

**Cymru Older People's Alliance Board of Trustees Meeting on 5th February 2019
at Age Cymru Offices, Cardiff**

Present

Steve Milsom Chair
Phyllis Preece Vice Chair
Gaynor Davies Treasurer
Ken Davies
Lyn Finn
Susanne Jones
Angela Tritschler

Apologies

Hazel McGuire

Declarations of Interest

Lyn Finn informed the Board she is now a member of the Community Health Council in her area and is also training to interview with Cardiff Metropolitan University. Susanne Jones is undertaking Board Training with her Housing Association.

Resignations

Sue Wright and Andrea Nicholas-Jones have resigned from the Board. The Chair has sent a note of thanks to both of them on behalf of the Board.

Minutes of Board Meeting on 13th November 2018

The minutes were agreed without amendment. The Chair summarised an active period since the November meeting. He has negotiated with Age Cymru secretarial support and arrangements for meetings as well as use of their office as the COPA Business address. These changes were unanimously agreed by the Board as they gave COPA some stability. The Chair informed the meeting that COPA will pay Age Cymru for printing of minutes etc but it was noted that Phyllis and Susanne will need hard copies of any papers.

Action points from Minutes of 13th November

Roy Davies and Barry Harrison Flint 50+ are now COPA Voting Members. Ann Dodson from Torfaen has resigned due to ill health. COPA need to follow up with Steve Huxton at the Commissioner's Office to discuss joint working on Ageing Well. Lyn Finn mentioned the OPC's consultation on her future priorities.

Trustee Matters

2.1 New Policies and Procedures

The paper on the draft conflicts of policy was discussed and agreed. Trustees need to complete the annex by the end of February and return to the Chair.

The paper on the draft Complaints Policy was discussed and agreed; recent events demonstrated why this policy is needed.

The paper on a draft Volunteer Policy was discussed and agreed. This is needed to cover any voting members who assist the Board on COPA matters. The Treasurer wondered if we could use young people occasionally rather than voting members but the Chair stated insurance indemnity and policy has to cover volunteers and the engagement of children in that way would mean a different set of safeguarding requirements would apply.

Financial Control Policy has already been discussed by the Finance Group which met before the Board Meeting and adoption of the Policy was endorsed by the Board

The Chair informed the Board that he had attended a training course with Age Cymru on the Role of a Charity Trustee and gave out a handout on being an effective Trustee to Board members.

Travel and Subsistence and Safe Guarding policies both need revisiting at a future meeting.

2.2 Business Plan 19/20 (See page 6)

Welsh Government have not yet commenced its Review of Engagement of Older People in Wales which would likely impact on COPA's ability to achieve priorities 3, 8, 9 and 10. It was agreed to submit a revised plan to Age Cymru with an explanatory caveat at page 6 as tabled.

2.3 Partnership working with National Older People's Organisations

Letters are to be sent to the other national organisations seeking a meeting date in the Spring. The Chair will write to the national organisations with some agreed small amendments to the letter requesting replies by 28th February 2019.

2.4 Newport 50+

It was proposed and agreed that there should be no further action regarding this matter following the COPA letter to the Forum. It was noted that there is no voting member in Monmouth (Sylvia Gilbert was mentioned).

2.5 Capacity Building/Role of Hon Sec post and Secretarial Arrangements/Replacing N Wales Trustee(co-opted)/Appointment of Gwent Trustee

The paper and its proposals were fully discussed. COPA would need to build its approach on communications, volunteering, raising funds and leadership and Board succession. The N Wales Trustee vacancy is a priority so COPA will advertise the

post again. It was noted that Co-opted Trustees serve 3 years and Elected Trustees 2 years. Current Elected Trustees will need to notify their intentions in good time as to whether they want to continue for a further 2 years in October 2019. The Gwent Trustee post will be advertised after the N Wales post is resolved.

The Chair referred to the Hon Sec post; it was agreed this would not be replaced as Age Cymru will assist the Board but it was noted they have limited staff capacity. The Chair is to write to voting members to suggest some might like to assist with a range of activities, mostly on a project basis. The Chair would draft a note for the Board to comment on before it is issued.

2.6 Liability and Indemnity Insurance

The paper on this issue was considered. It was agreed unanimously that COPA would take out Public Liability Insurance together with Trustee Indemnity Insurance. The Chair/Treasurer to negotiate the best terms and cost. The Chair is to respond to the query from Carmarthen Forum on insurance for their forum as drafted in the paper; it was decided it is a matter for each forum. It was noted that the five fora in Rhondda Cynon Taff have a combined policy and Cardiff are covered by insurance provided by their Local Authority. The response to Carmarthen is to be circulated to other forums to request them to inform COPA if they have such insurance.

2.7 Preparation for Summer Event

A sub group has been set up. It is agreed to hold the event on June 11th rather than 14 May with the Future Hotel in Cardiff as the preferred option after comparisons had been made with other venues and options for accommodation. Two speakers – the Deputy Minister Julie Morgan and the Commissioner for Older People are proposed together with a panel to answer questions and a workshop in the afternoon. Age Cymru will be asked to facilitate this. Themes suggested for workshops- what do you want from COPA and engagement of older people in Wales.

Stalls will be arranged with a small number of invites to include Age Cymru, Care and Repair, the Commissioner, Alzheimer's Society. The Chair will ask for advice from Age Cymru for contact details of a local Alzheimer's choir. New pop- up boards are to be obtained along with pens and post-it notepads. The new COPA leaflet is to be printed for the event. The Chair proposed we use this year's funding to book the venue for the June event and this was agreed

2.8 Speakers at Future Meetings

It was suggested that Matt Jenkins be invited to the meeting on 14th May to discuss Welsh Government policies on Older People.

2.9 Registration of Annual Report and Accounts with Charity Commission

The Chair confirmed the Annual Report and Accounts had been submitted. The details of remaining Trustees have been confirmed on the COPA Register held by the Commission.

3.0 Financial Management

The Treasurer confirmed we have not yet received the remaining two Welsh Government grant payments for 2018-19 yet. Before the Board meeting there was £4657.02 in the account with 2 claims of £3000 to come in. Age Cymru will need to be paid for a meeting at £400-500.

Action point: Funding for next year - it was agreed to clarify contractual arrangements with Age Cymru for the £12,800 awarded for 2019/20

The ACER tablets were discussed, and it was agreed to explore how we could sell them as they have proved unfit for purpose. The Chair will contact Andrea regarding the collection of IT equipment she has. With regard to appointing Auditors to audit our 18-19 accounts it was agreed that Age Cymru should be asked for suggestions and if not, we should approach WCVA.

Travel/Subsistence

The Chair will obtain a copy of Age Cymru's policy and compare it to the existing COPA policy and email it to Board members for comments. A revised policy should be discussed at the May meeting

On -line banking is to be set up. Action Chair/Treasurer

Awards for All

The paper was discussed and agreed. COPA needed to put in further work on the objectives and details of these plans before an application could be submitted. It was agreed to ask N Wales Voting Members to contribute to further work on this. All Voting members are to be consulted before the application is finalised.

Risk Management

The Chair's paper on this was circulated and agreed unanimously.

4. 0 Communications

The minutes of 18th December meeting had been circulated to Board members for information. Facebook - Angela would look at options available and report back. Webpage- Ralph will update information, he has provided advice on how to use Mailchimp when emailing voting members. The Chair has replied to a North Wales voting member who complained of lack of information, he confirmed he had regularly sent several emails to this and other Voting Member. Board members are requested to notify the Chair of any items of interest for the next COPA newsletter. Voting Members will be invited to submit local articles. Age sector bodies such as Age Cymru, Age Alliance and the Commissioner will be invited to do this as well

Policy Development

5.1 Older People's Bill of Rights

The Board expressed their huge disappointment that the Older People's Rights Bill had been voted down by the Labour Government. Their alternative - The Human Rights Bill for vulnerable people - was due to be discussed at a meeting hosted by the Welsh Government on 6th February. The Chair said the Disability Rights covers older people with a disability but the rights of Older People cannot be allowed to be "lost" in this wider legislation

Action agreed – Await developments and then liaise with the Commissioner as the Rights Bill will need further scrutiny by COPA and other national organisations. Agenda Item for next Board Meeting

5.2 Meetings with Welsh Government

Matt Jenkins is coming to speak to the Board in May and also Rachel Lewis wants to give an update in the near future.

5.3 Draft Position Papers- Isolation and Loneliness/Age Friendly Communities

The Chair had included comments from voting members in the draft position paper on Loneliness and Isolation which was agreed unanimously. Ken mentioned he had discussed Ageing Well in Wales with his Town Council asking them questions on lack of public benches and cars parking on pavements.

It was agreed that the paper should be distributed to voting members and put on the COPA Website and sent to other organisations. The paper on Age Friendly Communities would be drafted by Gaynor and Ken for consideration at a future meeting.

5.4 COPA Welsh Language Policy

A paper had been distributed to Board members providing advice about how COPA can develop a pro-active response to the Welsh Language and ensure compliance with the requirements of the Welsh Language Commissioner. The draft self-assessment questionnaire and the draft statement were agreed.

Action – The Board agreed that the Chair should utilise the language Commissioner's site to produce a Welsh Language Policy Plan for COPA which would then be circulated to Board and Voting Members for agreement.

5.5 New Political Leadership in Wales. Draft letter and Manifesto

The draft letter and Manifesto for Older People was discussed. It was agreed that the Chair will send the letter and the Manifesto to the new leaders of the political parties and copy it to other Older People's organisations, Age Cymru and to the OPC.

6.0 COPA Structures Review

6.1 Review of Engagement of Older People

It was noted that the Review is to be commenced by end March; there is no structure or terms of reference available as yet. It was agreed that COPA could not sensibly pursue its Constitutional commitments on setting up Regional Forums in advance of

the outcome of the Review. A discussion followed on the MAFA group and the importance of COPA involvement and fair representation for older people in any new structure.

7.0 Additional Business Items

None mentioned.

8.0 Future Board Arrangements

COPA Communications Meeting

Tuesday 2nd April 2019 at 10-30am at Age Cymru Office, Cardiff

COPA Board Meeting

Tuesday 14th May at 10-30am at Age Cymru Office, Cardiff

COPA Board

March 2019