

## Cymru Older People's Alliance Board of Trustees' Meeting

20<sup>th</sup> November 2020 10.00 - 11.45 via Zoom/Telephone

**Attending:** Steve Milsom (Chair), Ralph Stevens, Lyn Finn, Angela Tritschler, Gaynor Davies, Andrew Hinchliff, Rachel Dawson (Minutes), Kathy Lye.

**Apologies:** Sue Jones, Hazel Maguire.

### 0.0 Welcome/Apologies

### 0.1 Declarations of Interest

None.

### 1.0 Future of 50+ Forums in Wales – Next Steps

Steve introduced his report about the future of the 50+ forums. This had been circulated in advance of the meeting.

Spoke about engaging with forums and the importance of regularly contacting the forum Chairs. We can't push the messages in the report any further, given the differing level of engagement we have from Chairs. The report acknowledges that we have to go into greater depth and breadth than we have currently. This will be done at a later date, as visits etc. are limited due to Coronavirus.

Steve has received some minor comments from the Voting Members, following the meeting.

Ralph has been trying to make contact with any relevant representations in Torfaen, but it has been extremely difficult.

Gaynor thought it was an excellent report and does a lot for us. Steve should be commended for the quality of the report.

Andrew raised that he would like to have more access to information about people in the local area. We should press the point that we're not cold calling, we're here to help older people and we're a proper body. Our remit is to work with older people across Wales. Steve shared that this issue is addressed in the report. Kathy clarified rules around GDPR. We will come back to this discussion about data sharing another time.

Steve suggested revitalising the buddy system to take contact with forums to the next level. Everyone should have at least one buddy.

Trustee	Buddy Areas
Ralph	Carmarthenshire & Blaenau Gwent
Angela Tritschler	Merthyr & Bridgend.
Gaynor	Roy in Flintshire. <i>Could potentially take on Barry in Flintshire as well.</i>
Sue (Currently covered by Steve)	Ynys Mon

Andrew	Conwy. <i>Will research Denbighshire and Wrexham too.</i>
Lyn	Vale of Glamorgan.
Steve	Newport and Neath Port Talbot

Areas for Development: Torfaen, Ceredigion, Denbighshire, Wrexham Powys, Monmouth. Ralph has recorded this information [on our website in map form.](#)

We should establish contact with Voting Members and encourage participation in the Voting Members meetings, especially as we approach the AGM. Following AGM we will need to engage with Chairs about Forum Development – we can discuss that at February meeting

The report and its publication was agreed by the Board of Trustees.

**Next steps:** Send it out with tailored letters to the Julie Morgan MS, certain Welsh Government officials, WLGA, Councils, Older People's Commissioner.

Implementation of Framework for 2021 following dialogue with WG and COP. Suggest it should be standing item for Board agendas next year

## 2.0 COPA Communications

### Website/Facebook

Rota working well so far! Thanks to Steve and Andrew for being prompt.

Request for contributions to "What they said" feature.

- Older People's Commissioner has recently made some statements about care homes. Can we use these?

Ideas for other informative articles:

- Andrew gave example of good practice on Rhos on Sea; a combined use development including accessible flats, hospital beds and a study area for health and social care students.
- Kathy has sent around Age Matters from Age Cymru, suggested that COPA could post a link to that.
- Steve suggested posting something about Wales Transport Strategy.

Ralph fed back that Chris Baker from National Lottery is happy to give a virtual workshop any time. Arrange for February. Now is the time to prepare the ground for the workshop. We should go to members and ask what they might be interested in. Make the most of it!

- Random Act of Kindness Day
  - Everyone was enthusiastic about it at the Voting Members meeting, but no firm plans yet
  - Ralph would like to send a message to all Voting Members regarding RAoK day. We can join with Sandra in sub-committee to create a plan.
  - Are you interested in doing some AOK or going into community to find one?
- Feedback after Voting Members Meeting 12 Nov

- Kathy has largely written a protocol on the code of conduct. We will circulate soon. Members can read this in advance and talk to buddy. We will be asking members to say in advance if they want to speak on an issue.
  - Kathy will be the 'Host' and will mute people on arrival. Members can unmute as they wish to speak.
  - While Steve is reading out motions we can share the screen.
  - Steve can also send out a sheet explaining how AGM will work.
  - Lyn suggested that we could hire hotel rooms for people to video call in from. This would ensure they had suitable equipment and help with getting started. We should decide if we're going to do this soon so we can let members know it is available. Haven't looked at costings but shouldn't be prohibitive. We should try our best to help people to feel included and like they can contribute.
  - Gaynor confirmed that we have the finances for this.
  - Andrew suggested that we could speak to the local council and ask if there's a media room to use. They have that facility in Conwy but unsure if you can go to council and use it.
  - Emma in Newport will look at getting Keith Wood to join at local council offices.
- **AGM January 2021 (update)**
- We are asking a lot to ask people to sit for two hour meeting, especially if they are not used to spending a lot of time staring at the screen.
  - We need to minimise the AOB time.
  - Get all the papers out well in advance. Send the papers electronically as soon as they are available. Trustees should contact their buddy and ask if they have received it, and talk through it.
  - Rachel confirmed that Rachael Nicholson from Hourglass Cymru will be speaking.
  - We will need to request participant's postal address – will send the whole pack two weeks before the meeting. **Who is best person to ask for this/store this? RD happy to do this.**
  - Andrew suggested having "any matters arising" in advance so we can answer queries before the day.
  - Need to ask people if they want to bring resolutions etc. Maximum of four people to speak on resolution. Never has more than three so far – so four should be okay.

### 3.0 Finance

- Another £6000 has been paid in to the COPA account. We don't want to waste this money but we do want to spend it and make sure that we use it for the benefit of members.
- What shall we do with these funds? Leaflets? Could we book ahead for 2022 AGM?
- Lyn suggested having a Summer 2021 conference with limited numbers. It could be informal, and a way of thanking the forum for bearing with the group while doing online meetings etc. Building for the future and the future of forums.
- We already have a paid-for booking at the Future Hotel on 23<sup>rd</sup> March. RD to contact Amanda O'Shea to ask for more information.

- Can we pass it out to local forums?
- Comms Group to have a look at the pre-existing leaflet and see if it is suitable for sharing.
- Lyn suggested using the money to visit local forums and have a bit of an “afternoon tea” to check in with them and improve the network.
- This could help forums restart after Covid. We could earmark money under the banner “restarting forums in Wales.”
- We need to put details in and formulate a spending plan

### **Action – Communications Group**

#### **Risk Register**

- Trustees approved the updated risk register

### **4.0 To approve minutes of Board Meetings 23 Oct 2020**

Actions from Minutes and update

Yeo rather than Yale – RD to correct.

The minutes were agreed

#### **Actions**

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

Steve to open dialogue with Welsh Government on taking forward the agreed draft Forum Development Framework –**Done. Copy of Framework sent to WG awaiting response. New HoD Anthony Jordan replacing Matt Jenkins.**

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

Kathy to write guidance for Zoom document. – **Done. Coming your way soon.**

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

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

Steve to produce draft report on Engagement of Forums including example of Anglesey Older People’s Council - **Done**

Financial Estimate for 20-21 to be amended to include £500 for communications – **Done. Open to further uplift.**

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

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

Steve and Ralph to draft paper for discussion on a “rescue plan” for the role of Chair and Vice Chair – **This has been drafted. Will discuss next meeting – will make it main item for discussion.**

All – let Age Cymru know urgently of any individual who could be a case study for launch of Covid Report. **Age Cymru report has been released, was good publicity and a successful piece of work. Steve is attending cross party group as COPA Chair and will be doing joint presentation with Heather.**

Steve to send final version of Manifesto letter to Rachel for issue. **Done.**

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

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

### **5.0 Any other urgent business (short updates)**

#### - Position Paper on Climate Change

The group agreed that the report is complete. It will be circulated ahead of the AGM. Thanks to Kathy for working on this.

Andrew raised that many older people live in areas that are at risk of flooding due to climate change. Recommend home insurance.

#### - Age Friendly Communities

Asked for any information about contact with Local Authority. Have heard from Flintshire and Swansea as example of good practice. This will be the centre point of new strategy for ageing society. SM and RS meeting the COP team on 4<sup>th</sup> December.

#### - Approval of revised Constitution for AGM

Awaiting Charity Commission approval on i. Purpose ii Trustee Flexibilities. Only minor change. Will circulate to Trustees as soon as response received for approval and will then be circulated for AGM agreement.

#### - Recruitment Plan for Trustees

We will come back to this.

#### - Consultation on Strategy for Ageing Society

Consultation will start before end of the year and will take three months, we need to ensure we have a wide reach with Forums.

#### - Cross Party Group on Intergenerational Solidarity

Steve has joined the cross- party group on intergenerational solidarity. About 40 attendees, including eight Members of the Senedd. The first meeting was really good and Steve will circulate the minutes as soon as they are available

Forums can do something practical about intergenerational links and there is potential to develop.

#### - Meetings December/January

18<sup>th</sup> December – relatively short meeting discuss role of Chair as main point, then 22<sup>nd</sup> January, after the AGM. Officer appointments will need to be made at that meeting.

Gaynor: Her LA are looking for people isolated and lonely and supplying tablets that are preloaded. Other trustees to look at LA to see if offering. Definitely happening in Pembrokeshire, Age Cymru Dyfed are playing a role. Other members raised that the internet isn't cheap, so will have to look into accessibility. **Action all** - to find out what is happening in your local area and share it.

**Meeting Closed**

## **Actions**

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

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

Steve and Ralph to draft paper for discussion on a “rescue plan” for the role of Chair and Vice Chair – **This has been drafted. Will discuss next meeting – will make it main item for discussion.**

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

Communications Group - Advice for Trustees to contact buddies re AGM preparation and revise list of trustees and “buddy forums”

Steve - Circulate the report about the role of 50+ forums to interested parties as agreed.

RD to take a look at statements made by the Older People’s Commissioner and see if they can be used for the website.

RD and KL to have another look at the code of conduct and send it out to members.

Communications Group to have a think in more detail about using hired rooms for the AGM.

Communications Group to discuss getting postal addresses for members. Also look at ideas for supporting Forum Restart post Covid-19

RD to speak to Amanda about Future Inn booking on 23rd March.

Steve to circulate when available minutes of the Cross Party Group on Intergenerational Solidarity

All – to find out what is happening in their areas re supply of tablets to isolated and lonely people