

Cheshire, Halton & Warrington REC

Trustee Board Meeting Minutes

Wednesday 24th February 2016

6.30pm The Unity Centre

Present

Eric Bowers (Chair), Bhupinder Virdee Lace (Vice Chair), Hammideh Brice, Martin Meredith (Treasurer), Chantal Davies, Shantele Janes (staff),

Apologies

Shamla Naidu, Elizabeth Bott, Abdun Noor.

Minutes of Last Meeting

Accepted as a correct record.

Matters Arising/Actions

What	Update/progress
Fire policy for BLP – give to SJ	Outstanding
Send out new appraisal system to trustees for approval	Completed. All new forms were signed off.
AQS application to be submitted	Outstanding – SJ will do this when appropriate.
Develop funding paper	Outstanding.
Organise evening session re SWOT	SJ wanted to agree a date for GCM where we could do this, discuss the Unity centre and involve members more. Agreed 11 th May 7pm.
SJ add to the QB manual	Part complete. Still some to add.
Try and find reasonably priced first aid training	Done – EB is attending and can give lifts to the admin staff if one of them wants to go. CD also mentioned that there are regular H&S courses at the University and to contact Adrian Lee – SJ Action
Check M&A and Rules re members	SJ to circulate to all as a

	reminder.
Send letter to * re his conduct	On hold at the minute until EB has checked the M&A.
Review lone working policy	Complete. Discussed the possibility of cameras.
Check with council re alarm and procedure	AJ is checking on this for us, we raised this in Council meeting.
Look at putting on jumble sale at Unity Centre	Still outstanding, but one of SJ's actions.
Circulate the details of the offer for the Unity centre	Completed.
Notify caseworkers of decisions re cases	Completed.
Notify * re extension to contract	Completed.
SJ and Martin to meet re budget for wages	Completed.
Notify staff re decision on wages	Completed.

Legal Requirements

None. Nearing the end of the financial year and the accounts will need to be done.

Membership Applications

None. Important to retain this agenda item as it acts as a trigger for membership.

Health & Safety Issues

We have already discussed the lone worker policy under matters arising.

Talked about crèche facilities. One lady at the moment is bringing her child to conversational English. SJ has looked into crèche funding, but there doesn't appear to be any. She has spoken to Andrew at the Wesley Centre, who has explained they fund their own and given some pointers, eg not to have children under 18 months etc. SJ has asked Nicola to ask the students if they would be interested in a crèche facility, at a charge that covered the costs. BVL suggested that in future we might have access to the money Government has put aside for Muslim women to learn English in the future. SJ will be keeping an eye out for that funding.

Health & Safety – already discussed that Anita or Valerie could go with Eric if there are spaces on the first aid training in Northwich at the end of March.

Policy Review

The Board had already approved lone worker policy review and amended appraisal forms/policy. SJ explained that all policies and procedures are on Drop box so that all trustees can access them. Some Board members had accessed and some hadn't so SJ will re-circulate details of how to access and ensure that Drop Box is up to date.

Casework

Went through the reports – enquiries received, current cases and those to be approved/rejected. The highlighted cases on the enquiries list were determined to be those which may go further, ie those who next month we would bring to the Board. There were a total of 24 new enquiries in the period 5.02.16 – 24.02.16. 2 were from the Cheshire area, the rest outside. 7 were non employment. 8 were referred to other agencies, the rest were given initial advice with 3 having the potential to go further (1 race discrimination and 2 age discrimination).

Looked at the following case for approval:

AD – this is a case where he was rejected for a job because of his immigration status, despite having a work visa that extended past the end date of the temporary contract. Board members agreed that it was a good case to take as many employers don't understand the rules around immigration and that they may be discriminating on the basis of race. Approved for initial work.

[Staffing issues not for public].

Unity Centre Update

SJ updated on the meeting which took place with the Council the day previous. She has also sent a note of the meeting, the offer and agreement out to all Board members by e-mail.

Eric may be able to get some kitchen equipment etc FOC as a temporary measure for the Centre, he will explore this further. BVL also may be able to get some kitchen equipment donated from Tara who previously had the Guild Hall.

AOB

Finance should have been on the agenda. Martin and Shantele had met to update the budget for the year against actuals. [Staffing issue not for public]. Talked about not

renewing the IRLR books this year as this is a significant spend, and we don't need to have them anymore – can always access through CD and we use Bailii a lot too for cases and this is free.

Next Meeting

Thursday 31st March 6.30pm. F&GP at 5.30pm.

Actions List

What	Who By	Date if any
Fire policy for BLP – give to SJ	Martin	When able
AQS application to be submitted	Shantele	When appropriate
Develop funding paper	Martin	When able
Organise paperwork for General Council Meeting	Shantele	Early April
Contact UoC re H&S courses we could access	Shantele	ASAP
Circulate M&A to Exec	Shantele	ASAP
Complete QB manual	Shantele	When able
Send letter to * re his conduct	Eric	When checked the M&A
Check with council re alarm and procedure	Alistair Jeffs – SJ to chase up	If nothing heard end of March
Look at putting on jumble sale at Unity Centre	Shantele	ASAP
Check if Anita or Valerie want to do 1 st aid training	Shantele	ASAP
Re-circulate details re Drop Box	Shantele	ASAP
Speak to staff about appointments system	Shantele	ASAP
Explore free kitchen equipment	Eric/Pippa	By next meeting
Shantele and Martin to meet to discuss 2016/17 budget	Shantele	ASAP
Notify * of decision re salary	Shantele	ASAP