

## **Board of Trustees' Meeting**

**28 August 2020**

**Via Zoom**

Attending: Gaynor Davies, Hazel Maguire, Ken Davies, Lyn Finn, Ralph Stevens, Steve Milsom, Andrew Hinchcliffe

Apologies: Angela Tritschler, Sue Jones

### **0.0 Welcome/Apologies**

Steve welcomed everyone to the meeting. Apologies were noted

### **0.1 Declarations of Interest**

None

### **1.0 COPA Scheme of Delegation – paper for discussion and agreement**

Steve noted that this paper arose out of concerns expressed by a number of Trustees about the amount of emails/papers they were being sent.

Steve went on to explain the Scheme of Delegation which is a framework authorised by the NCVO/WCVA as compliant with Charity Commission requirements. It has been adapted to fit COPA circumstances.

The Scheme makes clear that Trustees are delegating authority not responsibility. Any issues that currently require Board sign off will continue to do so. The difference is that the board will not see all the paperwork and steps that leads up to the final decision.

It mostly gives the Chair and Vice Chair delegated authority to get on with the work but others are also included for particular items e.g. Communications and Finance Committee. It also covers the work of the Secretariat and new Development Officer. These later items just formalize what we have been doing anyway.

This is a sensible scheme to reduce paperwork but relies on leadership and trust of your Chair and Vice Chair. However, there are safeguards to ensure that Trustees always have the last word and that any risks are referred for discussion of the full Board.

### **Questions / comments:**

Gaynor noted the wording on Pg 6 – Authority to enter into non contractual or other partnerships in pursuit of the organisation's objects (and report these to the Board).

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Steve noted that this relates to discussions with other Organisations and allows the Chair and Vice Chair to develop work and relationships on behalf of the board.

**ACTION – Vote to adopt the new Scheme of Delegation – All members voted for the scheme.**

It was noted that this scheme will make things easier going forward. Steve noted that if anything of significance came up, the Board would be notified. This scheme will also help reduce the flow of emails for everyone.

## **2.0 Welsh Government Review of Engagement of Older People – paper for discussion and agreement Welsh Government Review of Engagement of Older People**

It was agreed at the last meeting to make this issue the main item for discussion today. It was agreed that everyone had read the detailed rationale in the paper and that discussion today can concentrate on the recommendations and what should be done next. There is a need to also take stock on the engagement process with Chairs of Forums given its relevance to this debate. If a productive discussion can be held now, Ralph and Steve can progress the detail under the new Delegation Scheme.

Andrew commented that the biggest challenge is to speak to WAG and OPC about the issues around GDPR and the barriers around contacting other older groups.

Steve acknowledged that this is an issue across the board and will pursue this. Discussions with the Commissioner's Office had already commenced.

### **Discussion pts on paper:**

Ralph – After speaking to the Carmarthen forum, they don't feel they have 3.5K engaged members. Members sign up to the forum and get a free day out at the Botanic Gardens once a year. The Council don't engage with them and they own the database of members which they don't share.

Andrew – There is an issue with travelling across North Wales. Three meetings are held a year and its hard to get people to engage with such limited interaction.

Lynn – Cardiff have members dropping off all the time. However, all these discussions are very negative at the moment but we need to look at it positively. We need to continue to speak to forum reps, share best practice, and continue to have conversations with OPC to get clarity across the board for all forums. Lynn noted that she recently had discussions with Linda Wallis, Vale Forum and will attend future meetings via zoom and face to face when they restart.

Gaynor – Their Council in Pembrokeshire is quite supportive. However she feels that if COPA did more work, the Council would engage more. There is no joining up thinking, just looking at local issues rather than the bigger picture.

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Steve ran through the recommendations in the paper and asked the board to comment:

### **Comments:**

Recommendation 6: Partnership with National Organisations

Lynn felt that is a very important point. There is a need for groups to trust each other. COPA needs to take the lead and will achieve much more if we all work together.

It was agreed that there was definitely a barrier between COPA and other groups

There is a lot of duplication amongst groups

Hazel agreed with Lynn but felt that there was an element of success in Swansea around the creditability of COPA. This started after a meeting with the local Council where Hazel explained COPA and its importance. Hazel went on to say that there has been a lot communicating via email now since COVID which has helped build relationships.

**Everyone agreed the content of these recommendations.**

### **Engagement with Forums**

Steve ran through the progress with the engagement with Forums and the need to agree the next steps. He noted that when this process is completed, the findings can only strengthen COPA's representation to Welsh Government. The current position is:

- Excluding Forums who have a Trustee, there are 11 Forums to contact
- To date 4 interview have been completed – Flintshire, Vale, Bridgend and Newport
- Ralph is due to contact BG, Torfaen and Carmarthenshire. – He confirmed he had sent his report to Steve this morning
- Sue is due to contact Anglesey- unsure if this has happened
- Andrew has tried to contact Conwy a few times but no answer.
- Angie hasn't contacted Merthyr contact
- Hazel was contacting NPT – Steve offered to speak to the Clive Owen who he knows well.

**ACTION - SM to contact NPT, AT to contact Merthyr, AH to contact Conwy, SJ to contact Anglesey**

- Chairs of Forums need to complete proformas for their own Forums asap.

**ACTION – All Trustee Chairs to complete proforma for their own forum  
– All information to be pulled together into a report form ready for the next meeting - SM**

### **Next Steps**

As discussed at the previous meeting there is a need to make strong representations to Welsh Government about the future of 50+ Forums. In the light of discussions today it is recommended that the board agree that Ralph and Steve should draft a letter to Julie Morgan to ask her to give a clear policy direction and to meet us as a Board. Once this letter has been drafted it will be circulated for comment. It was also noted that this letter would be circulated to Voting Members and we would hold a Zoom meeting to discuss the letter with them.

It is hoped to have *a letter ready to go by mid-September.*

**ACTION – Board to agree proposed next steps – ALL agreed**

Attracting voting members – contacts spoken to, keen to come along to next meeting. When we speak to Chairs let them know about next meeting and invite them along.

### **3.0 To approve minutes of Board Meetings 21 July 2020**

Minutes agreed for accuracy – ALL

**ACTION - Update page numbers - AOS**

### **Summary of Actions:**

- COVID survey has been circulated and a good number have been completed online and via the post. Amanda confirmed that the Check In and Chat callers from Age Cymru are being asked to complete the survey over the next week.

**Action – Steve to share survey again with all members - SM**

- Text for Ex members on the website is still to be done.
- A draft Development Officer programme of work has been written and returned to Age Cymru
- Advert for co-opted member has gone out.
- No details from Sue re housing recruitment but Steve found reference to this from another source.
- Recruitment of co-opted trustee is underway

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- Revision of the constitution is well advanced and the draft copy will be brought to the September meeting.

#### **4.0 Any other urgent business**

##### **Future meeting arrangements**

The Communications Group has recommended COPA should structure the Board meeting arrangements so everyone is clear when meetings are held and we do not need to go back and forth on dates. A pattern of monthly shorter Zoom meetings has been established, which is proving very productive.

Ralph noted that the communication group had circulated some suggestions for feedback but none has been received.

Discussions were held around which days suited everyone.

Next meeting is due to be held on the 25th September at 10.00.

**Action:** Going forward it was agreed that future meetings will be held on the third Friday of each month at 10.00.

##### **Influencing political Manifesto's for 2021 Elections**

Now is the time to consider COPA's pitch to all political parties to influence the writing of their manifestos. The pandemic and recovery from it is certainly a main theme as well as the future of 50+ Forums and engaging older people. We already have a starting point with our 2019 Manifesto.

It was agreed to put this on hold for the time being until the timing of the 2021 Elections was confirmed.

Gaynor – We have set the next Board meeting but when will the next meeting be set for voting members? – This will be done once the letter around engagement has been drafted.

Steve confirmed that the New Development Officer was Kathy Lye.

Items to be discussed at the next meeting will be mainly around the revised constitution and standard governance items such as finance, risk and comms.

Meeting closed at 11.15

## **ACTIONS FROM MEETING**

Steve to contact Clive from the Newport 50+ forum – SM

All information from the talks with the Chairs from the various forums to be pulled together into a report form ready for the next meeting - SM

Update page numbers on last set of minutes – AOS

Steve to share COVID survey again with all members - SM