

Cymru Older People's Alliance
Board of Trustees
17th July 2019
Age Cymru offices, Cardiff

Present: Steve Milsom – Chair, Phyllis Preece - Vice Chair,
Gaynor Davies – Treasurer, Ken Davies, Hazel McGuire, Lyn Finn, Susanne Jones

Apologies: Angela Tritchler

In attendance: Ralph Stevens

Item 1.0 only. From National Older People Organisations: Lynda Wallis – Welsh Senate of Older People, John Davies – Active Wales, Collin Richards and Raymond Thomas – NPC and PFW

0.0 Welcome / Apologies

Steve welcomed everyone to the meeting and noted that this was going to be a very busy meeting. He went on to set the scene for the day and hoped that the meeting later in the morning with the National Organisations was going to a very positive one.

0.1 Declaration of interest

None

0.2 Appointment of Gwent Trustee

Ralph was asked to leave the room.

Applications for a new Trustee in Gwent were opened on the 28th March 2019. Only one application was received, Dr Ralph Stevens.

Steve confirmed all the due diligence and necessary paperwork had been completed. The board were asked to agree Ralph's appointment as Trustee for a two year term.

Action: Board agreed the appointment of Dr Ralph Steven to the board

Steve invited Ralph back into the meeting and confirmed his appointment.

0.3 To approve minutes of Board meeting 15th May 2019

Minutes from the last meeting were agreed,

Action points: Most are on this agenda.

Pt 7: Safeguarding training to be carried over to next meeting.

It was noted that Steve Huxton was leaving the Commissioner's office and the board wanted their thanks for all the help Steve has given to COPA noted. It was agreed that a letter of thanks be sent on behalf of COPA.

Action – letter to be written to Steve – SM

Thanks were also noted to Amanda for writing up the minutes.

Note: Going forward hard copies of all papers for the meetings are to be sent to all Trustees apart from Ralph and Steve.

Action – Hard copies of paperwork to be sent – AOS

0.4 Evaluation of Summer Conference

Steve thanked everyone who helped and planned for the event and noted that it was a very successful day.

Steve gave some feedback on the evaluation forms completed. There was only about 20% return rate but those received were positive. Some Trustees mentioned that they had received some verbal feedback and that was very good too. It was noted that no negative comments were received and it was positive that everyone stayed for the whole event.

Some points to note:

More time could have been given for questions. Steve noted that there were a lot of specific questions, such as toilets on the A470 which were kept to one side to be answered separately and the questions raised with the panel were more generic.

Phyllis noted that a written report had been sent to PFW members and it had received very positive feedback.

It was noted that we were still awaiting a reply to questions raised from Welsh Government. The draft report needs to be agreed by the Board and once the answers to the questions have been received the report can be distributed and put on the website.

Lesson learnt for the Future:

Numbers – An action plan to attract numbers needs to be put in place as soon as the future events dates have been set. We need to look at who we are inviting and maybe open it up to a more diverse range of people.

We can use the planning system we set up for this conference for future events.

Translation – Although no one requested this, someone did comment that none was provided. People had the opportunity to have it if they requested. May make sure the option of a translator is more prominent on future invites.

ACTION: The Report was agreed by board – awaiting answers to questions from Welsh Government before distribution.

1.0 Meeting with other National Organisations for Older People.

Discussions were held pre meeting. Steve stressed that the meeting was to remain positive and friendly and highlighted what was wanted out of the meeting.

Lynda Wallis from Welsh Senate, John Davies from Active Wales, Raymond Thomas NPC and Collin Richards NPC / PFW joined the meeting.

Steve set the scene for the meeting and mentioned that the discussions that took place last year were very positive and today was more around the practicality of the partnership.

Point to note:

- There is a strong rationale around working together such as a consistent message, common goals, no duplication of efforts or competition.
- The National Organisations all had to show a commitment to the partnership.

- Colin noted that it had been a long time since the last meeting and the main thing he wanted to understand was how this joint working would improve lives of older people in Wales.
- The transfer of information between organisations goes on in practice as a lot of people sat around the table attend lots of other meetings and some of the COPA Board are active on other committees. Has the lack of any formal framework ever caused problems previously?
- The COPA Board obviously feel it is important to have a formal arrangement but why? How does this benefit COPA and other organisations? Everyone is working well together at the moment.
- Could the joint working just continue on good will? Possible discussions around future joint campaigns etc were suggested.
- Steve noted that formalising something would directly relate to funding arrangements. Welsh Government are becoming clearer about the need for co working. COPA can be clearer about what other Orgs are doing. It would give clarity about what we are doing and avoid duplication and competition.
- Need to show value for money and we would need a work plan in place that's successful.
- COPA not always aware of the work plans of other Orgs.

- Work plans sent to WAG but Active Wales noted that they don't get any feedback.

- Lynda asked how many 50 plus forums have signed up to COPA? Steve responded that there were – 16 with the 17th coming on board very shortly.
- If COPA work together with other Orgs would that mean COPA get better relationship with WAG? Would they be the new kid on the block and get better funding?
- Steve wanted to make it very clear that there was no truth in the rumours that COPA want to take over organisations and stressed that COPA's constitution is providing a national voice for local 50plus forums only. There had been no discussions or proposals made to extend COPAs remit at all.
- It was suggested that people are afraid of signing up to COPA in case they lose their funding.
- Colin felt that he doesn't see it as a takeover or extra kudos for COPA.
- Ken – We are all here to help every older person in Wales and this is the most important thing we need to keep in mind. If we get together we can achieve much more and he is sure none of the groups want anything in particular out of the partnership except helping older people.

- Steve mentioned that WAG are being clearer about their expectations of the National Orgs working together but have not specified any particular requirements

- Does the set up need to be formal? Does WAG need it to be?
- If groups sign up to COPA would Organisations lose their individual funding and would COPA be responsible for dishing it out? Answer - No as COPA's constitution won't allow this.
- Lynda – If a formal agreement is in place, why would WAG fund all the others and wouldn't they stop other Organisations funding? Answer – This is an unreal worry.
- Why would COPA have to be the main group? Answer – No one has ever suggested that COPA would be and there is no evidence to back this theory up.
- Colin – The main worry is not about the money but more that the objective should remain the same and ultimately we are all looking out for older people.
- WAG put money in to set up COPA as the main body for 50 plus Forums only. WAG wants everyone to work together but has not proposed to cut any funding.

- In Swansea 50 plus numbers have dropped and has changed its name to Encompass to also cover Dementia and LGBT groups. Swansea currently work with lots of Orgs to deal with different issues. Things are changing and forums need to move with the times.
- Raymond – People's attitudes and views are changing and the system is changing. Perceptions of old age have changed. We need to take account of these factors in our Joint Working

- Phyllis noted that Cardiff 50 plus has gone back to one main Forum from 5 district Forums as people don't want to pay their own expenses. Local authorities need to support 50 plus forums.
- Lynda – COPA is for 50 plus forums only but groups such as Active Wales are for any Wales based group. If these groups went and COPA was just left then the wider group wouldn't be reached.
- 50 plus or equivalent groups allows everyone the opportunity to join. COPA can admit other organisations who are not 50+ but only on a non-voting basis.
- Common purpose of all the National Orgs is representing older people through a range of forums and groups, Each do different things and have different cultures and histories that need to be maintained. We are all small pieces in a bigger picture.
- It was agreed that we do not need to produce a formal document to set out Joint Working arrangements but do need for WAG to be clearer about their expectations and recognise the independence of National Organisations.
- It was noted again that it is important we are all clear that COPA does not want to take over the other National Organisations and has never considered that possibility.

ACTION – Agreed that SM will draft a letter to WAG asking them to clarify how they see the National Organisations working together. Steve will then pass round to the Orgs to agree and one single letter to be sent signed by all – SM

Discussions were held around who to send the letter to: Head of Department – Matt Jenkins or the Minister – Julie Morgan.

ACTION: Agreed to send letter to Julie Morgan and CC Matt Jenkins. Letter to go out as early as possible in August - SM

Steven thanked everyone for the contributions to the meeting.

The representatives from the National Organisations left the meeting.

2.0 Trustee matters

21. Business Plan 19-20

Steve tabled a draft copy of the 19-20 Business Plan.

It was noted that a caveat has added around the Review Welsh Government are doing around funding and engagement with Older people. This review won't be completed until the end of year at earliest and this will impact on COPA objectives. It was noted was that some of the targets have been pushed forward to set more realistic timescales.

Action – Formal approval of new targets – Agreed

A discussion was held around the business plan.

Points to note:

- As Welsh Senate have changed their constitution to a membership model and can invite all 50plus forums would this be a duplication of funding by WAG? What would happen to COPA? Answer - WAG spent £50K creating COPA and they initiated the set-up of the Charity. They have invested the money and should they choose to drop it they have to justify why they want to stop it.
- COPA is now a charity for 50 plus and is registered in law with the Charity Commission.
- Senate is seen as more open and COPA needs to be seen the same. The conference helped but we need to ensure voting members are included more. More work to be done with this group.
- Ralph felt that the COPA was not being communicated well. We need to think about who we want to communicate with? What medium we want to use?
- Sue – People engage in their own areas so do we go out to their areas? We need to be meeting the people in their groups. It was suggested that the communication group take this forward. This is currently in the communications plan but no action has been taken.
- Need to get an action plan in place to go out and talk to groups. This would need to be a dedicated group of people to ensure the same message got across.

ACTION – Add to next comms committee meeting agenda - SM

ACTION - List of coordinators strategy coordinators or equivalent post to be sent to group – SM

2.2 Capacity building

- Volunteer programme:

Two applications were received.

One was from Gilly Davis VOG and she has offered to write a paper on transport. Gilly has started this paper and is currently working with Sue to look at the comparison between urban and rural perspectives on Transport. It is hoped to get this paper completed by the end of September / early October.

It was noted that we did ask for an Age Friendly communities paper but Gilly didn't feel comfortable doing as it wasn't her area of expertise. Maybe we can look at different source for doing this. A quick discussion around age friendly communities was held.

ACTION – Agreed to discuss Age Friendly Communities in August meeting - SM

ACTION - Invite Commissioners Office to meeting to discuss working together - SM

The second volunteer Ralph Stevens had offered take forward to:

- Engagement of Forums – developing practical means of engaging with local forums and groups
- Spreading Good Practice – identifying projects, ideas and approaches that Forums and Groups across Wales are progressing to disseminate.

An initial discussion between RS and SM had taken place in July and would need to be formalised into an Action Plan.

ACTION - Action plan to be drawn up – SM/RS

It was noted that although this was a small number of volunteers, it was a start and would help to build capacity.

There is a need to get people engaged so they know what COPA is about. A statement about COPA and its achievements and plans needs to be written in layman's terms. We need to make it simpler. There is a need for the formal paperwork for some audiences but we do need to have a simpler version. Steve noted that he hasn't got the capacity to do this and asked the Board to decide amongst themselves who could produce this document.

ACTION – All Board members need to consider who could produce this simplified document and discuss again in August - ALL

- North Wales Trustee

It was noted that no applications have been received for the vacancy for a Co-opted Trustee in North Wales. Sue mentioned that she had a few ideas to try and drum up some interest. Ynys Mon forum want Sue to go and talk to them about COPA and she may be able to get a Co-opted trustee. However, it was noted that the person appointed must have specific skills/knowledge that the board do not have.

It was suggested that we consider a Head hunt. Andrew Hinchcliffe was one suggestion made. Steve said that this was acceptable to do as long as it's with an advert running at the same time.

ACTION – Look at re-advertising post with WVCA and Ageing Well. Contact Andrew Hinchcliffe and re-advertise the vacancy generally – SM

2.3 COPA Development in North Wales

Steve had produced a paper that gave some background to issues with North Wales and proposed an Action Plan:

There are currently 3 of the 7 Council Forums who are members of COPA with 6 voting members. We have one Trustee from North Wales.

- There is a need to promote COPA more in North Wales. Should we be going up North Wales to hold some of our meetings? We have to go to them and mix with this group of people.

- Have a script to take with us!
- Determine what areas of North Wales we are going to target. Plan and have date times and locations.

The proposed Action Plan for N Wales was discussed and agreed. Further discussion would be carried forward to the August meeting.

Due to the area covered in North Wales it would make sense to have two trustees. We can easily justify why they will have 2 on the board.

ACTION - Agreed that we need a North Wales additional Trustee.

Because of the urgency with North Wales, it was agreed to appoint another Trustee for North East Wales as soon as possible.

ACTION - Ratify at next meeting with a formal process – SM

Whilst the post would need to be advertised on an open basis, it was suggested that maybe Cynthia Clarke and Sylvia Challinor should be approached to see if they would be interested in making an application to be a new Trustee. It was pointed out that whatever informal discussions are held, the Constitution requires applications for Regional Elected Trustee posts to be agreed by the relevant 50 Plus forum or equivalent group.

Discussion were held around the appointment of a Wales Development Officer. This would be on an All Wales basis for all 5 National Orgs. This may not happen in the near future however WAG are looking at funding this post as a proposal has been put to WAG at the meeting with Chairs of National Organisations. It was agreed that COPA doesn't have the resources to do this piece of work and if agreed it should be managed by Age Cymru

ACTION – Steve to follow this up with Rachel - SM

Funding

Awards for All application for North Wales needs completing in time for the AGM. Need someone to complete the application, present it to the board and then engage with North Wales forum. Gaynor and Ken volunteered to look at this application

ACTION – Steve to send information on to both Gaynor and Ken – SM

It was suggest that some COPA members go to some forum meetings in North Wales to discuss what COPA does and how additional funding might be utilised. It would be important to include Forums who are not currently COPA Voting Members.

ACTION - Steve to write to co-ordinators in Denbighshire, Wrexham and Powys with suggestions and get some dates – SM

Sue is attending a meeting in Porthmadog and had been invited to Anglesey Forum in September.

ACTION - Sue to visit Anglesey and report back - SJ

An email Conversation has been had with Cllr Delwyn Evans and Steve will send him the COPA action plan to seek his views on the way forward. It would also be sent to other N Wales Voting Members for comment

ACTION – Steve to contact Delwyn and other N Wales Voting Members– SM

2.6 COPA AGM

The proposed for the AGM to held in Abergavenny are 28 /29 / 30 Oct

Action - make enquiries re venue – Large room for first day and then small for second – AOS

ACTION – Look for potential accommodation. – AOS

A Paper on the AGM prepared by Steve was discussed:

Draft agenda:

- Speaker –Michael Phillips or Val Billingham from Age Cymru should be invited to come and talk about what they do and current topics.

Sophie Howe: Future generations Commissioner.

ACTION: Board voted in favour of Michael Phillips Age Cymru

Invitees:

- All voting members
- Other people as observers – eg Forum members
- Andrew Hinchcliffe
- Other National Older People's Organisations
- Age Cymru/Commissioner for Older People

ACTION - Everyone think about invitees and come back with ideas in August meeting - ALL

Expenses:

- To be paid only for voting members.

Re-appointment of Elected Trustees

Elected Trustees have a period of 2 years appointment but after this time can chose to be re-elected. Steve ran through the process and has asked all

Trustees who wish to be re-elected in October to contact the forums who are COPA Members in their regions for agreement.

ACTION - Steve to draw up a standard letter to be used by all Trustees – SM

Agenda Items

The proposed standard format was agreed.

- Steve noted the difference between a motion and a resolution:

- Motion – General issue for debate
- Resolution – something to be changed or actioned

ACTION – ALL members asked to put forward any Idea for resolutions and motions in the August meeting. - ALL

- Practical arrangements to be discuss at next meeting.

3. Policy Development

3.1 Chairs meeting with Welsh Government

Steve gave some feedback on the Welsh government meeting with Rachel Lewis.

Points to note:

- Not a very positive meeting
- MAFA to be re-establish in the Autumn although as a much smaller set up and COPA will be involved.
- 2 Seminars a year will be held as well as the 3 MAFA meetings (to include a more diverse range of representatives)
- Strategy for An Aging Society is also due to be published for consultation in the autumn.
- Review of engagement to be completed at the end of the year
- Difficult discussion around National Organisations working all together more closely.
- Welsh Government 3rd Sector Compact must be adhered to and no “forced marriages” in terms of organisations being forced to amalgamate.

3.2 COPA Campaigning Priorities

Top 5 campaigns are:

Transport

Isolation and loneliness

Social Care

Inequalities in Ageing

Housing

A paper is to be prepared under each of these headings and what our position is.

This paper to be produced for AGM in October.

ACTION – If anyone has got anything to add to the paper please let Steve know – ALL

5.0 Finance Management

Conference cost nearly £2000. Details of our 2018-19 end year position to be provided at August meeting

5.1 Funding 2019-20 and 5.2 July Out – turn - to be carried forward to next meeting

ACTION – Add these items to August Agenda – SM

5.3 Reserves policy

Steve tabled a draft reserves policy.

ACTION – Agreed by board

5.4 Audit of account

Two quotes received for the audit of the end of year accounts:

Baldwins: £1250

LHP - £800

ACTION: Board agreed to instruct LHP

5.5 Risk Management

It was noted that there were no red risks to discuss and the Risk Register was agreed.

5.6 Disposal of Acer Tablets.

So far the following board members have agreed to buy tablets and signed the paperwork:

Phyllis

Lyn

Gaynor

Susanne x 2

It was agreed that Susanne could purchase an additional tablet for someone with additional educational needs.

ACTION – Anyone else wishing to purchase an Acer please contact Amanda as soon as possible – ALL

Any remaining tablets will be given to organisation who provide IT for charities – as previously agreed.

6.0 Communications

6.1 face book / website

6.2 communications plan

A quick conversation was held around the importance of our social media and communication plan.

It was agreed that a separate Comms Committee meeting would be held with Angela, Lyn, Ralph and Phyllis on Wed 7th August 10am in the Age Cymru office.

ACTION - Angela to be emailed with the meeting details – AOS

2020 meeting dates

ACTION – Proposed dates for 2020 to be brought to next meeting - AOS

7.0 Future Board Arrangements

Tuesday 20th August at 10am.

Meeting closed at 3pm

Summary of Agreed Actions:

A letter of thanks to be written to Steve Huxton– SM

Steve to draft a letter to WAG asking Minister to clarify how she sees the National Organisations working together. Steve will then pass round to the Orgs to agree and one single letter to be sent signed by all – SM

It was agreed that the above letter should be sent to Julie Morgan and CC Matt Jenkins. Letter to go out as early as possible in August - SM

Action plan for North Wales including visits to talk to groups in North Wales to be added to next meeting agenda - SM

List of coordinators strategy coordinators or equivalent post to be sent to group – SM

Agreed to discuss the topic of an Age Friendly Wales in the August meeting - SM

Invite Commissioners Office to meet COPA to discuss next steps - SM

All Board members need to decide who could produce a simplified document around what the aims and objectives are of COPA - ALL

Look at advertising the North Wales co-opted trustee vacancy with WVCA and Ageing Well. Contact Andrew Hinchcliffe and re-advertise the vacancy generally – SM

Ratify the need to appoint two trustees in North Wales at next meeting with a formal process – SM

Steve to follow up the possible appointment of a Development Officer with Rachel- SM

Steve to send information on the Awards for All application to Gaynor– SM

Steve to write to co-ordinators in Denbighshire, Wrexham and Powys with suggestions and get some dates for attending some of their forum meetings – SM

Sue to visit Anglesey Forum and report back at next meeting- SJ

Make enquiries re venue for the AGM in Abergavenny – Large room for first day and then small for second – AOS

Look for potential accommodation in Abergavenny – AOS

Everyone think about invitees for the conference and come back with ideas in August meeting - ALL

Steve to draw up a standard letter to be used by all Trustees wishing to be re-elected in October – SM

Members asked to put forward any Idea for any resolutions and motions to be tabled at the AGM in the August meeting. - ALL

If anyone has got anything to add to the paper on COPA's campaigning prioritise please let Steve know – ALL

Angela to be emailed with details of the Communication Committee meeting to be held on 7 August – AOS

Proposed dates for 2020 to be brought to next meeting - AOS