RJ are revising reporting process for 2018-19 to provide details of performance against budget for each project area and percentage against budget.
- Due to current work load it was agreed not to retender the accounting/ payroll services this year.
- MS/ RJ to recalculate current liabilities and determine level of reserves.
- MS to request STB to finalise accounts by 30th April.

9. Gala dinner

Venue is confirmed.

LM to speak to Patrick Moore re: suitable bands

Final decision on event to be taken in June 2018.

10. AOB

MS to meet MH to identify high risk areas of the charity and then agree strategy to mitigate.

FMB have GDPR training on 6th April, SLC have been offered a place of this course for £150.

11. Dates, times and venues for next meetings

Meetings will be held at FMB offices from 17.30 – 19.30 on

April 19th
May 24th
July 5th
August 16th
September 20th
November 8th
December 13th

The date of the AGM is December 13th 2018.

These minutes are signed as a true and accurate record of the Board meeting held on 6th December 2017.

Signed: E. Cornford

Position: Chair

Date: 22.4.18

