

VOLUNTARY ACTION MERTHYR TYDFIL

MINUTES OF BOARD MEETING HELD ON 27th JULY 2020

(via Zoom)

Present: Anne Roberts, Edward Dawson, Suzanne Davies, Kayleigh Nor-Val and Michael Ronan

In attendance: Ian Davy and Carol Hindley

20/49 APOLOGIES

Mark Ward, Paul Gray, Nicola Mahoney, Michelle Jones and Brian Lewis

20/50 DECLARATIONS OF INTEREST IN AGENDA ITEMS

Suzanne Davies declared an interest in the Bevan Foundation item as she is related to their Director.

20/51 UPDATE ON RECRUITMENT PROCESS

20/51.1 The Chair gave a verbal update on the recruitment process for the new Chief Officer, stating the internal advertisement process, proposed interview dates, the structure of the interviews and the HR support from WCVA. The potential interview dates were 12/13 August. She stated that the internal and then possible external advertisement would be in accordance with the VAMT Recruitment Policy. If external advertisement is required, the advertisement would be placed for 2 weeks and interviews held in September. It was noted that the Chief Officer and Treasurer were due to meet the CEO of the local authority on 29th July.

20/51.2 The Job Description and Person Specification that had been circulated prior to the meeting was **AGREED**. WCVA will be informed so the advertisement can be released internally.

Action: Vice Chair

20/51.3 The minutes of Special Board meetings held on 3rd July 2020 and 17th July 2020 were **AGREED**. There were no matters arising.

20/52 CHIEF OFFICER'S REPORT (Including Covid Response Report)

The Chief Officer's Report had been circulated in advance and was presented by the Chief Officer. The report was received by the Board and the content was noted.

It was **AGREED**;

1. That the Board proceed with the appointment of two "Wellbeing Coordinators" following the positive meeting with a member organisation who had raised concerns.
2. That a revised Appraisal Policy be picked up when a new Chief Officer is in place with a view to implementing in 2021.

3. That a situation report on all policies will be presented to the September meeting for the Boards consideration.

Action: Chief Officer

4. That Kayleigh Nor-val is trustee representative for the Community Capacity Grant Scheme grants panel

5. That aside from short term operational decisions, the full development of a revised Strategic Plan be deferred until a new Chief Officer is in post

6. That a “homeworking policy” be drafted, circulated to trustees, consulted upon with staff and finalised at the September Board meeting

Action: Chief Officer

7. That staff are awarded a £500 pro rata, non-consolidated payment with immediate effect. It was noted that this would be within budget given the additional core funding received this year.

8. That a report is presented to the September meeting illustrating the potential additional costs of reinstating pay levels to the 2020 level.

Action: Administration and Finance Manager

In addition, it was noted that the building contractors appear to have completed the MTCBC funded repairs on the building. The independent surveyors report which had been commissioned had been circulated prior to the meeting. It was **AGREED** to query with MTCBC why points 1 – 3 in the report had not been completed but point 4 (the cage on the boiler flues) will be installed by VAMT.

Action: Administration and Finance Manager

20/53 MANAGEMENT ACCOUNTS 2020/21 QUARTER 1

The management accounts for Q1 had been circulated to the Board in advance by the Administration and Finance Manager. The report was **AGREED**.

20/54 REVISED BUDGET 2020/21

The revised budget for the core cost centre which included expenditure items approved at the May Board meeting had been circulated in advance. It was noted that the charge for the HR support for WCVA will have to be included, as well as the decision in 20/52.6 above. The Budget was **AGREED**.

20/55 VAMT KPI REPORT AND VAMT OPERATIONAL PLAN – 2020/21 Quarter 1 Reports

The KPI Report and the Operational Plan Report for Q1 had been circulated to the Board in advance. The Chief Officer confirmed that they will be sent to MTCBC and the Health Board to comply with the respective SLA's.

The reports were **AGREED** by the Board.

20/56 BEVAN FOUNDATION REPORTS

The Chief Officer referred to the two recently published reports that trustees had received previously, and the well-attended webinar held on 15th July. He also referred to the text in his Chief Officers Report in response to the outcomes of a focus group which asked about

members support needs from VAMT and a subsequent conversation with the researchers. It was **NOTED** that some of the comments will need to be incorporated in a new VAMT Strategic Plan and some need an operational response which is in hand.

20/57 SICKNESS ABSENCE 2019/20

The annual sickness absence report had been circulated to the Board in advance and was **ACCEPTED**. The continuing decline in sickness absence levels was noted.

20/58 TSSW 2019/20-Q4 AND 2020/21-Q1 IMPACT REPORTS

The reports had been circulated in advance by the Chief Officer for information.

20/59 MEMBERSHIP

The report was **AGREED**. Help@hope (Hope Church Merthyr) and Head4Arts were accepted into membership.

20/60 MINUTES OF PREVIOUS MEETING HELD ON 18th MAY 2020

The minutes of 18th May 2020 were **AGREED** and signed by the Chair. It was agreed they can be published on the website in their entirety.

Action: Chief Officer

20/61 ACTION LOG AND MATTERS ARISING

The Action Log was reviewed and updated.

1. Action 95: HSBC will be pursued once again re the additional signatories that were previously agreed by Board.

Action: Administration and Finance Manager

2. Action 139: The Trustee Declaration of Interest will be placed on the website.

Action: Chief Officer

20/62 ANY OTHER BUSINESS

The AGM was raised, and general agreement is that it is likely to be held virtually.

20/63 DATE OF NEXT MEETING

The next full meeting is on Monday 28th September 2pm via Zoom

MEETING CLOSED

Signed:

Date: