

Board Meeting  
3 July 2020  
Via Zoom

Attending: Gaynor Davies, Ken Davies, Lyn Finn, Ralph Stevens, Steve Milsom, Sue Jones, Angela Tritschler, Andrew Hinchcliffe

Apologies: Hazel Maguire (technical problems in joining meeting)

### **0.0 Welcome and apologies:**

Steve welcomed everyone to the meeting and apologies were noted. There were no new declarations of interest

### **1.0 Minutes of Board Meetings 19 May and 12 June 2020.**

For the minutes of the meeting on 12 June item 3 should have an additional bullet point – “the information in the footer of the website needed review and those items that have no content should either be deleted or content provided”. Otherwise both set of minutes were agreed. In respect of follow up action on the minutes of 12 June, the following items were still work in progress:

- AH to contact Age Connects N Wales – awaiting response
- Steve to email board members asking them which forums they would like to buddy up with – SM - for discussion at meeting
- Prepare some wording to ask for second voting members to get appointed as soon as feasible – SM
- Some text around intergenerational work to be prepared for a potential face-book post - LF / AT - meeting arranged for next week
- Steve to provide text for ex member page – SM
- Action to amend the web site – RS
- SM to send GD tender details for completing 19-20 Accounts

### **2.0 Covid-19 – COPA Response**

Steve explained that feedback from the MAFA meeting held on 30 June would be circulated by Welsh Government. However, the Advisory Group including Welsh Government and the Deputy Minister welcomed the COPA proposal to undertake a survey of older people about Covid-19. Some members such as One Voice Wales (Community Councils) and National Pensioners Convention were enthusiastic about supporting the survey.

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The next steps in designing and planning for Covid-19 Survey was now underway. As reported to Voting Members Age Cymru working with SM have commenced work on implementation. The main purpose of the survey is to ensure older people were engaged as to their views on recovery from the pandemic. The coverage will need to be wide including Forums, national organisations, age charities, local age organisations etc as well as the general public through the media/on-line etc as well as through different formats including hard copy. The survey will need to concentrate on older people's wishes and expectations for recovery. It has been suggested that an analysis of surveys completed already to identify experiences of people over the last 3 months should be examined to identify trends from those over 60+ participating. Welsh Government might be best placed to do this work. Further dialogue with partners will be undertaken over the next week to ensure the survey design is right and the process maximises the potential to reach as many older people as possible. Trustees had been sent an updated version of the survey for comment prior to this meeting and would be sent a revised version when that is ready to be sent to partner organisations. There was some discussion about the methodology and practicalities of the survey and helpful suggestions made such as using GPs to circulate the survey.

The general problem for older people during the pandemic of getting cash or finding alternative means of paying bills etc was discussed. Digital exclusion and rurality were particular contributory factors. SM would circulate Age Cymru Guidance. AT would circulate details of a bank scheme to have cash delivered to home. Trustees would then respond with details of local circumstances and issues that could be taken up with the Commissioner

**Action: SM to update Trustees and ensure they are consulted about the Covid-19 survey design and practical arrangements for its completion.**

**Action SM, AT and all Trustees re cash access and alternative options**

### **3.0 Engagement with Forums**

There was a discussion about Trustees role in contacting Forums regarding the Covid-19 survey. Some briefing was requested to support this process as well as details of the timetable to follow. It was suggested that the forthcoming Zoom meeting with Voting Members could usefully introduce the matter and explain how Forums could support the process. An email would also be required.

The arrangements for Trustees to "twin" with Forum Chairs was discussed. Based on that dialogue SM would produce a matrix of which Trustees would contact which Forums including contact details

Subsequent Engagement with Chairs of Forums was also discussed. A draft proforma had been produced but it was emphasised that the meeting must be a conversation to build a lasting relationship and could not be too prescriptive. It was agreed that Trustees would "pilot" the form by completing it for their own forum and feedback on

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any problems identified or improvements that could be made to the form. The next Voting Members Meeting could also be used for this purpose.

**Action SM to: i. provides Trustees with briefing and a timetable to contact Forums about the survey ii. a brief introductory email iii. A matrix of Trustee/Forum partnerships iv. Arrange a Voting members Zoom meeting v. Trustees would pilot the proforma using their own Forum and provide feedback**

#### **4.0 Appointment of Vice Chair**

The paper circulated was discussed that had set out the agreement reached at the meeting on 12 June about the process for appointing a new COPA Vice Chair. It also included a counter proposal from RS for a "lighter touch" process and an email response from SM. A subsequent email from SM had tabled a compromise proposal that maintained fair and open competition for appointment where there was more than one applicant and a short nomination and an appointment decision by the Board where there was only one applicant. This revised proposal was agreed unanimously as a formal administrative procedure i.e.

"Where a vacancy for any of the officer posts on the COPA Board arises, all Trustees are eligible to put forward their name for consideration. Simple criteria for selection and a Job Description will be made available to commence this process. If only one Trustee nominates themselves for selection, then the Board must consider the candidature and agree whether to make the appointment. Where there is more than one Trustee who have put themselves forward, then there must be fair and open competition demonstrated. The Board should interview each candidate as to what they can offer in the role and why they want to be appointed. Candidates can submit written evidence in support of their candidature if they so wish. The Board must then come to a decision, using voting if necessary, to agree who is the best person for the post and why"

**Action SM to re-circulate email requesting nominations for the Vice Chair role in time for an appointment to be made on 21 July**

#### **5.0 Next Steps**

- i. Review of COPA - Constitution/Structure

Trustees were reminded to read before 21 July the NCVO/WCVA Charity Governance Code for small charities that had been circulated. This would facilitate a discussion of a progress report from the Review Working Group about revising our Constitution and Structure and the options being examined. This would be an opportunity for an interim debate before the final recommendations were made to the Board at a later date.

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**Action. Trustees to read Code. SM to circulate progress report on Review of Constitution for discussion on 21 July**

ii. AGM Planning

Following discussion at the meeting on 12 June, LF raised the issue of the timing and process for the 2020 AGM. Further consideration was needed of holding a Zoom AGM given the likely reluctance of older people to travel. The constitutional requirements and advice from Charity Commission in light of Covid-19 should be examined. Alternate options of getting approval for any resolutions through papers circulated via post should also be looked into. It was noted that an event had been paid for at Futures Inn, Cardiff that had to be cancelled because of Covid-19 and would need to be reclaimed this financial year.

**Action. SM to examine issues raised and email Trustees**

iii Future Meetings

The next meeting is on 21 July. Before the Board meeting on 22 September, it was agreed that an interim discussion was needed to follow up the initial engagement of forums by Trustees.

Received 29/07/2020

Ralph Stevens  
Vice Chair