



Powys Association of Voluntary Organisations
Cymdeithas Mudiadau Gwirfoddol Powys

BWRDD CYFARWYDDWYR ac YMDDIRIEDOLWYR BOARD OF DIRECTORS AND TRUSTEES

Minutes of the Board Meeting held on 19 July 2024 at PAVO Offices, Ddole Road, Llandrindod Wells

Present: Jamie Burt (Chair)
Dominique Jones
Trish Buchan
Myra Francis
Gary Mitchell
William Powell
Peter Swanson

In attendance: Clair Swales (CEO)
Angela Owen (Head of Internal Services)
Michele Muireasgha (Head of Third Sector Development)
Sharon Healey (Head of Health, Wellbeing & Partnerships)
Melissa Townsend (Senior Officer, Volunteering)
Claire Sterry (Senior Officer, Third Sector Development)

Apologies: Wendy Beaven, Margaret Evitts

Agenda Item and paper No	Item	Minute	Action / Decision
1.	Chair's Welcome	Jamie welcomed everyone to the meeting	
2.	Apologies	Apologies were received and recorded (see above).	
3.	Declaration of interests	Declarations of interest were declared by Trish Buchan and Jamie Burt for item 6.1 Powys Volunteer Centre Recommendations June 2024 on	

		the agenda, being members of delivery partners and Gary Mitchell for item 7 PAVO Grants distribution, in his role as a Powys County Councillor.	
4.	Minutes of Board Meeting held on 5 April 2024	Approved	
5.	Redaction of minutes	Any redactions to the minutes were considered prior to publication.	No redactions were made.
	Matters Arising: (see action log)	<p>Co-option of Cllr Susan McNicholas – Susan aims to meet with Clair after the summer and put her name forward for the AGM</p> <p>Clair to forward copy of Owen’s Community Rail Development Officer presentation to William.</p> <p>Listen to You Visits – Clair reminded trustees to complete the form once visits are finished. The one remaining South of the County organisation visit preference will be sought so that a Trustee or member of staff can complete the visit/meeting. A report will come back to the Board in September.</p> <p>PTHB Ex-officio member - The Chair and Vice Chair have not yet heard from Powys Health Board’s Director of Corporate Governance / Board Secretary after their meeting. As a collective it was decided to move forward and invite Independent Member (Third Sector) Jennifer Owen-Adams to be a Co-opted trustee but would prefer and will encourage an official arrangement for longevity.</p>	<p>Action: CSw to share presentation with William</p> <p>Action: CSw to ask for a staff member to complete an outstanding visit. All trustees to complete visits and end of visit form by 26 August.</p>

		<p>AGM & Conference (7 November 2024 at Cefn Lea) Planning Group to be arranged.</p> <p><i>William Powell left the meeting with the intention of re-joining later.</i></p>	
6.	<p>Powys Volunteer Centre Review</p> <p>6.1 Powys Volunteer Centre Recommendations June 2024</p>	<p>Melissa Townsend, Senior Officer Volunteering, presented to the Board a paper outlining short, medium and long term plans following the recommendations in the outcome of the Powys Volunteer Centre Review. Board approval was sought for the short/immediate term recommendations with a view to bringing back to the board in November further detailed plans particularly in relation to the future volunteering delivery model.</p> <p>The document outlined various options for structures for volunteering delivery.</p> <p>It was recognised that unknown budget pressures can affect medium and long terms plans in capacity and service delivery and different scenarios would need to be considered.</p> <p>Gary asked that the change of name be bi-lingual.</p> <p>The Board thanked Melissa for presenting a comprehensive report.</p>	<p>Action: The Board approved the short term recommendations with a view to bringing back further detailed plans to the Board in November.</p> <p>It was further agreed to split the hub model in option 4 illustrated in Annexe one and to continue the conversations with delivery partners.</p>
7.	<p>PAVO Grants distribution</p>	<p>Claire Sterry, Senior Officer Community Development, presented information to the Board in relation to PAVO administered grant schemes from January to July 2024.</p> <p>The report showed £4381,116.85 requested by organisations with £1,342,581.06 awarded over seven grant schemes during a six months' period.</p>	<p>Received</p>

		<p>The Chair commended the amount of work involved and the streamlined process. Clair re-iterated Jamie’s remarks thanking Michele, Clare and the staff involved. The intense amount of work that the Sector delivers was recognised including the support given to unsuccessful applications.</p> <p>Clair informed the Board that the panels will be involved in a review of the grants distribution. The Chair thanked panel members for their time and involvement in the grant panels.</p> <p>Gary suggested a de-brief across grants panels and that the information should have a wider audience. The timing of the distribution of the grants was important in a strategic context as the monies can be used to plug gaps where services are re-focussed in line with Powys County Council Strategy for a sustainable Powys.</p> <p><i>Myra Francis left the meeting</i></p>	
8.	Budget Report Qtr 4 2023-24	<p>Angela presented the Budget Report Qtr 4 2023-24 to the Board.</p> <p>a) March 2024 Budget Monitoring Report Angela highlighted the notes with the report explaining the variances and that the surplus figure was due to restricted funds received in advance for expenditure in this financial year. The deficit budget for this financial year was not cause for concern that there would probably be less likelihood of opportunities to reduce the figure in the current climate.</p> <p>b) Balance Sheet as 31 March 2024. Angela highlighted the successful investment with Flagstone and fortunate that some large grants were paid in advance. The debtor</p>	Approved

		figure is high as RIF funding is claimed in arrears. Grants paid out in April but approved in March is reflected in the creditors figure.	
9.	Budget Monitoring Qtr 1 23-24	<p>Angela presented the Budget Monitoring Qtr 1 2023-24 to the Board.</p> <p>Angela highlighted the notes explaining the variances and the Shared Prosperity Fund money being claimed in arrears.</p>	Approved
10.	PAVO Investments	<p>Angela updated the Board on PAVO investments with Flagstone.</p> <p>The Board discussed the likelihood of interest rates coming down and whether to consider tying more money up for longer periods. It was also considered a good idea to ring-fence investment income.</p>	<p>Received</p> <p>Action: It was agreed for the Investment Sub Group to meet to discuss way forward and thereafter to set six monthly meetings.</p>
11.	Governance Development	<p>The Board received an update on the Governance Development Plan and Operational Presentation Plan 2024/25.</p> <p>It was suggested that any trustees that wished to attend a Social Media training attend in a separate session and that the Social Media training offer in the Good Governance programme 24/25 be replaced.</p>	<p>Received</p> <p>Action: It was agreed for Clair to send a survey out to the Board with some suggestions to see what members would like to replace the Social Media Training offer.</p>

12.	Qtr 4 Report Card 2023-24	<p>The Qtr 4 Business Plan Report Card 2023-24 was circulated with the Board papers prior to the meeting.</p> <p>The chair asked how demand was being managed. Angela informed that the grants schemes created extra work for internal services and finance but extra staff were taken on. Angela also informed of good staff being taken on for short-term projects and it would be a shame to lose them.</p> <p>Michele informed that with the extra grant work training has dipped and is now working closely with Comms to advertise PAVO Training.</p> <p>Clair expressed thanks for the work involved over on-going period of change.</p> <p><i>Michele Muireasgha left the meeting and William Powell re-joined.</i></p>	Approved
13.	Annual Sickness Absence Report 23/24	<p>The Annual Sickness Absence Report 23/24 was circulated to the Board.</p> <p>It was noted that in contrast to the national trend PAVO sickness absence has decreased again this year, and is far below the UK national average. One of the reasons for this may be that working from home is routine practice, some staff can still work even if they are not able to attend the office.</p>	Approved
14.	Annual Internal Audit Report	<p>The Annual Internal Audit Report Action Plan and Programme 24/25 and the Annual Staff Satisfaction Report was circulated to the Board.</p> <p>14.1 Internal Audit Action Plan Update and Programme 2024</p>	The Board approved the Annual Internal Audit Report Action Plan and Programme

		<p>Angela spoke to the report that highlights the key recommendations and actions from the Internal Audit programme, and provides a summary of progress against agreed actions. Trish commented that the report gives transparency and a good level of assurance for the Board.</p> <p>14.2 Annual Staff satisfaction report.</p> <p>It was noted that this year there was a higher return response rate to that of last year. The report was considered generally positive with constructive comments.</p> <p>Angela and Clair to produce document with ways forward on the feedback.</p>	<p>24/25 and the Annual Staff Satisfaction Report.</p> <p>Action: 14.2 Clair and Angela will produce a document detailing next steps from feedback received in from the staff satisfaction survey.</p>
15.	Policy and Procedures update	<p>The Board received the eight policy and procedures listed below for approval.</p> <p>15.1 Redundancy Policy</p> <p>15.2 Recruitment & Selection Policy</p> <p>Angela informed the Board that PAVO's current recruitment process is advised by HR advisers for legality. The Board discussed different ways applicants may apply for posts such as video recordings or a concise approach focussing on the suitability to the job description rather than completing the current application form. It was also noted that existing employees submitted an expression of interest rather than completing the standard application form.</p>	<p>15.1 Approved</p> <p>Action: 15.2 The Policy was approved as it stands subject to updating the internal application process for equality and consistency.</p> <p>Action: 15.2 It was further agreed for</p>

		<p>15.3 Welsh Language Policy</p> <p>Gary asked that the introduction paragraph focus on what PAVO is going to do.</p> <p>15.4 Drivers Handbook</p> <p>Gary felt that the lengthy document could be summarised. Angela informed that it was a template provided by PAVO's HR advisors.</p> <p>15.5 Drivers at Work Policy</p> <p>15.6 Domestic Abuse in the Workforce Policy – approved.</p> <p>15.7 Flexible Working Policy</p> <p>It was noted that the changes to the policy would be for a trial period of time, ensuring robust supervision is in place and can be reviewed.</p>	<p>Jamie and Dominique to have a wider discussion with Angela regarding general recruitment process in the long term.</p> <p>Action: 15.3 It was agreed that the introduction Policy statement be reviewed. Welsh speaking members of the Board to ensure they are happy that everything is covered.</p> <p>15.4 Approved</p> <p>15.5 Approved</p> <p>15.6 Approved</p> <p>15.7 Approved</p>
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16.	CEO Report	<p>Clair spoke to her report and added the following:</p> <p>William was unaware that Mike Entwisle, Volunteering Officer had left PAVO in early June and asked who would be covering his area. Clair replied that this will be included in part of the Powys Volunteer Centre Review.</p> <p>William also asked if following the recent elections had PAVO contacted the outgoing and incoming candidates. Clair will be contacting them in due course.</p>	<p>Received</p> <p>Action: Clair to send PAVO briefing to newly elected Parliamentary candidates following the recent elections.</p>
17.	Chair's Update	<p>The Chair presented a brief, oral report</p> <p>Meetings: Monthly meetings with PAVO Vice chair and CEO. Board succession meeting with Vice-chair, CEO and Angela in June. Public Service Board on 18 July Due to carry out CEO appraisal in August</p> <p>The Chair informed the Board that he had been nominated for a Third Sector award and is a finalist in the Rising Star 2024 category. The Award Ceremony will be held in London.</p>	

		<p>The chair thanked everyone involved in Powys Volunteer of the Year (PVOY) Awards and those involved in the judging panels.</p> <p>Dominique raised a concern discovered whilst being a member of the PVOY panel that could lead to a decline in volunteer drivers, impacting on Health with a massive strategic implication. Dominique has drafted a letter and would like permission from the Board, once they have had sight of the draft, to send out to heighten the issue. Community Transport drivers are taxed after 10,000 miles therefore 45p per mile is reduced to 25p per mile. The RAC's research indicates that it costs 63p per mile to run an average car. Gary informed that the 45p per mile is for guidance only and organisations can set their own rate. Clair gave background information referring to action already taken by PAVO and indicated it would be beneficial to invite the Welsh Government Secretary for Transport to a Powys Third Sector Transport Network meeting.</p>	<p>Action: It was agreed for Dominique to liaise with Clair, Sharon Healey and Claire Sterry and for the Board to have sight of the letter before it goes out.</p>
18.	Nomination of Co-opted member of the Board of Trustees	<p>The Board discussed the nomination of a co-opted member of the Board of Trustees. This item was touched upon in Matters Arising and updated in the action log. The Chair emphasised the priority as two member of the Board will be stepping down at the AGM in November.</p> <p>The Chair informed that Jennifer Owen Adams, Independent Member of PTHB has been invited to the Board.</p> <p>Clair informed the Board that she has a meeting with the CEO of the BARCUD Housing Association, Jason Jones</p>	<p>Received</p>

		Susan McNicholas is still interested in being a trustee but hopes to put name forward for AGM.	
20.	Powys Volunteer of the Year 2024 – media impact		Received
21.	Community Connectors end of year infographic 23-24		Received
22.	Powys Befriending Service end of year report 23-24		Received
19.	Future Board Meetings: online - 9:30am to 13:30pm	2024 - 27 September, 29 November, 2025 - 7 February, 28 March (Board Development day face to face, Unit 30) 10am-4pm	

ACTIONS LOG KEY
COMPLETE
ON TRACK
PROGRESS DELAYED
PROGRESS AT RISK

Agenda / Date / Item	Log of Actions carried forward	Responsible Officer	Status	Progress update
24/4/05	Chair to write to Board members regarding attendance	JB		
24/02/23 24/07/19	Welsh Language Action Policy - It was agreed that the introduction Policy statement be reviewed. Welsh speaking members of the Board to ensure they are happy that everything is covered.	CSw/AO		
23/01/27/10 23/05/30/16 23/11/30/8 24/04/05 24/07/19	PAVO Chair, CEO and Trish to meet with PTHB Chair to clarify ex-officio arrangements for the next Board meeting. PTHB Chair to follow up today 30 Nov. PTHB Ex-officio member - The Chair and Vice Chair have not yet heard from Powys Health Board's Director of Corporate Governance / Board Secretary after their meeting. As a collective we have decided to move forward and invite Independent Member (Third Sector)	JB		

	Jennifer Owen-Adams but would prefer and will encourage an official arrangement for longevity.			
24/07/19/6	<p>Powys Volunteer Centre Review - Short term recommendations approved with a view to bringing back to the Board in November.</p> <p>Split the hub model in option 4 illustrated in Annexe one and to continue the conversations with delivery partners.</p>	MM		
24/07/19/11	Governance Development - Clair to send a survey out to the Board with some suggestions to see what members would like to replace the Social Media Training offer.	CSw		
24/07/19/15	<p>Recruitment & Selection Policy - Update the internal application process for equality and consistency regarding an internal candidate.</p> <p>Jamie and Dominique to have a wider discussion with Angela regarding general recruitment process in the long term.</p>	<p>AO</p> <p>JB/DJ/AO</p>		

24/07/19/16	Clair to send PAVO briefing to newly elected candidates following the recent elections.	CSw		
24/07/19/17	Community Transport Driver expenses - for Dominique to liaise with Clair, Sharon Healey and Claire Sterry and for the Board to have sight of the letter before it goes out.	DJ/CSw/SH		
Completed actions				
24/02/23 24/04/5 24/07/19	Co-option of Cllr Susan McNicholas – is still interested in being a trustee. Family circumstances have delayed progress. Aim to meet up after the summer to put name forward for AGM.	CSw		
23/02 24/04/05 24/07/19	Listen to You visits - The one remaining South of the County organisation visit preference will be sought so that a Trustee or member of staff can complete the visit/meeting. A report will come back to the Board in September.	CSw		
24/07/19/10	PAVO Investments – The Investment Sub Group to meet to discuss way forward and thereafter to set six monthly meetings.	AO		

12/11/30/15 24/07/19	Following the results of the Equality, Diversity & Inclusion staff survey the Board further agreed for an email go out to all staff reminding of the channels of communication for any concerns and to include the Chair's email address. Jamie to see the email before circulation.	CSw/JB		
24/02/23 24/07/19	WP to seek an invite for Owen to present to the Cross Party Group on Railways at the Senedd. CSw to discuss with MM and forward copy of Owen's presentation to WP	WP CSw/MM		
23/11/30/10 24/07/19	AGM & Conference (7 November 2024 at Cefn Lea) Planning Group to be arranged.	CSw		
23/02/24 23/07/28/14 5/04/24	Jamie and Clair to progress the setting up of a Task Group of the AGM Planning Group to look at co-options and a framework for trustee recruitment. To be discussed at the PAVO Board Away Day in April Delayed - CS/JB/DJ/AO to meet outside of the Board meeting to discuss	JB/CSw		

24/07/19	Board succession meeting held with Vice-chair, CEO and Angela in June.			
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