

Board Meeting Minutes

Monday 7th June 2021 at 1300

To be held by MS Teams call

In attendance:	John Simmons (JS)	- Chair
	Sonia Rafferty (SR)	- Treasurer
	Marie Hannah (MH)	- Vice Chair
	Helen Barker (HM)	- Executive Board Member
	Shaun McElheron (SMc)	- Executive Board Member
	Helen Henderson-Spoors	-Chief Executive
	Tammi Cooke (TC)	-HWD Office Manager
	Helen Walters (HW)	-HWD Volunteer Coordinator

Apologies:	John Ainley (JA)	-Executive Board Member
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1.	<p>Welcome and apologies:</p> <ul style="list-style-type: none"> -As above -Following a period of absence, HHS joined the meeting as an observer as part of her phased return to work programme. 	
2.	<p>Minutes and matters arising:</p> <p>Minutes accepted as a true representation of the meeting that took place on Monday 19th April, 2021.</p> <ul style="list-style-type: none"> -Discussion still pending between HHS and JS regarding staff notice periods but will be picked-up now HHS has returned to work -Risk Register to be updated -Actions for Chloe (CC) have been addressed in the staff update which appears later in the agenda. 	HHS/ JS HHS
3.	<p>Resignation of board member/recruitment:</p> <ul style="list-style-type: none"> -JS reiterated Trevor Ride’s resignation from the Board as he has now taken on the role of Chair of the Taddington Parish Council. JS thanked Trevor for his valued support and contributions over the years spent with HWD -The closing date for applications to join the Board has been extended until Monday 21st June. Currently there has been interest from one party and their completed application is expected to be received on time -Board members to discuss and agree on the shortlisting panel, interview date and interview panel following the closing date. 	Board members
4.	<p>Soft Market Test:</p> <ul style="list-style-type: none"> -This was submitted a day early and HHS has a meeting scheduled with the HWD contract manager and will explore when we can expect to hear the results. 	HHS
5.	<p>Management cover:</p> <ul style="list-style-type: none"> -No update necessary as HHS has now returned to her role. 	

6.	<p>Meetings attended and feedback: -JS and Hannah Morton attended a meeting to discuss Place and Place developments. HWD will be a member of the sub-committee. The person representing HWD at this sub-committee is yet to be decided.</p>	JS
7.	<p>Policies and Procedures: -As the May Governance subgroup meeting was postponed. Policies were sent out electronically for review. Latest versions of policies were recommended to the Board for review and tabled accordingly.</p> <p>-Information Sharing: Minor amendments made to grammar/spelling. No change to content. Agreed and adopted.</p> <p>-Privacy Notice for Employees: : Minor amendments made to grammar/spelling. No change to content. Agreed and adopted.</p> <p>-Privacy Note for Job Applicants : Minor amendments made to grammar/spelling. No change to content. Agreed and adopted.</p> <p>-Privacy Statement: Minor amendments made to grammar/spelling. No change to content. Agreed and adopted.</p> <p>-Policy on Rights in Relation to Data: Minor amendments made to grammar/spelling. No change to content. Agreed and adopted.</p> <p>-Subject Access Request: Minor amendments made to grammar/spelling. No change to content. Agreed and adopted.</p> <p>Amended policy for review: -Internal Financial Controls: Recommended amendments made by SR agreed to be finalised.</p> <p>New policies for adoption: -Alcohol & Substance Misuse: Agreed to be adopted.</p> <p>-Acting Up and Honoraria Payment: SR explained that this policy has been created as a result of an honoraria payment being made to CC for the additional work she undertook in supporting finance to cover for a period of staff absence. These duties were over and above CC's job description. Agreed to be adopted.</p> <p>-SR recommended that a newer/latest version of QuickBooks be purchased and relevant training be sourced for CC. Costs for both to be submitted to JS and SR for agreement.</p>	<p>TC</p> <p>CC</p>

<p>8.</p>	<p>Sub-Group updates:</p> <ul style="list-style-type: none"> - Finance: Update provided by SR. <p>HHS and SR are to meet to discuss all finance matters arising below and an invite is extended to any Board member who wishes to be involved in these discussions.</p> <p>It was deemed that the matter of setting-up a separate bank account for financial reserves be revisited and finalised.</p> <ul style="list-style-type: none"> o Unaudited Financial Statements for year end 31 March 2020: Copy tabled. SR pointed out that these accounts are not audited from an external source but are collated from the organisation's Quick Books accounting system and submitted to Cameron Hughes. o HWD Annual Budget 1 April 21 - 31 March 22 -HWD Final Annual Forecast 2021 tabled. No increase in salaries has been included in this forecast and consideration of a pay review is to be added to the next F&A subgroup/Board meeting agenda for discussion. o HWD potential redundancy payment - -HWD Potential redundancy costs tabled. The costs to cover potential redundancy of staff members are covered and protected in restricted funds. o MHT Annual Quarterly Budget: This includes costs for two posts yet to be recruited -MHT Final Quarterly Annual Budget 2021-22 tabled. -The funding has been put on hold by the commissioners and consequently a halt has been put on the recruitment of additional staff to the MHT project. HHS to seek further confirmation on this situation going forward. o HWD & MHT cash in bank report: -HWD & MHT total cash in bank @ 31.3.2021 tabled. o Working from home allowance: -A decision is awaited from the Government in terms of working from home on 21st June. This allowance of £26.00/month will cease once normal working from the office arrangements can resume. o An additional point raised was the need to have more clarity and description around external purchases. A process has been put in place to authorise only two staff members to make external purchases and tighten up this process. <p>On behalf of the board, JS extended his thanks and appreciation to SR for all the additional work she undertook to cover for a recent period of staff absence.</p> <ul style="list-style-type: none"> - Governance: Verbal update provided by JS: <ul style="list-style-type: none"> o MRM minutes tabled as not considered by Governance due to postponement of April subgroup meeting: -V1 MRM Minutes tabled and duly considered by members. - IIA: <ul style="list-style-type: none"> o Minutes of last meeting: -V1 IIA Minutes tabled and agreed by SMC as being present at the meeting. 	<p>HHS/SR - All</p> <p>SR</p> <p>HHS</p> <p>HHS</p>
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9.	Update from key staff -Staff Activity Update and Engagement Work Planner tabled for information for board members on HWD current activity. This update included the actions assigned to CC from the previous Board meeting.	
10.	Risks -Risk Register: V18 Risk & Opportunities Register tabled. It was agreed that this needs moving forward needs considering by each subgroup at the next scheduled meeting. -Health and Safety/Safeguarding: A training session is to be arranged with allocated staff representatives from each office suite within the building to shore-up the fire evacuation procedures.	JS, SR & HB
11.	Any other business: <ul style="list-style-type: none"> SR presented a draft policy around annual leave entitlement. The details of this are to be further discussed by the Governance subgroup before the policy is finalised and recommended to the Board for adoption. JS highlighted an email that had been sent in response to the proposed border re-alignment for the Glossop area into the Greater Manchester ICS. -MH advised that the initial proposals for the new Parliamentary constituency boundaries in England were to be published on 8 June 2021. Information about the proposed constituencies can be found here: www.boundarycommissionforengland.independent.gov.uk	JS/SR/TC
12.	Confidential Items: Minuted separately.	
13.	Date of next meeting - Monday 9 th August 1.00pm. Staff representative is Claire Reece.	

ACTION LOG

Agenda item	Action	By whom By when
2	Discussion around staff notice periods	JS/HHS
2	Update Risk Register	HHS
3	To agree shortlisting and interview panel for Board recruitment	Board members
4	Update on soft market test application	HHS
6	Agree attendee on the Place development sub-committee	JS
7	Update internal financial controls policy	TC
7	Obtain costs for newer version of QuickBooks and associated training.	CC
8	SR and HHS to meet to discuss all finance-related matters	SR/HHS
8	SR to establish a second bank account for financial reserves	SR
8	Pay review be agended for next F&A subgroup meeting and Board meeting	HHS
8	Seek confirmation around position of MHT three-year additional funding	HHS
10	Risk Register to be reviewed by all three subgroups at next scheduled meeting	JS, SR & HB
11	Annual leave policy to be agreed and finalised	JS/SR/TC