

Board Meeting
21 July 2020
Via Zoom

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

0.0 Welcome and apologies:

Steve welcomed everyone to the meeting. Apologies were noted.

Steve gave a quick over view of the meeting. It's an important meeting where we will be looking at the fundamentals of running our charity. We have made good progress over the past few months. However, there will be a lot of difficulties going ahead with the shape of 50+ forums. This topic will be picked up later on in the meeting under AOB.

0.1 Declaration of interest:

Nothing new to note

1.0 To approve minutes of Board meeting 3 July 2020

The minutes from the last meeting were agreed for accuracy.

Andrew commented on the amount of paperwork received over the past few weeks. Steve suggested that going forward he would add a comment in the email header about whether the email needed a response for decision, for consultation or was for information. This should help make the managing of emails received easier.

Sue suggested that regular meetings be held and one topic per meeting be dealt with to help clear the backlog. This was agreed as a way forward.

Actions from previous meeting:

New items and amendments to website need to be done gradually when time allows and when information has been received from board members.

Steve has circulated the wording to be used in the recruitment of a second voting member for 5 Forums and everyone agreed they were happy with this.

Angela gave an update on the intergenerational work. She noted that the planned meeting was held and what was being offered wasn't really what we wanted. The proposal was for someone from our forum to be a digital champion and then go on to train older people. Not really sure how and if we want to move this forward.

Some discussions were held around intergenerational work and that the Board should return to this issue at a later date

Steve noted that he had not actioned the wording for the ex-members page on the website.

ACTION – Carry over to next meeting- SM

Steve has sent a paper on the engagement of forums. Most members confirmed they were happy with the content, although Ralph asked for the paper to be resent. **ACTION – Paper to resent – SM**

It has been agreed to hold a zoom meeting with voting members to introduce them to the Covid-19 questionnaire and our plans for engagement with Forum Chairs. **Action - Date to be arranged**

Gaynor has circulated the finance report. No comments were made.

Gaynor noted that the invitations to tender for the annual accounts have been sent but only one response has been received from LHP in Carmarthen which would be accepted.

It was noted that a new treasurer would be recruited when the process of recruiting new co - opted trustees is completed.

The Business plan progress report has been circulated and everyone confirmed they are happy with the content.

Proposals for the AGM planning were circulated.

5 members have voted for a virtual meeting and 2 for a face to face when safe to do so. It was noted that if a virtual one was to be held, a change in the constitution would be needed.

Andrew voted for a virtual meeting as he felt that no one would feel comfortable coming for a face to face meeting. Sue also agreed on the virtual option.

The Development Officer post has been filled; However, COPA need to be clear about how this role will operate within COPA. It was noted that the Officer will also be working

Cymru Older People's Alliance c/o Age Cymru Offices, Mariners House, Trident Court, East Moors Road, Cardiff, CF24 5TD

Registered Charity 1174518

with other National organisations. Steve agreed to draft a programme for the Officer based around the job description and would share with the board to comment on.

ACTION – Draft programme for the Development Officer – SM

2.0 Covid -19 – COPA response

Steve has circulated a report with the progress of the questionnaire. It is hoped that the questionnaire will be ready to send out by the end of the month and will be sent out as widely as possible. Steve noted that Age Cymru will be leading with this.

It was agreed that the findings of this questionnaire will be discussed in the September meeting.

Steve noted that the questionnaire hasn't been designed yet and the copy circulated was just a draft and the document will be in a different format once produced.

3.0 Appointment of Vice Chair

It was noted a new procedure for recruitment was agreed at the last meeting.

The advert for the vice chair vacancy was circulated but only one application from Ralph was received.

The board were asked to agree to appoint Ralph Stevens with effect from 21st July 2020.

ACTION – Agreement of the appointment – ALL – Agreed

Ralph agreed to accept the appointment.

4.0 Review of COPA Constitution

As mentioned earlier, the Development Officer has now been appointed which is excellent news.

Steve referred to the paper that has been written by Ralph, Wyn and himself and noted that this paper is for discussion only today. As a result of the discussions to day a revised draft Constitution will be brought back to September meeting for agreement before taking to Voting Members.

Areas that need to be considered:

Remit of the charity:

COPAs remit is as the national voice for 50+ forums and groups across Wales and their membership plus of course working with other age organisations in partnership.

Andrew said he was worried about people falling through the gap. Is the remit above too narrow? If older people are not on a forum, how do we get to hear their voices? It was

Cymru Older People's Alliance c/o Age Cymru Offices, Mariners House, Trident Court, East Moors Road, Cardiff, CF24 5TD

Registered Charity 1174518

noted that we have very limited resources and can't possibly cover the whole of the older people network and that Age Cymru and the Commissioner already had that remit and necessary capacity. We need to make sure we are in touch with other partners and groups. Should this be part of the WG review of engagement?

Hazel noted that COPA are meant to be older people representing older people. This is not much use if we aren't able to get to the people not in the larger formal groups. There is a need for a network for these smaller groups.

Membership:

Three options were outlined in the paper.

Pts to note:

Not keen on a secondary group linked to COPA.

We need to tell voting members that they can come direct to COPA.

Isn't the Advisory group just another form of regional forum?

Can we write into our constitution the need to hold regular meetings with members and voting members?

Could we open these meetings up to everyone and not just members of 50+?

The role of charity is meant to be a strategic and management role, we are currently doing this as well as the doing!

Consensus was that an Advisory Group for all Voting Members and thus providing regional representation should be considered

Increasing the number of voting members:

The different options proposed in the paper were discussed.

Pts to note:

- Do we stick with 2 members or increase to 3-4? Any increase in numbers would mean additional costs.
- We are struggling to get two at the moment, would we be able to get more than two in all areas?
- There are currently 29 out of 34 voting members.
- Bigger counties could do with more voting members.
- Areas, such as Powys will have a variety of opinions and we need to capture these opinions.
- More flexibility is needed for rural and urban areas, different numbers in the more rural areas.
- Not an easy task to recruit into these roles.
- Do we need equal numbers in each area – could it be up to a maximum of 3

Wider membership:

Pts from the paper were discussed and all agreed with the proposal.

Board Structure and Composition:

The question was asked regarding the best way forward, do we have 12 or 16 board members? – It was agreed on 12 and this could be reviewed in the future.

The question around was the balance between co-opted and elected members correct? Are members happy with 8 elected and 4 co-opted members?

There are currently 3 co-opted members. It was felt that it might be easier to recruit co-opted members over elected ones.

Currently members are elected around the local Health Board regions, do we stick with this or look at economic regions? - Do any of these options fit with what we want?

It was noted that regions, Swansea and North Wales are very different and not all areas are the same or have the same issues. It's difficult to find a one size fits all but how do we address this?

Do we need to tie ourselves down re specific numbers in each area or would it be better to have people who have the ability to do what needs to be done?

Do we need to amend our constitution to include the need to look at skills and experience during recruitment? Do we look at the skills of the person rather where they live?

Sue felt that situations different in areas in of Wales. North Wales for example has an English influx of older people and this can be hard to manage. She felt that was a need for a regional structure.

Would another entity (advisory group) under COPA give us the opportunity to have a more regional view?

Recruiting Co-opted trustee:

It was noted that Ken and Steve's term comes to an end in October. There is however the option for them to apply for another three years term. We know we have a gap in the trustee numbers so when the renewals are due, do we need to look at having another co-opted member?

Could Wyn be an option to be a co-opt member? It was felt that it would be good to have someone like Wyn on the board.

It was agreed to raise this again in the September meeting once Ken and Steve have decided about renewing their term.

Cymru Older People's Alliance c/o Age Cymru Offices, Mariners House, Trident Court, East Moors Road, Cardiff, CF24 5TD

Registered Charity 1174518

ACTION – Carry over the recruitment of co-opted Trustees until September meeting- SM

It was agreed to start advertising for the co-opted member now and not wait for September.

ACTION – Advert for co-opted member to circulated – SM

Trustee roles:

A job description and any admin procedures have been circulated and have been agreed.

The question was asked whether there was a need for a president? The overwhelming response was no!

Term of office of elected trustees:

The board have an issue next Autumn with 5 trustees completing their term of office.

Pts from paper:

Achieving option 1 is optimistic

Option 2 could be achieved by a change in the constitution regarding the length of term serviced.

Sue agreed with option 2 and noted a process they use on the Housing board where trustees stagger when they leave.

ACTION – Sue to send details to Steve – SJ

Andrew asked if something could be written into the constitution that says only a percentage of the trustees can be up for re-election at the same time a limited the number per year?

Current board members were asked if they would be prepared to stay on for another term? The overall response was yes, especially as they felt they would have to stay until systems were in place to recruit new members.

Length and complexity of constitution:

It was agreed to look at what the Charity Commission needed and what we can reduce.

It was also agreed that the working group would draft all the above discussion points into a constitution and bring it back to future meetings.

5.0 AOB

Welsh government review of engagement:

Cymru Older People's Alliance c/o Age Cymru Offices, Mariners House, Trident Court, East Moors Road, Cardiff, CF24 5TD

Registered Charity 1174518

Discussions around this review were held:

Pts to note:

- For over two years WG has promised to hold this review. Copa have submitted three papers to WAG but nothing has happened.
- Email was sent asking for clarity about the Review and its content and timing and again no response. A discussion was also had with the Deputy Minister at the last MAFA meeting.
- Some idea of the policy for the future of forums is needed to help in the direction of COPA.
- Do we wait for our review before taking this anywhere further?
- Carmarthenshire forum was very strong 5 years ago but is now decimated. This is largely due to the council not working with them and not allowing them access to various tools. The Government needs to be clear how Councils should work with local forums.
- There is no indication from WAG about the continuing support for 50+ forums.
- Elections are coming up and unless something is done soon, this review will be kicked into the grass again!
- The stumbling block is use of GDPR and this should be brought up with OPC. Surely if people join older people's group, they want to be involved, have info and accept they are taking on a representative role.
- The issue we have is the relationship of COPA with local government. COPA are in the "group" of other smaller groups but this doesn't allow COPA to stand out as older people representing the interest of older people.
- Links with the other groups are needed
- Sending a letter to the minister is the thing to do that is least effective. A dialogue to shape and influence the future of 50+ forums and groups is needed. We need to be on the inside for the decision making.
- We need to be influencing Government about what 50+ forums should look like.
- Does the Government know how much forums have shrunk?
- We have already emailed the Commissioner and Chief Exec of Age Cymru to seek their support and guidance on this situation and how COPA need direction from Government about the future intentions for 50+ forums.
- Problems started when ring fencing the funding for the 50+ forums was stopped. Ideally this should be re-instated
- Could the Development Officer join the next meeting?

- **The options for progressing this matter were discussed and it was agreed that we should await the response from the Commissioner before taking further with Welsh Government.**

Cymru Older People's Alliance c/o Age Cymru Offices, Mariners House, Trident Court, East Moors Road, Cardiff, CF24 5TD

Registered Charity 1174518

- **A specific Board meeting on this issue should be held to discuss the way forward.**

Next board meeting to be held on the 22nd September.

More regular meetings to be held over the coming months, the next one potentially in August around the review of engagement and the outcome of our discussions with forums.

Meeting finished at 11.50

ACTIONS

- 1 – Text for ex members page to be carried over to next meeting - SM
- 2 – Steve to resend paper on the engagement of forums - SM
- 3 - Draft programme for the Development Officer to be drawn up – SM
- 4 - Advert for co-opted member to be circulated – SM
- 5 - Sue to send details of housing board process of trustee recruitment to Steve – SJ
- 6 - Carry over the recruitment of co-opted Trustees until September meeting but a draft advert should be prepared - SM
- 7 – A revised draft Constitution should be prepared by the Working Group for discussion at the September meeting SM/RS/WL
- 8- A Board meeting specifically on the Welsh Government Review of Engagement of Older People should be set up after advice from the Commissioner had been received - AOS

