

CONFIDENTIAL
DERBYSHIRE CARERS ASSOCIATION
Management Board Meeting Minutes
Monday 13th May 2019 @ 10am
@ Head Office, Ripley.

Attendees; Vicky L Davison (Chair), Marilyn Hambly, Paul Lobley, Ian Gill, Narinder Sharma, Helen Weston, Deborah Gough, Nicky Parsons(Notes).

Ref	Item	Action
19/027	Apologies; Nohaid Ilyas, Guy Willetts, Waldemar Budzynski.	
19/028	Declaration of Conflict of Interest; PL announced that he is now a member of Amber Valley Borough Council. HW – during the Operational report discussed funding that DVA have won. NS declared that he is a Trustee for DVA.	
19/029	Minutes of the Meeting held 18 th March 2019. Decision: The Board accepted the Minutes as a true and fair record with a change to MH`s name (spelt incorrectly).	NP
19/030	Matters Arising From those Minutes: Discussion: IG asked if the rent agreements had been sorted yet? NS said this was ongoing with Exeid. IG asked for a timescale which NS said would not be able to supply but this would be done asap. MH asked when the redacted minutes were being put on the Website and are they still being authorised by the Board first? NP said she had fallen slightly behind with this but this would be brought up to date for the next Board Meeting. IG asked if any new Trustees had been invited/accepted onto the Board. NS said that a few people are being considered including a young Carer attending the Board meeting on an ad hock basis. This is currently being looked into. VLD suggested helping any Young Carer, for example going to University or doing a Duke of Edinburgh scheme by inviting them to a Board Meeting. MH asked what was happening with the HRH visit Photo`s? HW to chase the brochure that was going to be published. NS asked all Trustees to put the event dates ie Cathedral in their diaries.	NP NS/DG HW All

19/031	<p>Finance Sub Group; 2019 The minutes were accepted. Anti Bribery Policy – To be re-adopted – The Board agreed to re-adopt the Policy without change. Proposed by PL and seconded by MH.</p>	NP
19/032	<p>Accounts Decision: The Accounts were received by the Board. PL explained that the accounts are looking healthy PL asked for the 2019/2020 budget to be adopted. This was adopted en block. IG pointed out that the Petty Cash budget is obviously wrong and needs reassessing.</p>	LE
19/033	<p>HR Sub Group; Postponed due to apologies; E-mail from MH to deal with HR issues on an interim basis:</p> <ol style="list-style-type: none"> 1. Until we have a second Trustee willing to attend meetings of the HR Sub Group, Board to identify at least 2 Trustees willing to comment via email on policy documents due for review. These documents will then be amended accordingly, taking account of management comments, and will then be placed on next Board meeting agenda for approval. 2. Reports such as sickness absence reports will be placed on main agenda for Board information, comment and appropriate decision. 3. Other HR issues to be identified and reported to Board so that Board can agree who will act on behalf of Trustees to deal with any issues arising. <p>The Board fully supported the proposal and GW will be asked to check any policies by e-mail along with MH and IG.</p>	
19/034	<p>Trustee Appraisals; Discussion: Appraisal times/dates to be discussed and information required. MH suggested doing these after a Board Meeting? Any Trustees not in attendance would be done by telephone. This is to be scheduled for after the next Board Meeting. This would be done by a peer review system. NP to send out Trustee Appraisals Forms for Trustees to view before the Board Meeting.</p>	NP

19/035	Operational Reports; Information/Discussion/Update: A discussion took place about the Operational report and HW took the Board through all the information and also updated the Board on current Funding applications and where DCA were with them ie interview stage etc. DG took the Board through the Young Carers Operational report. HW and DG reported back on the Strategy Day on 8 th May 2019 which was really positive and accepted by the Board. A Team Building day is scheduled for later in the year.	NP
19/036	Risk Register; Discussion/Decision: Updates for discussion/adoption; The Board were happy with the changes/updates made.	
19/037	Health & Safety: Information: A small Electric Shock, A trapped finger in the cabinet. Both at Head Office. First Aid administered and entered in Accident Book. No further actions required.	
19/038	Feedback: Files available on request. Several new Compliments received – No new Complaints received. The appeal which had been brought to a complaint at the end of last year has now been dealt with and is now closed (to be discussed at the Confidential Meeting).	
19/039	AOB: PL asked that all e-mails be sent to his personal e-mail address as his new role automatically defaults to his Councillor`s Microsoft e-mail address.	

Please note that there will be a confidential meeting for full Board Members at the end of business.

**Date of next meeting: Monday 15th July 2019 @ Head Office,
Ripley.**

Apologies to: 01773 833833 please