

Minutes of Board Meeting in Public
Held at 2pm in Bradbury Hall, Trinity Centre
Thursday 24th November 2016

Present: Daphne Lewis DL Chair
 David Beechey DB
 Vanessa Barrett VB
 Steve Price SP
 Angie Saganowska AS
 Jane Randall-Smith JR-S

In attendance: Steph Dunbar Minute Taker

1. Welcome, introductions and apologies

Apologies were received in advance from Terry Harte, Anne Wignall and Mandy Thorn.

2. Declarations of interest

There were no declarations.

3. Board Meeting in Public held on 12th September 2016

a) Approval of minutes

The minutes were approved and signed by the Chair.

b) Action plan

JR-S noted that the Safeguarding policy would be finalised by the end of November and circulated to the Board electronically for comment.

Action: JR-S to circulate Safeguarding policy

The Board thanked JR-S for her contribution on behalf of HWS to the Keeping Adults Safe in Shropshire Board annual report.

JR-S advised that a meeting with the RCC Finance Officer to discuss staff contracts regarding the credit card had been arranged.

c) Matters arising not on the agenda

There were no matters arising.

4. Governance

a) Risk Management matrix

JR-S advised that the matrix review meeting in October had identified five new risks and updated the overall rating of a further four risks. The updated matrix had been circulated for information.

It was agreed that going forward the minutes of every Board Committee should go to all Board members for information.

The updated matrix was accepted by the Board.

b) Outcomes of Policy review

JR-S provided a written update of the policies recently reviewed by an internal working group: Community Engagement, Data Protection, Equality and Diversity, Health and Safety, Business Continuity, Volunteering and the Website links inclusion policies. It was noted that a second policy review meeting was set for January.

The changes were accepted by the Board.

Action: SD send Board update Contact details as per policy

5. Finance

a) Management accounts to end September 2016

The accounts were accepted by the Board.

6. Marketing

a) Update

JR-S informed the Board that 'You Said We Did' updates were now featuring on front page of the HWS website, providing regular updates. It was commented that implementation of the HWE CiviCRM system will have positive outcomes on HWS's marketing strategy.

JR-S noted that local media were engaging better with HWS's press releases: several radio interviews have been conducted over past few months. Further work will be done to ensure more information is submitted to local publications including in parish magazines in the new year.

Volunteer and Board Recruitment will take place in the new year.

b) Annual Event

AS congratulated everyone on the work that went in to the HWS annual event. It was reported that attendees were very complimentary about the sessions and information made available.

7. Reports

a) Chairs report

A report was provided for information.

b) Board member reports

A report was provided for information.

c) Chief Officers report

A report was provided for information.

8. Current activities

a) Reports from Committee meetings

i. Enter and View

An update was provided as part of VB Board report.

ii. Intelligence

DB provided a verbal update: it was noted that AS had just been elected as the new Chair of the Committee and volunteer representatives were now attending committee meetings.

9. A.O.B, if notified in advance

There was no further business to discuss.

10. Questions from the public

There were no questions.

11. Dates of future Board meetings

Action: SD to send DoodlePoll for Feb date

12. Resolution to manage confidential business in a closed meeting

The resolution was agreed.