

Cheshire, Halton & Warrington REC

Trustee Board Meeting Minutes

Thursday 31st March 2016

6.30pm The Unity Centre

Present

Eric Bowers (Chair), Bhupinder Virdee Lace (Vice Chair), Hammideh Brice, Elizabeth Bott, Shantele Janes (staff),

Apologies

Shamla Naidu, Chantal Davies, Abdun Noor, Martin Meredith (Treasurer).

Minutes of Last Meeting

Accepted as a correct record.

Matters Arising/Actions

| What | Update/progress |
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| Fire policy for BLP – give to SJ | Superseded by the work SJ has done on the fire policy |
| AQS application to be submitted | Still needs to be on the list, SJ still feels the casework service isn't stable enough for this |
| Develop funding paper | Outstanding. |
| Organise paperwork for General Council Meeting | SJ has been waiting for everyone to get back so a date could be agreed, finalised date as Wed 11 th May 2016 |
| Contact UoC re H&S courses we could access | Complete. SJ contacted him but they don't offer this anymore. |
| Circulate M&A to Exec | Complete. |
| Complete QB manual | Part complete. |
| Send letter to * re his conduct | Eric wants to review previous documentation sent to him. SJ to find information and send to Eric. |
| Check with council re alarm and procedure | SJ to chase. |
| Look at putting on jumble sale at Unity Centre | Superseded by the involvement |

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| | with Warrington and the Northwest Refugee collection. |
| Check if Anita or Valerie want to do 1 st aid training | Neither were able to attend the 1 st Aid training because Anita was covering for Valerie. It has been cancelled anyway – keep looking for training. |
| Re-circulate details re Drop Box | Complete. |
| Speak to staff about appointments system | Complete. |
| Explore free kitchen equipment | Outstanding |
| Shantele and Martin to meet to discuss 2016/17 budget | Outstanding |
| Notify * of decision re salary | Complete. Will keep under review. |

Legal Requirements

Accounts will need to be done – as we are at the end of the financial year. Professional Indemnity Insurance sorted out for the year as a new policy kicks in for April.

Membership Applications

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

Health & Safety Issues

SJ explained that she had been on H&S training which had made her think about a number of issues around health and safety in the office. She has completed an annual maintenance check of the building and completed a health and safety checklist. She circulated a report on H&S and went through the key issues. The following was agreed:

Cleaning contract – needs to be extended as staff are currently undertaking cleaning of the toilets downstairs. Need to also check on what the current cleaning contract states – we are paying around £53 a week – it was originally 2.5hrs with 2 people, but concerned that this isn't what we are receiving. Need to also ask cleaners to regularly clean the fridges and defrost them (say once a month).

First aid box – SJ has already asked the reception staff to do a regular check on their contents and also to ask Martin to put the box on the wall so it is not moved and is easily visible.

Hire of rooms – need to consider a more robust policy on new hirers. Existing hirers we should ask for a copy of their public liability for our records and SJ to draft up a new policy for new hirers to provide ID. This could just go out with the hire form.

Cleaning Materials – SJ to arrange for all cleaning materials to be kept in one place – lockable cupboard at the back of the building.

Manual Handling – SJ to look on HSE site to see if there are any online courses/guidance on this for the reception staff.

PAT testing not needed, but visual inspection needed, Eric is prepared to do this – suggested at Xmas closure each year.

Heating – SJ has already purchased thermometers and we also need more fans.

Still need to undertake a full risk assessment of the building – Eric will speak to Skillshare whether we can get some support to do this, as we don't always know what we are looking for. Would be good to have an expert with us while we were doing it for support.

Casework

There was only one report this time on enquiries received – Deyontae has not been in recently, so haven't had a catch up on current cases. 31 new enquiries were received. Trustees asked why there were several voids on the list? SJ thinks they are technical issues re the data entry on the case management system, Topaz but will check why we seem to have so many – 3 in this one and each report there seems to be voids.

Need approval for the 2 cases which were due to come back for review after 2 months, but they are still at ET1 stage, the ET3 (grounds for defence) have not come back yet so there is nothing further to review as yet. Agreed an additional 2 months before reviewed.

Trustees were more concerned about which cases had possible potential and asked some questions re referrals out and advice provided. Suggested that it would be good if EL could come to the next Board meeting and talk through some of the cases/issues that she is dealing with and enable them to ask questions directly. SJ will ask her if she can make it and we will dedicate the beginning of the meeting to this, so she can leave immediately afterwards.

[Staffing issue]

Awards for All

SJ has circulated a brief from Griffiths Thompson Partnership. All present thought it was very comprehensive and detailed. Approved the time scales and detail within it. SJ to come up with a list of stakeholders and consultees for this. Discussed SJ's concerns that the building may be Grade 2 listed. She has queried with AJ but heard nothing back. There was some discussion re the impact of this – whether the *inside* was listed or not. SJ to speak to Martin about this and seek his view.

Finance Update

SJ and Martin Meredith need to meet to discuss the budget for 16/17. SJ went through the bank statements but was unable to give a full report without Martin.

AOB

None.

Next Meeting

Thursday 28th April 6.30pm. F&GP at 5.30pm.

General Council Meeting Wed 11th May, ask if we can get the Architect along and also Pippa will do the food as her donation.

Actions List

| What | Who By | Date if any |
|--|-----------------|-----------------------|
| AQS application to be submitted | Shantele | When appropriate |
| Develop funding paper | Martin | When able |
| Organise paperwork for General Council Meeting | Shantele | Early April |
| Complete QB manual | Shantele | When able |
| SJ to find information sent previously to *and send to Eric before he decides to send letter | Shantele | ASAP |
| Chase council re alarm and procedure | SJ to chase up | By next Trustee Board |
| Look for further first aid training | Shantele | ASAP |
| Meet with Martin to discuss budget & accounts | Shantele/Martin | By next meeting |
| Change cleaning contract to incorporate additional areas of the Centre | Shantele | ASAP |

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| Explore free kitchen equipment | Eric/Pippa | By next meeting |
| Ask existing hirers to provide public liability insurance and develop new procedure for identifying new hirers | Shantele | ASAP |
| Look for manual handling courses/guidance on HSE site | Shantele | ASAP |
| Purchase fans as necessary | Shantele | By summer |
| Risk assessment for building | Combination staff/trustees | By next meeting |
| Contact Skillshare re risk assessment support | Eric | ASAP |
| Ask EL to attend next Trustee Board | Shantele | ASAP |
| Speak to Martin re Grade 2 status | Shantele | ASAP |
| Chase AJ re grade 2 status | Shantele | ASAP |