

Cymru Older People's Alliance Board of Trustees' Meeting 23 October 2020 10.00 - 11.45 via Zoom/Telephone

Attending: Chris Baker from the National Lottery (Guest). Steve Milsom (Chair), Ralph Stevens, Lyn Finn, Angela Tritschler, Gaynor Davies, Hazel Maguire, Ken Davies, Andrew Hinchliff, Rachel Dawson (Minutes), Kathy Lye.

Apologies: Sue Jones.

0.1: Welcome/Apologies

Steve welcomed Chris Baker from the National Lottery. He has come along to observe today.

Chris is a Funding Officer who works in Carmarthenshire. There are over 90 projects in Carmarthenshire. Chris encourages organisations to work smarter and to see what National Lottery can do for them. Chris runs funding forums with County Voluntary Councils. Chris would like to find out who COPA members are, what connections we have, and then Chris can send us specific details of the funding officer in each area. Funding officers all approachable and experienced. It was agreed that Chris would be invited to the next Voting Members meeting

Steve paid tribute to Ken, who has done so much for older people in Wales over the last decade. Steve commended Ken for his caring and practical attitude, his energy and commitment, and his dedication to helping others.

Ken also thanked COPA. He wanted to specifically thank Andrea Nicolas Jones, Alan Hatton Yeo, and Steve Milsom. Ken said that he was confident that COPA will continue to develop and to be successful. COPA have the ear of Welsh Government, and the collaboration of the Commissioner. He urged COPA members to keep going, and said that he would be very interested to keep up with progress.

1.0 Future of 50+ Forums in Wales – Next Steps

Steve presented the Development Framework.

COPA has not yet had a response from Julie Morgan MS. However, we cannot give up and must plan ahead with realistic proposals.

The pandemic means that Welsh Government funds are limited, but we must pursue our agenda and not give up. The draft Development Framework sets out a range of actions we can take to put Forums in a stronger position and try to achieve a more consistent, fairer structure across Wales.

Steve asked Trustees for comments on what works, what's difficult, and what's missing.

Andrew raised that there is no over 50 Forum in Conwy. The Cabinet Member for Social Services is also the Older People's Champion, but this is only a nominal title.

Andrew would like to suggest that the Older People's Champion should be a lay person as they can comment independently. Andrew also fed back that GDPR blocks information sharing, which makes it difficult to find out about local groups. Ralph, Steve and Andrew are going to meet up to talk about GDPR. Andrew suggested contacting the U3A as they have large numbers of members; over 600 in Llandudno. Andrew also drew attention to the fact that the pandemic is affecting the mental health of many people.

Lyn fed back that in Cardiff, they are receiving good support from the Local Authority, from a member of staff in the Equalities team. She suggested that every local authority should have a Councillor who is involved with the forums. Lyn said that when Councillors attend they are engaged at the time, but it doesn't go further. We should have continuity in who attends. COPA has a responsibility to make sure that the voices of people 50+ are heard.

Steve raised the issue of budget cuts in Local Authorities. We should find a way of achieving the same objectives, perhaps in a different way.

Gaynor advocated creating resources such as a "how to" guide. These are particularly important in rural areas where people might not have support. Gaynor also suggested increasing the budget and expenditure for communications. This would also support recruitment as it would draw people to get involved with the forum.

Angela informed the forum about the problems in RTC. One LA staff member has been seconded to Test and Trace, and their replacement has not been given much training. The Older People's Champion is not very visible to members.

Age Connects Morgannwg are supporting the forum with admin, but at the moment they cannot help with this as they are still recovering from the floods.

Ralph reported that he doesn't hear much from their Older People's Champion. He would also like someone who is independent and unafraid to speak up. In 2021, he would like to see a major programme of reengagement with people we haven't been in touch with for a year due to the pandemic.

The COPA Board were happy to agree the framework as a starting point for dialogue with Welsh Government.

2.0 COPA Communications

Ralph gave an overview of what was discussed in the Communications Team Meeting.

Ralph has amended the home page of website. Ralph has found a resource where a translator will translate 500 words per month for free. We can use this resource to help us keep the website updated and relevant.

Ralph suggested creating a rota where one Trustee writes a 200 word summary of what COPA are doing every month. This should be friendly, in everyday language, and concentrate on what COPA are doing nationally. If Trustees don't want to write

much, they can provide bullet points and Kathy/Rachel can help write it up. Ralph will upload and take care of translation. Chris Baker suggested that we could use minutes to take the core of the meeting and then distill it.

Other sections on the website:

We missed the opportunity to update the website with information about the lack of attention given to older people in the strategy *COVID-19 Reconstruction: Challenges and Priorities*. This is something we could do in future.

Hazel spoke about her fundraising with the Alzheimer's Research Fundraising Group and what she could write about that. Andrew shared that he could write about housing options and LGBT rights.

Angela spoke about the COPA Facebook account and what has been shared. Feel free to share articles about topics that older people might find relevant.

Voting Members Meeting 16 Oct

15 people attended the meeting, which was really encouraging. We had a few comments on the draft Constitution but nothing that was significant or prevents us proceeding with the work. A paper with the final version of the Constitution to go to the AGM will be discussed at the next Board meeting. There was a positive discussion about the reform of Forums that supported the direction we are going on that.

Minutes will be circulated very shortly.

Next meeting will be 12th November at 10am.

We can discuss the findings from Age Cymru COVID-19 survey

Lyn raised the sound issues in the last meeting. Discussed how we can ensure that everyone is engaged in the meeting. Suggested catching up with new attendees after the meeting to gather their feedback.

Kathy will write a guide to Zoom etiquette and normal meeting protocol. This will help new members acclimatize to new technology.

AGM January 2021 (Paper)

The Communications Group have suggested that as we are meeting on Zoom, the speaker should be fairly short and fairly light.

Steve confirmed that we must give fourteen days' notice of the meeting, and 20% of members must attend to be quorate.

Discussed whether the meeting should be open or not. Agreed to invite some observers from relevant organisations, or people who are interested in joining, such as Dr Jaswant Singh.

We don't want there to be too many people on screen. Agreed that we can issue an informal code of conduct that states that observers are there to observe only. Rachel

suggested a [Zoom webinar](#), where guests have to “raise hand” to speak, and this must be approved (digitally) by members of the panel before they are able to. Agreed that we will try the informal approach first.

Kathy has offered to write the report into the accounts, which is a formality. Kathy can use previous annual reports as a basis. Steve will send her a list of COPAs main achievements over the period to include

At the AGM we need to ratify that the Steve’s term as a Co-opted trustee will be extended, and that Andrew has joined as a Co-opted Trustee.

Discussed how many resolutions and motions we can comfortably fit in two hours. Suggested that we can fit in one resolution and two motions in two hours.

Communications Group will take the AGM work forward with Kathy and Rachel, and will ensure that the papers are issued in good time.

Engagement of Forums – next steps

Steve is still waiting for two forums to contribute. When they have arrived Steve will draft report and circulate it.

Steve was really impressed after meeting with the Anglesey Older People’s Council. They have a strong structure, supported by council and Age Cymru Gwynedd a Mon. They have quarterly meetings with 60+ attendees. They invite older people who are isolated and bring them along for lunch. Lunch facilitates good discussion, where the guests will raise issues. Steve will write up the visit as an example of good practice.

Kathy has found the contact details of a contact in Blaenavon and Cwmbran. It has been difficult to find a contact in Torfaen.

3.0 Finance

Current Position

We have £4887.79. COPA donated £200 to Carmarthen for help that Wyn had given us over many months. The Forum were really appreciative of this help.

Can’t claim for meeting expenses that were not held but can claim on operational expenses (website, insurance, and accountant) Will speak to Amanda O’Shea.

Review of 20-21 Estimates (paper)

Our predictions are very different to how things have turned out this year. The initial estimate was based on a full spend of our £12800 anticipated income. We have revised an estimate to £5565. It is very optimistic to suggest that there will be a Board meeting and event in March, but we do need to consider it and set aside some money.

Gaynor suggested that we could budget to do more with our communications and publicity. Agreed to budget £500 for this.

Andrew raised the fact that we need to spend a fifth of our income on accountancy. Gaynor confirmed that we have to do this because of the Charity Commission and that other groups spend a similar amount.

4.0 To approve minutes of Board Meetings 25 Sept 2020

Minutes were accepted as accurate.

SM – Schedule a longer meeting of the Board with Mike. *Mike is to meet with the Communications Group.*

SM – Amend constitution after feedback and continue to follow processes for adoption. *Done.*

RS – Convene a meeting of the Communications Group to discuss recruitment of Trustees and engagement with forums further. *Done. Kathy has been working on a revised leaflet for COPA and has revised the advert.*

EVERYONE – Send to Kathy some ideas for something that we could feature on the website/social media: *See discussion above.*

SM and RS to meet Kathy to discuss her new role in respect of COPA and how she could help progress the issues discussed including the buddying system and sharing good practice. *Done. Lots to do, lots of new ideas!*

Outstanding reports on Forum engagement should be submitted as soon as possible (Sue, Andrew and Hazel) *Done.*

SM to follow up with Commissioner's Office on application of GDPR by Councils in relation to some Forums database *Done, SM and RS to speak to Andrew.*

The COPA 20-21 Financial Estimates should be reviewed at the October meeting *Done.*

SM – Correct typo on risk register. *Done.*

SM to circulate draft report on Covid-19 survey when available for discussion following meeting with other National Organisations. *Survey analysis will be launched soon.*

SM/RS – Draft paper for discussion on a “rescue plan” for the role of Chair and Vice Chair *SM and RS will meet to discuss.*

SM and RS – Work together on a draft manifesto for 2021 Welsh Elections and an associated communications strategy *On-going.*

5.0 Any other urgent business

The COPA Board approved new procedure for the approval of Minutes.

Co-opted Trustees - oral update on recruitment plan

Working on that with Kathy – will report further.

Covid -19 Survey/Reconstruction

Message from Heather Ferguson (Policy at Age Cymru) to say that the launch will be Thursday 29th October – more details will follow.

Mike Phillips (Communications at Age Cymru) – BBC journalist interested in story. Would anyone come forward as a case study? Consider and let us know ASAP.

COVID Reconstruction Plan for Wales – oral update

Waiting for a response from the Minister to our email.

Influencing political Manifesto's for 2021 Welsh Elections – (draft letter for approval)

Voting Members had been consulted. COPA Board approved the draft letter.

Discussed coordinating the release of our letter with the other groups.

Kathy informed the group that the other national organisations are aiming for a January release of their manifestos.

Concluded that we can just send at the end of the month.

Discussed the procedure when a member of the COPA Board is unwell and misses meetings. Angela suggested having emergency contacts for all of the Board to avoid worrying about people.

Action: Steve to contact Sue Jones and let her know that she is missed.

Actions

Ralph to invite Chris Baker, National Lottery to the next Voting Members meeting to give a presentation

Steve to open dialogue with Welsh Government on taking forward the agreed draft Forum Development Framework

Rachel to create rota for Trustees to write short articles for the website.

Kathy to write guidance for Zoom document.

Communications Group to take forward planning for AGM on the basis of paper tabled and discussion on it

Kathy to draft COPA Annual Report. Steve to provide list of COPA achievements in period of report

Steve to produce draft report on Engagement of Forums including example of Anglesey Older People's Council

Financial Estimate for 20-21 to be amended to include £500 for communications

Kathy, Ralph and Steve to meet about recruitment plan for new Trustees

Andrew, Ralph and Steve to meet on application of GDPR by Councils in relation to some Forums database

Steve and Ralph to draft paper for discussion on a “rescue plan” for the role of Chair and Vice Chair

All – let Age Cymru know urgently of any individual who could be a case study for launch of Covid Report

Steve to send final version of Manifesto letter to Rachel for issue

Action: Steve to contact Sue Jones re attendance and let her know that she is missed.

Kathy/Rachel to contact Board Members re alternative contact information – retained on a confidential basis