

Cymru Older People's Alliance
Board Meeting
19 May 2020
Via Zoom

Attending: Gaynor Davies, Hazel Maguire, Ken Davies, Lyn Finn, Ralph Stevens, Steve Milsom, Sue Jones, Angela Tritschler, Andrew Hinchcliffe
In attendance: Wyn Llewellyn

0.0 Welcome and apologies:

Steve welcomed everyone to the meeting. Apologies were noted.
Steve also welcomed Wyn along to the meeting.

0.1 Declaration of interest:

Nothing new to note

0.2 Tribute to Phyllis Preece

It was noted that this was the first meeting without Phyllis, who sadly passed away last month. The Board took a moment to reflect on their memories of her.
A tribute has been placed on the COPA website.
A moving tribute was made by Gaynor on behalf of all Board members.

0.3 Rules for virtual conference

Steve noted that this was the first board meeting that would be held fully virtual. He went over the general rules for the virtual meeting, including having mute button on at all times and raising hand to indicate when you wanted to speak.

1.0 Revision of COPA and its constitution

The Constitution was reviewed by Ralph, Wyn and Steve. It was agreed that it was vital that the review was given priority and that it needed to be right. It was important that there is input from all trustees and other voting members.

The first decision to be made was whether there was a need to slow down the review until after pandemic. All agreed that this would be a mistake.

ACTION - The recommendation to carry on with the review was made – All agreed

Wyn carried on the discussion around the review:

Pts to note:

- Wyn has spoken to all Board Members via the telephone.

- A document was produced which centred around 3 questions that were raised
Key issues:
 - Aspirations around relationship
 - Communication process with the forums
 - Links with Welsh Government
 - Wales has a vibrant healthy network and is a good mechanism for connecting with other groups
 - No issue with COPA contributing with OPC and relaying back any information. The main issue is the input coming from other organisation, very much one-way communication.
- How can we work with other Organisations to get contribution and input?
- Ralph felt that before going out to other people, marketing material was needed.
- There was a need to revive the narrative that had been started.

ACTION – Updated narrative to be circulated for comment after the meeting – Steve

Ken agreed with Ralph regarding the need for better marketing. He felt it was essential to make contact with other forums so they can give details of the issues they want COPA to take forward.

It was suggested that a set of questions be sent to all Forums. These questions needed to focus on topics that would start a dialogue with these groups.

The general opinion was that a survey was a good idea, although it was noted that it wouldn't be easy to get right and some thought would have to go into the questions asked. Ralph stated that he was wary of this just being a paper exercise and suggested that maybe a one to one chat with the various chairs or vice chairs would produce better results.

Sue suggested the need to co-ordinate with the groups and their meetings, so that we can make sure we target the groups at the right time. Sue noted that some forums are only meeting three times a year, only two of those are used for discussions.

Andrew noted that as he was new to COPA, he is struggling to see where our place was within the older people groups and the Welsh Government. There seems to be lots of different strands, almost like a family tree of who we all part of. Could each board member take a branch and speak to local council and forum in that area?

Lynn said that the board agreed this course of action before but it hasn't really moved forward. She noted that Cardiff currently don't have any funding and the Co-

ordinator is off sick. Lynn also noted that she doesn't hold details of all the members of her local forum. She went on to say that before lockdown a few volunteers from voting members had offered to work with COPA.

Hazel noted that raising the profile of COPA is constantly being discussed but no action being taken. Hazel also went on to say that Steve was doing an excellent job but she felt that more support was needed from Welsh Government.

Angela felt that the Welsh Government were dragging their feet over the engagement review. She had heard that a consultation was going to be sent out but not seen anything.

A brief discussion was held around the exit strategy of the lockdown.

Pts to note:

- It was noted that COPA will have to write to a lot of members as not everyone is online.
- Lots of Organisations representing older people in Wales. COPA's profile not high enough and 50+ forums not really recognised.
- National Organisations such as NPC represent a specific group.
- Is one Organisation constituted to represent older people in Wales?
Steve noted that older people have a wide range of needs and it would be a huge task for one Organisation to represent all of these people. COPA can't represent all older people and we need other organisations to help. It's not sustainable for one organisation to represent all older people.
- Discussions have started with other National Organisations and this has been a mammoth task just getting everyone in the room.
- Older people's Commissioner is a good starting point. We need to establish which Organisations will have the most clout with Welsh Government.
- COPA is in a good position to have talks with Welsh Government and OPC on a regular basis. The issue is more about raising the profile of COPA on a Wales wide basis.
Steve noted that the OPC has been asked to bring all organisations together but didn't want to this as she felt it was Welsh Government's job.
It was agreed that COPA would write to Welsh Government to ask what the time frames are for the engagement review.

ACTION – Write to Welsh Government, asking for time frames – Steve

- Digital inclusion is a valid problem with at least half older people not having access to emails etc. As a result, a huge number of people are missed. We may need to consider sending a letter out and a powerful message is needed to be in this in this.

- Critical questions that need to be asked to Forums could be done via telephone maybe.

Angela noted that questionnaires are sent to all forum members every three years and felt this might be a good idea for COPA. Example of questions asked are, why do you come to these meetings? What do you want from them? Etc.

ACTON – Share the survey with the group – ANGELA

Wyn noted that there are a lot of older people shielding and isolated and how do they find out about any help that is available if they are not engaging with anyone? He noted that Radio and newspapers are very good routes for people to find out things.

- We need to establish what COPA's role in all of this? We can't do a lot of these things ourselves; COPA is here more to facilitate others to move it forward.
- It was suggested that a working group be set up to move forward the engagement of forums.

Action – Working group to be set up to improve comms and relationships with forums - SM

Discussions were held as to how this engagement process could start.

Pts to note:

- Lots of information online but are people not online really speaking to anyone?
- A mapping exercise is needed to see what is out there and where there are gaps.
- Be more attractive for Local authority, what are 50+ forums doing to help council to reach out to older people.
- All forums are all called different things but how do we coordinate this? They are all under the same umbrella but have different names, Steve noted that COPA's constitution states they are here to support 50+ forum or similar groups.
- Contacting chairs on a one to one basis
- Sending out some marketing material, then a survey and questionnaire.
- Need to start conversations with 50+ forums now.
- The working group to think about what has been said and to meet more often to discuss the review in a more formal way.

Action – Working group to meet more often to discuss the review in a more formal way – Wyn / Steve / Ralph

2.0 Covid -19 – COPA response

Steve referred to the email that was sent last and asked if the three questions he asked were in fact the correct ones to ask?

Steve also asked if the Coronavirus signpost document, that was circulated weekly was useful? He felt that this document is a helpful resource and COPA's role is nothing more than providing this.

It was noted that other forums receive regular updates from different sources.

Steve asked if everyone still wanted his weekly updates? The majority of members said yes. They felt that everyone was having lots of information but Steve's overview is good and not too much information overload.

Any other comments to be send via email to Steve by 25th May.

3.0 To approve minutes of Board meeting 28 January 2020

It was suggested that the minutes have the page numbered.

ACTION - Minutes approved for accuracy - AGREED

Actions from minutes:

- MAFA update has been sent
- Business plan has been sent via email.
- Campaign priorities are still going ahead in August as planned.
- Finance – Gaynor sent a brief financial summary. Overall, the finances are in a healthy position. It was noted that the costs for accountancy were high last year. It was agreed to go out to tender again this year.

ACTION - Source three quotes - GAYNOR

- Risk register to be sent out. however, it was noted that the register hasn't changed apart from the addition of the impact of Covid.
- Development officer – No movement as the proposal is currently with the Minister for approval.

Comms

- Ralph noted that his comments around email providers was not that everyone was expected to use the same provider, it was if you don't already have an email account, it would be easier if the provider Ralph suggested was used.

- Nothing has happened with Facebook since the last meeting.
- A newsletter has been circulated but no feedback has been received.

4.0 Next steps

The next Board meetings will be held in July and September via zoom but this will be reviewed nearer the date to see if face to face meetings are possible.

It was agreed to hold regular meetings with trustees on a monthly basis.

A further meeting with voting members to be arranged.

It was noted that the AGM / Conference planned for November seems unlikely to go ahead now. Steve noted that we have until the end of January to do hold the AGM and we would revisit this again in September.

ACTION – Carry over AGM to September meeting – Steve

5.0 AOB

Andrew asked if expenses could be paid by bacs? Gaynor noted that two people were needed to authorise payments and she previously hadn't been able to get any volunteers. Andrew said that he would be happy to do this.

ACTION – Move BACS payments forward – GAYNOR/ WYN

It was noted that the board needed to replace Phyllis' role on the board and to fill the North Wales space.

ACTION - Details of the recruitment process to be circulated – Steve

Meeting finished at 11.45