

Item 2 (Paper 1)	Minutes 9/8/18
Author: GM	
08/11/18	

**For information and agreement**

<b>Summary of Actions</b>	<ul style="list-style-type: none"> <li>• Catherine Negus to attend all board meetings in the future to provide update on Healthwatch (GM)</li> <li>• Identify trustees from Waltham Forest; over the next six months (GM to provide long-list for board to consider)</li> <li>• For October board provide a series of alternative models for Southwark Giving if CBT funding is unsuccessful (TJ to lead)</li> <li>• Southwark Giving: work more closely with local social enterprises; talk to Southbank University [VC, Dave Phoenix] (MG to assist); apply to Lord Mayor's Dragon Fund – putting forward a corporate partner; explore links with EY Foundation as their priorities are closely aligned to Southwark Giving</li> <li>• Auditors – start tender process to appoint new auditors on a three-year contract. Request for trustees to sit on selection panel (MG to chair). Process to take place before AGM (GM to lead and trustees to send their auditors to create a long list)</li> <li>• Set up resources and strategy and performance sub-committees. First resources committee to take place 22<sup>nd</sup> September. Expectation that all trustees will sit on at least one sub-committee. Trustees to send nominations to GM. (GM)</li> <li>• Trustees skills audit to be circulated ASAP and reported back at October meeting (GM and DH)</li> <li>• From October board meetings onwards there will be a standing item on one of the principles of the Good Governance Code. October meeting will focus on Principle 5 (GM)</li> <li>• Set of criteria to guide approval of new members (GM and AH)</li> </ul> <p><b>Carried over actions:</b></p> <ul style="list-style-type: none"> <li>• Briefing on Waltham Forest voluntary sector (GM)</li> <li>• Hold the February board meeting in Waltham Forest (AH to organise)</li> </ul>
<b>Attendees</b>	<ul style="list-style-type: none"> <li>• Matthew Guest (MG)</li> <li>• Jacky Bourke-White (JBW) - chair</li> <li>• Nicola Howard (NH)</li> <li>• Mark Parker (MP)</li> <li>• Ruth Driscoll (RD)</li> <li>• Michael Bukola (MB)</li> </ul>
<b>Staff in attendance</b>	<ul style="list-style-type: none"> <li>• Gordon McCullough (GM), Truly Johnston (TJ), Deborah Hayman (DH), Catherine Negus (CN)</li> </ul>
<b>Apologies</b>	<ul style="list-style-type: none"> <li>• Khosi Manaka (KM)</li> <li>• Karin Woodley (KW)</li> <li>• Maisie Anderson (MA)</li> </ul>

## **Agenda Item 1 – Welcome & Conflicts of Interest**

JBW welcomed the trustees to the meeting and asked whether there were any conflicts of interest. No conflicts were reported.

## **Agenda Item 2 – Healthwatch Southwark**

Catherine Negus (CN) described the work that HWS has taken since she became the new Healthwatch Manager. Much of the time has been spent developing the new team, delivering contracted research for the Local Care Network on care co-ordination and preparing HWS's Annual Report. There was also considerable work undertaken to ensure HWS was GDPR compliant.

## **Agenda Item 3 – Minutes**

The minutes were reviewed and then approved. There were some inaccuracies in the minutes circulated – it was agreed that GM would amend and circulate to trustees ASAP.

## **Agenda Item 4 – CEO report**

GM gave an outline of the activities in Waltham Forest, discussions regarding the core contract with Southwark Council and the work he has been doing with the various organisations involved in the hub developments for older people and people with disabilities.

## **Agenda Item 4 - Developments in Lambeth and Lewisham**

JBW gave the history of how the discussions with Voluntary Action Lewisham came about. GM and JBW are scheduled to meet with trustees of VAL as part of their merger partner selection process. The outcome of this process is expected at the end of September.

It was agreed it would be important to write up the rationale behind this development and articulating it members and other stakeholders as soon as possible.

GM gave an update on where Lambeth was in terms of an invitation to tender for the contract to provide support and leadership functions in the VCS in Lambeth. There has been no movement. GM will update the board as soon as he hears of any further developments.

## **Agenda Item 5 – Southwark Giving**

TJ led a discussion on development of Southwark Giving. TJ outlined the financial position and the commitment of local charitable funders and corporate partners to support the infrastructure costs of the initiative. It was agreed that this was challenging and if the bid to City Bridge Trust was unsuccessful then a set of alternatives should be drawn up with respect to Community Southwark's role in hosting Southwark Giving

**Action:** TJ to draw up an options paper for the future of Southwark Giving

## **Agenda Item 6 – Treasurers report**

MG outlined the financial position of the organisation and focused on the turnaround in the finances of Involve. JBW asked GM what the forecast for Community Southwark to year end looked like. GM stated at this stage it was difficult to assess but he estimated that Community Southwark would either break even or record a small surplus.

**Action:** GM to start process for auditor recruitment

## **Agenda Item 6 – Governance**

It was agreed that the resources sub-committee should be reinstated and a strategy and performance group be established.

JBW also discussed the code of good governance and the need for trustees to keep abreast of developments. The skills audit for trustees was also discussed.

**Action:** Trustees skills audit to be circulated ASAP and reported back at October meeting (GM and DH)

**Action:** From October board meetings onwards there will be a standing item on one of the principles of the Good Governance Code. October meeting will focus on Principle 5 (GM)

## **Agenda Item 6 – Governance**

All members were approved

**Action: GM to produce a short guide on**

**membership criteria AOB**

None